

**TOWN OF SOUTHBOROUGH**  
INSPECTIONAL SERVICES DEPARTMENT  
APPLICATION FOR CERTIFICATE OF INSPECTION

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

( ) FEE REQUIRED \$ \_\_\_\_\_

( ) NO FEE REQUIRED

In accordance with the provisions of the Massachusetts State Building Code, Seventh Edition, Section 106.5, I hereby apply for a Certificate of Inspection for the below named premises located at the following address:

Street and Number: \_\_\_\_\_

Name of Premises: \_\_\_\_\_

Purpose for which premises is used: \_\_\_\_\_

License(s) or Permit(s) required for the premises by other Government Agencies:

License or Permit

Agency

\_\_\_\_\_

\_\_\_\_\_

Certificate to be issued to: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Owner of Record of Building: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Present Holder of Certificate: \_\_\_\_\_

Name of Agent, if any: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CERTIFICATE HOLDER  
OR AUTHORIZED AGENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**INSTRUCTIONS:**

1. Make check payable to: TOWN OF SOUTHBOROUGH
2. Return this application along with your check to: **SOUTHBOROUGH BUILDING DEPARTMENT  
17 COMMON STREET, SOUTHBOROUGH, MA. 01772**
3. Call to schedule an inspection.

**Please note:**

1. Application form and fee must be received before the certificate will be issued.
2. The Building Official shall be notified within ten (10) days if there is any change in the above information.

## CERTIFICATE OF INSPECTION REQUIREMENTS

The Building Official will be inspecting the following:

- All exit signs – illuminated and non-illuminated
- All emergency lights
- All egress doors and egress hallways
- Fire escapes
- Emergency Generators (if equipped)
- All items pertaining to the Massachusetts State Building Code – Seventh Edition – Section 106.5

All the items listed above must be in complete working order **BEFORE** the inspection is scheduled. ***You are responsible for maintaining the Certificate of Inspection.***

In addition, copies of all relevant maintenance logs must be furnished to the Building Official upon arrival at the address. Emergency Generators shall be tested and maintained in accordance with NFPA 101, Section 7.9.

Failure to comply with the aforementioned requirements will result in a failed inspection. A re-inspection fee of \$40.00 will be applied for each subsequent inspection.

Please call the Southborough Building Department at 508-485-0717 to schedule an appointment for an inspection.