



CITY OF EVERETT
INSPECTIONAL SERVICES DEPARTMENT
484 BROADWAY, ROOM 26
EVERETT, MASSACHUSETTS 02149-3694
OFFICE: 617-394-2220 FAX: 617-394-2433

Commercial/Residential Driveway Permit Application

Application Date: _____ **Permit #:** _____

CONTRACT INFORMATION:

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone #: _____ E-mail: _____

LOCATION OF PROPOSED DRIVEWAY/PAVEMENT:

Property Address: _____
Number Street Name City State Zip

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ E-mail: _____

Map #: _____ Lot #: _____

TYPE OF WORK: (check all that apply) Residential (Fee \$90.00) Commercial (Fee \$150.00) New Existing
 Area Increase Driveway GP (Grading/Paving)

DIG SAFE# (required) _____

Does this alteration affect or add storm water drainage within the city roadway or right of way? Yes No

Additional Work in the public right-of-way is required for this site (sidewalk, storm drain, street trees, etc.)
Explain: _____

The public sidewalk and/or a travel/parking lane will require closure. (If checked, a Traffic Control Plan is required)
Explain: _____

Note:

Residential applications: Require a sketch plan (3 copies) with dimensions indicating both existing and proposed limits of pavement, including elevations and water runoff.

Commercial applications: Require detailed plans and computations (3 copies) completed and stamped by a registered design professional for both existing and proposed limits of pavement. If the proposed pavement will not affect the city/road drainage system, a statement of no impact shall be submitted and stamped by a registered design professional. Plans must show all trees, lights, utility poles, hydrants, etc. In addition, please include three (3) photographs of proposed driveway site.

Print Name

Applicant Signature

Date

CITY DEPARTMENT APPROVALS

1. Public Work Engineering Division (Signature Required for Commercial and Residential Application)

Approved Denied Signature: _____ Date: _____

Bond Received Insurance Cert Received

2. Building Commissioner (Signature Required for Commercial and Residential Application)

Approved Denied Signature: _____ Date: _____

Zoning Review Approved Insurance Cert Received

1. *Applicant shall read and comply with the attached regulations. This page is only a brief outline and is not intended to supplement the regulations.*
2. *The Driveway Permit is used for a driveway accessing into a roadway, sidewalk or City Right-of-way, or to extend or alter driveways.*
3. *When submitting the Driveway Permit Application, include:*
 - a. *Application fee (\$90 for residential work and \$150 for commercial work);*
 - b. *A Certificate of General Liability Insurance (\$1,000,000.00 per accident, \$2,000,000.00 general aggregate) per Driveway Permit;*
 - c. *Digsafe number;*
4. *Make sure that a sketch is attached that includes scale, dimensions, lines of adjoining property and any existing pole, post, hydrant, catch basin tree or other structure near area of proposed driveway.*
5. *Photos of the proposed work area.*
6. *Property owner and/or contractor signatures on the Application.*
7. *Before submitting the permit application to the Building Commissioner you must receive sign offs from the City Engineer and Planning Dept (both on second floor of City Hall)*
8. *After the Commissioner has reviewed the permit, the applicant will be notified whether the permit is approved, approved with additional conditions, or denied.*
9. *Applicant is responsible for notifying the Department of Public Works seventy-two (72) hours in advance of the excavation starting date.*
10. *The \$90.00 or \$150.00 Application fees are not refundable.*
11. *Permits for routine installations are issued only between April 1st and November 15th.*