



**COMMISSIONER'S BULLETIN**  
INSPECTIONAL SERVICES DEPARTMENT  
CITY OF BOSTON

**Number:** 2023-03

**Date:** October 4, 2023

---

**Subject:** Fast Track Program

---

**Purpose:** This Bulletin outlines the procedures and requirements for permit applications submitted for review under the Fast Track Program

---

**General Considerations:**

The Inspectional Services Department (ISD), in performing its legal obligation to accept and review applications and issue building permits has a significant economic development role in the City of Boston in effecting the timely issuance of permits for an expanded number of buildings. In this regard, the Fast Track program will be further expanded to include permit applications submitted pursuant to 780 CMR 105.11, which meet the eligibility criteria set forth below.

**Determination and Authorization:**

Commissioner's Bulletin 2003-05 - *Expansion of the Fast Track Program*, is hereby rescinded and replaced by this Bulletin. Under the authority of the Massachusetts State Building Code, Section 102.2 and the City of Boston Code, Ordinances, Chapter 9, as amended, there is hereby established within ISD a procedure to be known as the "Fast Track Program" to facilitate approval of permit applications meeting the eligibility criteria set out in this Bulletin.

**01. Eligibility for Participation in the Fast Track Program**

All permits for proposed work which are in substantial compliance with all applicable building regulations and standards and do not require:

- a. A zoning determination
- b. A change of use or occupancy, or an expansion of an existing use
- c. Substantial alterations to the building structure

## 02. Documents Required for the Fast Track Program

Applicants for the Fast Track Program shall submit a fully completed long form permit application. The application must be accompanied by the following documentation:

- a. Payment for the permit fee.
- b. One electronic set of complete plans and specifications, including, if relevant, layout of sprinkler heads and compliance with other applicable fire prevention and other necessary requirements.
- c. A letter from the building owner(s) or authorized agent indicating approval of the plans as submitted.
- d. A signed affidavit from the approved independent Massachusetts registered architect or engineer who is required to visit the work site periodically to ensure that construction is consistent with the permit as issued and all applicable laws and requirements. The dedicated independent professional shall keep a log of visit which shall include comments and instructions given regarding construction conformance. This independent professional shall meet the requirements set forth in Section 03 below.
- e. All affidavits signed by those professionals associated with the proposed project (e.g. architects, engineers, mechanical/electrical engineers, etc.) shall make the following assurances as applicable:
  - i. the submitted plans conform to all applicable building, zoning and fire codes;
  - ii. the proposed construction does not constitute a "substantial alteration" of the building structure or a change of use or occupancy of the building as defined in applicable codes;
  - iii. structural alteration and floor loading complies with applicable building and fire codes;
  - iv. installation of fire alarms, smoke detectors, etc. as required by applicable codes have been, or will be, provided.
- f. The name, address, day & night phone number, email address, and license information of the builder in charge of work site operations.

**Note: Incomplete applications will not be accepted for the Fast Track Program.**

## 03. Requirements of the Independent Professional

The Inspector of Buildings or their designee must approve any professional associated with the project who is required to submit an affidavit. A written request must be submitted by the independent professional for such approval. The written request shall state at a minimum the name, contact information and professional certifications, the scope of responsibility of the professional, the permit number and address for the project. The Inspector of Building, or their designee, shall legibly sign and date the written request as either approved or denied. A copy of written requests shall be stored in the application and then the building jacket.

The designated independent professional shall keep a log of visits which shall include comments and instructions given regarding construction conformance which shall be kept under their professional seal. The professional shall be independent of the contractor(s) doing the work. The professional shall not be an employee or associate of the architect/engineer of record unless requested by the owner and approved by the Inspector of Building or their designee. Such records and logs of the independent professional shall be made available to the Inspector of Buildings or their designee upon request.

#### **04. Processing Fast Track Applications**

Fast Track applications shall be submitted in the same manner as long form permit applications and shall be initially examined at the time of submission to ensure that basic criteria have been met and that all required documentation is included. If these requirements have been met, the submission shall be determined to have been received under the Fast Track Program and will be assigned to a Plans Examiner for review.

If the submitted application is determined to include all applicable documentation as being in order, the applicant will be notified within seven (7) working days that the building permit is ready for issuance.

**No work under the Fast Track Program may begin until a building permit has been issued.**

No Fast Track Program permit application may be amended if the amendment will take the scope of the proposed project outside the criteria of the Fast Track Program. Any amendment to a Fast Track Program permit application shall reference the application number and scope of work of the original Fast Track Program permit application. Any amendment that fails to meet the Fast Track Program criteria will result in the issuance of a Stop Work Order, if the work has started, until the entire proposed project has been reviewed in the context of the proposed amendment.

The Plans Examiner to whom the application is assigned may also reject the application as ineligible or incomplete after submission is the facts warrant. ISD reserves the right, and has the obligation, to make a more detailed review of the Fast Track Program permit application at any time after the permit has been issued.

