



City of Waltham
Building Department - Government Center
119 School St, 2nd Floor. - Waltham, MA

Brian J Bower
 Chief Building Inspector/
 Inspector of Buildings
 Telephone: 781-314-3275

FINAL CONSTRUCTION CLOSE OUT CHECK LIST

PROPERTY ADDRESS: _____

RESPONSIBLE PERSON: _____

TELEPHONE: _____

Item	Check List				Comments
1	Architect Affidavit (affidavit needs to reference SP # or ZBA #, Permit #, building sq ft, height & FAR)				
2	As-built from Professional Land Surveyor				
3	Affidavit from Professional Land Surveyor (reference SP # or ZBA # & Permit #)				
4	As-built from civil Engineer (reference SP# or ZBA # & Permit #) w/ height, square footage & FAR				
5	As-built from Landscape Architect (if needed)				
6	Affidavit from Landscape Architect (reference SP # or ZBA # & Permit #)				
7	Final Affidavits from all other disciplines (reference SP # or ZBA # & Permit #)				
8	Lighting Pollution plan (if needed)				
9	BDA test results				
10	Grease Duct pressure test report				
11	Email or sign off on permit from Engineering Department to sdemarco@city.waltham.ma.us & svidal@city.waltham.ma.us				
12	Balancing reports				
13	Binder – with verification that all SP conditions have been complete				
14	AIA Forms (Change Orders)				
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

 Accepted Signature

 Print Name

 Date