



Town of Westwood
Commonwealth of Massachusetts
BUILDING DEPARTMENT

The following card is to be used as a guide for any permitted building project seeking a Certificate of Occupancy from the Town of Westwood. All items noted shall be complete, submitted, and accepted prior to the issuance of a Certificate of Occupancy. Should any item listed not be applicable, unattainable, or beyond the purview of the Town of Westwood, it shall be noted by **THAT DEPARTMENT** before the requirement is waived. If any additional items, documentation, or signatures of acceptance are required, the Building Official shall provide written notice to the party applying for the Certificate of Occupancy. A reasonable amount of time shall be provided for the applicant to procure these additional items. All submissions are to be original copies with wet-ink stamps and signatures, as well as in digital form. An original copy of this card shall be submitted to the Town of Westwood Building Department, along with any submitted documents, and a copy returned to the applicant with the Certificate of Occupancy.

(detach the portion below and file with copy of Building Permit)

I, the undersigned, have received this letter and the accompanying document(s) from the Town of Westwood Building Department and acknowledge that I understand the noted requirements and that a Certificate of Occupancy will not be issued until all noted items and signatures have been obtained.

(printed name)

(signature)

(company)

(date)



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CERTIFICATE OF OCCUPANCY REQUIREMENTS

Sign offs from the following:

- Dedham-Westwood Water
- Elevator Inspector(state)
- Planning Department
- Plumbing
- Gas
- Wiring
- HVAC/Mechanical
- Permit Fees/Finances(paid in full)
- Board of Health
- DPW/Sewer/Engineering
- Sprinkler/Fire Alarms(WFD)
- Conservation Commission
- Fire Department Final(life safety walk)
- Building

All Construction Control Documents Submitted and Accepted:

- Construction Manager/General Contractor
- Architect
- All Engineers of Record
- Final Cost Affidavit with subtrade breakdown
- 3rd Party Inspectors

Items to be installed, completed, and inspected on site:

- Permanent utilities tied in/active
- Parking and exterior egress areas(including lighting)
- Restrooms (public and “private”) with functioning fixtures
- Interior emergency lighting
- Egress paths with permanent fixtures and furniture in place
- Required signage including but not limited to:
 - Building Address
 - Fire command “map” showing standpipe and fire department connection locations
- Fire alarm test:

- Smoke evacuation system (if applicable)
- Fire and smoke dampers
- HVAC shutdown
- Auto doors, hold-opens, “fail open” locks, etc.

To be completed and submitted/accepted:

- Plot Plan as-built
- Utility as-built
- Floor Plan as-built with fire rated separations and “areas of refuge/rescue” noted
- 1-line HVAC as-built with fire and smoke damper locations noted
- Sprinkler certifications for aboveground and underground piping (NFPA 13 & 14)
- Record of completion and test reports for fire detection and warning systems (NFPA 72)
- Fire pump certification report (NFPA 20)
- Chemical fire suppression (ansul, halon, etc.) acceptance test certificates
- Generator acceptance certificate (NFPA 10)
- Fire safety evacuation narrative for building occupants
- Bi-Directional Amplifier test report