

The Commonwealth of Massachusetts
City of Holyoke
Department of Codes and Inspections
 20 Korean Veterans Plaza, Holyoke, Massachusetts 01040 – (413) 322-5600, Fax (413) 322-5601

APPLICATION FOR CERTIFICATE OF INSPECTION

FEE REQUIRED \$ _____ NO FEE REQUIRED
\$50 Residential Fee (1-3 Family) , \$100 Commercial Fee

In accordance with Section 110.7 of the Massachusetts State Building Code 8th ed., 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: **City of Holyoke**
- 2) Return this application to: Department of Codes and Inspections, City Hall Annex
 20 Korean Veterans Plaza, Room 300, Holyoke, MA 01040
- 3) The application must be filled out **COMPLETELY** and fee must be received **BEFORE** scheduling an inspection.

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

CITY OF HOLYOKE

**Department of Codes and Inspections, City Hall Annex, Room 300,
Holyoke MA 01040**

Phone: (413) 322-5600, Fax (413) 322-5601

Certificate of Inspections;

Prior to scheduling with an 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 paperwork is available on system or in report book for the inspectors review*
4. A copy of the annual alarm test report is available for the inspector to review*

*Where applicable

Per City of Holyoke Ordinance **18-91 (c)** If any of these items are incomplete causing the inspector to return at a later date, a re-inspection fee of \$40.00 shall be paid prior to scheduling a re-inspection.