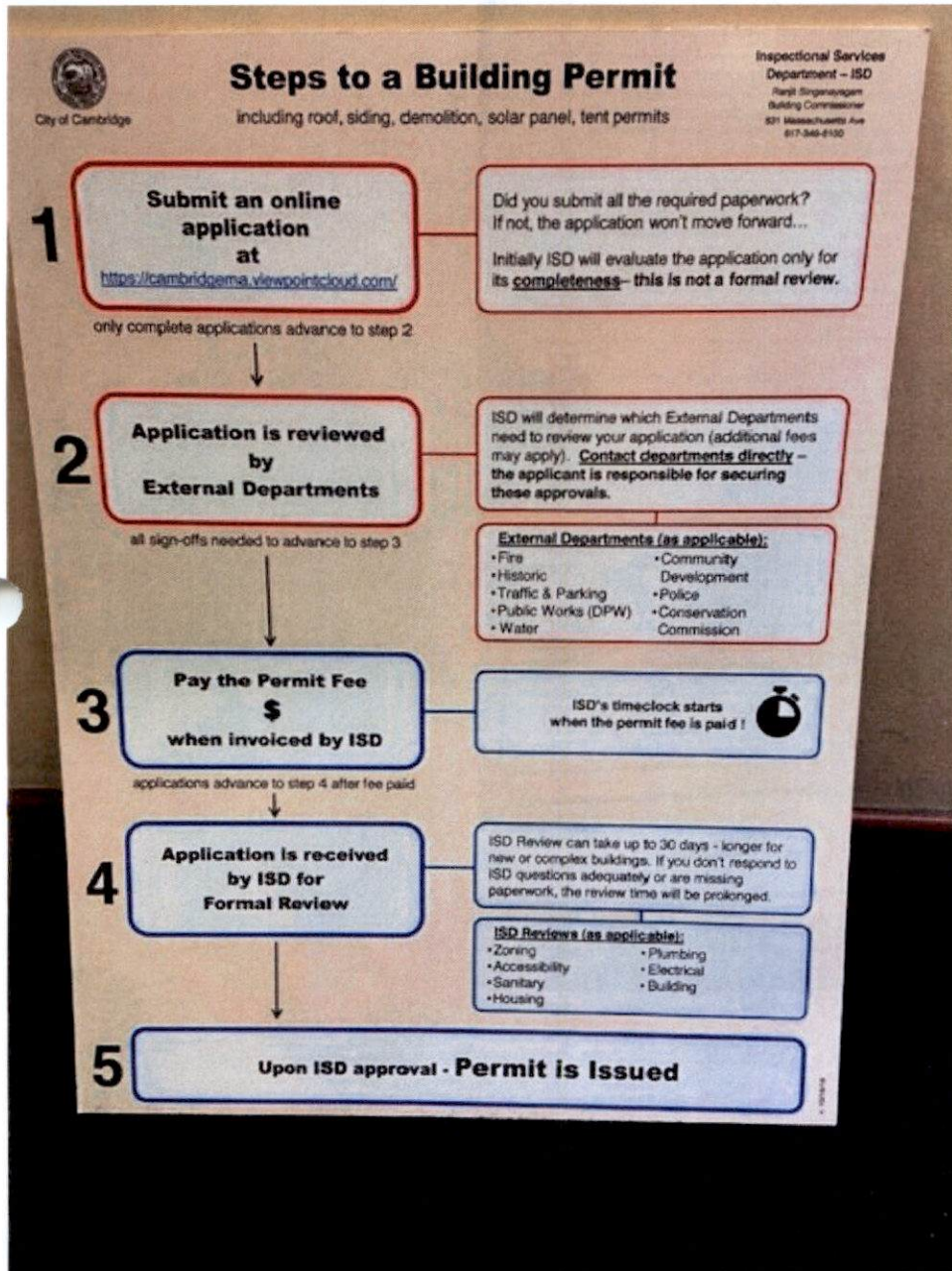
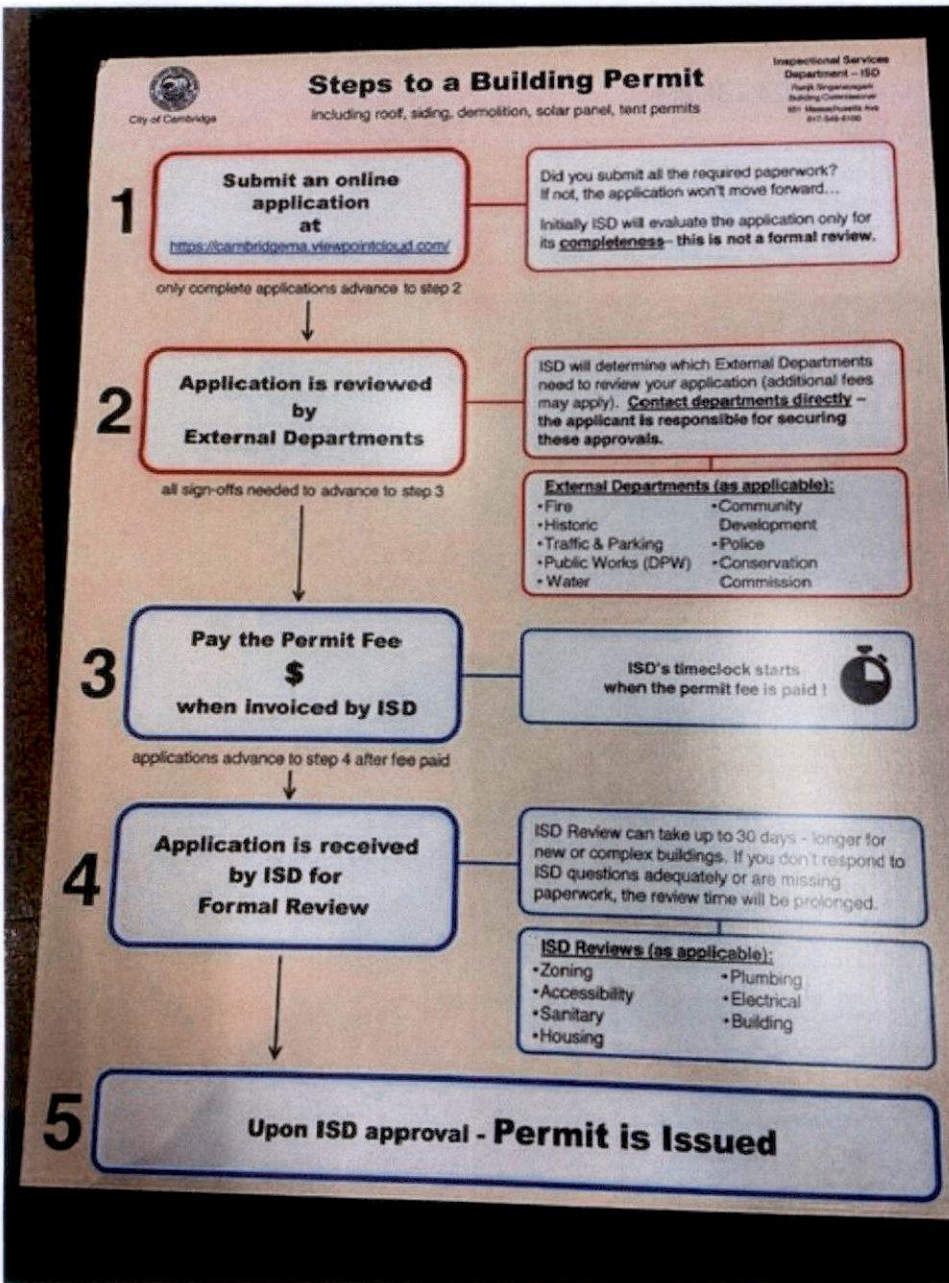


