

**COMMON VICTUALLER'S LICENSE RENEWAL
INSPECTION INFORMATION**

DEADLINE - Friday, November 30th

**WESTWOOD FIRE DEPARTMENT
PUBLIC SAFETY ON-SITE INSPECTION
REQUIREMENTS**

- Most recent **sprinkler test/inspection report** (if applicable). *This report can be obtained from the landlord if necessary.*
- Most recent **fire alarm test/inspection report** (if applicable). *This report can be obtained from the landlord if necessary.*
- **All** copies of **hood cleaning /inspection reports** for the previous year.

TO SCHEDULE THE INSPECTION CALL:

Deputy Chief Rich Cerullo

781- 320-1063

rcerullo@townhall.westwood.ma.us

**WESTWOOD BUILDING DEPARTMENT
CERTIFICATE OF INSPECTION**

- The Building Department uses View Permit software for all applications. Please go to <https://westwoodma.viewpointcloud.com/> to fill out the Inspection of Existing Buildings application
- The Most recent **fire alarm test/inspection report** must be uploaded to your View Permit application. *This report can be obtained from the landlord if necessary*
- Payment is due at the time of application and can be made online; check *mailed or at the office at 50 Carby Street. **Check payable to the Town of Westwood***
- Once the application and fee have been received, **Susanne will call** to set up the inspection

Any questions: Susanne Hogan, Office Manager

781- 320-1091

shogan@townhall.westwood.ma.us