



City of Medford, MA

Building | Zoning Department

Scott Vandewalle
Building Commissioner

[Insert Today's Date]

[Insert Owner's Names]

[Insert Street Address]

Medford, MA 02155

**RE: Notice of Periodic Inspection Requirement (Mass State Building Code, Ch. 110)
for [Insert Street Address]**

Dear [Insert Owner(s) Names],

I am writing to inform you of a periodic inspection requirement for a property owned by you and provide information on how to apply for this inspection. According to the City's property records...

- 1) You are the *current owner* of [Insert Street Address],
- 2) the structure is a *R-2 multi-family* property, having *three or more dwelling units, and*
- 3) according to Massachusetts State Building Code, the property *requires a Periodic Inspection* performed by the City's Building Department.

In case you are not familiar with this inspection, I share the following:

- It is primarily a safety inspection of the common areas shared by residents of a property.
- Areas inspected are typically hallways, stairwells and the property's basement.
- In the event of an emergency, we need to ensure the safety of any first responders who may need to enter the property and its residents who may need to leave quickly and unexpectedly.
- There is an inspection fee of \$75.00 due at the time of the application.
- An inspector may choose to take photos of the property and may legally do so.
- **If applicable**, please ensure all sprinkler, alarm systems and cooking hoods are inspected, and stickers are posted; emergency lights and exit signs are in operable condition; and fire extinguishers have been inspected and tagged within the past three hundred sixty-five (365) days.

Scheduling a Periodic Inspection:

- You will need to apply online through Citizenserve and pay the \$75.00 inspection fee.
- Instructions on how to apply through Citizenserve can be found on page 5-6 of this mailing.
- Once you have completed the application and paid the fee, a Building Inspector will contact you within a week to schedule an inspection appointment during the Building Department's regular inspection hours and concurrent with Medford's Fire Department's inspection.
- To avoid penalties, please make your application within thirty (30) calendar days of the date of this letter.

Frequently Asked Questions from Residents: In late May, this letter was sent to owners on record of three-family structures. After receiving the first round of emails and phone calls, we have compiled a list of frequently asked questions and the response given by our office. To further aid your understanding of periodic inspections, you will find the list on page 4 of this mailing.

To view the state regulations for 'R-2 Multi-Family Periodic Inspections':

Visit <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.mass.gov/doc/780-cmr-state-board-of-building-regulations-and-standards-massachusetts-amendments-to-the/download>. You will find the regulation *MGL 143, CMR 780, S.110.7* on page 14 of the *CMR 780 of the State Board of Building Regulations and Standards* and page 15 in the *Table 110 outlining the Schedule for Periodic Inspection of Existing Buildings* (Note: *Table 110 can be found on page 3 of this mailing*).

Right to Appeal: If you disagree or feel you have been aggrieved by this requirement, you may file an appropriate appeal according to these guidelines:

- *Violations of the State of Massachusetts Building Code* may be appealed in accordance with CMR 780, IRC Ch. R112 and/or IBC Ch. 113 of the Code.
- Further information on Appeals through the State's Office of Public Safety and Inspections and the Board of Building Regulations and Standards can be found at <https://www.mass.gov/orgs/building-code-appeals-board-bcab>
- Appeals must be filed within Forty-Five (45) days of the date of service of notice, hereby done through registered mail.

Failure to Respond: I encourage you to apply for an inspection as soon as possible. Failure to respond to and/or correct any Building Code Violations as directed, within the established timelines, may result in...

- 1) Fines to be cumulatively assessed from date of original citing, under the Ch. 304 Non-Criminal Violation program pursuant to M.G.L. 184A and 780 CMR, and
- 2) Additional remedies including pursuit of enforcement through the appropriate Housing, District or Superior court filings and processes as allowed.

Contact Information: If you have questions, observed violations from the inspection, or believe you received this letter in error, please reach out to us through our main number at (781) 393-2509.

