

Telephone: 508-764-5412  
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Inspection Services  
41 Elm Street

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**TOWN OF SOUTHBRIDGE**  
SOUTHBRIDGE, MASSACHUSETTS 01550-2638

**APPLICATION FOR CERTIFICATE OF INSPECTION**  
**(MULTIPLE DWELLING – EVERY FIVE YEARS)**

DATE: \_\_\_\_\_

USE GROUP:  R-2

**IN ACCORDANCE WITH THE PROVISION OF 780 CMR, TABLE 110 THE MASSACHUSETTS STATE BUILDING CODE, 9TH EDITION, AS AMENDED, I HEREBY APPLY FOR A CERTIFICATE OF INSPECTION FOR THE BELOW NAMED PREMISES AT THE FOLLOWING ADDRESS:**

LOCATION/ADDRESS OF PREMISE: \_\_\_\_\_

NO. OF UNITS: \_\_\_\_\_ NO. OF STORIES: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

CERTIFICATE TO BE ISSUED TO: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS OF CERTIFICATE HOLDER: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**INSTRUCTIONS:**

- Application form with accompanying fee must be submitted for each building or structure or part thereof to be certified.
- Application and fee must be received AT TIME OF APPLICATION.
- Submit copies of Annual Fire Alarm and Sprinkler Test Reports, if any.
- Return completed application with fee to: TOWN OF SOUTHBRIDGE, DEPARTMENT OF INSPECTION SERVICES, 41 ELM ST., SOUTHBRIDGE, MA 01550.
- Fee amount is \$25.00 per unit to be inspected.
- Checks payable to: TOWN OF SOUTHBRIDGE.

FEE AMOUNT: \$ \_\_\_\_\_

OFFICIAL USE BELOW:

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CHECK #	CERT #	ISSUED DATE	EXPIRATION DATE
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Property Owner, Manager or Agent;

The following is some (not all) of the items that will be inspected. Please read through it and address as much as possible before the scheduled inspection. Any work requiring a Building Permit is to be completed by a Licensed Construction Supervisor.

1. The building and ALL individual apartments shall be numbered. Numbers are to be 4" in size and of a contrasting color of their background. ALL apartment exits are to be identified.
2. The building foundation shall be in good condition and not compromised.
3. The grounds shall be clear and trash free.
4. Drive and walk ways shall be in good condition without holes or divots.
5. Interior and exterior stairways and their framing shall be solid and in good condition. Porch and/or deck floors, handrails, posts, balusters, etc. should be in good condition and not loose. Windows located within 5' of a stairway or landing is required to be of safety glass or guarded. Siding shall not be missing or damaged.
6. All exit signs and emergency lights shall be tested to verify they are in good working order. Any malfunctioning devices must be repaired immediately.
7. Mechanical/Boiler Rooms and Electrical Panel Areas shall be cleaned and free of debris and combustibles.
8. Any chimney being used for a heating appliance (furnace, HWH, boiler) shall be in good condition and the clean out door operating as designed. Ash build up should be low.
9. Life safety systems and devices, such as fire, smoke, & C.O. alarms and sprinkler systems, must be maintained, tested and inspected.
10. Copies of current test/inspection reports should be mailed to the building department prior to the inspection or given to the inspector at the time of the inspection.

In order to prepare for the inspection, you or a representative should perform a simple walk through the property to observe the condition of the above items and to verify all means of egress are free and clear of obstructions and that all exit doors open and close properly to ensure a safe and easy exit out of the building.

Once the completed form and documents are received, an inspector from the Building Department will contact you to arrange for an on-site inspection. Please contact me at 508-764-5412 if you have any questions.

Sincerely:

Code Enforcement Officer