



# City of Waltham Massachusetts

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

## PERMIT APPLICATION REQUIREMENTS

Inspection, Administrative Team, Building Department

Re: List of required documents (Card stock is no longer a requirement)

The following list can be used as a guide for required documents for each category of permit

### **Residential roofing, siding, window replacements, ordinary repairs. (can be emailed)**

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Workers Comp affidavit/insurance binder. (if any).
- Homeowner exemption. (if work done by the owner)
- Waste debris form.
- Copy of CSL and HIC. (if any)
- **Copy of Electrical permit (siding only)**

### **Commercial Roofing (cannot be emailed)**

- Application filled out and signed by owner, construction supervisor, architect and/or professional engineer
- Entire submittal package to be downloaded onto a Thumb Drive or CD (Pdf format Only)
- Affidavit from architect and/or professional engineer
- Workers Comp Affidavit/insurance binder
- Waste debris form
- Copy of CSL

### **Home Office Occupancy Permit**

- Application filled out and signed by the owner of record
- Customary Home Occupancy Affidavit filled out and signed by Business Owner and Homeowner
- Name & type of business
- Floor plan of locating area to be used
- Check for \$40.00

### **Chimney Liners**

- Application filled out and signed by the owner of record, construction supervisor and hic holder.
- Workers Comp affidavit/insurance binder. (if any).
- Waste debris form
- Copy of CSL or Mechanical.
- done by the owner)

**Temporary Tents** (residential application can be used for Temporary Tents) (*can be emailed*)

- Application filled out and signed by the owner of record, construction supervisor
- Seating with no cooking
- Must be dismantled during high winds, snow and potential frozen rain events
- Flame certificates for each tent
- Plan of land showing where tents are to be placed
- Construction control is required by determination of the Inspector of Buildings.
- Stamped by Fire prevention
- If they have sides they need emergency light or fire extinguisher's

**Kitchen, bath, exterior deck replacements** (*can be emailed*)

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Workers Comp affidavit/insurance binder. (if any).
- Homeowner exemption. (if work done by the owner)
- Waste debris form.
- Copy of CSL and HIC. (if any)
- 2 sets scaled plans showing layout and size existing & proposed.
- 2 copies of Certified plot plan. (decks, if expanded) & a final As-Built at final inspection
- Conservation review if Deck is in conservation.  
Pictures of existing deck (Rebuild ONLY)
- Sheet metal form. (new bathrooms & kitchen exhaust hoods)
- Materials being used

**Sheds** (under 150 square feet, drainage approval required/Engineering over 150 S.F.) (*can be emailed*)

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Workers Comp affidavit/insurance binder. (if any).
- Homeowner exemption. (if work done by the owner)
- Waste debris form.
- Copy of CSL and HIC. (if any)
- Simple/or any existing plot plan showing distances from house and lot lines
- Plan showing dimensions, materials and height

**Pellet stoves, wood burning stoves**

- Application filled out and signed by the owner of record, construction supervisor.
- Workers Comp affidavit/insurance binder.
- Waste debris form.
- Copy of CSL & HIC
- Homeowner exemption. (if work done by the owner)
- Copy of manufacturers specs (installation & clearance listed as tested with national safety standards)

**Pools inground & above ground**

- Application filled out and signed by the owner of record, construction supervisor and architects, engineers and designers of record.
- Workers Comp affidavit/insurance binder.
- Waste debris form.
- Copy of CSL & HIC
- Letter to abutters
- 2 sets of stamped plans from an engineer
- 2 sets of certified plot plans (As-built required at final inspection)
- Description of safe guards for pool (fence locking ladder and alarms on door)
- Homeowner exemption. (if work done by the owner)

**Basement**

- Application filled out and signed by the owner of record, construction supervisor and architects, engineers and designers of record.
- Workers Comp affidavit/insurance binder.
- Waste debris form.
- Copy of CSL & HIC
- Homeowner exemption. (if work done by the owner)
- 2 sets of plans stamped by the fire department
- Plans need to show finished ceiling height, rise & treads & headroom of existing stairs.
- Label all rooms/show required means of egress
- Habitable room calculations IRC 303.1 (make up air)
- 2018 IECC compliance form

**Detached Garage**

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Workers Comp affidavit/insurance binder. (if any).
- Waste debris form
- Homeowner exemption. (if work done by the owner)
- Copy of CSL and HIC. (if any)
- Letter to Abutters
- Plans showing existing and proposed to scale with materials being used
- 2018 IECC (if needed) ZBA recorded and stamped by the Registry of deed and The City Clerks Office (if needed)
- Sheet metal if required
- CPW – Drainage Calcs if over 150sf of lot coverage (167 Lexington St – Janice Devaney)
- CPW curb cut (if needed)
- 2 copies of certified plot plan
- Conservation review (if needed)

**Substantial remodeling, renovation or alteration of 1&2 family (cannot be emailed)**

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Entire submittal package downloaded onto a Thumb Drive or CD (PDF format Only)
- Workers Comp affidavit/insurance binder. (if any).
- Homeowner exemption. (if work done by the owner)
- Waste debris form.
- Copy of CSL and HIC. (if any)
- 2 sets of plans showing existing and proposed conditions to scale.
- 2 Sets of plans stamped by Fire Prevention (smoke and CO detector layout). (bedrooms, basement & new attic work & substantial work) (labeling all rooms)
- CPW - Engineering, I&I sheet for design flow (added per bedroom fee) (167 Lexington St – Janice Devaney)
- Habitable space form (attic and basement areas)
- 2018 IECC compliance sheet
- 2 Copy's Certified plot plans certified by PLS (for additions, second floor additions, garages or other new structures)
- Conservation review if needed
- Certified letter to abutters and the green certified forms.

