



# CITY OF SALEM, MASSACHUSETTS

ENGINEERING DEPARTMENT  
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KIMBERLEY DRISCOLL  
MAYOR

DAVID H. KNOWLTON, P.E.  
CITY ENGINEER

RE: Permit/Plan Approval Policy

FROM: David H. Knowlton, P.E., City Engineer

CC: Building Inspector  
Director of Public Services/Operations  
Director of Planning & Community Development  
Mayor's Office

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The Following Policy will be followed for all new construction. Approvals for replacement of existing utilities will be handled on a case-by-case basis.

Request for engineering review or permit approvals must be accompanied by a design drawing showing all existing conditions and utilities as well as the proposed work with design details as needed. The design drawing must have the stamp and signature of a Registered Professional Engineer. The Engineering Department will complete the review in a timely manner. However, the actual time for review depends on the thoroughness of the information submitted, the complexity of the proposed work, and existing workload. The City Engineer may request a meeting with the project proponent and the design engineer to discuss design issues. Depending on the extent of the proposed development the City Engineer may require review by an independent consultant paid for by the applicant. Once the review is complete a Licensed Contractor may apply for a Street Opening Permit with a check, to the City of Salem, for the fees required. Inspection of the work by the City's DPW is required prior to back filling any work.

Once the work is completed, and prior to a sign off for occupancy by the City Engineer, the following must be submitted:

- An as built drawing stamped by the design engineer showing any changes to the design drawing and the actual work completed, this as built drawing shall be in electronic file format suitable for the City's access and use;
- A completed tie card, a blank (copy is available through this Department, and);
- A certification stamped and signed by the design engineer, stating that the work was completed in substantial compliance with the design drawing, as well as, any subsequent requirements by the City Engineer.