From: McDonald, Paul  
Sent: Tuesday, May 21, 2024 2:38 PM  
To: McDonald, Paul





Sent from my iPhone

**K Paul McDonald**  
Permitting Agent / Quality Control  
**Lee Kennedy Company**  
Let's build on big thinking.

122 Quincy Shore Drive, Quincy, MA 02171  
139 Orange Street, 4<sup>th</sup> Floor, New Haven, CT 06510  
T 617.825.6930 | F 617.265.0815 | M 617.908.6234



# **Step by Step Guide to Building Permits**

**with Certificate  
of Occupancy  
Procedure**



**City of Cambridge**

**A Word from  
Robert W. Healy**  
*Cambridge City Manager*

The City of Cambridge is dedicated to maintaining its competitiveness and desirability as *the* place to live, work, and do business. Cambridge's continual growth and development depend, in part, upon the quality and timeliness of the information and services delivered by the City. This pamphlet has been prepared to assist residents, businesses, and developers in moving through the City's regulatory processes as easily as possible, by removing unnecessary confusion, delays, and costs. This pamphlet is one in a series, and is part of the City's ongoing effort to sustain livable neighborhoods and a positive business climate.



**Robert W. Healy,**  
**City Manager**

This brochure explains who needs a building permit and how to apply for one. Please read this entire brochure before applying for a building permit.

### **Who needs a Building Permit?**

A building permit is required by Section 110.0 of the Massachusetts State Building Code (780 CMR). Anyone seeking to construct, alter, repair, or demolish a structure must first obtain a building permit. The building permit must be obtained **before** the start of any work and prominently posted at the job site. Sign permits, asbestos removal permits, and demolition permits are categories of building permits which are required by the Building Code. As the demolition permit is somewhat unique, a brief description of this permit is included at the end of this brochure. Ordinary repairs, as defined in the Building Code, do not require a building permit.

### **Who can request a Building Permit?**

- A building permit is issued to construction supervisors licensed by the City of Cambridge. The licensed construction supervisor is responsible for being onsite to supervise critical aspects of the construction. If the licensed construction supervisor designated on the permit application leaves the project before completion, the construction work must cease and the Inspectional Services Department (ISD) be notified immediately. A new licensed construction supervisor needs to be designated before construction work can recommence.
- Construction supervisors licensed by the State Board of Building Regulations and Standards are also issued building permits, but work is limited to structures under 35,000 cubic feet in volume.
- As an exception, building permits are issued to homeowners doing work on one or two unit dwellings where they reside or intend to reside. When a homeowner receives a building permit, he or she may be liable for contractors working on the project and will not be eligible for protection under the provisions of the Homeowners Improvement Contractor Law. For this reason, it is generally a good idea for building permits to be issued to licensed construction supervisors.

