



CITY OF SOMERVILLE, MASSACHUSETTS INSPECTIONAL SERVICES DEPARTMENT

JOSEPH A. CURTATONE
MAYOR

DEMOLITION PERMIT PROCESS AND PROCEDURES

Per Somerville Code of Ordinances (SCO) and Massachusetts State Building Code (780 CMR) as adopting the International Building Code (IBC), the procedure for the demolition of buildings and structures is the following:

Step 1) Apply for Demolition Permit.

- Using the Citizenserve platform, fill out the application page
- Upload photograph of building to be demolished to Citizenserve application

Step 2) Contact the Police Department to schedule a Police Detail (SCO 10-16) and the Water Department before demolition

Step 3) City Departmental Approval

- Your application will be forwarded by ISD via Citizenserve to relevant City Departments including but not limited to Zoning and Planning, ISD Building, Plumbing, Wiring, and Health Inspectors, along with Traffic and Parking, Fire,, Treasury, Engineering,, Highway, Somerville Historic Preservation Committee (SHPC), and Condominium Review Board.
- **Departments may require documentation or action from you such as:**
 - Fire Department Detail (SCO 5-8)
 - Rodent Control (SCO 11-38)¹
 - Traffic Management Plan (SCO 8-122; IBC Sec. 3308.1.1)
 - Pedestrian Protection (IBC Sec. 3306)
 - Utility Disconnection (IBC Sec. 3303.6)²
 - Dust Abatement Plan (SCO 11-105(a)(4))
 - Rental Unit Removal Permit (SCO 7-66)
 - Site Plan (780 CMR 107.2.5)
 - SHPC Decision (SCO 7-28)³
- **Submit to ISD copies of the relevant documentation via upload to Citizenserve application or in person.**

Step 4) Written Notice to Abutters and Alderman (SCO 11-105(c)(1))

- **Send written notice at least 7 days prior to permit issuance, via Certified Mail with Return Receipt to the following:**
 1. Owners of property within three hundred (300) feet of the lot. If the structure is 500 Gross Square Feet or less and fifteen (15) feet or less in height, notice only needs to be sent to owners of property within one hundred (100) feet, and
 2. Ward Alderman
- **Provide the following information in your notice:**
 1. Name, address and phone of applicant
 2. Proposed date and time of demolition
 3. Description of proposed demolition, and



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4. Proposed use of the property after demolition, if known
- **Submit to ISD a copy of the notice and Certified Mail Receipts or an affidavit of compliance via upload to Citizenserve application or in person.**

Step 5) Posting Property and City Hall (SCO 11-105(c)(2,3))

- **At least seven days prior to permit issuance:**
 1. Post notice (provided by ISD) in a publicly viewable place on the property, and
 2. Provide the City Clerk's Office (City Hall, 93 Highland Avenue) with a copy of the notice so they can time-stamp and post it on the City's posting board.

Step 6) Revised Date of Demolition (SCO 11-105(c)(5))

- **If demolition will be more than one week, but less than 45 days from initial proposed date of demolition, at least seven (7) days prior to revised date, you must:**
 1. Deliver revised notice to abutting property owners via certified mail with return receipts
 2. Hand deliver revised notice to abutting residents or place on abutting properties
 3. Notify ISD and the Ward Alderman of the new date, and
 4. Post a revised notice in a publicly visible place on the property
- **Submit to ISD the certified mail receipts and affidavit of compliance to ISD via upload to Citizenserve application or in person.**
- **If demolition will be more than 45 days later than initial proposed date of demolition, the applicant must start the process over.**

Fees:

Residential garages, barns or similar structure, not exceeding 1,500 Gross Square Feet	\$150.00
All other structures:	\$300.00 (first \$1,000 of cost) \$24.00 for each additional \$1,000 of estimated cost

¹ An extermination certificate obtained from a licensed Massachusetts extermination company is required. An extermination program shall begin at least seven (7) days prior to start of demolition. Extermination program must continue until substantial completion of demolition.

² Submit signed documentation to ISD from the utility companies that the service has been removed or does not exist (i.e. gas, cable, phone, electrical service). If a particular service, such as phone lines, is not installed in the building, signed documentation is still required to confirm that there is no existing service.

³ SHPC must find building or structure NOT historically significant to proceed