

SIGN PERMIT PROCESS INSTRUCTIONS

BEFORE PROCEEDING WITH THE PROCESS, MAKE SURE YOU HAVE SCANNED ALL THE DOCUMENTS YOU NEED TO ATTACH. THE FOLLOWING IS A LIST OF DOCUMENTS THAT MAY BE REQUIRED OR APPLICABLE TO YOUR SUBMISSION:

- Plan (digital .PDF format)
- Copy of Signed Contract

This starts with a pre-application process that will conveniently alert other necessary City departments to review the information and digital plan(s) in .PDF format provided by the user. The user will receive an Email confirming receipt of the pre-application submissions and providing a pre-application identification number. All necessary City departments will review the information that has been submitted in connection with the pre-application process. If additional information is required by any City department, the user will be so advised and given the opportunity to submit the additional information. After each City department that is required to perform a review completes the review, an email will be sent to inform you of that department's pre-approval.

Upon completion of PRE-APPROVALS by other City departments, you will receive a notification via email indicating the invoice is available for payment. Log in to your Energov home page to review the invoice. When the on-line payment is processed and received by the City of Cambridge, the pre-application will be converted into a building permit application and the 30 days for approval of the application will commence as of the date of payment.

The appropriate Building Inspector will review the application along with the digital plan(s). The inspector will communicate with you via email, phone or in person regarding your application if necessary. If additional information is required by Inspectional Services Department, the user will be so advised and given the opportunity to submit the additional information. You will receive a notification indicating approval. All Demolition permits must be picked up at the ISD counter prior to beginning work and posted at the work site.

It is extremely important that you fill out the forms completely to avoid the need to supply additional information.