



Building Department
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This is a guide on what the Building Department will be inspecting on your Annual Certificate of Inspection which is required by the Massachusetts State Building Code. Please follow the suggestions, including but not limited to, the list below for your inspection.

- Keep all current fire suppression and fire alarm reports in a folder and all parties involved to have access on the day of inspection.
- Appoint an agent who knows the inspection process.
- Have all fire suppression systems, Ansul Systems, Fire Extinguishers, etc, tagged properly and mounted in the correct locations.
- All exit signs in the proper location.
- All emergency lighting operational.
- All means of egress clear and unobstructed.
- Any new furniture tagged with the proper fire ratings (Cal 133 for un-sprinkled and Cal 117 for buildings with sprinklers).
- Keep in mind any violation from previous years and try not to repeat.
- Keep this list in a visible location.
- All buildings with exterior bridges, walkways, fire escapes and egress balconies will need inspection results in accordance with section 102.2.2.4 of 780 CMR 8th Edition. Inspection results are completed every five years.*

Italicized text represents new inspections under Section 110 of the 780 CMR 8th Edition