

## Permit Applications

- If you need a State permit application, you can print one out from the State of Massachusetts Division of Fire Safety web site: **[www.Mass.Gov/DFS](http://www.Mass.Gov/DFS)**.
- Town of Belmont Building Plan Review applications and State permit applications also can be found in the second floor hallway by the Fire Prevention Bureau office at Fire Department Headquarters, 299 Trapelo Rd.

**EITHER: You may mail us your permit application** with payment check made out to the Town of Belmont at the following address:

Fire Prevention Bureau  
Belmont Fire Department Headquarters  
P.O. Box 421  
299 Trapelo Rd.  
Belmont, MA 02478

**OR: You may drop off your permit application at the Fire Prevention Bureau office** located at Fire Department Headquarters, Monday through Thursday between 8:30 AM and 4:00 PM. If the office door is closed put your application with payment check in the mail receptacle on the door.

**Should you need to speak or meet with a Fire Prevention officer** call to schedule an appointment: Phone 617-993-2210.

**Applications for appointments for Certificates of Compliance for the sale of property** must be made at the Building Department in the Homer Building at Town Hall. There are separate memos regarding this process. For copies of the memos go to the Town of Belmont Fire Department web site. Or you may ask the Fire Prevention Bureau for copies: Phone 617-993-2210.