



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute
Commissioner

Occupancy Application Procedure

Please complete and sign permit application email:

dpwpermits@brooklinema.gov

Have Hauler or Contractor (if not applicant) email on their letterhead, permission to pull permit under their insurance to:

dpwpermits@brooklinema.gov

There is a 72-hour turn-a-round upon receipt of application and paperwork for permit approval.

You will be notified via email or phone upon approval or rejection.

Upon notification, if approved, you will be instructed to come to the DPW office at 333 Washington St 4th fl to sign and pay for permit, and if necessary pick up “no parking signs” and/or meters if any.

Permit Fee: \$75.00
Signs: \$ 5.00 ea (which must be posted the day before after 6PM)
Meters: \$15.00 per day

Payments: Check(s) made payable to the Town of Brookline
or credit card (no AMEX)

Office hours: Monday – Thursday 8AM-5PM, Fridays 8AM-12:30PM

- **Must have Building permit for construction or remodeling**
- **(TMP) Any type of crane, or will be occupying the sidewalk, a Traffic Management plan must be attached that shows where the pedestrians will be detoured, and also showing the sidewalk closed signs, temporary ramps and crosswalks if needed.**