

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 of 2

() 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 _____

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

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

3) 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.** An Exterior Egress affidavit form and a listing of Registered Design Professionals is available on The Building Department website. Your application will not be processed without the required documentation.

4) A test report for the Emergency lights and Exit signs must be submitted with this application. The test report must be a 90 minute load drain test performed by an electrician or other qualified vendor

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

License / permit type

Agency

6) This Certificate of Inspection should be issued to: _____

Address _____

7) 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 also be put on a thumb drive in a single PDF file if email is not possible. **Multiple file documents will not be accepted.**

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- 3) The application must be filled out **COMPLETELY** and fee must be received **BEFORE** scheduling an inspection.
- 4) Inspections will not be scheduled until the application is complete. Please check your building prior to scheduling. There is a Reinspection fee of \$40.00.
 - An emergency lighting and exit sign load test report for battery backup or generator switchover test report has been submitted with this application.
 - 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 Fire 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, 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 _____