

TOWN OF LENOX

INCORPORATED 1767

OFFICE OF THE
INSPECTOR OF BUILDINGS

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PROJECTS SUBJECT TO CONSTRUCTION CONTROL

PHASE ONE

New Buildings

Three (3) sets of documents. Construction control documents shall fully describe the structure, fire, fire protection, fire alarm, mechanical, light and ventilation, energy conservation, architectural access, and egress systems.

Existing Buildings

The application for a building permit to reconstruct, alter or change the use or occupancy of an existing building or structure are subject to controlled construction pursuant to 780 CMR 116.0 shall be accompanied by a building survey where required by 780 CMR 34 and appendix F.

New and Existing Buildings

A site plan shall be filed showing, to scale, the size and location of all new construction, and all existing structures on the site.

As condition for the issuance of a building permit, the structural design of the structure shall be reviewed by an independent structural engineer to verify that the design of the primary structure is conceptually correct and that there are no major errors in the design, 780 CMR 110.11 # 2.

In those structures subject to construction control as required by 780 CMR 116.0, affidavits must be submitted with the permit application that the individuals and testing laboratories responsible for carrying out the duties specified in 780 CMR have been licensed by the BBRB.

Amendments to Application

Subject to the limitations of 780 CMR 110.0, amendment to a plan, application or other records accompanying the same shall be filed prior to commencement of the work for which the amendment to the permit is sought or issued..

PHASE TWO

Submission of Required Documentation During Construction

Once the building official issues the building permit and the project commences, the following documentation should be submitted to the building official by the design professional indicated on the “ primary ” construction control document.

1. Construction meeting minutes.
2. Testing and inspection reports: soils, concrete, steel, reinforcing steel, and miscellaneous testing.
3. Architect’s field visit and site reports.
4. Mechanical engineer’s field visit and site reports.
5. Electrical engineer’s field visit and site reports.
6. Plumbing engineer’s field visit and site reports.
7. Fire protection engineer’s field visit and site reports.
8. Changes in the original prints must be submitted with the appropriate stamp and signature.
9. Shop Drawings and RFI’s

PHASE THREE

To begin the project closeout, the primary design professional must submit the following:

Sprinkler System Test
Alarm System Test
Kitchen Hood suppression system test
Fire extinguisher test
Generator test under load test

1. A letter to the local fire chief requesting a final test and inspection of the fire suppression and detection systems
2. General Contractor’s statement of completion.
3. Design professional’s final reports and stamped acceptance letters.
4. Emergency power and lighting test report (including generator).
5. Sprinkler system hydraulic test and above ground piping test.
6. Fire alarm test report.
7. Test report on smoke control / fire emergency ventilation system.
8. Air balance report.
9. Elevator test report.
10. Boilers and compressors test report.
11. Final sign - off signatures from plumbing/ gas, electrical, and elevator inspector.
12. Acceptance letter from the local fire department.
13. Certificate of substantial completion from the owner of record.

Once the building official obtains all of the required documentation, a final inspection may be scheduled. Any outstanding issues resulting from the final inspection should be addressed to the primary design professional in writing. A temporary Certificate of Occupancy may be issued pending completion of documented orders. A Certificate of Occupancy will be issued at the time all required documentation and pending orders are complete.

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