Thank you in advance for your time and attention to this matter.

Best Regards,



Scott Vandewalle
Building Commissioner
v.2025.1

Cc: File, Applicant

Del: Registered/Regular Mail

Schedule for Periodic Inspection of Existing Buildings

(See Chapters 3 and 4 for complete descriptions of use groups.)

Use Group	Use Group	Use Group Description	Minimum Inspections	Maximum Certification Period
A-1	Movie theaters or theaters for performing acts (stage and scenery)	> 400 occupant load s: 400 occupant load	Semi – annual Semi – annual	One year One year
A-2	Restaurants, Night Clubs or similar uses	> 400 occupant load ¹ s: 400 occupant load ¹	Semi –annual ¹ Annual ¹	One year One year
A-3	Lecture halls, churches and places of religious worship, recreational centers, terminals, etc.	> 400 occupant load s: 400 occupant load	Semi –annual Annual	One year One year
A-4	Low density recreation and similar uses.		see note 4.	Five years
A	Special amusement buildings or portions thereof.		see note 4.	One year
E	Educational, day care		see note 4.	One year
I-1	Group home		see note 4.	One year
I-2	Residents incapable of self-preservation – hospitals, nursing home, mental hospitals, and certain day care facilities.		see note 4.	Two years ³
I-3	Residents restrained – prisons, jails, detention centers, etc.		see note 4.	Two years
I-4	Adult and/or child day care facilities.		see note 4.	One year
R-1	Hotels, motels, boarding houses, etc.		see note 4.	One year
R-1	Detoxification facilities		see note 4.	Two years
R-2 ²	Multi-family		see note 4.	Five years
R-2	Summer Camps for children.		Annual	One year
R-4	Residential care/assisted living facilities		Annual	One year
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	One year as per M.G.L. c. 10, § 74
Any	House museums (see Chapter 34 for definition)		Annual	One year
Any	Fire escapes, etc. per Chapter 10		Five years	Five years

Notes:

1. When appropriate for A-2 uses, the inspection for the Certificate of Inspection should include and be timed to satisfy the requirements of M.G.L. c. 10, § 74. 2.
2. One year for facilities licensed or operated by the Department of Mental Health (DMH).
3. Prior to issuance of new certificate.
4. Certificates of inspection for establishments intending to sell alcoholic beverages to be consumed on the premises shall be governed by M.G.L. c. 10, § 74 and the inspection schedule in section 110.7. The *building official* may issue a temporary inspection certificate, once co-signed by the *building official* and by the head of the fire department, effective to a date certain for the establishment.

General Note: **It is the responsibility of building “owner”, as defined in Chapter 2: Definitions, to meet the inspection requirements in this table for continued use and occupancy.** The maximum certification period specified in the table is intended to provide administrative flexibility. For uses allowing more than one-year maximum certification period, the permit may determine the certificate validity term. For example, an R-2 building could be certified for one, two, three, four or five years.

Commonly Asked Questions from Residents:

“I’ve owned this property for years and have never been asked for a Periodic Inspection. Why are you contacting me now?”

Medford’s Building Department has been conducting periodic inspections in dormitories and apartment buildings. The State has asked communities across the Commonwealth, including Medford, to inspect “all structures” that fall into the designation of *R-2 multi-family*. This includes all properties having three (3) or more dwelling units. We are required to ensure compliance with state regulations.

“Do I need to coordinate the inspection with my tenants? Will you be entering the residences?”

The inspector will only request access to common areas (e.g. hallways, stairwells, basement, etc..). No, you do not need to coordinate the inspection with your tenants.

“May I ‘opt-out’ of this inspection?”

No, the inspection is required; although, you do have a right to appeal and that information was provided in the letter. Please note your appeal must be made in a timely manner and should not be used to delay the periodic inspection of the property.

“How often will you be conducting periodic inspections for my property?”

