



Waltham Fire Department Hot Work – Application & Permit



HOT WORK PERMIT APPLICATION INSTRUCTIONS:

- **Fill out** *all* relevant information - ***This is a PDF – Fill in form***
- **Submit** in person, via email or US mail
- **Via Email:** Email this completed Application Form & all required attachments. Make online payment. (See instructions below)
All documents should be attached as individual documents to your email, and sent to prevention@city.waltham.ma.us
- **In Person or Via US mail:** Bring or Mail this completed form, all required documents listed below and your payment to the address listed below.
Payment should be in the form of a Check made payable to the **City of Waltham**. [In the memo section of your check please note: **Hot Work Permit** and include the **Address** where the blasting will take place.]

Via Email:

Email this completed application form to the Fire Prevention Office at prevention@city.waltham.ma.us, include the following separate attachments:

- **Attach** a copy of the Building Owners Permission Letter.
[This letter must be on the Building owners letter head and specifically grant your company (any and all subcontracted companies) permission to conduct hot work operations at the specified address & provide for your requested time frame.]
- **Attach** a copy of the Hot Work Safety Certification Card.
- **Attach** a completed **WFD - Detail Request Form**. (*see WFD forms*)
- **Attach** a copy of your **online Payment invoice**:
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 "Permit-Hot Work". Follow instructions to pay. **Fee = \$30.00 for each 30 days [up to a 180 day max.]**

***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 to the Fire Prevention Office at the address listed below. Include in your packet:

- A copy of the Building Owners Permission Letter.
[This letter must be on the Building owners letter head and specifically grant your company (any and all subcontracted companies) permission to conduct hot work operations at the specified address & provide for your requested permit time frame.]
- A copy of the Hot Work Safety Certification Card.
- A completed **WFD Detail Request Form**. (*see WFD forms*)
Include your **Payment**:
- Cash (in person only- do *not* mail cash) or check for the correct amount, made payable to the **City of Waltham**. **Fee = \$30.00 for each 30 days [up to a 180 day max.]** [In the memo section of your check please include: Hot Work Permit & include the address.]
- **Bring or Mail the Complete Package** to the

Fire Prevention Bureau
175 Lexington Street
Waltham, MA 02452

If a detail is needed for the following day, the permit & request must be submitted to the Fire Prevention Office before **noon time** the previous business day.

Note: All submissions must be complete. Any incomplete submittals will not be processed and must be resubmitted. *

Phone:
781-314-3710

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

Email:
prevention@city.waltham.ma.us



Waltham Fire Department

Hot Work – Application & Permit



HOT WORK PERMIT
FP-006 (REV. 1.2018)

Hot Work Permit Number: HW

HOT WORK PERMIT
FP-006 (REV. 1.2018)

Application
Date:

How Long do you need
for this Permit?

New or
Renewal:

If renewing:
Previous Permit #

Person/Firm or Corporation Apply for the Hot Work Permit:

In accordance with the provisions of **MGL Ch. 148**, as provided by **§10A & 28** an application to conduct **hot work** operations is hereby made by:

Company Name:	Contact Name:				
Company Address:	(Number)	(Street)	(Unit/Suite/etc.)	(City or Town)	(State) (Zip Code)
Company Phone:	Email:				

Location of Hot Work Activities:

Seeking a permit and permission to store and use flammable gases for the purpose of conducting hot work activities at:

Address of Hot Work:	(Number)	(Street)	(Description of the Hot Work location: Ex: Basement, roof, etc.)
Type of Hot Work:	Is this building Occupied?		
Are you using gases?	If yes - type(s):	Qty:	OR Wall Outlet? OR Generator - Fuel Type,Qty., Loc.
On-site Contact:	On-site Phone:		
Competent Operator: (if different from above)	Hot Work Cert #:		
I have attached a copy of the Hot Work Cert:			
I have attached a copy of the building owner's letter, on letter head, granting my hot work company (and subs) permission to conduct hot work operation at the aforementioned site.			

Conditions of this Hot Work Permit:

- A designated Fire Watch shall be present for all operations involving hot work in accordance with and adhering to 527 CMR 1 and all NFPA requirements.
- The Designated Fire Watch shall be a Firefighter for all hot work operation conducted inside or attached to an occupied structure or where required by the building owner or required by the Waltham Fire Department.
- If a fire watch detail is required, I acknowledge that a **WFD - Detail Request Form** must accompany this application form.

Initials:

Applicant Signature: *

* by entering my name in the signature section of this application, and by checking this box I accept & acknowledge that my typed name serves as a signature by authorized agent.

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

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

Fire Department Section:

Signature of Official
Granting Permit:

Date Issued/Rejected:

Paid:

Title:

This permit will expire on:



This Permit **MUST** be conspicuously posted upon the premises.



Phone:
781-314-3710

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

Email:
prevention@city.waltham.ma.us