



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute Gallentine
Commissioner

CURB CUT PROCEDURE

1. Resident or Contractor submits Application for Schedule of Work with the Building Department.
2. Location and plans are investigated and signed by the Building Commissioner upon approval.
3. Resident or Contractor brings signed application to the Department of Public Works
4. Resident or Contractor submits Open Permit Application with DPW
 - a. Contractor must be Bonded with the Town of Brookline on proper forms which are distributed through DPW
 - b. a DIGSAFE # must be requested to obtain permit
5. Engineering investigates location and plans, and is subject to both the Permit Inspector's and the Director of Engineering's approval.
6. Upon Engineering's approval, the Commissioner of Public Works signs the Application for Schedule of Work.
7. Resident or Contractor, upon receipt of Open Permit and a payment of a \$75.00 Administration Fee, brings original signed application to the Building Department for Building Permit.