

# DEMOLITION INSTRUCTIONS

A Demolition Permit is required to remove or take down an entire structure.

**Contact information:** Inspectional Services Division at *1 Franey Road*, 617-625-6600 ext. 5600 or [ISD@somervillema.gov](mailto:ISD@somervillema.gov). Hours: Monday-Friday 8:00-10:00 a.m. or from 3:00-3:45 p.m.

## CHECKLIST

1. **Review demolition permit process.** Details of the demolition permit process can be found [here](#).
2. **Property photo.** Must be included with your applications.
3. **Apply for Building Permit at ISD.** See *ISD contact information above*. Details of building permit process can be found [here](#).
4. **Historical Review.** Upon receipt of initial “Application for Permit” ISD will forward to the Somerville Historical Preservation Commission (SHPC) for review. Click [here](#) to see SHPC Permit Application Review process. You must first receive clearance from the SHPC before completing Demolition application.
5. **Start Demolition of Structures application.** Download Demolition of Structures application [here](#). Applicant must acquire original signatures of 17 municipal Departments and utility companies. Please complete fire, police, condo review board, utilities and extermination certificate sections first.
7. **Traffic and Parking.** Please meet with Traffic Engineer (Terence Smith) **second-to-last**. *133 Holland Street.*. View Traffic & Parking’s Traffic Management Plan [instructions](#) and [guidelines](#), if applicable, to prepare for meeting with Traffic Engineer. See *Mr. Smith’s contact information below*.
8. **Department of Public Works.** Please see DPW departments **last**. (Electrical Inspector, Electric Lines and Light, Engineering Division, Highway Support, Health Department). DPW is located at *1 Franey Road*. Telephone (617) 666-3311 to contact them.
9. **Written Notice.** See [demolition permit process](#).
10. **Post Notification.** See [demolition permit process](#).
11. **Temporary No Parking Signage or Meter Bagging.** Once you know when you will begin work on the project—contact Traffic and Parking at (617) 625-6600 or [Traffic@somervillema.com](mailto:Traffic@somervillema.com) if you need No Parking signage or bags to cover street meters. Keep in mind that signage must be in place 48 hours before work begins.

## QUESTIONS?

For any questions regarding this checklist, email Terence Smith, Traffic Engineer at [TSmith@somervillema.gov](mailto:TSmith@somervillema.gov), or call 617-625-6600 extension 7945.

## PARKING SOLUTIONS

Did you know we offer parking permits for businesses, contractors, commercial vehicles, landlords and more? Check out our website for more details at [ParkSomerville.com](http://ParkSomerville.com).