

Purview of ISD and P&Z

	Inspectional Services (ISD) isd@somervillema.gov	Planning & Zoning Division (P&Z) planning@somervillema.gov
Normal Maintenance*	Yes. A CZC is not required, but other permits issued by ISD may be.	P&Z has no role in reviewing or approving by-right proposals.
By-right* development*	Yes. All proposals for development require a CZC prior to a building permit.	P&Z has no role in reviewing or approving by-right proposals.
Development* which requires Administrative and/or Discretionary Permits	Occasionally. The exception is if you have applied for a Certificate of Zoning Compliance or a Building Permit and ISD determines that the proposal requires additional development review. Once ISD has determined that additional development review is required, the case is transferred to P&Z.	Yes. Once you have applied for the additional development review required for your proposal, your case will be assigned to a Case Planner at a bi-weekly meeting. All contact with P&Z should be through your Case Planner.
Plan Revisions	Maybe. ISD may notice aspects of the project as constructed that necessitate a Plan Revision and will forward the case to P&Z.	Yes. P&Z determines if a Plan Revision (§15.2.4) is de minimis or a major amendment.
Certificate of Zoning Compliance (CZC)	Yes.	P&Z is involved with any necessary Board Review that must be completed prior to ISD issuing the CZC.
Building Permit	Yes.	P&Z is not involved with any approvals of any stage of Building Permits. ISD has separate Zoning Review Planners on staff.
Inspections throughout construction process	Yes. Inspections to confirm compliance with administrative and discretionary permits and the Zoning Ordinance are done by the ISD Zoning Review Planners.	P&Z is not involved with any approvals of any stage of Building Permits. ISD has separate Zoning Review Planners on staff.
Certificate of Occupancy	Yes.	P&Z is not involved with any approvals of any stage of Building Permits. ISD has separate Zoning Review Planners on staff.
Suspected Zoning Violations	Yes. If there are suspected zoning violations, ISD will inspect the property to confirm compliance.	P&Z is not involved with zoning violations.
Appeals (§15.5)	Occasionally. ISD may be involved if a decision made by ISD is being appealed.	Maybe. P&Z is involved in Administrative Appeals (§15.5.2) but not Judicial or Building Code Appeals.

* Words defined by the Ordinance.