



City of Medford
Engineering Division
City Hall – Room 300
85 George P. Hassett Drive
Medford, MA 02155

SITE PLAN AND AS-BUILT REQUIREMENTS FOR BUILDING AND OCCUPANCY PERMITS

Site plans submitted to the Building Department for approval prior to issuance of Building Permit shall show the following:

1. Topography of site showing existing and proposed contours or spot grades as requested by the City Engineer's office. Building first floor elevation, basement and parking garage elevations, as well.
2. Plan and profile of proposed sewer service pipe from new construction to existing sewerage system, with slope, size and material clearly shown or invert grade of sewer pipe at main line and at structure. Also locations of vertical and horizontal bends, if any. Applicants who want to re-use existing sewer services must inspect the line(s) and provide results to the Engineering Department.
3. Location and size of proposed domestic water and/or fire service pipe and appurtenances from existing water main to new construction (minimum depth of 4½ feet)
4. Drainage, if required, plan of existing storm drain in the area and plan and profile of proposed construction, including sumps, if any, and on-site storm water management systems.
5. Access Roads – existing ground grades and proposed finished grades on new roadways and driveways.

The Site Plans shall be prepared by a Registered Professional Civil Engineer in the state of Massachusetts and shall bear his/her stamp and signature.

At the completion of the project As-Built Plans certified by the Engineer or the Professional Land Surveyor must be submitted for occupancy permit. The As-Built Plans shall show all the exact locations of all new structures and pipes, as well as complete ties to building services, water gates, sewer connections, etc.

All information requested above shall be shown with actual construction modifications to be left with the City Engineer as a true record of actual information.