



# Fitchburg, Massachusetts

## Office of the Building Commissioner

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Building Commissioner

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### Checklist for Reinstatement of Vacant Buildings

The City of Fitchburg, in a joint agreement with Unitil, requires this checklist to be followed for all buildings that have been vacant for more than six months.

#### Building:

1. Application for a Building Permit must be submitted with a copy of a certified plot plan and floor plans drawn to scale showing rooms, windows, doors, egress, and dimensions.
2. Chimney shall be inspected and a smoke test performed by a qualified agent. The results shall be submitted to this department prior to any fueled appliances being used.
3. Porches, decks, and fire escapes must be safe and free from debris. Handrails, guardrails, and baluster spacing must comply with current code.
4. The building and all of its components must comply with the Massachusetts State Building Code and any and all other applicable codes and regulations.
5. Building Permit applicant must be an owner occupant (only allowed for 1 and 2 family houses) or licensed construction supervisor. Buildings over 35,000 cubic feet require an architect or engineer for any renovations, alterations, or major repairs.
6. Egress Requirements for all units in the building must be met.
7. All public safety issues must be addressed.
8. Permit card must be signed off by all disciplines before building may be reoccupied.

#### Electrical:

1. Applicant must engage the service of a licensed electrician and an electrical permit must be filed with this office for all work performed.
2. A site evaluation must be performed with the owner, electrician, and the wiring inspector or representative of the building department.
3. Load calculations must be performed to determine service size.
4. Buildings containing three (3) or more family units must have or install a common meter.
5. Each apartment must have GFCI protected outlets in the bathroom next to the basin, and outdoors at the front and rear of the building. Additionally, the kitchen must have at least two 20 AMP circuits, every section of countertop at least 12" wide must have an outlet, and all outlets within six feet of the kitchen sink must be GFCI protected.
6. All obvious code violations must be corrected.
7. Any wall or ceiling that is open or covered with new drywall must conform to code 100%.
8. Fire alarm and smoke detector systems must conform to present codes, as per Fire Prevention Bureau.
9. Emergency lights and exit signs must be installed as per State Building Code.
10. No Buildings will have meter issued or power turned on until all permits have been issued: Building, Plumbing, Gas, Mechanical, and Electrical.

**Plumbing:**

1. Verify that all fixtures have proper traps and vents.
2. All fixtures must conform to the sanitary code requirements.
3. Must engage the service of a licensed plumber and a permit filed with this office for all work performed. All work must conform to current code.

**Gas:**

1. Test all gas piping as per code requirements.
2. Verify condition and proper sizing of all flue piping from the appliance to the chimney.
3. Chimney shall be inspected and a smoke test performed by a qualified agent. The results shall be submitted to this department prior to any fueled appliances being used.
4. All appliances must be tested for proper operation of safeties, limit controls, etc. All knobs must be in place.
5. No gas meter will be allowed to be issued until all building permit requirements have been met.