

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