



Marc C. Laredo
Mayor

City of Newton, Massachusetts

Inspectional Services Department

Anthony Ciccariello, Commissioner
1000 Commonwealth Avenue
Newton, MA 02459
www.newtonma.gov

Telephone
(617) 796-1060
Fax
(617) 796-1086
Email
ISD@newtonma.gov

Plan Search Form

Date of Request: _____

Property Address: _____

Permit Number & Date: _____

Contact Information

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

\$25.00 fee for each plan search requested. You must fill out a separate Plan Search Form for each permit number/search. (The fee is **non-refundable** even if the plan is not found.)

If the plan is located, the requester must leave a credit card or some type of ID and the plan will be given to the plan requester. The plan requester will then take the plan and make a CD in **PDF format**. ISD will keep the CD and the plan requester will then have the original plan and their credit card/ID.

Plan searches are done according to the permit number. Please include a copy of the front page of the original permit.

Please do not request any plan searches prior to 1911.

Please make check payable to **City of Newton**.

Copies of the plans are only available for pick up. They cannot be mailed.

For Office Use Only:

Check #:		Receipt #:	
----------	--	------------	--