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August 17, 2011

To: Belmont Realtors and Property Owners

Subject: Timeline for making an appointment for a Belmont Fire Department Certificate of Compliance property inspection

Please distribute copies of this document to everyone who makes arrangements with the Belmont Fire Department Fire Prevention Bureau for Certificate-of-Compliance appointments. A number of people seem to be poorly informed about the process and the time required, as described in our August 2010 memorandum.

Timeline Procedures to follow

After your initial application and payment of fees at the Town Hall Building Department, allow at least five business days to pass for the Building Department to research the history of your property and mail us the results. After that waiting period it is your responsibility to phone us to schedule an appointment for a Wednesday inspection (Tel: 617-993-2210). We will not call you.

If you face a crisis, in that the property closing date is up against the current date, and you have asked the Building Department to put you on a fast track for their research of your property, then call us after several days to see if we have received the paperwork.

Or, worst case scenario only, should your closing date necessitate you have a time slot in the current week's inspection, ask us for a provisional appointment time pending our receipt of the paperwork. To confirm the appointment, it will be your responsibility to call us again to learn if we have received the paperwork. If you don't call, the inspector will not come out to the property.

Happy sales!