



City of Somerville, Massachusetts
DIVISION OF INSPECTIONAL SERVICES
BUILDING DEPARTMENT

BUILDING PERMIT SUBMITTAL REQUIREMENTS

Step 1: Submit completed Building Permit Application to ISD and pay applicable fees (see fee schedule, below)

A completed application will include:

- Scaled drawings showing the extent of work to be performed
- Detailed information and qualifications of the owner, applicant, contractor, architect
- Information about existing and proposed use
- Summarized cost estimate
- Detailed project description
- Certificate of Good Standing (Treasurer's Office at City Hall)
- Preliminary cost Affidavit (Final Cost Affidavit submitted at end of construction)

Step 2: Receive Permit from ISD or Make modifications/ Supply additional documents

Often with "Remove and Replace" types of construction or work of a minor nature, such as re-building a porch of the same size and location as the existing porch, a building permit may be issued over the counter. However, depending on the complexity of the project, you may need to supply the following document(s):

- Certified plot plan
- Three (3) wet signed and stamped building plan sets
- Worker's Compensation Form
- Insurance Form

The wet signed and stamped building plan sets are required when the size of the planned structure will be different from that of the existing structure. For instance, if a new porch is smaller or larger than the existing porch, the applicant must include drawings of the existing porch as well as drawings of the planned porch with the application. For more complex projects, the plans must include existing layout as well as proposed changes including all fire suppression, emergency lighting, plumbing, and electrical plans. Inspectional Services has up to 30 days to review the plans to ensure they meet Mass State Building Code for Somerville and respond to the applicant.

Step 3: Review of application by plans reviewer

The plans reviewer will review all applications for permits within 30 days after filing. If the proposed work does not conform to the requirements of the Somerville Zoning Ordinance, the State Building Code, and all pertinent laws under the building inspector's jurisdiction, the plans reviewer will deny the application in writing. You may also receive a "Denial Letter" that will identify the reasons for denial of your application. You will need to go to the Zoning Board of Appeals to appeal these issues prior to

reapplying for a Building Permit. If the proposed work conforms to the requirements of the state building code and all pertinent laws under the building inspector's jurisdiction, the building inspector will issue a permit within 30 days of your filing date.

Step 4: Posting of building permit on jobsite

Once a building permit has been issued, it must be posted in plain view, on the jobsite, and kept on the premises, during the entire time the work is being performed.

Step 5: ISD inspection of project during construction

The building inspector will inform you of the required number of inspections to be made during the construction process. Various inspections must occur at different stages of the construction process. The back of the Building Permit card has the order of inspections required, and the applicant must follow this order of inspections in the construction process. Upon completion of the work, it is the applicant's responsibility to make an appointment with ISD for the final inspection.

Step 6: Submit affidavit, if required (cost of construction is greater than \$50,000).

Step 7: If necessary, apply for a Certificate of Occupancy

Most renovations to existing one and two family homes DO NOT require a Certificate of Occupancy because the use of the property remains the same. However, if the use of the building changes, such as a two family home being converted to a one family home or a former restaurant being turned into a day care, a Certificate of Occupancy is necessary.

Fee Schedule: Please note that if you have started construction on a project without the appropriate building permit, you must stop work immediately. Work done without a building permit will be charged three times the permit fee that would regularly be charged. You may reduce the risk of facing future enforcement actions by seeking a building permit as soon as possible.

Additionally, please note that work must commence within six months of the date all permits are issued or they will expire. However, extensions may be requested in writing, and they may or may not be granted in writing by ISD Superintendent. If you are actively working on a project, the permit does not expire.