

# CITY *of* BOSTON

## Building Division

### Permitting, Inspection and Document Submission Protocols

Boston – For the safety of our customers and our staff, the Inspectional Services Department (ISD) has temporarily adjusted some of our business practices. To mitigate the spread of COVID-19, **public access to our office is restricted to appointment only.** Below you will find a list of services, ways to access them, and contact information.

#### **Affidavits** (*Fire Escapes, Swimming Pools, Roof Decks & Facades*)

If you have an inquiry or would like to submit an affidavit for swimming pools, roof decks, fire escapes/fire balcony, download the affidavit form (Swimming Pool, Roof Deck, [Fire Escape/Fire Balcony](#), [facade](#)) email [isdaffidavits@boston.gov](mailto:isdaffidavits@boston.gov) or call (617) 961-3076

#### **Board of Appeal**

Applicants requesting relief from the zoning or building code, or anyone inquiring about [upcoming hearings](#), should send an email to [ISDBoardOfAppeal@boston.gov](mailto:ISDBoardOfAppeal@boston.gov) or call (617) 635-4775

#### **Building Division - Permits**

- **Check your Permit Status** -To check the status of your permit visit our Permit Finder website: [Permit Finder Portal](#)
- **Look up Historic Documents** - Historical permits can be found at the [Lookup Historic Documents](#) portal
- **Apply for an Online Permit** - Submit an application for Alteration/Long Form, Amendment, Use of Premise, Short Form, Electrical, Gas, and Plumbing permits via our [Online Permitting Portal](#)
- **Applying for a Permit Not Available Online**To apply for a **Sheet Metal, Trench, or Sprinkler permit**, please download the permit application ([Sheet Metal](#), [Trench](#), [Sprinkler](#)), and submit the completed application along with your [Workers' Compensation Insurance Affidavit](#), [COVID-19 Safety Affidavit](#), [COVID-19 Safety Plan](#) and a copy of your builders license to [ISDPermits@boston.gov](mailto:ISDPermits@boston.gov). For related questions, please call (617) 961-3424
- **Questions about permits at the "intake stage"**If your permit is in intake and you need assistance, please contact our Intake Counter at [ISDPermits@boston.gov](mailto:ISDPermits@boston.gov) or 617-961-3424
- **Questions about permits at the "inspection review stage"** - If your permit is in the "inspection review stage and you need assistance, please contact the [appropriate inspector](#) You can also

email [ISDBuildingInspection@boston.gov](mailto:ISDBuildingInspection@boston.gov) , [ISDMechanicalInspection@boston.gov](mailto:ISDMechanicalInspection@boston.gov),  
[ISDElectricalInspection@boston.gov](mailto:ISDElectricalInspection@boston.gov) or call (617) 961-3289

- Plan Drop Off/Pickup - Applicants looking to drop off plans or consult with a plan review staff member must schedule an appointment at [ISDPZreview@boston.gov](mailto:ISDPZreview@boston.gov) or call (617) 635-5312
- Off Hour Work Permits -To apply for an Off-Hour permit to work outside of the normal construction hours, please send a completed [Off-Hour Permit Application](#) via email to [ISDOffHourInspection@boston.gov](mailto:ISDOffHourInspection@boston.gov) .Once received we will contact you regarding the next steps.

### Building Division - Inspections

- Request a Buildings & Structures Inspection - To schedule a building, electrical or mechanical inspection please contact the [appropriate inspector](#), or reach out to the appropriate group email address, [ISDBuildingInspection@boston.gov](mailto:ISDBuildingInspection@boston.gov), [ISDMechanicalInspection@boston.gov](mailto:ISDMechanicalInspection@boston.gov), [ISDElectricalInspection@boston.gov](mailto:ISDElectricalInspection@boston.gov) or call (617) 961-3289
- To request an “Off-Hour” inspection from a Building, Electrical or Mechanical inspector, please send a completed [Off-Hour inspection application](#) to [ISDOffHourInspection@boston.gov](mailto:ISDOffHourInspection@boston.gov), if it is approved, you will be instructed to pay the fee of \$250 online, then the inspection will be scheduled.

### Certificate of Occupancy

Download the [Checklist](#) and/or [Application](#) for a Certificate of Occupancy. If you have an inquiry or would like to submit an application related to a Certificate of Occupancy please send an email to [ISDCertificates@boston.gov](mailto:ISDCertificates@boston.gov) or call (617) 961-3288



City of Boston  
Mayor Martin J. Walsh

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