



Brian Bower
Waltham Building Department
Acting Chief Inspector of Building

WALTHAM BUILDING DEPARTMENT

OUTDOOR DINING PERMIT CHECKLIST

Moody Street Outdoor Seating Only

Please submit the completed application and (1) set of plans to:

Waltham Building Department
119 School Street, Government Center Building – 2nd Floor
Or email: plyons@city.waltham.ma.us

- Building permit application filled out and signed by the owner of record.
- Set of CAD/ plans drawn to scale showing: seating area with dimensions, table size, number of seats, aisle width, egress path, and accessibility code.
(Plans must comply with 521 CMR)

521 CMR Compliance may be found by searching: www.mass.gov

Search Bar: 521 CMR

521CMR – 2006 Edition

- If a tent is being installed, and is OVER 400 S.F. the plans must be stamped by the Waltham Fire Department.
(WFD is located at 175 Lexington Street, Waltham MA)
- Once your outdoor dining space is set up, and 100% complete, please contact the Waltham Building Department to set up your inspection.
- Upon completion of your inspection, if approved, you will be issued a Temp Occupancy permit for your outdoor dining season from May 24, 2024 – Sept 2, 2024.