



Waltham Fire Department

Final Inspection Checklist



FINAL INSPECTION CHECKLIST INSTRUCTIONS:

Fill out *all* relevant information on the application form. *Include the following;*

- **Project Address:** Please fill in the project address
- **FD Project Number:** Please fill in the assigned FD Project Number for this construction project.
- **Contact Person:** Please provide the name and phone number for the person serving as the contact.
- **Fire Alarm:** Please indicate if a Fire Alarm permit is associate with this project and if so fill in the Fire Alarm Permit number.
- **Fire Alarm Affidavit:** Please attach a copy of the Fire Alarm Company's affidavit.*
- **Sprinkler System:** Please indicate if a Sprinkler permit is associate with this project and if so fill in the Sprinkler Permit number.
- **Sprinkler Affidavit:** Please attach a copy of the Sprinkler Company's affidavit. *
- **Building Card:** Please fill in the Building Card # and attach a copy of the building card with the Wires Department's Final sign off.

For **new building** or projects involving **substantial changes::**

- **Fire Alarm:** Please attach a copy of the Fire Alarm **NFPA 72 – Inspection & Testing From, and Certificate of Completion**
- **Sprinkler:** Please attach a copy of the **NFPA 13 – Contractor's Materials & Testing Certification for above ground & Underground Piping.**

* The Affidavits must be on company letter head for the company that conducted the work. Additionally, it must state that all work was conducted according to the plans and all applicable codes, the system(s) were tested according to appropriate test standards. Engineers stamp is NOT required.

For Residential Inspections - Please indicate if you need a **MGL Ch. 148 § 26F & 26F ½** Smoke/CO Alarm Certification. [All Smoke alarm/CO Certifications require payment. Please bring Cash or check (payable to City of Waltham) for the appropriate payment fee to the Fire Prevention Office.]

Submit in person or via US Mail:

In person:

Via US Mail:

- **Bring** this completed application form to the Fire Prevention Office at 175 Lexington Street Waltham. Include:
- A copy of the building card [with Final Wire's Dept. signoff.]
- Copies of all required affidavits (if applicable)
- Copies of all Testing Reports (if applicable)

Fire Prevention will schedule your appointment with you when you bring in your documents.

- **Mail** this completed application form to the Fire Prevention Office - 175 Lexington Street, Waltham MA 02452. Include:
- A copy of the building card [with Final Wire's Dept. signoff.]
- Copies of all required affidavits (if applicable)
- Copies of all Testing Reports (if applicable)

Call 781-314-3710 to schedule your appointment, 2-3 days after mailing.

RESIDENTIAL ONLY - If you need a Smoke/CO Certificate (for a Sale), please inform Fire Prevention when scheduling your inspection.

All Smoke alarm/CO Certifications require payment. Price may vary due to number of units, please discuss with Fire Prevention.

Please bring Cash or check (payable to City of Waltham) to the Fire Prevention Office when you pick up your certificate, after the inspection.



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1. **Fill out** all relevant Information - *This is a PDF – Fill in form*
2. **Bring or Submit via mail:** Bring or mail completed form and all pertinent documents (affidavits, copy of the Building Card, etc.) to the Fire Prevention Office at 175 Lexington St. Waltham.
- 2a. **If emailed, CALL Fire Prevention at 781-314-3710** during normal business hours to confirm we received all required Final Inspection Documents and to set up an inspection date and time.

Project Information				
Project Address:	(Number)	(Street)	(Floor or Suite)	WFD Project #: F02
Project				Contact
Contact:				Phone #:

Fire Alarm Information				
Fire Alarm Permit:		Fire Alarm Permit #	Fire Alarm Co.	Fire Alarm Affidavit: [attached]
For New Buildings OR Extensive work:	NFPA 72 FORM– <i>Inspection & Testing</i>			NFPA 72 - <i>Certificate of Completion.</i>

* Affidavits must be issued and signed by the installing contractor and must accompany this form. Each contractor's affidavit shall include language which states the requisite work was completed both according to the plans and reference the appropriate and applicable fire alarm/electrical/building codes references.

Sprinkler Information				
Sprinkler Permit:		Sprinkler Permit #	Sprinkler Co.	Sprinkler Affidavit: [attached]
For New Buildings OR Extensive work:	NFPA 13 FORM– <i>Contractor's Materials & Testing Certification for Aboveground & Underground Piping.</i>			

* Affidavits must be issued and signed by the installing contractor and must accompany this form. Each contractor's affidavit shall include language which states the requisite work was completed both according to the plans and reference the appropriate and applicable sprinkler/building codes references.

Building Card Information:				
Building Card #:	Copy of the Building Card is attached		The Building Card has Final Wires Dept. Sign-off	
k-00-Vu@L PROPERTY ONLY= Do you need a Smoke/CO Certificate for this property? All Smoke alarm/CO Certifications require payment. Please pick up your Certificate - # heck (payable to City of Waltham) for the appropriate payment fee to: Fire Prevention at 175 Lexington Street, Waltham, MA 02543.				

----- Do Not fill any information below this line – FD use only -----

Fire Department Section: FD Use only – Do Not fill this section out				
Inspection Date:		Inspection Time:	Pass:	Fail:
FD Notes:				
FD Signature:	For Commercial Property BOX # CENTRAL STATION MONITORED?			

Phone:
781-314-3710

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

Email:
prevention@city.waltham.ma.us