



TOWN of BROOKLINE
Massachusetts
BUILDING DEPARTMENT

Daniel F. Bennett
Building Commissioner

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, 8TH EDITION, AS AMENDED, I HEREBY APPLY FOR A CERTIFICATE OF INSPECTION FOR THE BELOW NAMED PREMISES AT THE FOLLOWING ADDRESS:

LOCATION/ADDRESS OF PREMISES: _____

NAME OF PREMISES: _____

NO. OF UNITS: _____ NO. OF STORIES: _____

CERTIFICATE TO BE ISSUED TO: _____ PHONE: _____

ADDRESS OF CERTIFICATE HOLDER: _____

OWNER OF RECORD: _____ PHONE: _____

OWNER ADDRESS: _____

SIGNATURE OF APPLICANT: _____

PRINT NAME: _____ TITLE: _____

EMERGENCY CONTACT: _____ 24 HR PHONE: _____

INSTRUCTIONS:

- Application form with accompanying fee must be submitted for each building or structure to be certified.
- ***Submit copies of Annual Fire Alarm & Sprinkler Test Reports, Facade/Parapet Certification (3 stories or higher) and Fire Escape Affidavit (if applicable).***
- All exit signs and emergency lights should be tested to verify they are in good working order. Malfunctioning devices must be repaired immediately. Mechanical & Boiler Rooms should be cleaned and free of debris & combustibles.
- Failure to complete application with required documentation, pay fee and return to the Building Department may result in suspension of licenses and/or enforcement action by the Town of Brookline.
- Return completed application with fee to Building Department, 333 Washington Street, Brookline, MA 02445.

\$100.00 + () x \$15.00 = \$
Base Fee + No. of Units x \$15.00 Total Fee Due

Check No. Receipt No. Certificate No. Issued Date Expiration Date Approved By



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Daniel F. Bennett
Building Commissioner

Property Owner, Manager or Agent

Re: Certificate of Inspection for Multi Family Dwellings

To Whom It May Concern,

A review of our files indicates there is no current Certificate of Inspection, as required by 780 CMR Massachusetts State Building Code Section 110.7 Periodic Inspections and Table 110, for your property.

Please complete the enclosed form in its entirety, follow the instructions and submit a check with appropriate fee. Mail the completed form, **required documents** and check to The Brookline Building Department.

In order to prepare for the inspection, I would ask that you or a representative perform a walk through the facility 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. In addition, a Façade/Parapet certification for masonry buildings 3 stories or higher must be prepared and submitted by a Licensed Professional (i.e. Structural Eng., Architect) to the Building Department.

All exit signs and emergency lights should be tested to verify they are in good working order. Any malfunctioning devices must be repaired immediately. Mechanical and Boiler Rooms should be cleaned and free of debris and combustibles.

Life safety systems and devices, such as fire alarm and sprinkler systems, must be maintained, tested and inspected. 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.

Once the completed form and **required documents** are received an inspector from the Building Department will contact you to arrange for an on-site inspection.

Please contact me at 617-730-2100 if you have any questions.

Sincerely,

Daniel F. Bennett
Building Commissioner

SUMMERIZED LIST OF REQUIRED DOCUMENTS (if applicable):

Annual Fire Alarm Test Report (within last year)

Annual Sprinkler Test Report (within last year)

Fire Escape Affidavit (within 5 years)

Facade/Parapet Certification – Masonry Building 3 stories or higher (every 5 years)

333 Washington Street, Brookline, Massachusetts 02445

Tel: (617) 730-2100 Fax: (617) 739-7542

www.brooklinema.gov