



INSPECTIONAL SERVICES PERMITTING PROCESS

PAGE SECTIONS

Permits for construction projects include building, electrical, plumbing, and gas. When applying for a permit in person, applicants must visit counters 1 and 2 for large projects.

Counters are located at 1010 Massachusetts Ave., 5th Floor, Boston, MA 02118

Office hours: Monday through Friday, 8 a.m. - 4 p.m.

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

KEEP IN MIND

[You can process applications online for minor work \(/node/50281\)](#), including short-form, alteration, erect, amendment, electrical, plumbing, gas, and use of premises permits. You need to upload certain documents, like workers compensation forms, licenses, or homeowner waivers.

COUNTER 1: APPLYING AND PAYING FOR PERMITS

The first step in the permitting process is to go to Counter 1. Here, you'll apply for building, electrical, plumbing and gas permits and pay fees. Counter 1 serves as the "intake" area for all construction permits.

For minor work not involving structural work, life safety systems and egress changes, a short-form building permit may be allowed. Electrical, plumbing and gas permits will also be processed. These permits are typically issued the same day. [Find out what type of permit you need for your project \(/departments/inspectional-services/what-building-permit-do-i-need\)](#).

For larger projects you'll have to show us your plans and any supporting documents. A representative at Counter 1 will help you with the next steps. You may have to go to Counter 2 for review.



COUNTER 2: PLAN REVIEW AND ZONING

Counter 2 is where we process and review plans. In some cases, you may not need to go to Counter 2. We'll review your plans and make sure they meet local zoning codes. [Learn more about zoning laws \(/node/1961\)](/node/1961).

You can find out what zoning laws apply to your project before you come in. The online [Zoning Check \(https://library.municode.com/ma/boston/codes/redevelopment_authority\)](https://library.municode.com/ma/boston/codes/redevelopment_authority) allows you to see the laws for your location.

We'll also check to see if you need to get approval from other departments and agencies like:

the [Parks Department \(/departments/parks-and-recreation\)](/departments/parks-and-recreation) if your building is within 100 feet of a park or parkway.

the [Environment Department \(/departments/environment\)](/departments/environment) if your project will affect wetlands.

the [Landmarks Commission \(/departments/landmarks-commission\)](/departments/landmarks-commission) if your project is in a historic district, and

the [Boston Redevelopment Authority \(/departments/redevelopment-authority\)](/departments/redevelopment-authority), depending on the location and size of your project.

In some cases, your permit may get denied if it doesn't meet zoning regulations. You can appeal with the Zoning Board of Appeals at Counter 2. [Learn how to file an appeal \(/departments/inspectional-services/how-file-appeal-zoning-board\)](/departments/inspectional-services/how-file-appeal-zoning-board).

AFTER YOU APPLY

You can't start work on your project until you get a printed Building Permit card. If you applied for a permit online, this is something you can print at home on your own.

If you made changes to a plan, you need to wait until your change is approved. If you start without a permit or don't follow the rules, we may:



file a building code violation, or

suspend or revoke your building license.

While you're waiting for approval, you can [check on the status of your application](#).

(<http://permitfinder.boston.gov>) Once you get your permit, it's good for six months after the date of issue.

You have to work without interruption during this time. In some cases, you may be able to extend your permit for another 180 days. [Only certain projects are eligible for an extension](#).

(http://documents.boston.gov/images_documents/THE%20PERMIT%20EXTENSION%20ACT-revised_tcm3-35771.pdf)

MORE RESOURCES

[BOSTON ZONING CODE](#)

(https://www.municode.com/library/ma/boston/codes/redevelopment_authority)

[STATE BUILDING CODE](#)

(<http://www.mass.gov/eopss/docs/dps/buildingcode/inf4/1-00-embeded-amends-and-constrctn-contrl-v1.pdf>)

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INSPECTIONAL SERVICES DEPARTMENT

