

**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 9<sup>th</sup> 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 _____
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Certificate to be issued to \_\_\_\_\_

Address \_\_\_\_\_

Owner of Record of Building \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

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
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**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.

<b>OFFICIAL USE ONLY:</b> Date of Renewal Notice _____ Sent by _____ Date Fee Paid _____ Date of Inspection: _____ Building Official _____ Certificate # _____ Expiration Date: _____
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# **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 inspector's 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.