

Certificate of Inspection



Periodic Inspections

780 CMR, Massachusetts State Building Code – Ninth Edition

The building official shall inspect periodically existing buildings and structures and parts thereof in accordance with Table 110 entitled Schedule for Periodic Inspections of Existing Buildings. Such Buildings shall not be occupied or continue to be occupied without a valid Certificate of Inspection.

- Places of Assembly –Theater, Library, Lecture Hall
- Educational Buildings
- Religious Buildings
- Restaurants

Please note: All annual alcoholic beverage licenses must complete the annual inspection with the

Commissioner and Fire Captain before November 15th

- Day Care Facilities and Summer Camps
- Multi-Family Dwellings
- Boarding Houses
- All new businesses

What Do I need to do next?

- Apply [online](#) for your Certificate of Inspection. Contact Buildinginspector@easthamptonma.gov or by phone 413-529-1400 X129 for help or with any questions.
- After you submit your application you will receive an invoice (emailed) and a checklist (found in your application) of items to be uploaded before your inspection can be scheduled.
- The building department will contact you to schedule inspection after payment and required paperwork is received.
- Inspection performed by a building inspector and in some cases a member of the Fire Department.
- Owner or agent must be present for inspection
- Inspection of common areas
- Conducted annually or every two years – will be established after inspection is complete
- Written inspection report detailing any necessary corrections with compliance date
- A Certificate of Inspection will be provided in your online [Permiteyes](#) account.

Benefits of Inspections

- ✓ **Increased level of safety for occupants.**
- ✓ **Compliance with critical life safety systems.**
- ✓ **City issued certificate for owners' marketing use.**
- ✓ **Inspection status and property information will be available on the city's [GIS](#)**
- ✓ **Satisfies State mandated code requirement.**

Schedule and Fees

Inspection Fee - \$150.00 (plus \$5.00 for each apartment for multi-family Dwellings)

Yearly inspection schedule:

- ❖ January - Automotive Inspections
- ❖ May – Religious buildings, non-profits and others assembly
- ❖ June- Summer Camp Inspections
- ❖ July- Non-Alcoholic Restaurants
- ❖ August- School Inspections
- ❖ September- Gas station inspections
- ❖ October-Liquor License Inspections
- ❖ Year Round by appointment – Multi-Family Dwellings, Mill Buildings and new businesses.

Certificate of Inspection Required Document Checklist		
Required Reports	N/A	Please attach reports required by the checklist to the online application. You will get an email invoice. Please pay online, in person or by mail. Once all the reports have been received the inspection will be scheduled.
<input type="checkbox"/>	<input type="checkbox"/>	Floor plans of each level of your building (on 8^{1/2}" * 11") paper (<u>1st inspection only</u>).
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the latest fire extinguisher inspection report (or invoice).
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the latest fire sprinkler test report.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the latest fire alarm test report.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the latest "Kitchen hood" suppression system test report.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of the latest kitchen hood/duct cleaning certificate
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the latest generator test report.
<input type="checkbox"/>	<input type="checkbox"/>	Test the emergency lighting and exit signs prior to our inspection?
<input type="checkbox"/>	<input type="checkbox"/>	Is the proper contact information listed on the front sheet, including email address?
<input type="checkbox"/>	<input type="checkbox"/>	For lodging facilities, is the correct number of rooms and/or beds listed correctly?
<input type="checkbox"/>	<input type="checkbox"/>	Copy of all current Department of Public Health and or Office for children licenses.
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of exterior stairways, fire escapes, exterior balconies, elevators, and hoist.
<input type="checkbox"/>	<input type="checkbox"/>	NFPA 80: Inspection, Testing, and Maintenance of Swinging Fire Door Assemblies.
<input type="checkbox"/>	<input type="checkbox"/>	Other:

DURING COI INSPECTION THE BUILDING INSPECTOR REQUIRES THE POWER TO BE SHUT OFF IF YOU DO NOT HAVE A BREAKER FOR EMERGENCY LIGHTS.

WE WILL NEED TO LOCATE THE BREAKER & FUSE PANEL FOR EMERGENCY LIGHTING.

Table 110
Schedule for Periodic Inspection of Existing Buildings

(See Chapters 3: Use and Occupancy Classification and 4: Special Detailed Requirements Based on Use and Occupancy for complete descriptions of use groups.)

Use Group	Use Group	Use Group Description	Minimum Inspections	Maximum Certification Period
A-1	Movie theaters or theaters for performing acts (stage and scenery)	> 400 occupant load ≤ 400 occupant load	Semi – annual Semi – annual	One year One year
A-2	Restaurants, Night Clubs or similar uses	> 400 occupant load ¹ ≤ 400 occupant load ¹	Semi –annual ¹ Annual ¹	One year One year
A-3	Lecture halls, dance halls, churches and places of religious worship, recreational centers, terminals, etc.	> 400 occupant load ≤ 400 occupant load	Semi –annual Annual	One year One year
A-4	Low density recreation and similar uses.		see note 3.	Five years
A	Special amusement buildings or portions thereof.		see note 3.	One year
E	Educational, day care		see note 3.	One year
I-1	Group home		see note 3.	One year
I-2	Residents incapable of self preservation – hospitals, nursing home, mental hospitals, certain day care facilities.		see note 3.	Two years ²
I-3	Residents restrained – prisons, jails, detention centers, etc.		see note 3.	Two years
I-4	Adult and/or child day care facilities.		see note 3.	One year
R-1	Hotels, motels, boarding houses, etc.		see note 3.	One year
R-1	Detoxification facilities		see note 3.	Two years
R-2	Multi-family		see note 3.	Five years
R-2	Dormitories and R-2 Congregate Living		see note 3	One year
R-2	Summer Camps for children.		Annual	One year
R-3	Residential facilities licensed by DDS or DMH		Annual	One year
R-4	Residential care/assisted living facilities (≤ 16 persons)		Annual	One year
Any	Facilities licensed by the Alcohol Beverage Control Commission where alcoholic beverages are served and consumed.		Annual ⁴ as per M.G.L. c. 10, § 74	One year as per M.G.L. c. 10, § 74
Any	House museums (see Chapter 34: Existing Structures for definition)		Annual	One year
Any	Fire escapes, etc. per Chapter 10: Means of Egress		Five years	Five years

Notes:

1. When appropriate for A-2 uses, the inspection for the Certificate of Inspection should include and be timed to satisfy the requirements of M.G.L. c. 10, § 74.
2. One year for facilities licensed or operated by the Department of Mental Health (DMH).
3. Prior to issuance of new certificate.
4. Certificates of inspection for establishments intending to sell alcoholic beverages to be consumed on the premises shall be governed by M.G.L. c. 10, § 74 and the inspection schedule in section 110.7. The *building official* may issue a temporary inspection certificate, once co-signed by the *building official* and by the head of the fire department, effective to a date certain for the establishment.

General Note: It is the responsibility of building “owner”, as defined in Chapter 2: Definitions, to meet the inspection requirements in this table for continued use and occupancy. The maximum certification period specified in the table is intended to provide administrative flexibility. For uses allowing more than one year maximum certification period, the *permit* may determine the certificate validity term. For example, an R-2 building could be certified for one, two, three, four or five years.