



Ruthanne Fuller  
Mayor

# City of Newton, Massachusetts

## Inspectional Services Department

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

Telephone  
(617) 796-1060  
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(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 #:	
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