



The Commonwealth of Massachusetts  
**Town of Agawam**  
**Inspection Services- Building Department**  
1000 Suffield Street, Agawam MA 01001 – (413) 821-0632

## Application for Certificate of Inspection

**Certificate of Inspection Fee- \$50.00 (Per Certificate)**  
( ) Required Fee \$ \_\_\_\_\_

In accordance with Section 110.7 of the Massachusetts State Building Code 9<sup>th</sup> edition, 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: **TOWN OF AGAWAM**
- 2) Return this application to Inspection Services: 1000 Suffield Street Agawam, MA 01001
- 3) The application must be filled out COMPLETELY and fee must be received BEFORE scheduling an inspection.

**OFFICIAL USE ONLY:** Date of Renewal Notice: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Building Official: \_\_\_\_\_

Certificate # \_\_\_\_\_ Expiration Date: \_\_\_\_\_



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## Certificate of Inspections Checklist

Prior to scheduling with the Building Official 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) A copy of the latest 90 minute emergency lighting test for lighting and exit signs. (All of the egress lighting and exit signs when not connected to emergency generator, have working battery backup.) Required test report- NFPA
- 2) A copy of the latest Fire extinguisher inspection report (or copy of invoice)
- 3) A copy of the latest Fire sprinkler test report\*
- 4) A copy of the latest standby pipe test report\*
- 5) A copy of the latest annual fire alarm test report\*
- 6) A copy of the latest kitchen hood suppression system test report\*
- 7) A copy of the latest generator test report\*
- 8) A copy of the latest exterior stair/ balcony/ fire escape 5 year certificate\*
- 9) Place of Assembly Posting. A placard suitably designed in contrasting colors and approved by the building official, shall be posted by the owner in every room where practicable of every building and structure and part thereof designed for use as a place of public assembly (A-Use Groups). Said placard shall designate all of the occupant loads approved for each configuration within each room or space.
- 10) Required Egress Posting. A suitably designed placard, approved by the building official shall be posted by the owner on all floors of every building and structure.

\*Where applicable

Having these documents available will reduce the time necessary for the on-site evaluation of your facility.

If you have any questions concerning the inspection or items on the list, please contact Inspection Services.

If any of these items are incomplete causing the inspector to return at a later date, a re-inspection fee shall be paid prior to scheduling a re-inspection.

The Building Official shall be notified within ten (10) days of any change in the above information.