



CITY OF EVERETT
INSPECTIONAL SERVICES DEPARTMENT

484 BROADWAY, ROOM 26
EVERETT, MASSACHUSETTS 02149-3694
OFFICE: 617-394-2220 FAX: 617-394-2433

GEORGE LANE
DIRECTOR INSPECTIONAL SERVICES
INSPECTOR OF BUILDINGS
617-394-2220

KEITH SLATTERY
DIRECTOR CODE ENFORCEMENT
617-394-2284

RECEIPT FOR CERTIFICATE OF HABITABILITY

Date: _____

No. _____

Owners Name: _____

Owners Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____

Email address: _____

Name of Occupant: _____

Property Address: _____

Children under age 6: **Yes** _____ **No** _____

OFFICE USE ONLY

CERTIFICATE OF GOOD STANDING: _____

INSPECTION TO BE HELD ON:

DATE: _____

TIME: _____

CERTIFICATE: _____ **P/U** _____ **MAIL** _____ **EMAIL**



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Date: _____

LEGAL USE REQUEST FORM

To determine the Legal Use of Property

City of Everett
Building Inspector

I would like to request to know the legal use of the property

located at: _____

Map Number: _____ Parcel Number: _____

Notice: This information may take awhile to obtain from our records. You will be notified in writing as soon as possible

You may forward this information found regarding this property to the following address:

Name: _____

Address: _____

City/State: _____

Phone # : _____ Fax # : _____

Signature of Authorized Agent: _____

Please Check:

Real Estate Agent Needed for Code Enforcement Other

The City of Everett Inspectional Services Department thanks you for your cooperation and patience.



Residence/Business Emergency Contact Information

Please Print Information CLEARLY

DATE: _____

RESIDENTIAL INFORMATION

PROPERTY OWNER FULL NAME: _____ PHONE NUMBER: _____

PROPERTY OWNER HOME ADDRESS: _____

RENTAL PROPERTY ADDRESS: _____

EMERGENCY CONTACT PERSON: _____ PHONE: _____

BUSINESS INFORMATION

BUSINESS NAME: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____

1 BUSINESS OWNER FULL NAME: _____ PHONE: _____

BUSINESS OWNER HOME ADDRESS: _____

2 BUSINESS OWNER FULL NAME: _____ PHONE: _____

BUSINESS OWNER HOME ADDRESS: _____

1 EMERGENCY CONTACT PERSON: _____ PHONE: _____

EMERGENCY CONTACT HOME ADDRESS: _____

2 EMERGENCY CONTACT PERSON: _____ PHONE: _____

EMERGENCY CONTACT HOME ADDRESS: _____

ALARM COMPANY NAME: _____ PHONE: _____



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Certificate of Habitability checklist

- 1. Gas & electric must be on**
- 2. Smoke detectors in each bedroom**
- 3. Smoke detectors in front/rear hallways**
- 4. Photoelectric detectors must be installed within
20 ft of kitchen or bathroom containing showers**
- 5. CO detectors within 10ft of bedroom**
- 6. Dwelling unit must be unoccupied**
- 7. Heat must be on**
- 8. Hot water must be on**
- 9. All work must be done before inspections**
- 10. No keyed locks on bedroom doors**
- 11. GFI plug within 6 ft of sink, tub, (water source)**
- 12. 3 family dwelling or more must have name and emergency
contact number posted in front, visible from street.**

Owner _____

Address _____

Date _____

NO LEAD PAINT WILL BE INSPECTED



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CERTIFICATE OF HABITABILITY

Frequently Asked Questions

- 1. Is anyone exempt from the Certificate of Habitability?**
No, this ordinance applies to all rental property owners in the City of Everett, including apartment complexes and rooming/lodging housing.
- 2. What is the cost of the certificate?**
The fee for the inspection is \$25.00 and must be submitted with the application.
- 3. Do I need to get a new certificate every time a new tenant moves in?**
Yes, the Certificate of Habitability is valid for the duration of the tenancy. Each time that a new tenant moves in, the property owner is required to apply for and obtain a new certificate.
- 4. Is there a benefit to the property owner by complying with the Certificate of Habitability program?**
Yes, the program benefits the property owner by documenting compliance with the state sanitary code or housing code for future reference. The property owner can think of it as an insurance policy against allegations that the apartment was damaged before a tenant moved in.
- 5. Can a tenant move in before the Certificate of Habitability is issued?**
No, each day that the owner allows someone to live in the apartment without the Certificate of Habitability will be a separate offense fined at \$25.00 a day.
- 6. What types of violations will the inspector be looking for?**
The inspectors will be looking for any violations of the state sanitary code and the state building code. The inspectors will also be on the lookout for illegal or attic apartments.
- 7. If I have a Certificate of Habitability, does that mean I do not have lead paint?**
No, inspectors will not be inspecting for lead paint and you do not have to remove lead paint to receive a Certificate of Habitability. However, Massachusetts State Law requires all apartments with residents under six years old to conform to State Lead Regulations 205 CMR 460.
- 8. What happens if the inspection fails and the certificate is not issued?**
A written order copy of the inspection will be presented to the owner at the conclusion of the inspection that will document the violations.
- 9. Do I have to correct the violations?**
Yes, once the inspection has been conducted, the violations must be corrected as directed by the violation letter issued by Code Enforcement.
- 10. When will the inspection be conducted?**
The inspection must be conducted within 10 business days of your application submittal. If the inspection is not conducted within this time, the owner may rent the apartment.
- 11. What do I need to submit to the Inspectional Services Department with my application?**
With the application, a check or cash for the amount of \$25.00 for each apartment and a document from the Building Dept. showing the legal use for that dwelling.