



# TOWN OF HALIFAX COMMONWEALTH OF MASSACHUSETTS

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## Board of Health

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**RE:** Title V Inspector/Inspection Scheduling and Changes

**Purpose:** The scheduling of inspections allows the Health Agent the opportunity to visit the inspection.

### **Scheduling a Title V Inspection:**

1. You must be or be willing to be a permitted Title V Inspector in the Town of Halifax.
2. You must speak to office personnel, do not leave a voice message.
3. You must schedule the Title V at least 24 hours in advance.
4. You will be assigned a Title V Inspection number for each inspection.
5. When you submit your Title V Inspection Report, the assigned number MUST be referenced in the upper right hand corner of the title page if the Title V Inspection Report.
6. Failure to reference the number will result in the Board of Health's rejection of the report. The report can be resubmitted with the reference number on it.
7. If a Title V Inspection is done, or the report arrives without being previously scheduled with the Board of Health prior to the inspection, this will also result in the Board of Health's rejection of the report and a new inspection will need to be scheduled and a new report will need to be submitted with the Title V Inspection reference the number assigned by office personnel.

\*\*At the Board of Health December 05, 2012 meeting, the Board Members voted unanimously to implement a new Title V Scheduling Requirement policy to be effective January 01, 2013.