



CITY OF MALDEN

Permits, Inspections and Planning

110 Pleasant Street
Malden, MA 02148

781.397.7000 ext. 2024 (P)

Nelson L. Miller Jr. CBO, Building Commissioner

Driveway Permit Guidelines

The purpose of the establishment of driveway permits is to create the opportunity to provide guidelines to property owners who wish to construct, alter, reconstruct, restore, or expand driveways, whether pervious or impervious, and other impervious surfaces so that they are in compliance with the City of Malden Ordinances, Chapter 12, Sections 500.2.20 and 400.7.9. Property owners currently do not receive the benefit of guidelines that a permitting process communicates unless they come to the City seeking that information. Property owners who mistakenly perceive that a permit not being needed equates to a lack of governance are subject to enforcement of the Ordinances which address this type of work. A permitting process would replace post-project enforcement with pre-project review in a manner consistent with other activities which require permitting. The permit requirement will also trigger coordination between the Inspectional Services, DPW, and Engineering Departments for projects which affect curb cuts, public right of way, and storm water runoff. Driveways and paved areas that are being resurfaced but not changed dimensionally would not be subject to a permit. The required documentation for a submission would be as follows:

Re-Paving existing paved areas – No change in dimensions

- No Permit required

Increasing the dimensions of an existing driveway / paved area

- Permit required
- Certified plot plan showing dimensions and area of entire final paved area

Creating a new driveway / paved area

- Permit required
- Copy of curb cut permit from DPW (if applicable)
- Certified plot plan showing dimensions and area of entire final paved area.
- Engineering review to be determined by Building Inspector

The proposed fee for all driveway permits would be \$40.00 in accordance with current Ordinance regulating minimum permit fees. A new permit Work Class could be created within Energov for the purposes of issuance, tracking, and reporting. The administration of these permits through Energov also memorializes documentation of allowed paved areas as a reference for future enforcement activities, which is a challenge that our Code Enforcement Officials currently face in dealing with issues and complaints.

The guidelines for these permits would be placed in Chapter 12 of the Revised Ordinances of 1991 as amended through June 30, 2017 and would be located under a new Section 500.5. The fee structure would be placed in Chapter 3 of the Revised Ordinances of 1991 as amended through June 30, 2017.

Submitted December 9, 2018

Nelson L. Miller, Jr. CBO
Building Commissioner / Zoning Officer
Director – Permits, Inspections, and Planning Services Department