**Demolition of a structure (cannot be emailed)**

- Application filled out and signed by the owner of record, construction supervisor and hic holder.
- Workers Comp affidavit/insurance binder. (if any).
- Waste debris form.
- Copy of CSL
- Certified letter to abutters and the green certified forms.
- Evidence of on site water supply/presoaking is now a requirement/pre-inspection.
- Site plan showing existing conditions.
- Demolition sign off sheet signed by all required agencies, departments and utilities and letters from all required on demo sign off sheet.
- Demolition Delay letter if over 75 years old
- Small Lot Opinion (if needed)

**Solar Panel Commercial**

- Application filled out and signed by the owner of record, construction supervisor and architects, engineers and designers of record.
- Entire submittal package downloaded onto a Thumb Drive or CD (Pdf Only)
- Workers Comp affidavit/insurance binder.
- Waste debris form.
- Copy of CSL
- 2 sets of plans stamped by the fire department
- 2 sets of plans stamped by architect and/or all others
- Construction control affidavit from each professional
- Plans showing all regulations from the edges, mechanicals, flashing, walk ways and aisle with
- Recorded copies of special permit (if needed)

### **Solar Panel Residential**

- Application filled out and signed by the owner of record, construction supervisor.
- Workers Comp affidavit/insurance binder.
- Waste debris form.
- Copy of CSL & HIC
- 2 sets of plans stamped by an engineer
- 2 Letters from stamped by an engineer in regards to electrical, wind, load and attachments

### **New 1-4 Family construction or additions** (all construction documents to be in duplicate on thumb drive) ***(cannot be emailed)***

- Application filled out and signed by the owner of record, csl & hic holder. (architect if applicable) (3 or more families need to use a Commercial Application)
- Entire submittal package on Thumb Drive or CD (PDF Only)
- Thumb drive with all required documents submitted for plan approval
- Workers Comp affidavit/insurance binder. (if any).
- Homeowner exemption. (if work done by the owner)
- Waste debris form.
- Copy of CSL and HIC. (if any)
- Certified letter to abutters and the green certified forms.
- 2 copy's plans showing existing and proposed conditions to scale with materials being used
- 2 copy's of plans stamped by Fire Prevention (smoke and CO detector layout).
- Plans for three or more units must be stamped by an architect or engineer, to scale with list of materials.
- 2018 IECC compliance sheet
- Recorded and stamped copy of ZBA (if needed)
- Sheet metal for and copy of sheet metal license
- Habitable space form (attic and basement)
- CPW - Engineering, I&I mitigation (167 Lexington St – Janice Devaney) (added per bedroom fee)
- CPW – Drainage Calcs if over 150sf of lot coverage (167 Lexington St – Janice Devaney)
- CPW (167 Lexington St – Janice Devaney – Curb Cut) (if needed)
- Check Moratorium for street opening
- 2 copy's of plot plan certified by PLS (and for additions, 2<sup>nd</sup> flr additions, garages or other new structures)

### **Commercial renovation** (all construction documents to be in duplicate on thumb drive) ***(cannot be emailed)***

- Commercial application filled out and signed by the owner of record, construction supervisor and architects and engineers of record.
- Entire submittal package to be downloaded onto a Thumb Drive or CD (Pdf Only)
- Thumb drive with all required documents submitted for plan approval
- Workers Comp affidavit/insurance binder.
- Waste debris form.
- Copy of CSL license
- 2 sets of plans showing existing and proposed conditions to scale stamped by all design professionals.
- 2 sets of plans stamped by Fire Prevention
- CPW - Engineering, I&I sheet for design flow 167 Lexington St – Janice Devaney)
- Construction control affidavits for each discipline.
- Fire alarm, sprinkler and impairment plan
- NFPA 241 safeguards during construction narrative.
- Com Check/Lighting schedule/ Mechanical
- Sheet metal form with copy of sheet metal license

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**New Commercial Construction** (all construction documents to be in duplicate on thumb drive) ***(cannot be emailed)***

- Application filled out and signed by the owner of record, construction supervisor and architects, engineers and designers of record.
- Entire submittal package downloaded onto a Thumb Drive or CD (Pdf Only)
- Workers Comp affidavit/insurance binder. (if any).
- Waste debris form.
- Copy of CSL  
Technical manuals to be on thumb drive only. (no need for paper copy)
- Certified letter to abutters and the green certified forms.
- CPW - Engineering, I&I mitigation (167 Lexington St – Janice Devaney) (added per bedroom fee)
- CPW – Drainage Calcs (167 Lexington St – Janice Devaney)
- CPW (167 Lexington St – Janice Devaney – Curb Cut)
- Check Moratorium for street opening
- 2 sets of Plans stamped by Fire Prevention
- 2 sets of Plans must be stamped by architects, engineers and others each discipline (electronic printed stamps are acceptable)
- Construction control affidavits from each professional
- Certified plot plan certified by PLS showing average grade, parking requirements, setbacks, landscaping and other required features.
- Recorded copies of special permit plans and/or ZBA orders stamped by the registry of deeds & the City Clerks Office.
- Third party inspection (107.6.4)
- NFPA 241