FEE SCHEDULE

PERMIT FEES

Rev. 06/19/2015

TYPE OF APPLICATION

<u>AMENDMENT:</u>	520.00 Primary fee plus \$10.00 per \$1,000.00 of the estimated cost of work.
<u>BOARD OF APPEAL:</u>	One - Three family; \$150.00 Fee primary Four family and up or Commercial; \$150.00 Fee for each violation cited.
<u>CHANGES OF OCCUPANCY:</u>	3 Family and under \$20.00 4 Family and up \$50.00 Commercial \$50.00
<u>DOUBLE FEE:</u>	When work has been started without required permit or under valued in the estimated cost.
<u>ELECTRICAL:</u>	*When upgrading service or installing new service; 1. \$20.00 Application fee plus \$.25 amp up to 240 Volts 2. \$20.00 Application fee plus \$.75 amp over 480 volts *When there is no change in service; \$20.00 Application fee plus \$1.00 each fixture, plug or outlet, \$5.00 all meters approved. When none of the above apply; \$20.00 application fee plus \$10.00 per \$1,000.00 of the estimated cost. *All State buildings; \$20.00 primary plus \$10.00 per \$1,000 of est. cost.
<u>ELECTRICAL FIRE ALARM:</u>	\$ 20.00 Primary fee plus \$10.00 per \$1,000.00 of the estimated cost of work.
<u>ELECTRICAL LOW VOLTAGE:</u>	\$ 20.00 Primary fee plus \$10.00 per \$1,000.00 of the estimated cost of work.
<u>ELECTRICAL TEMPORARY SERVICE:</u>	\$25.00 Primary fee; \$10.00 for each month up to six months then apply again.
<u>ELECTRICAL YEARLY MAINTENANCE:</u>	\$320 Primary fee.
<u>GASFITTING:</u>	\$20.00 Primary fee plus \$5.00 per appliance meter appliance approved. \$.09 per 1000 BTU for all boilers, heaters, furnaces, (industrial ovens) furnaces have a fee ,of \$50.00 each \$15.00 primary fee plus \$5.00 for each 100 lb. Of gas stored \$5.00 primary fee plus \$2.50 for each propane/gas heating device.
<u>LONG FORM BUILDING (1-3 family) (Major Alterations)</u>	\$50.00 Primary fee plus \$10.00 per \$1,000.00 of the estimated cost of work.
<u>MICROFILMING:</u>	\$3.00 per sheet.
<u>NOMINAL FEE:</u>	\$350.00 (Nominal Fee plus Application fee)
<u>OFF HOURS APPLICATIONS:</u>	\$100.00 Primary fee. (see counter #3)
<u>PLUMBING:</u>	\$20.00 Primary fee plus \$5.00 each fixture.
<u>SHEET METAL:</u>	\$20.00 Primary fee; \$25.00 1" 200 lin or sq ft.; \$25.00 for each addl 200 lin or sq ft.
<u>SHORT FORM BUILDING: (Minor Alterations)</u>	\$20.00 Primary fee plus \$10.00 per \$1,000 of the estimated cost of work.
<u>SPRINKLER:</u>	\$20.00 Primary fee plus \$1.00 per head.
<u>SUBDIVISION/COMBINING LOTS OF LAND:</u>	\$50.00 Primary fee;\$100.00 for Subdivisions &Combining lots.
<u>TRENCH:</u>	\$60.00 Primary fee. # signatures (applicant, owner, excavator) Valid for six (6) months from today - 4 copies required.
<u>USE OF PREMISES:</u>	\$50.00 Primary fee.

