

**The Commonwealth of Massachusetts
Town of Ludlow
Department of Inspectional Services
488 Chapin Street, Room 300
Ludlow, MA 01056**

(413 583-5600 x1210 email: Building@ludlow.ma.us website: www.ludlow.ma.us)

APPLICATION FOR CERTIFICATE OF INSPECTION

Page 1 of 2

() FEE REQUIRED \$ _____ (The fee schedule is available on the town website)

In accordance with Section 110.7 of the Massachusetts State Building Code 9th ed., I hereby apply for a **Certificate of Inspection** for the below named premises located at the following address:

Street & Number _____

Name of Premises _____ Telephone _____

Purpose for which Premises is Used _____

1) Is there a monitored fire alarm system in the building? yes* no
A system that calls the fire department if activated?

2) Is there a sprinkler system in the building? yes* no

3) Are wooden, steel or concrete fire escapes or stairs a component of the building? yes* no
Porches, decks, ladders and stairs leading from the building intended as an exit of any kind

***If you answered yes to any of the previous three questions, the most current test reports and exterior egress certification affidavit must be submitted with this application.** An Exterior Egress affidavit form and a listing of Registered Design Professionals is available on The Building Department website. Your application will not be processed without the required documentation.

4) A test report for the Emergency lights and Exit signs must be submitted with this application. The test report must be a 90 minute load drain test performed by an electrician or other qualified vendor

5) Licenses or permits required for the premises by other governmental agencies if any:

License / permit type	Agency
_____	_____
_____	_____
_____	_____

6) This Certificate of Inspection should be issued to: _____

Address _____ Email: _____ Phone: _____

7) Owner of Record of Building _____

Address _____ Email: _____ Phone: _____

Continue to page 2 and thoroughly read all instructions:

**The Commonwealth of Massachusetts
Town of Ludlow
Department of Inspectional Services
488 Chapin Street, Room 300
Ludlow, MA 01056**

(413 583-5600 x1210 email: Building@ludlow.ma.us website: www.ludlow.ma.us)

APPLICATION FOR CERTIFICATE OF INSPECTION

Page 2 of 2

INSTRUCTIONS:

- 1) The application form and fee must be submitted for each building or structure or part thereof to be certified. Make check payable to: The Town of Ludlow
- 2) Return this application and the test reports to Building@ludlow.ma.us in PDF format. The fee can be mailed separately **if** it is clearly labeled. **Email documents are preferred.** The application and reports may also be put on a thumb drive in a single PDF file if email is not possible. **One PDF file per report. Multiple page reports must be in a single PDF file.**

Department of Inspectional Services
488 Chapin Street, Room 300
Ludlow, MA 01056

- 3) The application must be filled out **COMPLETELY** and the fee must be received **BEFORE** scheduling an inspection.
- 4) Inspections will not be scheduled until the application is **complete and all reports are received.** Please check your building prior to scheduling. There is a Reinspection fee of \$50.00.
 - A **90-minute emergency lighting and exit sign load test** report for battery backup **or generator switchover test report** has been submitted with this application.
 - Fire extinguishers have been tested and punched within the past year.
 - A copy of the annual **Sprinkler System Test** has been tested and paperwork has been submitted with the application*
 - A copy of the annual **Fire alarm test** report has been submitted with the application. *

*Where applicable

Person to contact to schedule the inspection _____

Email: _____ Telephone _____

Signature Title Date

OFFICIAL USE ONLY: Fee amount paid and date _____

Uploaded to IPS Input on Spreadsheet Uploaded to PR

Date of application _____