



Massachusetts Port Authority
 One Harborside Drive, Suite 200S
 East Boston, MA 02128-2090
 Telephone (617) 568-5950
 www.massport.com

780 CMR 9th Edition – Project Closeout Materials & Request for Occupancy

Applicant: _____
 MPA Project or TAA#: _____
 Project Name: _____
 Date Submitted to Massport: _____

For Massport Use Only
Reviewed By: _____
Review Dates: _____
Recommended for Final Inspection & CO: _____

Complete ALL sections of checklists below (applicant shall mark each box with either- **X** = (information included) or **NA** = (not applicable)) and submit this document with all required closeout materials to Capital Programs. One original copy of the closeout binder and all attachments are required. Upon receipt, these materials will be reviewed for completeness and a recommendation for final inspection and CO will be made by Capital Programs to Department of Public Safety and Massport Fire Rescue once approved by Massport. Contact Jill Queenan (jqueenan@massport.com) at (617)568-5928 with any questions associated with completing this document.

Use Tab # and names in bold below for closeout binder index and labeling.

Project Closeout & Request for Occupancy Checklist				
Tab #	Topic	X or NA	For MPA Use Only	
			Reviewed	Comments
1	Building Permit (with all inspections signed off as FINAL)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Construction Control	<input type="checkbox"/>	<input type="checkbox"/>	
2a	Primary Construction Control Professional (PCCP) Final Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	
2b	Field Reports/Site Inspection Reports from Architect (PCCP)	<input type="checkbox"/>	<input type="checkbox"/>	
2c	PCCP punch list - marked as complete to close out project	<input type="checkbox"/>	<input type="checkbox"/>	
2d	Contractor's Affidavit (addressed to PCCP) (780 CMR 107.6.3)	<input type="checkbox"/>	<input type="checkbox"/>	
2e	Evacuation Plan(s) (780 CMR 111.5.2)	<input type="checkbox"/>	<input type="checkbox"/>	
3	MPA FR Sprinkler Permit	<input type="checkbox"/>	<input type="checkbox"/>	
3a	Sprinkler NFPA Contractor's Material and Test Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
3b	Fire Protection PE Final Affidavit & Reports	<input type="checkbox"/>	<input type="checkbox"/>	
4	MPA FA Fire Alarm Permit	<input type="checkbox"/>	<input type="checkbox"/>	
4a	Simplex NFPA Record of Completion Testing Report as Approved	<input type="checkbox"/>	<input type="checkbox"/>	
4b	Fire Alarm PE Final Affidavit & Reports	<input type="checkbox"/>	<input type="checkbox"/>	
5	Electrical Permit & PE Final Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	
6	Plumbing/Gas Permit & PE Final Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	
7	Sheet Metal Permit & Air Balancing Report, PE Final Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	
8	Letter from Roofing Company (not for new roofing installations)	<input type="checkbox"/>	<input type="checkbox"/>	



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9	Commercial Kitchens	<input type="checkbox"/>	<input type="checkbox"/>	
9a	Ansul permit and test report	<input type="checkbox"/>	<input type="checkbox"/>	
9b	Schematic of Exhaust Hood System (one line route diagram, hood to outlet)	<input type="checkbox"/>	<input type="checkbox"/>	
9c	Kitchen Exhaust Cleaning Contract (to certify the entire hood exhaust duct is accessible for cleaning without removing the exhaust fan)	<input type="checkbox"/>	<input type="checkbox"/>	
10	Special Testing & Inspections	<input type="checkbox"/>	<input type="checkbox"/>	
10a	Structural Tests and Special Inspections – final test and inspection reports with PE Final Affidavit (780 CMR 107.6.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	
10b	Non-Structural Tests and Inspection - final test and inspection reports with PE Final Affidavit (780 CMR 107.6.2.4)	<input type="checkbox"/>	<input type="checkbox"/>	
	After final inspections have been completed:			
11	As Built copies of “red lined” field markups. Final as-built to be submitted according to TAA/CP requirements (within 30 days)	<input type="checkbox"/>	<input type="checkbox"/>	
-	1 Complete Closeout Binder (original documents) 1- ½ set of as built drawings and 3 discs/thumbdrives containing as built drawings and all documents in binder	<input type="checkbox"/>	<input type="checkbox"/>	

By signing my name below, I confirm that the project closeout checklist documents have been reviewed for completeness to the best of my knowledge and understanding.

Applicant Signature: _____