



# HOW TO GET A STREET OCCUPANCY PERMIT

The permit allows you to restrict access to a section of a street or sidewalk in Boston for a certain amount of time. You apply online:

*Apply for a permit online*

+ show

*After you get your permit*

+ show

## QUESTIONS? CONTACT US

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Email [btdpermitbranch@boston.gov](mailto:btdpermitbranch@boston.gov) (<mailto:btdpermitbranch@boston.gov>) for questions and requests related to:

changing the location, dates, or times of the permit

parking meters issues, or

the review of the Traffic Management Plan (TMP).

Contact [CMDoffice@boston.gov](mailto:CMDoffice@boston.gov) (<mailto:CMDoffice@boston.gov>) or [617-635-4950](tel:617-635-4950) (<tel:617-635-4950>) for issues and questions related to the:

COBUCS Number





## COMMON PERMITS AND APPLICATIONS

If you need a permit to take up public space or dig up public roadways, you need to go through the Permit Division of Public Works.

There are a range of permits that the Public Works and Transportation Departments issue for use of City streets. Here are the most common:

[Street occupancy permits \(/node/2151\)](#)

[Street excavation permits \(https://www.boston.gov/departments/public-works/how-get-street-occupancy-permit\)](https://www.boston.gov/departments/public-works/how-get-street-occupancy-permit)

You can apply for both of these permits online.

If you need to schedule an appointment to drop off a driveway permit application, to pick up an approved driveway permit, or to pick up signs, [please use our online scheduler \(https://boston-scheduling.as.me/publicworkscalendar\)](https://boston-scheduling.as.me/publicworkscalendar).

If you have questions about making a sidewalk deposit, please call our office at [617-635-4900 \(tel:617-635-4900\)](tel:617-635-4900). We are currently not accepting appointments for sidewalk deposits through our online scheduler. We will update our website when this feature becomes available again.

For any other permit questions or applications, you can contact the Public Works Department by emailing [publicworks@boston.gov \(mailto:publicworks@boston.gov\)](mailto:publicworks@boston.gov).

Have questions? Contact:

[PUBLIC WORKS - PERMITTING \(/DEPARTMENTS/PUBLIC-WORKS\)](#)



[617-635-4911 \(TEL:617-635-4911\)](tel:617-635-4911)



[PUBLICWORKS@BOSTON.GOV \(MAILTO:PUBLICWORKS@BOSTON.GOV\)](mailto:PUBLICWORKS@BOSTON.GOV)



1 CITY HALL SQUARE, ROOM 714  
BOSTON, MA 02201



[PUBLIC WORKS \(/DEPARTMENTS/PUBLIC-WORKS/\)](/DEPARTMENTS/PUBLIC-WORKS/)



[617-635-4900 \(TEL:617-635-4900\)](tel:617-635-4900)



[SEND AN EMAIL \(MAILTO:311@BOSTON.GOV\)](mailto:311@BOSTON.GOV)



1 CITY HALL SQUARE  
ROOM 714  
BOSTON, MA 02201-2024

PROVIDE YOUR FEEDBACK  
(/FORM/WEBSITE-FEEDBACK-FORM?  
SOURCE\_ENTITY\_TYPE=NODE&SOURCE\_ENTITY\_ID=2151)

[PRIVACY POLICY \(/DEPARTMENTS/INNOVATION-AND-TECHNOLOGY/TERMS-USE-AND-PRIVACY-POLICY/\)](/DEPARTMENTS/INNOVATION-AND-TECHNOLOGY/TERMS-USE-AND-PRIVACY-POLICY/)

[CONTACT US \(/DEPARTMENTS/MAYORS-OFFICE/CONTACT-BOSTON-CITY-HALL/\)](/DEPARTMENTS/MAYORS-OFFICE/CONTACT-BOSTON-CITY-HALL/)

[JOBS \(HTTPS://WWW.BOSTON.GOV/CAREER-CENTER\)](https://www.boston.gov/career-center)

[PUBLIC RECORDS](https://bostonma.gov/qa.us/webapp/_rs/(s(den310hnrpqz2rzh5lgbgsby))/)

[\(HTTPS://BOSTONMA.GOVQA.US/WEBAPP/\\_RS/\(S\(DEN310HNRPQZ2RZH5LGBGSBY\)\)\)/SUPPORTHOME.A](https://bostonma.gov/qa.us/webapp/_rs/(s(den310hnrpqz2rzh5lgbgsby))/)

[LANGUAGE AND DISABILITY ACCESS \(HTTPS://WWW.BOSTON.GOV/DEPARTMENTS/LANGUAGE-AND-COMMUNICATIONS-ACCESS/NOTICE-ACCOMMODATIONS\)](https://www.boston.gov/departments/language-and-communications-access/notice-accommodations)



## TRANSPORTATION DEVELOPMENT REVIEW

*This page is dedicated to transportation development review for large developments.*

### PAGE SECTIONS

We want to make sure new large developments fit in the neighborhoods they are planned in. Large developments are any developments that take up a gross floor area of 50,000 or more square feet. The [development review process \(http://www.bostonplans.org/projects/development-review/what-is-article-80\)](http://www.bostonplans.org/projects/development-review/what-is-article-80) requires developers to evaluate existing transportation conditions. City planners and the community give their input and comment on the new development. Developers work with City planners to reduce their development's transportation impacts. At the end of this process, the developer signs a legal agreement with the Boston Transportation Department (BTD) called a Transportation Access Plan Agreement (TAPA).