The maximum certification period allowed is every five (5) years. This decision is at the discretion of the Building Department. According to the regulations, an R-2 building may be certified every one to five years.

“I’m only using two of the three dwelling units, am I still required to have a periodic inspection?”

You are still required to obtain this inspection. It is required for properties with three (3) or more dwelling units whether or not all units are occupied.

“I have family members living in one or more of the dwelling units. Do I still need an inspection?”

Yes, you are still required to obtain the inspection. We do not consider who is living on the property. If the property consists of three (3) or more dwelling units, a periodic inspection is required.

“My property is a two (2) family. Why am I being contacted?”

This letter is intended for properties having three (3) or more dwelling units. If you believe you received this letter in error, please contact the Building Department as soon as possible. This list was generated using our current property information. We will research any available records and work with the Assessor’s office to assign the appropriate designation for the property.

“Why do I have to pay a \$75.00 inspection fee? Isn’t this covered in my real estate taxes?”

This is an administrative fee for inspections. No, this is not covered in your real estate taxes. Fees are required for all permits, inspection certificates and licenses issued by the City.

“I don’t use computers. Is there anyone who can help me?”

You are welcome to visit the Building Department, Room 115A. We have a computer at the front desk and our staff are happy to assist. No appointment is necessary. Our office hours are...

Monday, Tuesday and Thursday 8:30am to 4:30pm,
Wednesday 8:30am to 7:00pm, and
Friday 8:30am to 12:30pm



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Scott Vandewalle
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Apply Online with Citizenserve: For all Periodic Inspections Ch 110.

Have questions about Periodic Inspections? Email svandewalle@medford-ma.gov or call 781-393-2509.

Need Assistance with Citizenserve? Visit Medford’s Building Department, Room 115A. We can assist you with your application at the front reception terminal.

To access Citizenserve, you will need to create an account, then apply for a Periodic Inspection.

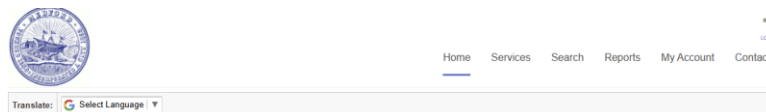
- Visit www.medfordma.org.



- Scroll down to the **Welcome to Medford** area and select the box **Apply for Permits or Licenses**.



- You will be taken to the Citizenserve portal.



WELCOME TO THE CITY OF MEDFORD ONLINE PORTAL

- Scroll down to and select **Periodic Inspections Ch. 110**



Periodic Inspections Ch. 110


New Users: Create an Account

- Select **Register Now** →
- Select a **Registration Type** in the drop-down menu (e.g. Agent, Anonymous, Contractor, Licensee, Property Owner or Resident/Occupant)

Complete all fields with a red line | next to the field name.

Select **SUBMIT**

You will be taken directly to the application.

 **APPLY FOR A LICENSE**
Home / Services / Licenses / Apply for a license

The **Application Type** will already be filled in: **Ch. 110 Periodic Inspections**.

Click on the **Sub Type** field and select **R-2 Multi-family** in the drop-down menu.

You will be asked for a **Business Name**. This is a required field. If the property is not owned by a business or trust, you could enter the street address of the property.

In the **Address or Parcel #** field, enter the street number and street name (e.g. 294 Boston), then click on **FIND ADDRESS**. (Note: Do not use these in your search: Rd, St, Ave, Pkwy, Circle, etc.)

For signature, select **Sign Here**. Move your cursor into the box, hold down the left-click button on your mouse, move the cursor for signature, release the button when you are finished, then select **SAVE**.

Once complete, select **SUBMIT**.

Complete the payment section of the application by providing bank or credit card account information.

Once complete, select **SUBMIT**.

About your application:

- If you do not submit your payment, your application will be placed *ON HOLD* until payment is received.
- Once your application is submitted and payment is received, the application will be processed by the Building Department.
- In approximately one week, the assigned Building Inspector will contact you to schedule an inspection.