



The Commonwealth of Massachusetts
Town of East Longmeadow
Building Department

60 Center Square, East Longmeadow, Massachusetts 01028 – (413) 525-5400 ext 1150

APPLICATION FOR CERTIFICATE OF INSPECTION

() FEE REQUIRED \$ _____ () NO FEE REQUIRED

Certificate of Inspection Fee- \$60.00 (Per Certificate)

In accordance with Section 110.7 of the Massachusetts State Building Code 9th edition, I hereby apply for a Certificate of Inspection for the below named premises located at the following address:

Street & Number _____

Name of Premises _____ Telephone: _____

Purpose for which Premises is Used _____

Licenses or permits required for the premises by other governmental agencies:

License or permit	Agency
_____	_____

Certificate to be issued to _____

Address _____

Owner of Record of Building _____ Telephone: _____

Address _____

Name of present holder of certificate _____ Telephone: _____

Name of person to contact to schedule inspection _____

Email: _____ Telephone: _____

Signature of person to whom Certificate is issued or an authorized agent _____ Title _____ Date _____

INSTRUCTIONS:

- 1) The application form with accompanying fee must be submitted for each building or structure or part thereof to be certified. Make check payable to: **TOWN OF EAST LONGMEADOW**
- 2) Return this application to the Building Department: 60 Center Square, East Longmeadow Ma, 01028
- 3) The application must be filled out **COMPLETELY** and fee must be received **BEFORE** scheduling an inspection.

OFFICIAL USE ONLY: Date of Renewal Notice: _____ Date Fee Paid: _____
Date of Inspection: _____ Building Official: _____
Certificate # _____ Expiration Date: _____

TOWN OF EAST LONGMEADOW

Building Department, 60 Center Square, East Longmeadow Ma, 01028
Phone: (413) 525-5400 ext 1150

Certificate of Inspections;

Prior to scheduling with the building inspector for a certificate of inspection, it is suggested that the property manager or other authorized personal insure that the following key requirements are verified;

- 1) All of the egress lighting and exit signs when not connected to emergency generator, have working battery backup.
- 2) Fire extinguishers have been tested and punched.
- 3) Suppression system has been tested and a copy of the paperwork is available*
- 4) A copy of the annual alarm test report is available for the inspector*
- 5) Commercial kitchen exhaust hood has been inspected and tagged per code*

*Where applicable

If any of these items are incomplete causing the inspector to return at a later date, a re-inspection fee shall be paid prior to scheduling a re-inspection.

The Building Official shall be notified within ten (10) days of any change in the above information.