

Certificate of Inspection Guide/Explanations

(1) Why are these required?

State Building Code: MA 780 CMR 110.7

110.7 Periodic Inspections. The building official shall inspect periodically existing buildings and structures and parts thereof in accordance with Table 110 entitled Schedule for Periodic Inspections of Existing Buildings. Such buildings shall not be occupied or continue to be occupied without a valid Certificate of Inspection. Periodic inspections required by this section do not apply to residences operated or licensed by the Massachusetts Department of Developmental Services and subject to 780 CMR One- and Two-family Dwellings.

Table 110: Schedule for Periodic Inspection of Existing Buildings 1, 3, 4, 5

(See 780 CMR 3.00: *Use and Occupancy Classification* and 780 CMR 4.00: *Special Detailed Requirements Based on Use and Occupancy* for complete descriptions of use groups.)

Use Group	Use Group Description	Use Group Description	Minimum Inspections ³	Maximum Certification Period
A-1	Movie theaters or theaters for performing acts (stage and scenery)	> 400 occupant load	Semi-annual	One year
		< 400 occupant load	Semi-annual	One year
A-2	Restaurants, Night Clubs or similar uses	> 400 occupant load ¹	Semi-annual ¹	One year
		< 400 occupant load ¹	Annual ¹	One year
A-3	Lecture halls, dance halls, churches and places of religious worship, recreational centers, terminals, <i>etc.</i>	> 400 occupant load	Semi-annual ¹	One year
		< 400 occupant load	Annual ¹	One year
A-4	Low density recreation and similar uses.		<i>see note 3 & 5.</i>	Five years

A	Special amusement buildings or portions thereof.	<i>see note 3.</i>	One year
B	Special amusement buildings or portions thereof.	<i>see note 3.</i>	One year
E	Educational, and "E" Use day care	<i>see note 3.</i>	One year
I-1	Group home	<i>see note 3.</i>	One year
I-2	Residents incapable of self-preservation: hospitals, nursing home, mental hospitals, certain day care facilities.	<i>see note 3.</i>	Two years ¹
I-3	Residents restrained: prisons, jails, detention centers, <i>etc.</i>	<i>see note 3.</i>	Two years
I-4	Adult and/or child day care facilities.	<i>see note 3.</i>	One year
R-1	Hotels, motels, boarding houses, <i>etc.</i>	<i>see note 3.</i>	One year
R-1	Detoxification facilities	<i>see note 3.</i>	Two years
R-2	Multi-family	<i>see note 3 & 5.</i>	Five years
R-2	Dormitories and R-2 Congregate Living	<i>see note 3</i>	One year
R-2	Summer Camps for children.	Annual	One year
R-3	Residential facilities licensed by DDS or DMH NON-Primarily Owner occupied residential	Annual	One year
Other R Uses	facilities utilized as a short term rental: <i>Use Group as determined in 780 CMR 310: Residential Group R.</i>	Annual	One year
R-3	Primarily owner occupied One and/or Two family dwellings used as a Lodging House for short term rentals.	<i>See Note 5.</i>	Five Years
780 CMR 51 <i>Massachusetts Residential Code</i>	Primarily owner occupied One and Two family dwellings used as a Lodging House for short term rentals per 780 CMR 51.00.	<i>See Note 5.</i>	Five Years
R-4	Residential care/assisted living facilities (< 16 persons)	Annual	One Year

Any	Facilities licensed by the Alcohol Beverage Control Commission where alcoholic beverages are served and consumed.	Annual ⁴ as per M.G.L. c. 10, § 74	One year as per M.G.L. c. 10, § 74
Any	House museums (as recognized by Massachusetts Historical Commission)	Annual	One year
Any	Fire escapes, <i>etc.</i> per 780 CMR 10.00: <i>Means of Egress</i>		Five years Five years

NOTES:

1. When appropriate the inspection for the Certificate of Inspection should include and be timed to satisfy the requirements of M.G.L. c. 10, § 74.

2. One year for facilities licensed or operated by the Department of Mental Health ("DMH").

3. Application shall be made prior to the expiration of the existing Certificate of Inspection.

4. Certificates of inspection for establishments intending to sell alcoholic beverages to be consumed on the premises shall be governed by M.G.L. c. 10, § 74 and the inspection schedule in 780 CMR 110.7. The *building official* may issue a temporary inspection certificate, once co signed by the *building official* and by the head of the fire department, effective to a date certain for the establishment.

