



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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CERTIFICATE 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)	ANNUAL	\$75
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.