### **What requirements must be met prior to applying for a building permit?**

*Zoning Compliance* - Contact ISD or the Community Development Department (CDD) staff to ensure that the proposed project is in compliance with the provisions of the Zoning Ordinance. The owner or the owner's representative may be required to secure special permits from the Board of Zoning Appeals (BZA) or Planning Board, variances from BZA, or project reviews from CDD. In general, projects of over 50,000 sq. ft. require the applicant to first obtain a special permit from the Planning Board.

*Protected Structures* - Structures which are located in historic districts or neighborhood conservation districts, designated as landmarks, or subject to preservation restrictions are protected by the Cambridge Historical Commission. Building permits cannot be issued for these structures until the

Commission has issued a Certificate of Appropriateness, Hardship or Non-applicability for the proposed work. When applying for a building permit, the applicant will be advised by the building inspector if approval from the Historical Commission is necessary.

The Traffic, Parking and Transportation (TP&T) Department reviews the safety and design of driveways, parking lots and structures, and pedestrian or bicycle accommodations on and around the site. TP&T also reviews compliance with special permit transportation conditions.

In order to facilitate the process, these reviews and approvals should be done prior to filing the permit application with the Inspectional Services department. Contact information concerning these Departments can be found at the end of this brochure.

### ***Are there other permits that should be applied for before or while applying for a building permit?***

If a new curb cut is necessary for required off-street parking or loading, an Application for Driveway Cuts and Openings must be filed at ISD. The City Council must approve this application before a building permit can be issued. An application form is available at ISD and PWD. Their contact information is at the end of this brochure.

If the project involves wiring, plumbing, or gas, separate permits must be applied for by licensed electricians or plumbers. Wiring, plumbing, and gas permits are issued by ISD upon payment of the appropriate fee.

If the project involves parking, the applicant will be required to have an approved "Interdepartmental Parking Facility Registration Form" or receive a "New Commercial Parking Permit" as required by Chapter 10.16 of the Cambridge Municipal Code. Application forms are available at the Department of Traffic, Parking and Transportation. An increase in non-residential parking may be subject to the Parking and Transportation Demand Management (PTDM) ordinance.

### ***What are the steps in applying for a building permit?***

1. ***The Application.*** Pick up an application for a building permit at ISD. The licensed builder must complete and sign the application. The property owner must also review and sign the application.
2. ***Complete the application,*** providing the following information:
  - a. Building location, setbacks, and related zoning information;
  - b. Detailed information and qualifications of the owner, applicant, contractor, architect, and engineer;
  - c. Information about design loads, testing laboratory, technical inspections, etc.;
  - d. Information about existing and proposed use, construction type, and building features;
  - e. Summarized cost estimate; and
  - f. Detailed project description.

3. ***Prepare two sets of construction plans, specifications, and technical certifications*** to submit with the building permit application. For projects involving structures greater than 35,000 cubic feet in volume, construction plans must be stamped by a registered architect and/or engineer. In addition, a site plan showing proposed and existing structures, lot lines, required setbacks, established street grades, and finished grades, sidewalks, etc. must be provided.

Normally, plans for one and two family dwellings, regardless of volume, need not be stamped by a registered architect and/or engineer. However, for complex designs or load bearing components, the building inspector may require specific aspects of the design and specification to be certified by a registered structural engineer.

NOTE: The building inspector may waive the requirement for submitting plans if the work is of a minor nature.

***Technical Certifications.*** The building permit application must be supported with the following documents:

- For structures over 35,000 cubic feet in volume, affidavits from architects and engineers certifying that the project has been designed and will be inspected in accordance with the building code.
- Affidavit from the owner certifying that project cost is as stated on the application (for projects valued at less than \$50,000, this affidavit is not normally required.)
- Certification that the contractor is registered under the Homeowner Improvement Contractor Law which is applicable for improvements of residential structures of four (4) units or less that are owner occupied. NOTE: This certification is not required if permit is taken out by the homeowner.
- Evidence that the contractor's workers are covered by Workmen's Compensation Insurance. NOTE: This certification is not required if the permit is taken out by the homeowner.

4. ***Submit the completed application*** packet to ISD.

The licensed builder or homeowner (for one or two family owner occupied dwellings) must deliver the application to ISD. An ISD building inspector will conduct a quick review of the application to ensure that it is complete and contains sign-offs from other City departments (Fire Dept., Historical, Public Works, etc.) as appropriate. If the application is incomplete, the licensed builder or homeowner may have to provide additional information before the application can be accepted.

5. ***Pay the required building permit fee.***

The building permit fee is based on one percent of the total cost of the project. This total cost includes all work allowed by the building permit, including demolition, plumbing, heating, electrical, air conditioning, painting, carpeting, landscaping, and site improvements. The fee is payable upon submission of the application and construction documents.

6. *ISD reviews the building permit packet.*

Summary information concerning location, project cost, proposed use, type of work, contractor's name, etc. are entered into ISD's data base for tracking and filing purposes.

*Plan Review.* The application and supporting documentation is then forwarded to the Plan Review Room for review. For major projects, the plans are reviewed by the following inspectors: plumbing, wiring, handicap access, zoning, and building.

After all sign offs are obtained, the building inspector notifies the builder and issues the permit card with a set of approved plans. The supporting documentation and the second set of plans are then filed in the ISD plan room.

