

City of Waltham

Jeannette A. McCarthy
Mayor

PROCEDURES FOR CITY PERMITS AND INSPECTIONS

**THESE PROCEDURES ARE IN EFFECT UNLESS THE COMMONWEALTH ISSUES
A SHELTER IN PLACE ORDER**

**THE GOVERNOR'S ORDER PROHIBITS GATHERINGS OF OVER 25 PEOPLE
THROUGHOUT THE COMMONWEALTH**

**SAFE SOCIAL DISTANCING, A MINIMUM OF 6 FEET SHOULD BE PRACTICED
PROPER SANITIZING AND HEALTH MEASURES MUST BE ADHERED TO**

BUILDING AND PLUMBING **ATTACHMENT A**

CONSOLIDATED PUBLIC WORKS
**CONTACT MICHAEL CHIASSON FOR INSPECTIONS FOR EXISTING PERMITS
OR TO APPLY FOR NEW PERMITS**
mchiasson@city.waltham.ma.us
(781) 314 - 3800

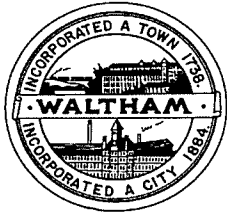
ENGINEERING
**CONTACT STEPHEN CASAZZA OR MICHAEL CHIASSON FOR INSPECTIONS FOR
EXISTING PERMITS OR TO APPLY FOR NEW PERMITS**
scasazza@city.waltham.ma.us
(781) 314 - 3800

FIRE
ATTACHMENT B

HEALTH
ATTACHMENT C

WIRES
ATTACHMENT D

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City of Waltham Massachusetts

Waltham Building Department
William L. Forte
Inspector of Buildings
Superintendent of Public Buildings

ADVISORY BULLETIN

March 20, 2020

RE: Inspections for open building permits

To: Permit holders

To whom it may concern:

Due to the recent Covid-19 pandemic, the Waltham Building Department office will be closed physically to in-person visit but will continue inspection services on a case by case basis. While we understand that this unprecedented event is a major disruption to all construction operations, we cannot risk exposure to the public or staff by in-person contact. Therefore, the following inspection policies will be effective immediately:

- The Building Department inspection staff will be accessible by email and voicemail to answer all questions regarding inspections and each case or request for inspection will be handled according to what phase of construction a particular project is in.
- Emergency responses for inspections such as fire, flood, fuel gas leaks, electrical or unsafe structures will be responded to immediately through dispatch or 911.
- Because there are certain life safety inspections that are mandated by code and statute such as plumbing and fuel gas rough inspection and wiring inspection, that portion of a project (in wall inspection) may need to remain open until the plumbing or wires inspector signs off by inspection or can be verified for compliance by alternate means. You may contact the plumbing inspector and wires inspector by email or call and leave a voicemail to get specific information on each inspection request and each will be responded to accordingly.
- **For residential remodeling projects**, all required rough plumbing, wiring, fuel gas, and any other in-wall or above ceiling rough inspection must be signed off in writing by the plumbing, and wires inspectors prior to contacting your building inspector by email or phone call who will provide instruction or guidance on a case by case basis.
- **Residential 1-4 family new construction rough inspection** will be handled on a case by case basis. Please contact all respective in-wall plumbing, wiring and fuel gas inspections for sign offs before contacting your building inspector. Rough frame inspections may be performed by a Massachusetts registered professional engineer or architect accompanied by photographic images, a sworn affidavit that the inspection was performed by the qualified person with the stamp (no designee of the design professional is allowed in this instance) after all.

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- Notwithstanding any of the above, **all projects greater than 35,000 cubic feet subject to construction control** may follow the guidelines in 780 CMR Section 107.6.4 which includes photo images, field reports and progress control affidavits that are available on the Office of Public Safety website. Plumbing, Fuel Gas and Wiring inspections must stay open and visible unless otherwise signed off or approved by the Plumbing and Wiring Inspectors by email notification or other means. Please contact your assigned building inspector or the Inspector of Buildings after all required mechanical in-wall inspections are complete to request a rough frame inspection.
- Because **final inspections** must be done in person and on-site, there will be no final inspections performed on any project unless that project involves a real estate transaction or where a certificate of occupancy is required. For those inspections, the building or space must be free of occupants with the exception of the person in charge at the time of the scheduled inspection. All final plumbing, fuel gas, wiring, fire department and any other inspections (by whatever means are required by those inspectors) must be complete before the final building inspection is scheduled. Please scan and email all pertinent information on final required inspection sign off before contacting your building inspector. Each final inspection request will be assessed and determined on a case by case basis, depending on the level of priority as determined by the Building Department.

