



PWD Site Plan Review Procedure

As of November 1, 2017, PIC staff no longer has a role in site plan review. Rather, the process through PWD is as follows:

1. The following note should be added to all site plans prior to being signed/stamped by the professional engineer-of-record: "The finished floor elevation (FFE) is to be higher than any adjacent public sidewalk."
2. Also prior to being signed/stamped by the professional engineer-of-record, the entirety of all public sidewalks adjacent to the subject property should be highlighted, with surface materials (e.g. cement concrete, brick, asphalt, etc.) clearly called out. Additionally, the public sidewalk width, as well as linear feet of property frontage, should be clearly noted.
3. Applicant's contractor should deliver one full-size (to-scale) set of these site plans (with sidewalk areas highlighted and dimensioned) to the PWD Permitting office, City Hall room 715. PWD Permitting will determine sidewalk deposit amount and issue Sidewalk Deposit (SDEP) permit.
4. BWSC-approved site plans, plus a copy of the PWD-issued Sidewalk Deposit (SDEP) permit, should be delivered to ISD for consideration of an Erection or Alteration permit.

PWD Permitting contact info

Boston City Hall room 715
Boston, MA 02201
(617) 635-4910

ISD Planning & Zoning contact info

1010 Massachusetts Avenue
Boston, MA 02118
(617) 635-5300



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