



**City of Northampton**  
**Massachusetts**



*DEPARTMENT OF BUILDING INSPECTIONS*  
212 Main Street • Municipal Building  
Northampton, MA 01060  
PERIODIC INSPECTIONS

Dear Business Owner,

The Massachusetts State Building Code (780 CMR, Chapter 1, § 110) requires that certain public use buildings or spaces be periodically inspected and certified by the local building official. These inspections are required at intervals from Table 110 of the building code.

These inspections are mandatory. The building code prohibits occupancy unless there is a valid certificate of inspection posted.

Please complete the included application and return it to the building department. Once we receive your application, we will contact you to determine the inspection fee and to schedule the inspection. Indicate your preferred times and dates on the application.

These inspections usually take an hour or more, depending on the size of your building. Along with the inspection application, a basic checklist of the types of items we inspect is included.

Feel free to call if you have any questions. Our telephone number is 587-1240 and our office hours are Monday through Friday, 8:30 am to 4:30 pm, except that we close at 12:00 noon on Wednesdays.

Thank you for your cooperation.

Louis Hasbrouck

A handwritten signature in cursive script that reads "Louis Hasbrouck".

City of Northampton  
Building Commissioner  
lhasbrouck@city.northampton.ma.us



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APPLICATION FOR REQUIRED INSPECTION

Application Date: \_\_\_\_\_

PREMISE NAME: \_\_\_\_\_

PREMISE ADDRESS: \_\_\_\_\_

OWNER(S) OF RECORD: \_\_\_\_\_

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

TELEPHONE NO: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

USE GROUP: **Determined by the Building Department** \_\_\_\_\_

INSPECTION FEE: **Determined by the Building Department** \_\_\_\_\_

Please complete and return this application to the **Department of Building Inspections, 212 Main Street, Northampton, MA 01060**. We will contact you to arrange a time to inspect your property. If this information is not correct, or if you no longer own this property, please note any changes at the bottom or on the back of this form and return it to the building department. Feel free to contact us if you have any questions. We can be reached at (413) 587-1240. Thank you.

Applicant name: \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Preferred inspection time/date: \_\_\_\_\_

Comments:


Map/Plot: **Determined by the Building Department** \_\_\_\_\_



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## Basic Periodic Inspection Checklist

### Structural Items

- All structural and associated components (foundation, roof, walls, support members, stairs, sidewalks, etc.) are maintained in a safe and sound condition.
- Buildings are maintained in compliance with the Massachusetts Board of Fire Prevention Regulations and the Massachusetts State Building Code.
- Required occupancy separations are provided and maintained. Examples are dwelling unit/corridor, unit/unit, commercial/commercial or residential/commercial separations.
- Guardrails and handrails are maintained in safe and sound condition. Handrail required for stairs with three or more risers or as required by the Massachusetts State Building Code. Guardrail required for walkway areas with adjacent drop off exceeding 30".

### Maintenance Items

- All doors and hardware are maintained in good and functional condition.
- All windows and hardware are maintained in a good and functional condition and meet natural light and ventilation requirements.
- All interior walls, ceilings, floors and other interior public and service areas are maintained in a safe and sanitary condition.
- Chimneys and flue piping are properly installed and maintained.

### Egress

- Every means of egress maintained in good condition and free of obstruction.
- Required escape/rescue openings are provided and maintained.
- Required exit signs provided and maintained in good condition.
- Required emergency egress lighting provided and maintained in good condition.
- Required "fire doors" maintained self-closing and self-latching.
- Fire escapes are safe and maintained in good condition.
- Required Accessible parking spaces and Accessible routes are clear and maintained in good condition.

### Mechanical/Plumbing/Electrical

- No electrical hazards from overloading, poor condition, inadequate insulation, improper fusing.
- Fixtures and equipment are maintained as manufactured. No unapproved extension cords, multi-plugs, or adapters.
- Plumbing system fixtures, supply piping and drainage piping are installed and maintained in good and sanitary condition.
- Gas piping and appliances are properly installed and safely maintained.
- Heating and cooling equipment is properly installed and safely maintained.
- Mechanical rooms and electrical service rooms maintained free of excess combustible storage. Three feet clearance maintained in front of electrical panels and disconnects.
- Public Toilets are maintained in accordance with Architectural Access Board regulations.

### Fire Safety

- All fire extinguishing devices and all early warning fire protection systems are properly installed and maintained in good working condition.
- Smoke alarms are installed as per manufacturer's instructions and as required by Codes in common areas, on each floor level within dwelling units, and all bedrooms and hallways leading to bedrooms.
- Fully charged, currently inspected 2A-10BC (minimum size) fire extinguishers mounted in accessible locations, as required by the building and fire codes.
- Required annual FIRE ALARM TEST AND MAINTENANCE form must be submitted to Fire Department for review.
- Annual automatic sprinkler test and maintenance form must be submitted to Fire Department for review if building is so equipped.