Please be advised that these directives are merely a guideline to help continue construction inspection operations as efficiently as possible while minimizing risk to city inspection staff and the general public. This temporary policy is **subject to change without notice** as new information becomes available. We appreciate your patience during these unprecedented times and we hope to continue to provide the required inspection service with minimal disruption. Thank you.

Email Contact Information:

Bill Forte-Inspector of Buildings.....	wforte@city.waltham.ma.us
Sal Pinzone-Plumbing and Gas Inspector.....	spinzone@city.waltham.ma.us
Brian Bower-Inspector.....	bbower@city.waltham.ma.us
Jon Millian-Inspector.....	jmillian@city.waltham.ma.us
John Jennings Building Inspector.....	jjennings@city.waltham.ma.us
Tim Kelly-Wiring Inspector.....	tkelly@city.waltham.ma.us

Respectfully,

William L. Forte, Inspector of Buildings

State Issues Guidance for Building Officials COVID-19

On Tuesday, March 17, the state Office of Public Safety and Inspections issued the following guidance for local building officials relative to the state of emergency declared by Gov. Baker.

Due to the outbreak of the 2019 novel Coronavirus (COVID-19), some municipalities have instituted mitigation measures to prevent the spread of COVID-19. We have heard actions taken included but not limited to, closing municipal offices for a period of days. Some Municipal building officials (inspectors) have reached out to the Office of Public Safety and Inspections staff seeking guidance with identifying options that would satisfy the inspector's responsibilities in connection to administering and enforcing the state building code.

Given that the COVID-19 has been recognized as a public health situation, inspectors should seek guidance from their local Health Department to identify best practices to utilize when performing their duties. Currently, some best practices include wearing eye protection, and gloves, avoid touching one's face, and frequent hand washing. More information is available using the following link: <https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19>.

Because COVID-19 poses a higher-risk to individuals residing in nursing homes, hospitals and to those with underlying health conditions or weakened immune system, inspectors should consider postponing nonessential inspections for buildings occupied by these populations. Given the situation, the stewards serving these populations primarily focused on patient care. The attention supervisors would give to an inspection would only take away from the care they are provided to a vulnerable population.

For situations involving building inspections for purposes of achieving compliance with the state building code, Sections 110.3, R110.3, “the building official shall make the inspections within two business days after notification.” Should an inspector be dealing with restrictions from their employer, which impedes completing inspections as prescribed in the code, or have situations involving the property or other risky conditions related to COVID-19, the state building code does provide an alternative. The inspector has the authority to accept reports from an approved subject matter expert per building code sections 104.4 and R104.4. Utilizing subject matter experts, and the appropriateness as to the use of these provisions, in any situation, is at the inspector's discretion.

Lastly, District State Building Inspectors are available to provide inspectors guidance and to help identify resources. Should you have difficulty connecting with the inspector assigned to your community, I am happy to help connect you with them if you call me at 617-826-5236 or email dan.p.walsh@mass.gov.

Daniel P. Walsh
Office of Public Safety & Inspections
Assistant Chief of Inspections – Building and Engineering



WALTHAM FIRE DEPARTMENT

FIRE PREVENTION BUREAU

175 Lexington Street, Waltham, MA 02452 -4638
Phone 781-314-3710 Fax 781-647-0892

3/20/2020

****New procedures during Covid-19 virus pandemic****

The goal of these new procedures is to limit potential exposure to our fire department and civilian personnel. There will be no walk-in service at the Waltham Fire Prevention Bureau. However, we understand business must go on and we will try our hardest to accommodate our customers during this difficult time. The Fire Prevention Office is open and we will be accepting phone calls and email.

Permits – All permits are to be completed by US Mail and/or Email. All permits are available for download on the City of Waltham website.
<https://www.city.waltham.ma.us/fire-department/pages/permits-fees-downloads> . Please include all required documents and a check only for payment. Permits will be processed in a timely manner and mailed back to you.

