Town of Reading
16 Lowell Street
Reading, MA 01867

COMMUNITY SERVICES DEPARTMENT
Inspectional Services
Mon - Wed - Thu 7:00 AM – 5:30 PM
Tues 7:00 AM – 7:00 PM ~ Fri Closed
Phone 781-942-6613 ~ Fax 781-942-9071
www.readingma.gov

APPLICATION FOR CERTIFICATE OF INSPECTION

Fees are calculated *per* Use Group. For example, if your property contains uses A-3 *and* E, the total fee will be $80 (See Fee Schedule to Calculate Applicable Fees)

Date _____ **Total Fee Paid $ _____ Check No. _____**

Use Group(s):_____

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:

Address of Premise:_____

Certificate to be issued to (identify exact name of premise to be printed on certificate):

_____

Purpose for which premise is used:_____

License(s) or Permit(s) Required for the Premises by Other Governmental Agencies (if applicable):

License or Permit	Agency
_____	_____
_____	_____
_____	_____

Owner of Record of Building _____

Contact Name & Title:_____

Contact Phone Number:_____ Contact Email:_____

Signature: _____Date:_____

INSTRUCTIONS:

1) Make check payable to Town of Reading

2) Return this application with your check to: ***Kim M. Saunders***
Reading Town Hall
16 Lowell Street
Reading, MA 01867

1) Application form with accompanying fee must be submitted for each building or structure or part thereof to be certified.
2) Application and fee must be received before the certificate will be issued.
3) The building official shall be notified within ten (10) days of any change in the above information.

Avoid a $25.00 re-inspection fee - please make sure all emergency lights and all means of egress are in working order before the Building Inspector is scheduled

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CERTFICATE OF INSPECTION FEE SCHEDULE

Fees are calculated ***per*** Use Group. For example, if your property contains uses A-3 ***and*** E, the total fee will be $80.

USE GROUP	DESCRIPTION	CERTIFICATE PERIOD	FEE
A-1	MOVIE THEATERS OR THEATERS FOR PERFORMING ACTS (STAGE AND SCENERY)	SEMI-ANNUAL	N/A
A-2	RESTAURANTS, NIGHT CLUBS OR SIMILAR USES	ANNUAL	$40
A-3	CHURCHES AND PLACES OF RELIGIOUS WORSHIP	FIVE YEARS	$40
A-3	LECTURE HALLS, RECREATIONAL CENTERS	ANNUAL	$40
E	EDUCATIONAL, DAY CARE	ANNUAL	$40
I-2	RESIDENTS INCAPABLE OF SELF PRESENTATION – HOSPITALS, NURSING HOME	TWO YEARS	$40
I-4	ADULT AND/OR CHILD DAY CARE FACILITIES	ANNUAL	$40
R-1	HOTELS, MOTELS, BOARDING HOUSES ETC	ANNUAL	$75 + $2.00 per unit
R-2	MULTI-FAMILY	FIVE YEARS	$75 + $2.00 per unit
R-2	SUMMER CAMPS FOR CHILDREN	ANNUAL	$40
R-4	RESIDENTIAL CARE/ASSISTED LIVING FACILITIES	ANNUAL	$75 + $2.00 per unit
ANY	FACILITIES LICENSED BY THE ALCOHOL BEVERAGE CONTROL COMMISSION WHERE ALCOHOLIC BEVERAGES ARE SERVED AND CONSUMED	ANNUAL AS PER M.G.L.c. 10, & 74	$40
ANY	FIRE ESCAPES	FIVE YEARS	

RE-INSPECTION FEE OF $25.00 – PLEASE MAKE SURE ALL EMERGENCY LIGHTS AND ALL MEANS OF EGRESS ARE IN WORKING ORDER BEFORE THE BUILDING INSPECTOR IS SCHEDULED.