



City of Medford, MA

Building | Zoning Department

Scott Vandewalle
Building Commissioner

Apply Online with Citizenseve: For all Periodic Inspections Ch 110.

Have questions about Periodic Inspections? Email svandewalle@medford-ma.gov or call 781-393-2509.

Need Assistance with Citizenseve? Visit Medford’s Building Department, Room 115A. We can assist you with your application at the front reception terminal.

To access Citizenseve, you will need to create an account, then apply for a Periodic Inspection.

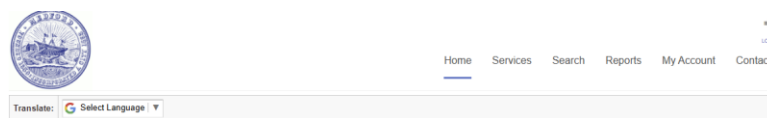
- Visit www.medfordma.org.



- Scroll down to the **Welcome to Medford** area and select the box **Apply for Permits or Licenses**.



- You will be taken to the Citizenseve portal.



WELCOME TO THE CITY OF MEDFORD ONLINE PORTAL

- Scroll down to and select **Periodic Inspections Ch. 110**




Periodic Inspections Ch. 110

New Users: Create an Account

- Select [Register Now](#) →

- Select a **Registration Type** in the drop-down menu (e.g. Agent, Anonymous, Contractor, Licensee, Property Owner or Resident/Occupant)
- Complete all fields with a red line | next to the field name.
- Select **SUBMIT**
- You will be taken directly to the application.

 **APPLY FOR A LICENSE**
Home / Services / Licenses / Apply for a license

- The **Application Type** will already be filled in: **Ch. 110 Periodic Inspections**.
- Click on the **Sub Type** field and select **R-2 Multi-family** in the drop-down menu.
- You will be asked for a **Business Name**. This is a required field. If the property is not owned by a business or trust, you could enter the street address of the property.
- In the **Address or Parcel #** field, enter the street number and street name (e.g. 294 Boston), then click on **FIND ADDRESS**. (Note: Do not use these in your search: Rd, St, Ave, Pkwy, Circle, etc.)
- For signature, select **Sign Here**. Move your cursor into the box, hold down the left-click button on your mouse, move the cursor for signature, release the button when you are finished, then select **SAVE**.
- Once complete, select **SUBMIT**.
- Complete the payment section of the application by providing bank or credit card account information.
- Once complete, select **SUBMIT**.

About your application:

- If you do not submit your payment, your application will be placed *ON HOLD* until payment is received.
- Once your application is submitted and payment is received, the application will be processed by the Building Department.
- In approximately one week, the assigned Building Inspector will contact you to schedule an inspection.