

TYPES OF PERMITS

- Address Modification (EC)
- Curb Cut & Sidewalk Construction (EC)
- Street or Sidewalk Occupancy (ES/T)
 - Without Trench
 - With Trench
 - Trench without Right of Way
- Site Construction Permit (ESC)
 - Driveway/Pavement/Site
 - Civic Space
 - Streetscape
- Building Permit Engineering (B)
- Certificate of Occupancy (CO)

HOW TO APPLY?

Access:
www.somerville.ma.gov/citizenserve



A confirmation email will be sent when applying for the application. Once the permit is reviewed and approved, a payment link will be sent to the applicant's email address.

Work cannot begin until permit is issued.

ADDRESS MODIFICATION

An Address Modification permit is required for the following:

- Remove existing address(es)
- Adding new address(es) to existing ones
- Confirm existing address



CURB CUT & SIDEWALK CONSTRUCTION

A Curb Cut/Sidewalk Construction permit is required for the following:

- Sidewalk reconstruction
- Existing curb cut reconstruction
- New or modified curb cuts
- Curb cut removal



STREET OCCUPANCY

A Street Occupancy permit is required for the following :

All construction located on or under the public right of way, either sidewalk and/or roadway.

Without Trench:

- Loading/unloading of construction materials
- Cranes (including overhang)
- Blocking and/or obstruction of street
- Scaffolding/Ladders
- Tree Removal
- Aerial Utility Work (utility poles)

With Trench:

- Underground Utilities
- Any other excavation 36" deep or greater (Jackie's Law)

Trench Permit without Right-of-Way Occupancy:

- Underground Utilities on Private property 36" deep or greater
- Any other excavation 36" deep or greater (Jackie's Law)



SITE CONSTRUCTION

An Engineering Site Construction permit is required for the following:

- Construction on an existing or proposed slope of 25% (4:1) or steeper.
- Constructing pavement (including patios, pools, decks or porches) that covers more than 30 SF or within 24" of the property line for more than 5 feet.
- Repairing existing pavement that covers more than 100 SF or within 24" of the property line for more than 5 feet.
- Increasing building roof area by more than 30 SF or within 24" of the property line for more than 5 feet.
- For complete applicability refer to Engineering Site Permit Rules & Regulations at www.somervillema.gov
- For additional information on driveway construction refer to Driveway & Pavement Permit Brochure.
- Streetscape: public and private street construction
- Civic Space: public and private park construction



BUILDING PERMIT ENGINEERING REVIEW

Building Permits are applied through the Inspectional Services Building Division and then routed to Engineering for our review. An Engineering Review could include the following:

- Basement renovation
- Changing the basement elevation
- Adding a new basement
- Increasing the number of bedrooms
- Increasing the building floor area
- Increasing the footprint of the building
- Increasing or decreasing building unit count
- Increasing or decreasing building main entrances
- Changing use of a building
- Constructing new building
- Constructing new foundations
- New water, sewer or drain service connection
- Existing or new sump pump and/or foundation drain

CERTIFICATE OF OCCUPANCY ENGINEERING REVIEW

Certificate of Occupancy Permits are issued by the Inspectional Services Building Division. Engineering reviews applications for all projects that were reviewed by this Department at the Building Permit stage. An Engineering Review could include the following:

- Utility as-builts
- Site work review
- Collection of Inflow/Infiltration fees



ENGINEERING PERMITS

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