



## Waltham Fire Department Plan Review – Application



### PLAN REVIEW APPLICATION - INSTRUCTIONS:

#### Submit In Person:

- **Bring** the completed application form and plans to;  
Fire Prevention Office  
175 Lexington Street  
Waltham, MA 02452

**Residential** Plans - **Bring 2 copies** of your plans showing existing and proposed changes of all fire alarm devices and fire protection systems

**Commercial** Plans - Must be stamped by an architect

- **Bring one full set** of your plans showing existing & proposed changes of all fire alarm devices & fire protection systems
- **Bring one additional / separate set** of all fire alarm and fire protection documents
- **Bring** a copy of your NFPA 241 Plan
- **Bring** a copy of your Fire Protection Impairment Plan.
- **Bring** a copy of your Project Narrative.

#### Submit Via US Mail:

- Mail** this completed application form and plans to;  
Fire Prevention Office  
175 Lexington Street  
Waltham MA 02452.

**Residential** Plans - **Mail 2 copies** of your plans showing existing and proposed changes of all fire alarm devices and fire protection systems

**Commercial** Plans - Must be stamped by an architect

- **Attach one full set** of your plans showing existing & proposed changes of all fire alarm devices & fire protection systems
- **Attach one additional / separate set** of all fire alarm and fire protection documents.
- **Attach** a copy of your NFPA 241 Plan.
- **Attach** a copy of your Fire Protection Impairment Plan.
- **Attach** a copy of your Project Narrative.

**\*\* ALL SOLAR PLANS MUST BE : PAID IN ADVANCE- have EXACT measurements of ALL Roof Planes, Solar Panels & setbacks and include Roof Plane(s) & Solar Array setbacks.\*\***

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

**You will be contacted when review is complete.**

**Fee = \$50.00 (residential) or \$100.00 (commercial)**

**Bring payment** to the Office of Fire Prevention, 175 Lexington Street, Waltham. Hours = Monday -Friday 8am - 4:00pm.

We accept **cash or a check** made payable to the City of Waltham, **OR Pay online** -

Go to the City of Waltham Fire Department /Prevention website -

<https://www.city.waltham.ma.us/fire-department/pages/permits-fees-downloads>.

**\* Above the list of permits, click on the highlighted "PAID ONLINE". Select "Plan Review" – follow instructions to pay.**

Please bring a copy of receipt when you pick up your plans.



# Waltham Fire Department Plan Review – Application



## Plan Review Submittal Form

This is a pdf fill-in document. Type to fill in all fields and sections. Hit the Tab button to move to the next field

Date  
Submitted

WFD Reference # **F020**

### Property

Property  
Address:

Waltham, MA

Number

Street

Unit /Suite /Project name, etc.

Zip Code

#### Building Type:

**Residential submittal** = Requires 2 Copies of the Plans  
*Existing Fire Alarm and Fire Protection marked on the plans*  
*All Fire Alarm and Fire Protection Changes marked on the plans*

#### PLAN TYPE:

NEW Construction      Solar Array  
Renovation              Certificate of Compliance  
Demolition                Development Prospectus

#### Existing Systems In Building:

Fire Alarm  
Sprinkler  
Standpipe

**Commercial submittal** = Requires 1 Full Set of the Plans AND

Requires 1 Additional /Separate set of Fire Alarm & Fire Protection Systems Plans only  
*Existing Fire Alarm & Fire Protection Systems marked on BOTH sets of the plans*  
*All changes to Fire Alarm & Fire Protection Systems marked on BOTH sets of the plans*

#### Required for ALL Commercial Plan Submittals:

**NFPA 241-** Safeguarding During Construction Document  
**Impairment -** Fire Protection Impairment Plan  
**Narrative -** A narrative description of the nature of work

### Contact Person:

Contact Name

Contact Phone #

Contact Email Address

### Person/Firm or Corporation to Apply for Plan Review:

Company  
Name:

Company Phone #:

Company  
Address:

Number

Street

Unit/Suite/etc.

City

State

Zip Code

----- 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

Reviewed:

Rejected:

Date:

By:

Notes:

(\*\*ALL SOLAR PLANS MUST BE PAID IN ADVANCE. \*\*) Fee: **\$50** **\$100**

Phone:  
781-314-3710

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

Email:  
prevention@city.waltham.ma.us