ISD Building & Structures Division Inspectors-Office Staff

Inspectors are in the office from 8:00 -9:00 AM ~ 3:00 - 4:00 PM

*** Ward Assignments are Subject to Change ***

3/25/2024

<u>BUILDING</u>	<u>WARDS</u>	<u>TELE</u>	<u>ELECTRICAL</u>	<u>WARDS</u>	<u>TELE</u>
Cardoso, Simao	2	617-961-3310	Barry, Keith	4	617-961-3258
Chandool, Deon (Chief)	16 Schools	617-961-3360	Burns, Bill	11,12,13	617-961-3259
Collins, Janet	5B	617-961-3439	Deane, Michael	1,2	617-961-3264
Curran, Pat	12,14	617-961-3261	Fonseca, Marcio	5	617-961-3251
DePina, Joseph			Kelley, Martin	21,22	617-961-3332
Dunlap, Martin	3A	617-961-3038	Louifaite, Wisler	16,17,18	617-961-3383
Flowers, Michelle	13,15	617-961-3234	McCarthy, Steve (Supervisor)		617-961-3249
Iozzo, Paul	1	617-961-3453	McKeown, Kevin	6,7	617-961-3379
Jackson, Pernell	9,10	617-961-3290	O'Leary, Michael	3	617-961-3040
Johnson, Dave (Chief)	4A Court	617-961-3077	Porazzo, Frank (Chief)	14,15	617-961-3256
Keane, Brendan	7	617-961-3325	Rodrigues, Jose	8,9,10	617-961-3312
Kenny, Peter	21	617-961-3284	Wakem, Rick	19,20	617-961-3226
Kurpeski, Ralph	3B	617-961-3241			
McDevitt, Ciaran	11,19	617-961-3388	<u>PLUMBING/GAS</u>	<u>WARDS</u>	
McKissock, Graham	8	617-961-3236	Davidson, Tim	13,21,22	617-961-3244
McWeeney, Adrian	22	617-961-3245	Foley, Bill	6,7,16	617-961-3370
Milito, Anne	20	617-961-3462	Hobson, Gregory	5,10,11	617-961-3216
Moxley, Brian (Chief)	6	617-961-3394	Lyons, Michael	4,8,9	617-961-3168
Nee, Michael	16,17	617-961-3267	McNamee, Joseph	1,2,3	617-961-3243
Okafor, Michael (Building Supervisor)		617-961-3227	Mosheik, Dave (Supervisor)		617-961-3260
Simon, Nick			Odom, William	12,14,15,17	617-961-3410
Solberg, William	5A	617-961-3372	Weidman, Steve	18,19,20	617-961-3254
Sullivan, Neil	4B	617-961-3263			
Wright, Corey	18	617-961-3412	<u>Certificates of Occupancy and inspection</u>		
Duty Desk	Counter 3	617-961-3268	Rivera, Silvia (Supervisor)		617-961-3223
Jackson, Tonedji		617-961-3279	Baker, Megan		617-961-3308
			De Los Santos, Altagracia		617-961-3395
<u>Planning & Zoning Division</u>		617-635-5312			
Williams, Paul (Asst. Commissioner)		617-961-3389	<u>ADMINISTRATION</u>		
Adams, Jeffrey		617-961-3359	Del Rio, Tania (Commissioner)		
Arguedas, Abel		617-961-3438	Joseph, Marc (Deputy Comm.)		617-961-3233
Boyd, Darell		617-961-3235	English, Christopher (Chief Of Staff)		617-961-3212
D'Amato, Frank		617-961-3265	Cox, Jill (Assistant Commissioner)		617-961-3288
DaRosa, Mellissa (Admin)		617-961-3401	Timberlake, Lisa (Dir. Of Publicity)		617-961-3429
Downey, John		617-961-3239	Ronan, Brian (Dir. Of BLDG.)		617-961-3228
Kennedy, James			Kirnon, Sharon		617-961-3458
Nguyen, Tam (Supervisor)		617-961-3433	Diaz, Gabriella (Temp Admin.)		617-961-3224
Odom, Cheryl		617-961-3322	Cousin, Terry		617-961-3479
O'Donnell, Tom					
Pessia, RoseMarie (Admin.)		617-961-3398			
Segales - Perez, Jordi		617-961-3280			
Taveres, Sarah		617-961-3214			
White, Thomas					



Boston Ward Map

