



# TOWN of BROOKLINE

*Massachusetts*

## BUILDING DEPARTMENT

**Daniel F. Bennett**  
Building Commissioner

### CERTIFICATE OF OCCUPANCY CHECKLIST for projects under CONSTRUCTION CONTROL

1. All required Inspections have been performed and all outstanding issues have been addressed. (§§ 110.3, 110.3.1 through 110.3.10)
2. Letter requesting a Certificate of Occupancy must be submitted indicating the criteria listed. (if applicable) (§§ 111.1, 111.2)
3. Post structure with placard indicating use group, fire grading, live load & occupancy load. (§§ 111.5, 1004.3)
4. Final affidavits from all disciplines on Town of Brookline Forms must be submitted. (§§ 107.6.2.2, 107.6.3, 107.6.4) (Contractor, Architect, Structural Engineer, Electrical, Plumbing, HVAC, Sprinkler, etc.)
5. Fire protection acceptance documents, test reports, NFPA test & materials sheet, as-built etc. (§§ 901.2.1(3), 901.5, 901.5.1, 903.5, 907.7, 909.3, 909.18, 909.18.8.3.1, 909.20.6.3, 913.5)
6. Energy compliance acceptance documents, certifications, confirmations, etc. (§ Mass amendment 1301.1.1, IECC §§ 103.7, 103.7.1, 503.2.9 & 780 CMR 115.AA Stretch Energy Code §§ Mass amendment 503.2.9)
7. Final report from the SER indicating program of structural tests and inspections has been completed. (§1701.1.1[5], 1703.6.2, )
8. Statement indicating project complies with all applicable provisions of the Town of Brookline Zoning By-Laws. (Site Plan Approval, Special Permits and/or variances issued by either the Planning Board or Zoning Board of Appeals & if applicable)
9. Return Permit Job Card with sign offs by all applicable Town of Brookline Officials and/or Departments.
10. Emergency Lighting & Exit signs must be installed and operational throughout entire facility. (§ 1006.0, 1011.0)
11. Certification exterior bridges, steel or wooden stairways, fire escapes and egress balconies are structurally adequate and safe in accordance with provisions of 780 CMR the Massachusetts State Building Code. (§ 1001.3.2 - if applicable)
12. Mechanical Systems shall be operational throughout the facility and a final balancing report be submitted. (IECC § 503.2.9.1)
13. Provide specs, test reports, classification for all interior finishes flame spread, smoke development, critical radiant flux etc.
14. All site work; parking, landscaping, ramps, signage, guards, railing etc. must be completed.
15. Provide as-built plan indicating occupant load for each room/space. (§ 1004.0)

Compliance with information listed above does not guarantee a certificate of occupancy will be issued.  
Project must comply with all applicable Laws, Rules, Regulations, By-Laws and Codes.