Should violations be identified, these will be brought to the attention of the builder. Construction work may, at the discretion of the Inspector of Buildings, be required to stop until the required items are corrected. Failure to stop work or correct violations will result in withdrawal of the permit and forfeiture of deposits and all permit fees.

**05. Certificate of Occupancy**

When the work is completed, the owner or the owner's representative shall file an application for a Certificate of Use & Occupancy ("CO") for the completed construction accompanied by fee payment. The application must be accompanied by an affidavit signed by the independent professional attesting that:


- a. the site has been visited periodically during the construction, giving dates and times of these inspections;
- b. the work was completed, except for minor punch-list items, in conformance with the approved plans;
- c. the finished construction conforms to all of the Fast Track Program requirements identified in this Bulletin.

Any approved amendments to the original plans must be reflected in any affidavit submitted and bear the similar certification as noted above.

All of the current requirements and timeframes for obtaining a Certificate of Use & Occupancy are applicable to Fast Track Program applications.

---

**Signed:**

  
Sean C. Lydon  
Commissioner

10/4/2023  
Date

  
Marc A. Joseph  
Inspector of Buildings

10/4/2023  
Date



## FAST TRACK PROGRAM

*The Fast Track Program will speed up the approval of building permits for office renovations from four weeks to within seven days, provided all required documents are in order.*

### PAGE SECTIONS

“The Fast Track program is one way we’re working to streamline city processes and make it easier to do business in Boston,” said Mayor Michelle Wu. “By creating expedited approvals for qualified projects, we hope to save time and expenses through a more predictable and friendly customer service experience with permitting.”

Still have questions? Contact:

[INSPECTIONAL SERVICES \(/DEPARTMENTS/INSPECTIONAL-SERVICES\)](#)



[617-635-5300 \(TEL:617-635-5300\)](tel:617-635-5300)



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



1010 MASSACHUSETTS AVENUE  
5TH FLOOR  
BOSTON, MA 02118

If you need help, call [617-635-5300 \(tel:617-635-5300\)](tel:617-635-5300).

# FAST TRACK PROGRAM

*Streamlining city processes and making it easier to do business in Boston,*

---

## WHAT IS FAST TRACK PROGRAM?

---

The Fast Track Program will bring approvals within seven days and allow construction work to begin more quickly. This program is intended for commercial office space and cannot be used for residential or commercial retail space.

## WHO IS ELIGIBLE FOR THE FAST TRACK PROGRAM?

---

To be eligible for the Fast Track Program, permit holders must ensure proposed work is in compliance with all applicable building regulations and standards, and do not require a zoning determination; a change of use, occupancy, or expansion of the existing use; or substantial alterations to the building structure.

Applicants must submit electronic plans and specifications, including, if relevant, layout of sprinkler heads and compliance with other fire prevention requirements (key plan, floor and exits from space.)

- 1 Submit a letter from the building owner(s) or authorized agent indicating approval of the plans as submitted.
- 2 A signed affidavit from the approved independent architect or engineer who is required to visit the work site periodically to ensure that construction is consistent with the permit as issued and all applicable laws and requirements.
- 3 Attach a Flood Certificate (If below flood plain elevation) to the application

[Apply for a permit \(https://www.boston.gov/departments/inspectional-services/how-get-short-form-permit\)](https://www.boston.gov/departments/inspectional-services/how-get-short-form-permit)

[Short form permit tutorial video \(https://www.youtube.com/watch?v=uPm0c2fEY8A\)](https://www.youtube.com/watch?v=uPm0c2fEY8A)

[Mattocks-Higgins Affidavit of Workplace Safety](#)

[\(https://www.boston.gov/sites/default/files/file/2022/04/Mattocks-Higgins%20Affidavit%20of%20Workplace%20Safety%201%2012%2022\\_0.pdf\)](https://www.boston.gov/sites/default/files/file/2022/04/Mattocks-Higgins%20Affidavit%20of%20Workplace%20Safety%201%2012%2022_0.pdf)

[Workers Compensation Insurance Affidavit](#)

[\(https://content.boston.gov/sites/default/files/file/2022/08/Workers%20Comp%207%2026.pdf\)](https://content.boston.gov/sites/default/files/file/2022/08/Workers%20Comp%207%2026.pdf)

[Permit Finder \(https://permitfinder.boston.gov/\)](https://permitfinder.boston.gov/)

[Off-Hours Inspection Request Form](#)

[\(https://www.boston.gov/sites/default/files/file/2022/04/Off%20Hour%20Inspection%20Request%20Form%20](https://www.boston.gov/sites/default/files/file/2022/04/Off%20Hour%20Inspection%20Request%20Form%20)

[Initial Construction Control Document - Affidavit \(https://www.mass.gov/doc/initial-construction-control-document-0/download\)](https://www.mass.gov/doc/initial-construction-control-document-0/download)