The TAPA agreement specifies commitments that will reduce a development's transportation impacts. These commitments can include improvements such as:

- installing traffic signals
- installing bike lanes, and
- adopting commuter incentives to reduce driving.

Developments under 50,000 square feet are not usually required to submit a TAPA.

### FIND A TRANSPORTATION ACCESS PLAN AGREEMENT

Searching for a TAPA? You can find all known, executed TAPAs online:

**LIST OF TAPAS**  
([HTTPS://DOCS.GOOGLE.COM/SPREADSHEETS/D/1OSHECCD4450G4Q3OQSO7YCHVDYUUYGSR79VFUSP=SHARING](https://docs.google.com/spreadsheets/d/1oSHECCD4450G4Q3OQSO7YCHVDYUUYGSR79VFUSP=SHARING))

[Notice a Missing TAPA? Let us know. \(https://forms.gle/ZQXzpE4CR98uLeZ57\)](https://forms.gle/ZQXzpE4CR98uLeZ57)

Have questions? Contact:

[TRANSPORTATION \(/NODE/121\)](#)



[617-635-4680 \(TEL:617-635-4680\)](tel:617-635-4680)



[BTD@BOSTON.GOV \(MAILTO:BTD@BOSTON.GOV\)](mailto:BTD@BOSTON.GOV)



1 CITY HALL SQUARE, ROOM 721

BOSTON, MA 02201-2026

## **TRANSPORTATION ACCESS PLAN AGREEMENT (TAPA) PROCESS**

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*Transportation planners work closely with developers to thoroughly evaluate a project's transportation impacts. They also propose plans that lessen those impacts.*

### **WHAT TRIGGERS THE TAPA PROCESS?**

New Construction greater than or equal to 50,000 square feet

Change in use for building greater than or equal to 50,000 square feet or greater than or equal to 100,000 square feet in Downtown

Rehabilitation of an existing building greater than or equal to 100,000 square feet



# Public Works Department

Printed: 5/22/2024

## Boston Transportation Department

One City Hall Square Room 715 Boston, MA 02201

Telephone: 617.635.4910 , 617.635.4909 , 617.635.4911

# Occupancy Permit - Renewal

<b>Permit #:</b>	OCCU-1552911	<b>Parking Spaces:</b>	4	<b>Start Date:</b>	05/24/2024
<b>District:</b>	South End/Back Bay	<b>Square Footage:</b>	640.00	<b>Duration:</b>	30
<b>Work Type:</b>	Street			<b>Expires:</b>	06/22/2024
<b>Applicant:</b>	LEE KENNEDY CO, INC			<b>Issued:</b>	05/22/2024
<b>Location:</b>	777 - BOYLSTON ST Boston, 02116			<b>Permit Cost:</b>	\$1,768.00

**Location Comments:** No Comments

**PWD Description Of Work:**  
STAND DUMP TRUCK AT CURB FOR LIVE LOAD// ALL WORK 6AM-3PM// MAINTAIN PEDESTRIAN SAFETY

**BTD Approval Date:** NA

<b>Description of Work:</b> Stand Truck at Curb	<b>Notes:</b>
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<b>All Work To Be Performed:</b> 6am-3pm	<b>No Work To Be Performed:</b>
<b>Exceptions:</b>	<b>Exceptions:</b>

<b>Special Requirements:</b> 1.Maintain Safe Pedestrian Use of Sidewalk and Thru Traffic. 2.Leaflets Distributed per BTD Specs 3.Temporary Signs Shall be Posted a Minimum 48 Hours in Advance of Occupation of Public Way	<b>Notes:</b> <i>Example</i>
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**Meter Information:**

# of Meters	Meter Numbers
No meter information.	

**Sign Information:**

Quantity	Code	Description
2	T23-P	Traffic Signs - Paper

**Police Detail:**

# of Officers	Area	Number
No police detail information.		

**Police Comments:**

No Police Comments

No vehicles except while loading or unloading

No stockpiling of materials or supplies

This permit is issued on the condition that the person accepting it shall conform to the statutes and ordinances and the specifications herein contained; that the permit may be revoked at any time by this department; that violation of any of its specifications shall work its immediate revocation; that such a person shall indemnify and save harmless the City of Boston from any damage it may sustain or be required to pay by reason of the doing of any work hereby licensed or permitted, or by reason of any neglect of himself or any of his employees relating to such work or by reason of any violation of any specification herein.

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*(Faint, illegible text)*

*(Faint, illegible text)*

*(Faint, illegible text)*

*(Faint, illegible text)*

**Time:** 6am-3pm

**Date:** 05/24/24 TO 06/22/24

**TMP#:** OCCU-1552911

777 BOYLSTON ST

Applicant: LEE KENNEDY CO, INC

Comments:

**Time:** 6am-3pm

**Date:** 05/24/24 TO 06/22/24

**TMP#:** OCCU-1552911

777 BOYLSTON ST

Applicant: LEE KENNEDY CO, INC

Comments:

*Example*