



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**INSPECTIONAL SERVICES DEPARTMENT – BUILDING DIVISION**  
**KATJANA BALLANTYNE - MAYOR**

## **1 and 2 FAMILY (IRC) BUILDING PERMIT SUBMITTAL REQUIREMENTS**

(Required for all applications submitted 7-1-2025 or after)

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.

Additionally, in accordance with SCO 9-31 (e), an applicant for a license or permit shall certify that they have not been found guilty, liable, or responsible, in a judicial or administrative proceeding, of committing a violation of any of the laws set forth in § 9-31(a). Please submit a completed **Affidavit of Wage Theft** along with your application.

### **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, OSHA-10 Certification)
- ☐ Workplace Safety Affidavit
- ☐ Scaled drawings showing proposed and existing conditions
- ☐ Existing conditions narrative per Appendix AJ
- ☐ Photographs of existing conditions such as exterior decks, exterior stairs, etc.
- ☐ Certified Plot Plan if the exterior of structure is being extended or changed (stamped by Mass Registered Professional Land Surveyor)
- ☐ Energy code compliance pathway and associated documents
- ☐ Zoning Board of Appeals decision (stamped by the City Clerk & recorded with the Registry of Deeds) if special permit or variance is obtained



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- ☐ Letters of approval of filed decisions from other applicable boards or departments: Historic Commission, Planning Board, MA State variances (MAAB, BBRS, etc.)
- ☐ Dig Safe file number
- ☐ Homeowner's Affidavit to Perform Construction Work (if homeowner is performing own work) with Affidavit for Estimated Cost of Construction
- ☐ Signed approval letter from Condominium Association for proposed work
- ☐ Lead Safe Renovation Contractor License
- ☐ DEP permit for asbestos abatement
- ☐ DEP approval for work in contaminated soils
- ☐ Pest control plan for prior to and during construction
- ☐ Approval letter from State of Massachusetts agencies for proposed work properties abutting railroads and waterways
- ☐ Portions of a building projecting over public property must obtain an easement from City Council
- ☐ 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 & Demolition Notification (SCO 11-105)
  - Hazardous materials testing and related abatement documents

**Maximum file size that can be uploaded to the CitizenServe permitting portal is 25 megabytes – subdivide files which are larger.**