

The Commonwealth of Massachusetts
City of Holyoke
Department of Codes and Inspections
City Hall Annex, Room 300

20 Korean Veterans Plaza, Holyoke, Massachusetts 01040 – (413) 322-5600 www.holyoke.org

APPLICATION FOR CERTIFICATE OF INSPECTION Page 1

() 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 9th 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 _____

Is there a monitored fire alarm system in the building? ☐ yes* ☐ no
A system that calls the fire department if activated?

Is there a sprinkler system in the building? ☐ yes* ☐ no

Are wooden, steel or concrete fire escapes or stairs a component of the building? ☐ yes* ☐ no
Porches, decks, ladders and stairs leading from the building intended as an exit of any kind

***If you answered yes to any of the previous three questions, the most current test reports and exterior egress certification affidavit must be submitted with this application. A blank Exterior Egress Affidavit is included with this application. A Listing of Registered Design Professionals is available on The Building Department website. Your application will not be processed without the required documentation.**

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

License or permit _____	Agency _____
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Certificate to be issued to _____

Address _____

Owner of Record of Building _____ Telephone _____

Address _____

Email _____

Continue to page 2 and thoroughly read all instructions:

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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 and the test reports to HoganM@holyoke.org in PDF format. The fee can be mailed separately if it is clearly labeled. **Email documents are preferred.** The application and supporting reports may be put on a thumb drive in a single PDF file. **Multiple file documents will not be accepted.**

The application can also be mailed 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.
- 4) Prior to scheduling with an inspector, it is strongly suggested that you, or other authorized personnel, insure that the following key requirements are verified:
 - All of the egress lighting and exit signs when not connected to emergency generator, have working battery backup.
 - Fire extinguishers have been tested and punched within the past year.
 - Sprinkler system has been tested and paperwork has been submitted with the application*
 - A copy of the annual alarm test report has been submitted with the application.*

*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.

Person to contact to schedule the inspection _____

Email _____ Telephone _____

Signature Title Date

OFFICIAL USE ONLY: Fee amount paid and date _____

Uploaded to Municipity ☐ Input on Spreadsheet ☐ Uploaded to BR ☐

Date of application _____