*Approval or Disapproval.* The building code requires that action be taken on the permit application within 30 days of the filing date. If approved, a building permit will be issued. For minor projects, the building permit is oftentimes issued when the application is accepted. This completes the Building Permit process.

7. *Construction start up.* ISD inspects the project during construction.

*Permit Discontinuance.* If the work authorized by the permit has not commenced within six (6) months, the permit may be deemed abandoned.

*Site Inspections.* The building inspector determines the frequency of inspections to be made during the construction process. The results of the inspections are recorded on the back of the building permit card. Upon completion of the work, it is the owner's or his/her representative's responsibility to notify the ISD building inspector so that a final inspection can be conducted.

If specialized inspection is required from the architect and/or testing lab on the project, copies of the reports must be provided to the ISD building inspector for review and file.

8. Upon construction completion, the following information must be submitted and actions taken before the Certificate of Occupancy (CO) can be issued:

- A cost affidavit certifying the final cost of the project must be submitted by the owner. The building permit fee will be adjusted accordingly;
- Affidavits from the architect and/or engineer and the contractor certifying that the project was built in accordance with the approved plans and all applicable codes;
- A final inspection conducted by the following inspectors: fire, wiring, plumbing, zoning, and building;
- Written approval from the zoning inspector that any special permit requirements have been met.



When all inspectors' signatures are obtained, the applicant pays the \$50 CO fee and an ISD clerk types the CO document. The Commissioner will sign the CO and the original is provided to the applicant. A copy is retained on file at ISD. **This completes the CO process.**

***What if the planned work changes after a building permit has been issued?***

Changes to the planned work authorized by the building permit must be authorized by a modification to the original permit.

***What about the Demolition Permit?***

Although the demolition permit is a type of building permit required by the Building Code, it is unique in that the application process can be quite lengthy, particularly for large and complex demolitions, or for structures of potential historical significance.

Review by the Historical Commission is required prior to demolition of any structure. For many structures more than 50 years old and for any demolition on the premises of a protected structure, a Public Hearing will be required. This process can sometimes take several weeks and could result in a longer delay while preservation alternatives to the demolition are explored. Also, because of the public safety implications associated with demolitions, coordination with abutting property owners must be accomplished and the various public utilities must certify that the utility services are properly secured.

A concerted effort has been made to streamline the demolition permit application and several improvements have been made. However, for the above reasons, the process can be extended and it would be prudent for the applicant to factor this possibility into the development planning process.

Demolition permit applications are available from ISD. If any problems are experienced in completing the application, a building inspector or the Commissioner of Inspectional Services should be contacted for assistance.

***Who does the applicant contact with a specific question for a department involved in the building permit process?***

**Inspectional Services Department (ISD)** - Hours: 8:00AM - 5:00PM  
Lombardi Building, 831 Massachusetts Avenue, 1<sup>st</sup> Floor  
Area Building Inspector  
Phone (617) 349-6100, Fax (617) 349-6132 , TTY (617) 349-6112

**Community Development** - Hours: 8:30AM - 5:00PM  
344 Broadway - Lester Barber  
Phone (617) 349-4657, Fax (617) 349-4669, TTY (617) 492-4621

**Historical Commission** - Hours: 8:30AM - 5:00PM  
831 Massachusetts Avenue, 2<sup>nd</sup> Floor  
Sarah Burks or Sally Zimmerman  
Phone (617) 349-4683, Fax (617) 349-6165, TTY (617) 492-0235

**Public Works** - Hours: 8:30AM - 5:00PM

147 Hampshire Street - Owen Oriordan

Phone (617) 349-4845, Fax (617) 349-4868, TTY (617) 349-4805

**Traffic, Parking & Transportation** - Hours: 8:30AM - 5:00PM

344 Broadway - Wayne Amaral

Phone (617) 349-4712, Fax (617) 349-4747, TTY (617) 492-0235

**Fire Department Headquarters** - Hours: 8:00AM - 10:00AM

491 Broadway - Deputy Fire Chief Lester Bokuniewicz

Phone (617) 349-4918, Fax (617) 349-4912, TTY (617) 492-0235

Plan reviews are made by appointment.

**What if the applicant wants more detailed information about the Massachusetts State Building Code or the Building Permit process?**

For more information, call ISD.

---

**City Manager**

*Robert W. Healy*

**Deputy City Manager**

*Richard C. Rossi*

**City Council**

*Mayor Michael A. Sullivan*

*Councillor Henrietta Davis, Vice Mayor*

*Councillor Marjorie C. Decker*

*Councillor Anthony D. Galluccio*

*Councillor David P. Maher*

*Councillor Brian Murphy*

*Councillor Kenneth E. Reeves*

*Councillor E. Denise Simmons*

*Councillor Timothy Toomey, Jr.*

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The City of Cambridge does not discriminate on the basis of disability. The City will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request.

The information contained in this document may not be complete or fully up to date and is subject to change. To confirm information regarding this permitting process, contact the appropriate City of Cambridge department. This document may be used strictly for informational purposes. All other uses require the written permission of the City of Cambridge.

