



## Waltham Fire Department Liquor License Checklist



### LIQUOR LICENSE CHECKLIST INSTRUCTIONS:

1. **Checklist:** The first step of your inspection is **FULLY** completing the checklist - 100%.  
Once you have completed the checklist, Move to Step 2. **DO NOT** call for an appointment!
2. **Fee:** Pay the Liquor License fee (\$40 - check only) at the Building Department, located at 119 School Street.
3. **Bring** the completed checklist and proof of payment to Waltham Fire Prevention at 175 Lexington Street, Waltham.  
  
Inspections will be conducted:
  - **Monday** thru **Friday** between the hours of **9:30 AM** and **1:30 PM**
  - **1:30** is the last appointment time for Liquor License Inspection.
  - *As soon as you are ready* for the inspection, don't wait to set up the inspection, because the slots fill up quick.
4. **Contact:** Someone who is in-charge of your establishment must be present at the appointment with ***all*** the ***appropriate documentation*** when the Fire Department and Building Department come out for the inspection
5. **Follow-up Inspections:** If follow-up inspections are needed for any reason, it is imperative that the ***same contact person*** is there for ***any and all re-inspections***.



# Waltham Fire Department

## Liquor License Checklist



Facility Address:	(Number)	(Street)	(Floor or Suite)	Contact Name:	
Facility Name:				Phone #:	

Check	<b>Alarms &amp; Sprinklers:</b>		
Alarm Panel:	Indicating proper working status/Normal - No trouble signals		
Fire Alarm Test Report :	Company:	Date:	
Sprinkler Test Report:	Company:	Date:	
Sprinkler Heads:	Clean, free and clear of stacked items [18" clearance below sprinkler heads]		

Check	<b>Employee Training:</b>		
Occupant Load:			
Crowd Manager:	Required:	Crowd Manager Book in order & on premises for review?	

Check	<b>Building Safety:</b>			
Address:	Is the correct address clearly marked on outside of the building & visible from the street			
Certificate of Inspection:	Is the Certificate of Inspection correctly posted in the proper place?			
Exit/Egress Plan:	Posted at each exit and visible	Note		
Exit/Egress Doors:	Properly functioning, not chocked, closers, etc.	Note		
Exit Signs:	Tested & Operable	Note		
Emergency Lighting:	Tested & Operable	Note		
Extinguishers:	Properly mounted, tagged & up to date	Servicing Company:	Date on Tag:	
Hood Exhaust System:	Up to date with sticker affixed to hood	Servicing Company	Date on Tag:	
Fire Suppression System:	Tagged & up to date. Tested bi-annually	Servicing Company	Date on Tag:	
Upholstered Seating:	Labels on furnishing. Proper specification	Cal Spec 117/133 or NFPA 260/261		
Decoration:	Need Flame Retardant Documents	Documents on file & keep on site		
Stairways:	All inside/outside stairways free & clear of obstructions, trip hazards, etc.			
Exits/Egress:	All exits/ingress/egress free and clear of debris/combustibles			
Aisle Width:	Correct aisle widths maintained [min 44"]			
Utilities Access:	All utilities are accessible and unencumbered			
Water Heater:	Properly vented – Proper clearance for stored items [min 36"]			
Carbonation Tanks:	Tanks properly chained to prevent injury/trip hazard/damage			