



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

**COMMERCIAL (IBC) 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 or owner's authorized agent and 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 - stamped & signed by registered design professionals (Including Plot and Site Plans)
- ☐ Engineering drawings and reports - structural, mechanical, plumbing, electrical, fire protection, fire alarm, telecommunications, and accessibility per 521 CMR
- ☐ Initial and Final Construction Control Affidavit stamped and signed by MA state licensed architect and engineers if applicable
- ☐ Third party structural peer review, where applicable (letter must be stamped by review engineer)
- ☐ Existing conditions narrative per the applicable IEBC level of alteration or change in use



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- ☐ Photographs of existing conditions such as exterior decks, exterior stairs, etc.
- ☐ Energy code compliance pathway and associated documents
- ☐ Certified Plot Plan if the exterior of structure is being extended or changed (stamped by Mass Registered Professional Land Surveyor)
- ☐ 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
- ☐ 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)
  - Temporary Use of Streets (IBC Sec. 3308)
  - Pedestrian Protection (IBC Sec. 3306)
- ☐ Zoning Board of Appeals decision (stamped by the City Clerk & recorded with the Registry of Deeds) if special permit or variance is obtained
- ☐ 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
- ☐ Signed approval letter from Condominium Association for proposed work
- ☐ Lead Safe Renovation Contractor License
- ☐ DEP permit for asbestos abatement (Asbestos Clearance Letter)
- ☐ DEP approval for work in contaminated soils
- ☐ Pest control plan for prior to and during construction (IBC Appendix F)
- ☐ 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
- ☐ 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.**