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## About Us

### Commissioner

Peter McLaughlin	617-349-6100	<a href="#">Email</a>
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### Manager of Building Inspections

Jacob Lazzara	617-349-6109	<a href="#">Email</a>
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### Operations Manager

Anthony Tuccinardi	617-349-6193	<a href="#">Email</a>
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### Project Coordinator Environmental Health

David Power	617-349-6119	<a href="#">Email</a>
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## Building Division

The Building Division consists of 5 building inspectors:

### Building Inspectors

Bill Pugliese	617-349-9318	<a href="#">Email</a>
Bradley Scott	617-349-9328	<a href="#">Email</a>
Daniel Anzalone	617-349-6127	<a href="#">Email</a>
Leo Tuccinardi	617-349-6130	<a href="#">Email</a>
Branden Vigneault	617-349-9715	<a href="#">Email</a>

Building Inspectors counter hours are as follows:

Day(s) of Week	Hours
Monday	7:00am - 8:30am & 3:30pm - 5:30pm
Tuesday - Thursday	7:00am - 8:30am & 2:30pm - 3:30pm
Friday	7:00am - 8:30am & 11:00pm - 12:00pm

## Compliance Officer

## Electrical/Wiring Division

The Electrical/Wiring Division consists of 2 electrical inspectors:

Anthony Lampasona	617-349-6126	<a href="#">Email</a>
Sarah Andrade	617-349-6125	<a href="#">Email</a>

## How Can We Help You?

### Contractors

Select your industry

### Residents, Tenants, & Students

Select a Task



### Inspectional Services Department

831 Massachusetts Avenue  
Cambridge MA 02139  
Phone: 617-349-6100  
Fax: 617-349-6132  
[Contact Us](#)

### Hours

Monday 7am -8pm  
Tuesday 7am-5pm  
Wednesday 7am-5pm  
Thursday 7am-5pm  
Friday 7am-12pm

### Counter Hours:

Monday 7:00am – 8:30am  
3:30pm – 5:30pm  
Tuesday - Thursday: 7:00am – 8:30am  
2:30pm – 3:30pm  
Friday: 7:00am – 8:30am  
11:00am – 12:00pm

### Record Room Hours:

Monday 7:00am – 11:30am &  
12:30pm – 6pm  
Tuesday 7:00am – 3:30pm  
Wednesday 7:00am – 3:30pm  
Thursday 7:00am – 3:30pm  
Friday 7:00am – 11:00am

Electrical/Wiring Inspectors counter hours are as follows:

Day(s) of Week	Hours
Monday	7:00am - 8:30am & 3:30pm - 5:30pm
Tuesday - Thursday	7:00am - 8:30am & 2:30pm - 3:30pm
Friday	7:00am - 8:30am & 11:00pm - 12:00pm

## Housing Division

The Housing Division currently consists of 3 housing inspectors:

Asuquo Ituen	617-349-6122	<a href="#">Email</a>
Gynal Saintilien	617-349-9783	<a href="#">Email</a>
James DeAngelo	617-349-9760	<a href="#">Email</a>

The housing inspectors office hours are as follows:

Day(s) of Week	Hours
Monday	7:00am - 8:30am & 3:30pm - 5:30pm
Tuesday - Thursday	7:00am - 8:30am & 2:30pm - 3:30pm
Friday	7:00am - 8:30am & 11:00pm - 12:00pm

## Plumbing/Gas Division

The Plumbing/Gas Division consists of 2 plumbing inspectors:

Andre Melo	617-349-6115	<a href="#">Email</a>
Rick Salvucci	617-349-6116	<a href="#">Email</a>

The Plumbing/Gas inspectors counter hours are as follows:

Day(s) of Week	Hours
Monday	7:00am - 8:30am & 3:30pm - 5:30pm
Tuesday - Thursday	7:00am - 8:30am & 2:30pm - 3:30pm
Friday	7:00am - 8:30am & 11:00pm - 12:00pm

## Record Room

Jordan Rosario	617-349-6113	<a href="#">Email</a>
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Record Room counter hours are as follows:

Monday	7:00am - 11:30pm & 12:30pm - 6:00pm
Tuesday - Thursday	7:00am - 3:30pm
Friday	7:00am - 11:00am

## Sanitary Division

The Sanitary Division currently consists of 3 sanitary inspectors:

Kristen Fernandes	617-349-6124	<a href="#">Email</a>
Shawn Freund	617-349-6123	<a href="#">Email</a>
Melissa Dorego	617-349-6124	<a href="#">Email</a>

The sanitary inspectors office hours are:



CITY OF CAMBRIDGE  
 INSPECTIONAL SERVICES DEPARTMENT  
 831 Massachusetts Avenue  
 Cambridge, MA 02139  
 617-349-6100

Peter McLaughlin, Commissioner

**AFFADAVIT FOR ESTIMATED COST OF CONSTRUCTION**

In accordance with the provisions of the Massachusetts State Building Code, Section 109.3, the total estimated costs\* of construction including all related construction costs of the building located at:

\_\_\_\_\_ amounts to: \_\_\_\_\_

I, \_\_\_\_\_, being the person referred to as the owner identified below, do solemnly swear that the statements made herein are strictly true and correct made in good faith.

\* Related construction costs include all work done with or concurrently with the work contemplated by the building permit including demolition, plumbing, heating, electrical, air conditioning, painting, carpeting, landscaping, site improvements, etc. Furnishing and portable equipment are not part of the total construction cost.

