



Waltham Fire Department Sprinkler Permit – Application



SPRINKLER PERMIT APPLICATION INSTRUCTIONS:

Fill out *all* relevant information on the application form.

- **Date of Application**
- **FD Assigned Project Number:** Fill in the assigned FD Project Number if your permit is part of an existing FD project.
[Plans should already be on file. The General Contractor should have this number as it is enclosed on the FD stamp on their plans.
If you are *amending* the plans, you should **attach** the amended set. *Note:* this may require a separate plan submittal.
[Be advised: A separate Plan Review process may include an additional plan review period and fee of \$100.00.]
- **Location:** Fill in the Location of your fire alarm or sprinkler work, including an on-site contact and contact phone number.
- **Company Information:** Fill in the company information for the company applying for this permit.
- **Contractor's License Number:** [A *journeyman's* license is NOT acceptable.]
- **Permit Length:** Provide the amount of time you are requesting for this permit.
- **Project Description:** Provide a clear description of the work you will be conducting under this permit.
- **Signature:** Type the name of the person applying for this permit.
[By filling in your typed name in the Digital Signature section you acknowledge this to be your valid signature.]

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

Submit Via Email: (online payment must be made)

- **Email** this completed application form to the Fire Prevention Office at prevention@city.waltham.ma.us, include:
- **Attach** a copy of a valid contractor's license. [A *journeyman's* license is NOT acceptable.]
- **Attach** amended plans (if applicable)
- **Make online Payment** of **\$30.00** at the City of Waltham/Fire Department/ Fire Prevention website, below:
"<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 - Sprinkler". Follow instructions to pay.
Email documents above with copy of paid invoice to:
prevention@city.waltham.ma.us

Submit IN Person or Via US Mail:

- **Mail** or bring this completed application form to the Fire Prevention Office at prevention@city.waltham.ma.us, include:
- **Include** a copy of a valid contractor's license. [A *journeyman's* license is NOT acceptable.]
- **Include** amended plans (if applicable)
- **Payment:** Cash (in Person -only) or check in the amount of **\$30.00** made payable to the **City of Waltham**.
[In the check's memo section please include: **Sprinkler Permit & the address.**]
- **Mail or Bring the application, required documents and payment to:**
Fire Prevention
175 Lexington Street
Waltham, MA 02452

Your permit will be processed and emailed back to you w/in 24 hours of receipt. - Applications submitted in person will be processed while you wait.



Waltham Fire Department Sprinkler Permit – Application



SPRINKLER PERMIT

APPLICATION TO INSTALL, MODIFY, REPAIR, OR REMOVE ANY SPRINKLER SYSTEM

SPRINKLER PERMIT

1. Fill out *all* relevant information - *This is a PDF – Fill in form*
2. Submit in Person (preferred), via email or US mail
3. **Via email:** Online payment **must be made in order to process permit via email**. Email completed form, copy of payment invoice & a copy of the **Contractor's License** (Journeyman's Lic. is not acceptable) (and a copy of amended plans if applicable) to the Fire Prevention Office at prevention@city.waltham.ma.us
4. **Via US mail:** Mail this completed form, a copy of the **Contractor's License** (Journeyman's Lic. is not acceptable) (& a copy of amended plans if applicable) and payment in the form of a check for \$30 made payable to the *City of Waltham*, to: Fire Prevention, 275 Lexington Street, Waltham, MA 02452.

Application Date:		FD Assigned Project #:	F020
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Location of Fire Sprinkler Work:			
Location of Work:	(Number)	(Street)	(Location description: rear, left side, etc.)
On-site Contact:		Phone:	

Company Conducting the Fire Sprinkler Work:					
Company Name:		Contact:			
Company Address:	(Number)	(Street)	(Unit/Suite, etc.)	(City or Town)	(State) (Zip Code)
Phone #:			Email:		
Attach Copy of Contractor's Lic:	Contractor's License #:		Length of time needed for this Permit:		

Description of Sprinkler Work:	
Please clearly describe the purpose for which this permit is to be granted:	
I understand that I MUST call in to Fire Prevention to inform them of any and all fire alarm / sprinkler system shutdown or fire alarm / sprinkler system returned back-in-service. 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:			
Fire Dept. Approval:		Fire Protection Permit Number: F20	Paid: Approval Date:

Phone:
781-314-3710

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

Email:
prevention@city.waltham.ma.us