

TOWN OF SPENCER

Office of Development & Inspectional Services

*Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health*

*Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist*



*Memorial Town Hall
157 Main Street
Spencer, MA 01562*

*Tel: 508-885-7500 ext. 180
Fax: 508-885-7519*

APPLICATION FOR CERTIFICATE OF INSPECTION

Date: _____

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

Street: _____

Purpose for which premises is used _____

Licenses(s) or Permits(s) Required for the Premises by Other Governmental Agencies:

<u>License or Permit</u>	<u>Agency</u>
_____	_____
_____	_____

Certificate to be issued to _____

Address _____

Owner of Record of Building _____

Address _____

Contact Person _____ Telephone No. _____

Signature of Person to Whom Certificate is Issued or Authorized Agent _____ Title _____

Contact EMAIL: _____

Instructions: Make check payable to Town of Spencer; return this application with your check or money order to Town of Spencer, ODIS, 157 Main Street, Spencer, MA 01562.

Please Note:

Application form with accompanying fee must be submitted for each building or structure or part thereof to be certified. Application and fee must be received before the Certificate will be issued.

For Official Use Only: Permit # _____ Fee \$ 150.00 Check # _____ Date Paid _____

Date Permit Issued: _____ Date Permit Expires: _____

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Date: _____

Applicant/Owner: _____

Address: _____

Certificate of Inspection Checklist

Certificate of Inspection Checklist:				
		Yes	No	N/A
1.	Emergency lights work and are functioning properly			
2.	Fire extinguishers are inspected and current			
3.	Egress doors are operable			
4.	Exit signs are lit			
5.	Hood inspections (where necessary) are up to date			
6.	3 Feet of clearance around all electrical panels			
7.	Egress certifications should be reviewed and up to date where required			
8.	Building components are operable and in good condition			

Please make sure the checklist is completed and returned with the application and check for \$150.00 made out to the Town of Spencer.

Should you have any questions or concerns please contact the Building Department at 508-885-7500 ext 180.

Thank you,
Monica Santerre-Gervais
ODIS Senior Clerk

PLEASE NOTE IF YOU HAVE NOT HAD YOU FIRE EXTINGUISHERS INSPECTED CALL THE FIRE DEPARTMENT FOR AN INSPECTION 508-885-3555