Firewatch details – Firewatch details done by WFD personnel have been suspended indefinitely. Under NFPA guidelines, contractors may continue to work provided that they comply with relevant hot work provisions. (Hot work permit, dedicated civilian fire watch detail, civilian details shall report by phone at 781-314-3710).

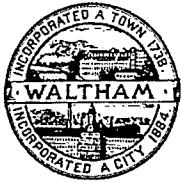
Smoke detector/co inspections – 26F field inspection procedures have been modified. They will be handled on a case by case basis. We will make an attempt to accommodate closing dates for realtors and homeowners. This may include video inspection via Facetime if possible. If the video inspection passes, 26F certificates may be emailed to our customers. Any questions please call 781-314-3710.

Commercial Inspections – Commercial inspection procedures have been modified. Questions regarding any special situation where an inspection is required should be submitted via email to Deputy Chief Richard Grant at rgrant@fire-dept.waltham.ma.us or call 781-314-3710.

If an inspection is to be scheduled it will be under the following conditions:

1. Commercial projects shall be empty of members of the public. This is to include the entire building, not just the tenant fit-out space. Only personnel required to complete testing are to be allowed on site.
2. Residences shall be vacant or unoccupied, and will most likely be done by video.
3. All parties shall practice “social distancing” practices.

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CITY OF WALTHAM
MASSACHUSETTS
HEALTH DEPARTMENT

MICHELLE M. FEELEY
Director of Public Health

Procedures for COVID-19 Pandemic Response

The Waltham Health Department will respond to emergency housing calls, response will be limited to Conditions Deemed to Endanger or Impair Health or Safety of the occupants and the general public. All calls and emails coming into health department will be answered.

Housing Inspections:

1. Inspectors will wear masks and gloves
2. Inspectors will ask the occupants to be in a separate room or a 6ft distance from inspector while the inspection is performed
3. Gloves and masks will be thrown away into a bag in the inspectors car and disposed of properly after the inspection is complete

Rat/Rodent Complaints:

1. All Rat and Rodent complaints will be responded to by Inspectors

Restaurant Inspections:

1. Inspections are up to date, Inspectors will handle food establishment complaints

Trash Complaints:

1. Trash complaints will be responded to by Inspectors

Communicable Disease Follow-Up:

1. Will preferably be conducted by phone but if contact with patient is required then proper Personal Protective Equipment shall be utilized

As always our goal is to safeguard the Health, Safety and Well-Being of the Waltham Community

Mayor

From: Mayor
Sent: Saturday, March 21, 2020 8:48 PM
To: Kelly, Tim

Permitting:

Electrical permits will be accepted via email, with a photo of the application, electrical license and check. Applicant will mail the hard copies to 119 School Street, Room 12, Waltham, MA 02452.

Residential Inspections:

Rough inspections: Pictures of the open walls will be accepted. Once pictures are reviewed, approval will be emailed. This is their rough inspection.

Final Inspections: case by case scenario. If there is no financial hardship, there is no need to rush out and perform a final inspection.

Commercial Rough Inspections: accepting pictures, same as residential.

Commercial Final: Wires Inspector will perform a final inspection as needed:

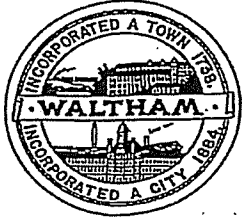
The space to be inspected must be clear of any personnel. Once the area can be vacated, a time will be set up to perform the inspection.

As always, the electrician and or electrical engineer is responsible to perform all work in accordance with the Mass State Electrical Code.

Thank you.
Tim Kelly

Telephone: (781) 314-3175

E-Mail: tkelly@city.waltham.ma.us



CITY OF WALTHAM
MASSACHUSETTS

WIRES DEPARTMENT

INSPECTOR OF WIRES
Timothy P. Kelly
TKELLY@CITY.WALTHAM.MA.US

SR. WIRE INSPECTOR
George A. Martin
GMARTIN@CITY.WALTHAM.MA.US

MEMBER
I.A.E.I.
MUNI. ELEC. INSP. ASSOC.
OF M.A.R.I.
N.F.P.A.
I.M.S.A.

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Thank you.
Tim Kelly

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