\_\_\_\_\_  
 Signature of Owner

Commonwealth of Massachusetts

\_\_\_\_\_ S. S. \_\_\_\_\_ 20 \_\_\_\_\_

Then personally appeared the above named \_\_\_\_\_ and made oath that the above statement is true.

Before Me,

\_\_\_\_\_  
 Notary Public



CITY OF CAMBRIDGE  
 INSPECTIONAL SERVICES DEPARTMENT  
 831 Massachusetts Avenue  
 Cambridge, MA 02139  
 617-349-6100

Peter McLaughlin, Commissioner

### AFFIDAVIT FOR FINAL COST OF CONSTRUCTION

In accordance with the provisions of the Massachusetts State Building Code, Section 109, the total estimated costs of construction including all related construction costs\* of the building located at:

\_\_\_\_\_ amounts to: \_\_\_\_\_

I, \_\_\_\_\_, being the person referred to as the owner identified below, do solemnly swear that the statements made herein are strictly true and correct made in good faith.

\* Related construction costs include all work done with or concurrently with the work contemplated by the building permit including demolition, plumbing, heating, electrical, air conditioning, painting, carpeting, landscaping, site improvements, etc. Furnishing and portable equipment are not part of the total construction cost.

\_\_\_\_\_  
 Signature of Owner

Commonwealth of Massachusetts

\_\_\_\_\_ S. S. \_\_\_\_\_ 20

Then personally appeared the above named  
 and made oath that the above statement is true.

Before Me,

\_\_\_\_\_  
 Notary Public

**OFFICE USE**

Final Cost: \_\_\_\_\_  
 Original Estimate Cost: \_\_\_\_\_  
 Cost Difference: \_\_\_\_\_  
 Additional Fee Required: \_\_\_\_\_  
 To amend fee under permit #: \_\_\_\_\_

## **Certificate of Occupancy**

A Certificate of Use and Occupancy is required in accordance with the provisions of Chapter 143 of the General Laws, Section 119.0 of Massachusetts State Building Code, and the City of Cambridge Zoning Ordinance. A Certificate can be issued for expansion of existing habitable space, all major alterations, changes of use, or new buildings.

If the building required a Special Permit from the Planning Board, then Planning Board approval of the final project is required before a Certificate of Occupancy can be issued. The applicant is responsible for securing signature for all departments and inspectors selected upon initial review of the application. Please follow up with individuals to advance your application.

Once you submit your application, this system will allow you to see where your application is in the consideration process. The system will also generate multiple emails informing you of each step and internal approval/denial processes. You may also log in at any time to observe your application's progress. **You are not APPROVED, do NOT have a Certificate of Use and Occupancy, until you have final approval, paid your fee and the Certificate of Use and Occupancy is issued.**

[Apply Online \(/prepare\\_record/6632\)](/prepare_record/6632)

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**CITY OF CAMBRIDGE  
INSPECTIONAL SERVICES DEPARTMENT  
831 Massachusetts Avenue  
Cambridge, MA 02139  
617-349-6100**

**Ranjit Singanayagam, Commissioner**

**GENERAL CONTRACTOR  
(Completion of Construction)**

To the Commissioner of Inspectional Services of the City of Cambridge

I certify, pursuant to the 780 CMR Section 107.6.3 of the Mass State Building Code that I have observed the work associated with Permit # \_\_\_\_\_ dated \_\_\_\_\_ for the property located at \_\_\_\_\_ . To the best of my knowledge, information and belief, the work has been done in conformance with the approved plans, and with the provisions of the Mass State Building Code and the Cambridge Zoning Ordinance and othe pertinent laws, rules and regulations of the City of Cambridge, the Commonwealth of Massachusetts and where applicable in the United States.

\_\_\_\_\_  
General Contractor License Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State Zipcode

Then personally appeared the above named \_\_\_\_\_ and made oath that the above statements by them are true.

Before Me,

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date


## Sign/Awning Permit

Once you submit your application, this system will allow you to see where your application is in the consideration process. The system will also generate multiple emails informing you of each step and internal approval/denial processes. You may also log in at any time to observe your application's progress. **You are not APPROVED, do NOT have a PERMIT and CANNOT operate, until you have final approval and permission for a sign is granted.**

Before starting this application, please gather the following documents:

- Sketch or drawing of sign or awning

For signs and awnings that project over the public way more than six inches:

- Contract with sign company
- Proof of insurance
- Projecting Sign Application and Abutter's form  , to be filed with the City Clerk's Office, Room 103 City Hall, 795 Massachusetts Avenue, (617) 349-4260.

For a general summary of the sign regulations, review Article 7.000 of the Zoning Ordinance ([http://www.cambridgema.gov/~media/Files/CDD/ZoningDevel/Ordinance/zo\\_article7\\_1397.aspx](http://www.cambridgema.gov/~media/Files/CDD/ZoningDevel/Ordinance/zo_article7_1397.aspx)) for all zoning requirements.

### **Summary of zoning limitations:**

#### Projecting Signs:

- Area: **13** square feet maximum.
- Height above the ground: **20** feet but below the sills of second floor windows.
- Illumination: Natural or external only.
- Number: one per store plus one per entry to the remainder of the building.

#### Wall Signs:

- Area: **60** square feet maximum.
- Height above the ground: **20** feet but below the sills of second floor windows.
- Illumination: Natural or external, or internal illumination with significant limitations.
- Number: No limit.

