



Waltham Fire Department Facility Inspection Application



FACILITY INSPECTION APPLICATION INSTRUCTIONS:

Fill out *all* relevant information in the top portion of the application form. *Include the following;*

- Date of Application
- Indicate the time frame for the inspection. (*Annual, Semi-Annual, Quarterly*)
- Indicate the type of inspection letter you are requesting (*Business, Childcare, Health*)
- The business information: *Company name, address, Company contact, Contact's phone and email.*

Submit in person, via Email or US Mail.
Call to schedule your appointment - 781-314-3710

Via Email:

- **Attach** a scanned copy of the most recent **Fire Alarm Report**.
[This report must be within the last 12 months.]
- **Attach** a scanned copy of the most recent **Sprinkler Report**
[This report must be within the last 12 months.]
- **Make online payment** at the
City of Waltham Fire Department /Prevention website -
Permits Fees and Downloads -
<https://www.city.waltham.ma.us/fire-department/pages/permits-fees-downloads>
Above the list of permits you will see-
*****ATTENTION*** FIRE PREVENTION APPLICATION FEES
CAN NOW BE PAID ONLINE** (click on the words "PAID
ONLINE") Select "Inspection- Facility-Health, Day-Care Edu.",
follow instructions to pay.
- Email documents above with copy of paid invoice to:
prevention@city.waltham.ma.us

In Person or Via US Mail:

- Bring or Mail this completed application form,
- Include a scanned copy of the most recent **Fire Alarm Report**.
[This report must be within the last 12 months.]
- Include a scanned copy of the most recent **Sprinkler Report**
[This report must be within the last 12 months.]
- Include Payment - a check in the amount of **\$50.00**, made
payable to the **City of Waltham** and mailed to the address
listed below.
[In your check's memo section please include: **Facility Insp** and
include the **address**]
- **Bring or Mail** the aforementioned to the
Waltham Fire Prevention Office
175 Lexington Street
Waltham, MA 02452



Waltham Fire Department

Facility Inspection Application



FACILITY INSPECTION CERTIFICATION

FACILITY INSPECTION REQUIREMENTS: MGL 148 & 527 CMR 1

FACILITY INSPECTION CERTIFICATION

Application Date:		Time Period:		Type of Letter Requesting:	
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Business Information:

Company Name:		Contact:	
Company Address:	(Number)	(Street)	(Unit/Suite, etc.)
Contact Phone #:		Email:	

Test Report Information:

527 CMR 1.00 -Chapter 1.1.4 Continued Maintenance of Any Equipment, System, Construction Requirement, Specification or Method Relating to Fire Protection. **Chapters 4.5.8.6, 10.4.4 & 13.7.7** Any device, equipment, system, condition, arrangement, level of protection, fire-resistive construction, or any other feature requiring periodic testing, inspection, or operation to ensure its maintenance shall be tested, inspected, or operated as specified elsewhere in this Code or as directed by the AHJ. [101:4.6.12.4] **Chapter 4.5.8.7** Maintenance, inspection, & testing shall be performed at specified intervals in accordance with applicable NFPA standards or as approved by the AHJ in accordance with **Section 1.4**.

Annual Fire Alarm System Test Report: (within the last 12 months):

Annual Sprinkler System Test Report: (within the last 12 months):

Test Report Information:

Fire Extinguishers:	527 CMR 1.00 Chapters 1.13.6.3.3 - Service Tags and 1.13.6.3.3.4 - A service tag shall be affixed and indicate the date, initials and certificate number of the person who conducted the most recent test.
Exit Doors:	527 CMR 1.00 Chapters 12.4.1, 12.4.6 Exit doors, and Chapters 4.4.3.1.1 & Chapter 10.16.3 In every occupied building or structure, means of egress from all parts of the building shall be maintained free and unobstructed.
Exit Lights:	All exit lights are properly situated and functioning correctly.
Emergency Lights:	All emergency lights are properly situated and functioning correctly.
Good Housekeeping:	527 CMR 1.00 1.7.6.2 The AHJ shall have authority to order, in writing, any person(s) to remove or remedy any dangerous or hazardous condition or material as provided in M.G.L. c. 148 and this Code. Chapters 10.16.2 & 19.3 -The storage of combustible or flammable material shall be confined to approved storage areas. & Chapter 4.4.2.2 Storage in buildings and structures shall not be within two feet of a ceiling, or roof deck or otherwise required by NFPA 13. Chapter 50.2.1.1 Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this Chapter 96:4.1.1. Chapters 20.2.4.4.3 & 20.2.4.4.4 Exit Access Passageways, Assembly Areas, and Corridors- Paper materials displayed in educational use occupancies shall be permitted on walls only (see sections 1-3 and 1-5 for more info). Chapter 20.2.4.4.5 Exits and Enclosed Exit Stairs. Displayed paper materials shall not be permitted in exits and enclosed exit stairs.

Do Not enter any information below this line --- FD USE ONLY ---

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Fire Department:

FD Approval:	Inspection Date:	Inspection Time:	Paid:
Notes:			

Phone:
781-314-3710

Mail to:
Waltham Fire Prevention – 175 Lexington St – Waltham, MA 02452

Email:
prevention@city.waltham.ma.us