HOW TO APPLY ONLINE (NOVEMBER 2026)
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How to Apply Online

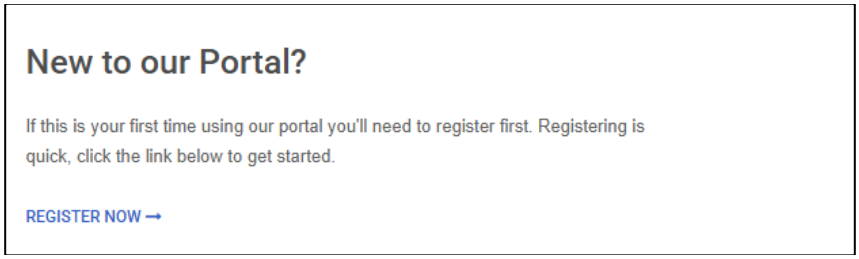
Citizenserve

The City of Somerville provides a website for licensing, permitting, and code enforcement called Citizenserve. Applicants can apply, pay for, and receive licenses and permits online while also checking the status of applications in real time as reviews are processed.

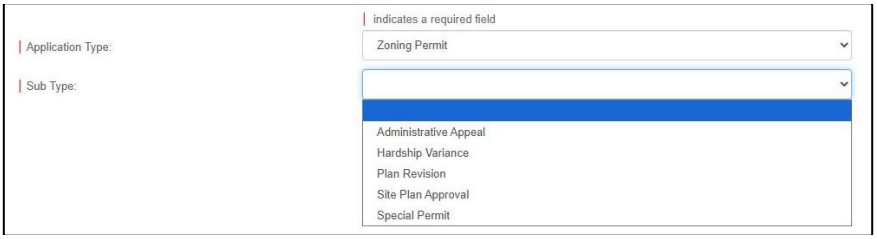
You must first register to use Citizenserve. This is a one-time process.

Somerville Citizenserve Portal

To register, scroll down and select the name of the desired permit from the homepage OR click **My Account** from the top right menu and click on **REGISTER NOW** on the next page.



To submit an application for a Zoning Permit, select **Zoning Permit** from the **Application Type** drop down followed by the permit you are applying for from the **Sub Type** drop down:



All taxes, fees, assessments, betterments, or any other municipal charges due to the City of Somerville must be paid in accordance with M.G.L. 40 §57 before filling out an application.

Once you have registered with a Citizenserve account, please refer to the Submittal Requirements for each Application Type to determine what documents are needed to apply. Submittal Requirements can be found on Citizenserve and on the Planning Division – Helpful Documents page.

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Required Fees

1. An application fee will be charged upon application submission.
2. Staff will determine if any additional fees are required.
    a. Additional fees are based on the scale of the proposed development and the magnitude of the relief required.
3. A public notice fee will be charged if the application requires a public hearing before a permit granting authority.

All fees are non-refundable and must be paid online via Citizenserve.

The fee schedule may be found here: Fee Schedule

Avoid Payment Scams

The City of Somerville will never ask you to send money via gift cards, peer-to-peer apps (e.g., Venmo, Cash App), cryptocurrency, or wire transfers.

Official City communications come from “@somervillema.gov” email addresses or via Citizenserve.

Fees are requested only through the City’s standard billing/invoice process or our official online payment portals, never by a “pay now” link from an unfamiliar sender.