



City of Waltham Massachusetts

Waltham Building Department
William L. Forte
Inspector of Buildings
Superintendent of Public Buildings

Review for Addition or Modification of Wireless Equipment

April 2, 2018

Dear Applicant,

In accordance with FCC regulation section 6409(a), of the Spectrum Act, and FCC Order #14-153, the Waltham Building Department shall implement the following policy effective immediately:

Process for review:

An application for telecommunications installation review shall be submitted with the building permit application. The application can be found on our website, or a staff member can email it to the applicant. The following required information shall be submitted:

- A cover letter stating the proposed project (in brief) listing the Federal regulation sections in which the project is eligible.
- A copy of the latest governing special permit issued for the facility (Usually found recorded at the Registry of Deeds)
- Completed building permit application with all required documentation for a building permit. (On card stock as required)
- Two sets of proposed plans stamped by a Massachusetts certified registered professional engineer.
- Copy of the plan on compact disc in PDF format.
- Structural analysis report for the facility stamped by a registered professional engineer.

Please be advised that the Building Department is not accepting electronic building permit applications or mail-in for review at this time. All applications must be hand delivered in person at the front counter to be date stamped. Installation of new equipment on a new facility requires a Special Permit from the City Council in accordance with Article X of the Zoning Ordinance.

Respectfully,

William L. Forte, Inspector of Buildings