5. **It is the responsibility of building owner to meet the inspection requirements in this table for continued use and occupancy.** The maximum certification period specified in the table is intended to provide administrative flexibility. For uses allowing more than a one year maximum certification period, the *building official* shall determine the certificate validity term. (For example, an R-2 apartment building could be certified for one, two, three, four or five years.)

110.7.1 Proof of Maintenance required by 780 CMR 102.8 .

Documentation of the maintenance of the existing building features listed in 102.8 shall be provided to the *building official* prior to or at the time of the periodic inspection. The *building official* may request proof of maintenance of additional building features regulated by 780 CMR. At a minimum, provide the following documentation:

1. copy of the latest fire extinguisher inspection report (or invoice)
2. copy of the latest fire sprinkler test report
3. copy of the latest standpipe test report (when applicable)
4. copy of the latest fire alarm test report (including emergency lighting *See #6*)
5. copy of the latest 90-minute emergency lighting test for lighting and exit signs (if battery powered)
6. copy of the latest "kitchen hood" suppression system test report (if applicable)
7. copy of the latest generator test report (if applicable)
8. copy of the exterior stair/balcony/fire escape five year certificate (if applicable)
9. report showing compliance with NFPA 80, (when applicable)

(2) How do I apply?

Use the following link to apply through our online portal:

<https://southhadleyma.viewpointcloud.com/categories/1091/record-types/6427>

You must attach all relevant documents listed in the notes above directly to the application before an inspection is scheduled.

(3) What should property owners expect?

- (a) Monitored fire alarm systems are only required for buildings with 6 dwelling units or more and/or is a mixed-use building (i.e. some commercial and some residential). There

are some exceptions to this rule such as appropriate fire separation. Residential buildings only with 3-5 units are not required to have monitored systems. If the applicant believes their 6+ unit is exempt that be discussed with a building official. If there is a monitored alarm system in place, a full inspection report from a licensed/qualified vendor indicating any/all deficiencies have been addressed is to be submitted with the application for building official review.

- (b) Sprinkler systems in existing buildings are only applicable for larger buildings (typically 10+ units) unless there is a major modification that triggers the requirement, or if a liquor license is involved (bar, night club, restaurant, etc.) Please reference Table 903.2 of the following to review that requirement:

<https://www.mass.gov/doc/780-cmr-ninth-edition-chapter-9-fire-protection-systems-amendments/download>

If there is a sprinkler system in place a complete test report indicating all deficiencies have been addressed and corrected should be included with the application for building official review. NOTE: For those property owners that need the systems above and intend to comply we may issue temporary certificates (typically 1 year) while the work is being scheduled and completed.

- (c) If there are any exterior components of egress (i.e. an exit from an apartment that leads to or from a porch of some kind with stairs that lead to the exit discharge (ground level typically) then that component needs to be tested and certified by a registered design professional (engineer, architect, etc.) This includes porches, decks, fire escapes, etc.) If all egress components are internal then this does not apply. If internal stairs from an upper level lead to a door that exits onto a porch system that then leads to the ground then that porch would need to be tested and certified.

NOTE: Exterior component includes porches that are not within the building "envelope", i.e. heated components of the house. An exterior porch that was at some point enclosed but not heated is not excluded from this requirement



A photo summarizing why this is important the concern of emphasis every building official regarding this requirement:



(d) All buildings 3-family and above need emergency lighting/exit signs in any egress component shared by more than one tenant. For example, a set of stairs from a 3rd floor

apartment all the way to the ground level that is also utilized by other tenants needs to be illuminated for the entire path of travel for a minimum of 90 minutes upon power failure.

The code reference for this requirement is here:

https://codes.iccsafe.org/content/IBC2015NY/chapter-10-means-of-egress#IBC2015_Ch10_Sec1008



(4) Now that I have applied, what will come next?

A building official will contact you to schedule an on-site inspection. The official will be checking for proper size and properly secured handrails, working and up-to-date smoke and CO detectors, checking mechanical areas for proper clearances, ensuring clear paths of egress, etc. The official will be utilizing a checklist or more than 40 reviews covering conditions, doors, exits, stairs, lighting, detection, fire protection and boilers/furnaces. Access to individual apartments is not necessary, only common areas and all mechanical areas.

Once the inspection is completed and passed, the building official will fill out the appropriate paperwork and send you a certificate for you to keep for your records. As stated in the original code reference, it is your responsibility to ensure that prior to the expiration on that certificate you complete a new application to repeat the process. Any questions ever please contact a building official at 413-538-5030.