[Final Construction Control Document - Affidavit \(https://www.mass.gov/doc/final-construction-control-document-0/download\)](https://www.mass.gov/doc/final-construction-control-document-0/download)

[Experience Rating \(https://urldefense.proofpoint.com/v2/url?u=https-3A\\_www.wcribma.org\\_mass\\_ToolsAndServices\\_ExpRatingSrch\\_search.aspx&d=DwMFaQ&c=jHPIKdF3zLuO12CD8kS5HiMfv2yg6U3eUEFzuw0&s=zm\\_A\\_JuDmkZ1rILJDQpD3GX0AF4a4zO2VTstFylfzbs&e=\)](https://urldefense.proofpoint.com/v2/url?u=https-3A_www.wcribma.org_mass_ToolsAndServices_ExpRatingSrch_search.aspx&d=DwMFaQ&c=jHPIKdF3zLuO12CD8kS5HiMfv2yg6U3eUEFzuw0&s=zm_A_JuDmkZ1rILJDQpD3GX0AF4a4zO2VTstFylfzbs&e=)

## FAST TRACK FORMS

---

[Fast Track Forms](#)  
Fast Track Forms



Still have questions? Contact:

[INSPECTIONAL SERVICES \(/DEPARTMENTS/INSPECTIONAL-SERVICES\)](#)



617-635-5300 (TEL:617-635-5300)



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

---



1010 MASSACHUSETTS AVENUE  
5TH FLOOR  
BOSTON, MA 02118

---

If you need help, call [617-635-5300 \(tel:617-635-5300\)](tel:617-635-5300).

**PROVIDE YOUR FEEDBACK**  
[\(/FORM/WEBSITE-FEEDBACK-FORM?  
SOURCE\\_ENTITY\\_TYPE=NODE&SOURCE\\_ENTITY\\_ID=16056541\)](/FORM/WEBSITE-FEEDBACK-FORM?SOURCE_ENTITY_TYPE=NODE&SOURCE_ENTITY_ID=16056541)

[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://WWW.BOSTON.GOV/CAREER-CENTER)

[\(/HTTPS://WWW.BOSTON.GOV/CAREER-CENTER\)](HTTPS://WWW.BOSTON.GOV/CAREER-CENTER)

[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)



FT #9  
1/87

FAST TRACK BUILDING PERMIT PROGRAM  
FOR COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (BUILDER)

To the Inspectional Services Commissioner:

Re: (Address) \_\_\_\_\_  
(Ward) \_\_\_\_\_ (Application No.) \_\_\_\_\_

I certify that to the best of my knowledge, information and belief: (a) the proposed work does not constitute a substantial alteration of an existing building; (b) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Code; (c) that as license holder I will be responsible for the execution of all work in accordance with the approved construction documents, and for the execution and control of all methods of construction in a safe and satisfactory manner in accordance with all applicable local, state and federal statutes and regulations; (d) I will be fully and completely responsible for all work for which I have received this permit from the Inspectional Services Department of the City of Boston, and I will be responsible for seeing that all work is done pursuant to the State Building Code.

Builder Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

License Number: \_\_\_\_\_ Class: \_\_\_\_\_ Expires: \_\_\_\_\_

Date: \_\_\_\_\_

Then personally appeared the above named \_\_\_\_\_  
and made oath that the above statement by him is true.

Before me,

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

FAST TRACK BUILDING PERMIT PROGRAM  
FOR COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (OWNER)

To the Inspectional Service Commissioner:

Re: (Address) \_\_\_\_\_

(Ward) \_\_\_\_\_

I certify that to the best of my knowledge, information and belief: (a) the proposed work does not constitute a substantial alteration of an existing building; (b) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Code; (c) that if any violations of the building code, zoning code, or other applicable codes, laws and regulations were discovered, the owner and/or tenant at his own expense and without recourse to the city or any of its agencies, will correct or will have corrected any such violations prior to the issuance of any required occupancy permits.

Owner Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Then personally appeared the above named \_\_\_\_\_  
and made oath that the above statement by him is true.

Before me,

\_\_\_\_\_  
Notary Public

My commission expires

FAST TRACK BUILDING PERMIT PROGRAM FOR  
COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (TENANT)

To the Inspectional Services Commissioner:

Re: (Address)

(WARD)

(Application No.)

I certify that to the best of my knowledge, information and belief:  
(a) the proposed work does not constitute a substantial alteration  
of an existing building; (b) the proposed work does not involve a change  
of use, as defined in the Boston Zoning Code and Massachusetts. State  
Building Code; (c) that if any violations of the building code, zoning  
code, or other applicable codes, laws and regulations are discovered,  
the owner and or tenant at his own expense and without recourse to  
the city or any of its agencies, will correct or will have corrected  
any such violations prior to the issuance of the required occupancy  
permits.

Tenant Name:

Company Name:

Address:

Date:

Then personally appeared the above named \_\_\_\_\_  
and made oath that the above statement by his is true.

Before me,

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_