



Brian Bower
Waltham Building Department
Acting Chief Inspector of Building

WALTHAM BUILDING DEPARTMENT

OUTDOOR DINING PERMIT CHECKLIST

Moody Street Outdoor Seating Only

Please submit the completed application and (1) set of plans to:

Waltham Building Department
119 School Street, Government Center Building – 2nd Floor
Or email: plyons@city.waltham.ma.us

- Building permit application filled out and signed by the owner of record.
- Set of CAD plans showing: seating area with dimensions, table size, number of seats, aisle width, egress path, and accessibility code.
(Plans must comply with 521 CMR)

521 CMR Compliance may be found by searching: www.mass.gov
Search Bar: 521 CMR
521CMR – 2006 Edition

- If a tent is being installed, and is OVER 400 S.F. the plans must be stamped by the Waltham Fire Department.
(WFD is located at 175 Lexington Street, Waltham MA)
- The designated current occupant load will NOT be allowed to increase & you will be required to maintain that same number of occupants.
(*Ex. If you add 10 seats outside, you MUST remove 10 seats from inside.*)
- Once your outdoor dining space is set up, and 100% complete, please contact the Waltham Building Department to set up your inspection.
- Upon completion of your inspection, if approved, you will be issued a Temp Occupancy permit for your outdoor dining season from May 24, 2024 – Sept 2, 2024.