



Town of Halifax

APPLICATION FOR CERTIFICATE OF INSPECTION

Date: _____

☐ Fee Required: _____

☐ No Fee Required

In accordance with the provisions of the Massachusetts State Building Code, 780 CMR 110, I hereby apply for a Certificate of Inspection for the below-named premises located at the following address:

Street and Number: _____

Name of Premises: _____

Purpose for which premises is used: _____

License(s) or Permit(s) required by other governmental agencies (attach additional sheets, if necessary):

License or Permit	Agency

Certificate to be issued to: _____

Address: _____

Owner of record of building: _____

Address: _____

Name of present holder of certificate: _____

Name of agent, if any: _____

Applicant's name (Please print): _____ Phone: _____

Title: _____ Email: _____ Date: _____

The building official shall be notified within ten (10) days of any change in the above information

Required Submittals (check, if document is attached)	Check, if not applicable
<input type="checkbox"/> Latest fire extinguisher inspection report or invoice	<input type="checkbox"/>
<input type="checkbox"/> Latest fire sprinkler test report	<input type="checkbox"/>
<input type="checkbox"/> Latest fire alarm and smoke/heat detector test report	<input type="checkbox"/>
<input type="checkbox"/> Latest kitchen hood suppression system test report	<input type="checkbox"/>
<input type="checkbox"/> Latest generator test report	<input type="checkbox"/>
<input type="checkbox"/> Latest fire escape, exterior stairway, bridge and/or balcony inspection report	<input type="checkbox"/>
<input type="checkbox"/> Latest bleacher inspection report	<input type="checkbox"/>
Note: All testing must be completed in accordance with applicable State Building Code and NFPA standards	

Instructions:

Make check payable to: Town of Halifax

Application form and fee must be submitted for each building to be certified

For Office Use Only

Date received:	Receipt Number:	Check Number:
Certificate No.:	Inspection Date:	Expiration Date:

Summary of Applicable Regulations

The Commonwealth of Massachusetts State Building Code, 780 CMR 110 states:

110.7 Inspection and certification of specified use groups: The building official shall periodically inspect and certify buildings and structures or 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.

To determine if service equipment, devices and safeguards are maintained in good working order, we rely on the following:

- **Fire extinguishers**, in accordance with NFPA 10, must be inspected monthly. Extinguishers must be serviced annually by licensed individuals and companies.
- **Sprinkler Systems** must be inspected and tested at least annually, in accordance with NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire protection Systems, 2002 Edition, by a licensed sprinkler contractor. However, water flow alarm devices including, but not limited to mechanical water gongs and pressure switch type shall be tested quarterly (by opening the inspectors test connection). Records of inspections, tests, and maintenance of the sprinkler system must be maintained by the owner.
- **Fire detection equipment** must be tested periodically in accordance with NFPA 72.
- **Kitchen hood fire suppression systems** must be inspected and tested semi-annually in accordance with NFPA 96, by licensed individuals and companies.
- **Emergency Power Systems** must be inspected weekly and exercised under load once a month for at least 30 minutes in accordance with NFPA 110 Standard for Emergency and Standby Power Systems, 2002 Edition. A written record of the emergency power system inspection, tests, exercising, operation, and repairs shall be maintained on the premises.
- **Fire Escapes, exterior wood or steel stairways, bridges or balconies** must be examined and/or tested and certified for structural adequacy every five years by a registered professional engineer or others qualified and approved by the building official. An affidavit must be submitted to the building official, per the International Existing Building Code, Section 102.2.2.4
- **Bleachers** must be inspected yearly, in accordance with ICC 300, section 105.2, which states:

105.2 Yearly inspection required. The owner shall cause all bleachers, folding and telescopic seating, and grandstands to be inspected at least once a year in order to verify that the structure is maintained in compliance with the provisions of this standard.

This inspection must be done by a qualified third party. A copy of the inspection report must accompany the application for the periodic inspection.

Please refer to the referenced NFPA and ICC documents to determine if your current practice is in compliance.