#### Freestanding Signs:

- Area: **30** square feet maximum.
- Height above the ground: **15** feet.
- Illumination: Natural or external only.
- Number: **2** per lot (but not exceeding **30** square feet in total area).

[Apply Online \(/prepare\\_record/6628\)](/prepare_record/6628)

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## Building Fees

**Section: 15.04.010 Established-Work Started Prior to Obtaining Permit:**

Where work for which a permit is required by this code is started or proceeded with, prior to obtaining such permit, the fee specified shall be tripled, but payment of such triple fee shall not relieve any person from fully complying with the requirements of this code in the execution of the work not from any other penalties prescribed in this code.

**City Ordinance 15.08. & 15.12 Penalty for Starting Work Prior to Obtaining Permit:**

Where work for which a permit is required by Electric Code/Plumbing Code is started or proceeded with, prior to obtaining such permit, the fee specified shall be tripled, but payment of such triple fee shall not relieve any person from fully complying with the requirements of this code in the execution of the work not from any other penalties prescribed in this code.

**City Ordinance 15.08.020 & 15.12.020 Co-Work Completed By Others:**

Any person, firm or corporation, other than electrical contractors/plumbing contractors or public service agencies, who employ one or more electricians/plumbers permanent to do electrical or plumbing work, may obtain a permit covering the work done by such permanent electrician/plumber for a period of time to be determined in each case. The fee for electrical work/plumbing work done under such a permit for a period of time to be work done under such permit will be charged in the same manner as if separate permits had been given for each job.

Item	Sub Item	Fees
All new construction Repairs & Alterations		\$20.00 per \$1,000.00 or fraction thereof of construction cost, \$50.00 minimum fee. Exemption: \$15.00 per \$1,000.00 or fraction thereof of construction cost for three residential dwelling units or less, \$50.00 minimum fee.
Amendments to plans		\$20.00 per \$1,000.00 or fraction thereof of construction cost, \$50.00 minimum fee. Exemption: \$15.00 per \$1,000.00 or fraction thereof of construction cost for three residential dwelling units or less, \$50.00 minimum fee.

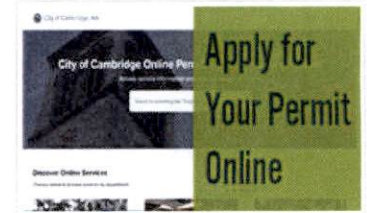
**How Can We Help You?**

**Contractors**

Select your industry

**Residents, Tenants, & Students**

Select a Task



**Inspectional Services Department**

831 Massachusetts Avenue  
Cambridge MA 02139  
Phone: 617-349-6100  
Fax: 617-349-6132  
[Contact Us](#)

**Hours**

Monday 7am -8pm  
Tuesday 7am-5pm  
Wednesday 7am-5pm  
Thursday 7am-5pm  
Friday 7am-12pm

**Counter Hours:**

Monday 7:00am – 8:30am  
3:30pm – 5:30pm  
Tuesday - Thursday: 7:00am – 8:30am  
2:30pm – 3:30pm  
Friday: 7:00am – 8:30am  
11:00am – 12:00pm

**Record Room Hours:**

Monday 7:00am – 11:30am & 12:30pm – 6pm  
Tuesday 7:00am – 3:30pm  
Wednesday 7:00am – 3:30pm  
Thursday 7:00am – 3:30pm  
Friday 7:00am – 11:00am



# INSPECTIONAL SERVICES DEPARTMENT

City of Cambridge • 831 Massachusetts Avenue • Cambridge, Massachusetts 02139

617-349-6100 • TTY 617-349-6112 • Fax 617-349-6132

Ranjit Singanayagam - Commissioner

- APPLICATION FOR CERTIFICATE OF INSPECTION
- APPLICATION FOR CAPACITY INCREASE OF EXISTING CERTIFICATE OF INSPECTION

In accordance with the provisions of the Massachusetts State Building Code, Sec. 110.7, I hereby apply for a Certificate of Inspection for the below named establishment located at the following address:

Address of Establishment \_\_\_\_\_

Name of Establishment \_\_\_\_\_

Purpose for which occupied \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
(with title or position;  
address, and phone ) \_\_\_\_\_

I hereby request the following number of occupants per story for the above named establishment:  
( Note: If establishment is a Day-Care facility, please indicate the age group of the occupants. )

Basement	_____	Fourth	_____
First	_____	Fifth	_____
Second	_____	Add'l Levels	_____
Third	_____	Roof	_____

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant is responsible for obtaining the following Department approvals:  
( Note: Building Official may waive certain Department approvals. )

Department		Date Approved
Zoning	_____	_____
Fire	_____	_____
Wiring/Elec.	_____	_____
Plumbing	_____	_____
Sanitary	_____	_____

### Instructions:

- Return completed application, with required departmental approvals, to Inspectional Services Department.
- Application must include floorplan (to scale) which clearly shows floor layout, exits, and exit paths.
- Building Official will review application, conduct inspection as necessary, and compute fee as necessary.
- Fee must be received at Inspectional Services or City Clerk's office before Certificate will be issued. Fee is also payable upon inspection of premises by Building Official (check or money order only).
- The Building Official must be notified in writing within 10 days of any change in the above information.

