TOWN OF WELLESLEY MASSACHUSETTS

Building Department
TOWN HALL · 525 WASHINGTON STREET · WELLESLEY · MA 02482-5992
781-431-1019 EXT. 2228 FAX 781-283-5724

Michael T. Grant
Inspector of Buildings
Zoning Enforcement Officer
Public Safety Officer

Michael R. Sweeney
Wiring Inspector

George Lessard
Plumbing & Gas Inspector

R. Christopher Noonan
Local Building Inspector
Asst. Zoning Enforcement Officer

Socrates Sirafos
Local Building Inspector
Asst. Zoning Enforcement Officer

Russell Wheeler
Local Building Inspector
Asst. Zoning Enforcement Officer

Date: _____

Name: _____
Address: _____
City/ State: _____

RE: Certificate of Inspection: Liquor ☐ Non-Liquor ☐

Business Name: _____

This is a reminder on what the Building Department will be inspecting for on your Annual Certificate of Inspection, which is required by the Massachusetts State Building Code. Please follow the suggestions listed below for a problem free inspection.

The building department will be inspecting the above premises for the annual Certificate of Inspection which is required periodically by the Massachusetts State Building Code. Please incorporate the items listed below to help facilitate the securing of the Certificate.

1) If the property has any one of the following systems, please provide, in writing, the applicable test and inspection written reports by a Registered Design Professional or others qualified and acceptable to the building official; said professional or others shall then submit an affidavit to the building official.
   - Fire Alarm and Detection System Inspection/Test Report
   - Fire Escape, Exterior Stair Systems- Egress Report
   - Fire Extinguisher System Report
   - Fire Sprinkler System Inspection/Test Report
   - Hood Commercial System Report (Written proof of Ansul Systems last inspection date)

   Note: Please provide a full copy of each report a week before the inspection or at the time of Inspection. It is suggested that ample time be allowed (e.g. 30 days) to secure the reports before the inspector's scheduled site visit. **The department encourages reports to be emailed to the office (1) one week before inspections.**

2) In addition, please provide the following:
   - Any Owner of Record and/or Applicant contact updates including cell and telephone numbers and email.
   - Has there been any change in Use Classification for the building? If there has been a change of Use Classification, the Owner of Record needs to authorize a Registered Design Professional to make the change of Use Classification with the Wellesley Building Department.
   - Has there been any change in Occupancy Level and Capacity Classification. If there has been a change in Occupancy Level and Capacity Classification, the Owner of Record needs to authorize a Registered Design Professional to make the change of Occupancy Level and Capacity Classification with the Wellesley Building Department.

3) The periodic inspection will include confirmation of the following:
   - Exit system including signs and emergency lighting is operational.
   - Exit passageways and doorways are operational and unobstructed.
   - Fire Extinguishers are properly tagged and dated.