



City of Somerville, Massachusetts
Inspectional Services Division
Building Department

BUILDING PERMIT SUBMITTAL REQUIREMENTS

(Required for all permits issued after [2/12/2021](#))

The following documents must be submitted in **PDF format** under the appropriate CitizenServe file for a permit application to be considered complete and ready for review. Other documents may also be requested depending on the extent and complexity of the project. If you believe a document is not applicable to the scope of work, mark the box N/A and provide the reason why it is not applicable. Upon review of proposed work, such documentation may still be required to be provided.

Required Submittal Documents

- Completed Submittal Checklist
- Detailed project description
- MA state issued valid Construction Supervisor License, or a local license, with accompanying HIC Registration for repair/renovation projects
- Contractor's Worker's Compensation Insurance certificate copy, or signed and dated Worker's Compensation Affidavit
- Construction Contract, signed by owner & contractor or Cost Affidavit describing the work to be performed or including a schedule of values
- Required Safety Documentation (e.g., Job Hazard Analysis, Site Specific Safety Plan)

General Submittal Requirements

- Zoning Compliance Certificate ([See Development Review Process](#))
- Scaled drawings showing proposed and existing conditions
- Existing conditions narrative per the applicable IEBC level of alteration
- Certified Plot Plan if the exterior of structure is being extended or changed (stamped by Mass Registered Professional Land Surveyor)
- Photographs of existing conditions such as exterior decks, exterior stairs, etc.
- Energy code review/reports (HERS or Prescriptive), lighting allowance calculation, equipment efficiency specifications; include outline of air tightness testing method. (Building permit applications submitted to the building official after November 7, 2020, for work regulated by the energy code provisions in 780 CMR will need to conform to the 2018 IECC and the Massachusetts Amendments.)
- Zoning Board of Appeals Decision (stamped by the City Clerk & decision filed with the Registry of Deeds) if special permit or variance is obtained

- Approval letter from Condominium Association for proposed work (submit a signed letter or email in pdf format with contact information)
- Homeowner's Affidavit to Perform Construction Work (only for 1 and 2 family dwellings that are owner-occupied) with Affidavit for Estimated Cost of Construction
- Letters of approval or filed decisions from other applicable boards or departments: Historic Commission, Planning Board, MA State variances (such as MAAB or BBRS)
- Dig Safe file number
- Lead Safe Renovation Contractor License copy
- DEP permit for asbestos abatement
- Proof of Extermination from pest control company (Interior Gut Demo Or Excavation)
- Temporary Use of Streets (IBC Sec. 3308)
- Pedestrian Protection (IBC Sec. 3306)
- Demolition ([See Demolition Permit Process And Procedures](#))
 - Rodent Control (SCO 11-38)
 - Utility Company (gas & electricity) letters confirming shut-off (IBC Sec. 3303.6)
 - Dust Abatement Plan (SCO 11-105(a)(4))
 - Hazardous materials testing and related abatement documents
- Approval letter from State of Massachusetts agencies for proposed work on properties abutting railroads or waterways
- MA Department of Environmental Protection approval for work in contaminated soils
- Portions of a building projecting over public property must obtain an easement from City Council
- Letters of approval or filed decisions from other applicable boards or departments: Historic Commission, Planning Board, MA State variances (such as MAAB or BBRS)

Submittal Requirements for 3 or More Residential Units or Commercial Buildings

(In addition to General Submittal Requirements)

- Scaled Drawings – stamped & signed by registered design professionals
- Engineering drawings and reports - structural, mechanical, plumbing, electrical, fire protection, fire alarm, telecommunications
- Interior Demolition or Gut Rehab Narrative describing methodology, structural shoring, equipment to be used, and structural elements to be removed
- Schedule and target air leakage rate of envelope design
- Comprehensive code review including accessibility analysis; narratives for special requirements based on use and occupancy
- Project Manual / Specifications – including but not limited to; product specs, geotechnical reports, hazardous materials reports, Schedule of Tests and Inspections, Special Inspections

- NFPA 241 Construction Fire Safety Plan - for work in occupied buildings (required by Somerville Fire Prevention)
- Fire Protection Systems Narrative Report and hydraulic calculations for sprinkler system expansion or substantial change (for minor sprinkler head alterations, fire department has jurisdiction on requirements)
- Construction Management Plan (site access, etc.) and Dewatering Plan (if applicable)
- Third party structural peer review, where applicable (letter must be stamped by review engineer)
- Initial and Final Construction Control Affidavit stamped and signed by MA state licensed architect and engineers if applicable
- Signed Noise Ordinance Affidavit for any new or replacement rooftop mechanical unit
- Filed Registry of Deeds Covenant for inclusionary housing units (or similar deed restrictions)

Maximum file size that can be uploaded to the [CitizenServe](#) permitting portal is 25 megabytes - subdivide files which are larger