### For Office Use Only

Building Official _____	Fee Amount _____
Date Approved _____	Expiration Date _____

## **Certificate of Occupancy**

A Certificate of Use and Occupancy is required in accordance with the provisions of Chapter 143 of the General Laws, Section 119.0 of Massachusetts State Building Code, and the City of Cambridge Zoning Ordinance. A Certificate can be issued for expansion of existing habitable space, all major alterations, changes of use, or new buildings.

If the building required a Special Permit from the Planning Board, then Planning Board approval of the final project is required before a Certificate of Occupancy can be issued. The applicant is responsible for securing signature for all departments and inspectors selected upon initial review of the application. Please follow up with individuals to advance your application.

Once you submit your application, this system will allow you to see where your application is in the consideration process. The system will also generate multiple emails informing you of each step and internal approval/denial processes. You may also log in at any time to observe your application's progress. **You are not APPROVED, do NOT have a Certificate of Use and Occupancy, until you have final approval, paid your fee and the Certificate of Use and Occupancy is issued.**

[Apply Online \(/prepare\\_record/6632\)](/prepare_record/6632)

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## City of Cambridge, MA

### Your Profile

[Sign Up \(/sign-up\)](/sign-up)

[Your Records \(/dashboard/records\)](/dashboard/records)

### Resources

[Claim a Record \(/claimRecord\)](/claimRecord)

[Employee Login \(https://cambridgema.workflow.opengov.com\)](https://cambridgema.workflow.opengov.com)

Portal powered by **OpenGov**



## Dumpster License

A Dumpster License is required for: Any container, compacting unit, or roll-off that is used for the temporary storage, containment, or transport of refuse, debris, trash, garbage, recycling, organics or other like materials— including temporary dumpsters used during construction.

### **This license is not needed for:**

- Trash cans with volumes of 50 gallons or less
- Recycling receptacles of 96 gallons or less
- Solid waste disposal trucks licensed by the City of Cambridge License Commission or used and operated by the City of Cambridge.
- Dumpsters used for one-day special events permitted by the City of Cambridge.

This application is for a stand alone dumpster permit only. Please note that you may apply for a dumpster permit as part of the **Building Permit application**.

If you are applying for a **Food Establishment License**, you will have the opportunity to apply for a dumpster license as part of the application.

→ If the dumpster will be located on a City street, you must apply for a Dumpster Permit (<https://www.cambridgema.gov/traffic/Permits/Dumpsters>) with the Traffic, Parking & Transportation department.

[Apply Online \(/prepare\\_record/6584\)](/prepare_record/6584)

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## City of Cambridge, MA

### Your Profile

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[Employee Login \(https://cambridgema.workflow.opengov.com\)](https://cambridgema.workflow.opengov.com)

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CITY OF CAMBRIDGE  
INSPECTIONAL SERVICES DEPARTMENT  
831 Massachusetts Avenue  
Cambridge, MA 02139  
617-349-6100

Ranjit Singanayagam, Commissioner

GENERAL CONTRACTOR  
(Completion of Construction)

To the Commissioner of Inspectional Services of the City of Cambridge

I certify, pursuant to the 780 CMR Section 107.6.3 of the Mass State Building Code that I have observed the work associated with Permit # \_\_\_\_\_ dated \_\_\_\_\_ for the property located at \_\_\_\_\_ . To the best of my knowledge, information and belief, the work has been done in conformance with the approved plans, and with the provisions of the Mass State Building Code and the Cambridge Zoning Ordinance and othe pertinent laws, rules and regulations of the City of Cambridge, the Commonwealth of Massachusetts and where applicable in the United States.

\_\_\_\_\_  
General Contractor License Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State Zipcode

Then personally appeared the above named \_\_\_\_\_ and made oath that the above statements by them are true.

Before Me,

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date



# CITY OF CAMBRIDGE

INSPECTIONAL SERVICES DEPARTMENT

Permit Number: BLDC-106773-2021

Date: March 2, 2021

## BUILDING PERMIT

**PAUL F MCDONALD**

has permission to: Site mobilization, enabling (sheet piles-excavation), utility relocations

**201 Amherst St**

**Cambridge, MA 02139**

*Example*

provided that the person accepting this permit adhere to regulations governing the Inspectional Services Department. Approved plans must be retained on the job site and this permit kept posted until the final inspection had been made. Buildings shall not be occupied until a final inspection has been made and a Certificate of Use and Occupancy has been issued. Work shall not proceed until inspectors approve various stages below. Code violations are subject to Violation Penalties, 780 CMR 114.4.

**Ranjit Singanayagam, Commissioner**

<b>Excavation</b> Depth Soil Condition Date Inspector	<b>Footings</b> Depth Fdn Drain Date Inspector	<b>Rough Frame</b> Date Inspector	<b>HVAC Duct Work</b> Date Inspector	<b>Above Ceiling</b> Date Inspector	<b>Insulation</b> Date Inspector	<b>Final Inspection</b> Date Inspector
<b>Plumbing</b> Rough Date Final Date	<b>Gas</b> Rough Date Final Date	<b>HVAC Equipment</b> Rough Date Final Date	<b>Sprinkler</b> Rough Date Final Date	<b>Electrical</b> Rough Date Final Date	<b>Sanitary</b> Rough Date Final Date	<b>Fire Department</b> Date Inspector