

Certificate of Use and Occupancy Procedures Checklist

- Requires building permit with final inspections signed by each inspector
- Computer generated itemized Final Cost Breakdown
- Affidavits if applicable (Over 6 million dollar projects) including a log book
- Fast Track Office Permits require all applicable affidavits
- Copies of all your associated permits issued by Inspectional Services Department
 - Electrical, Low Voltage, Fire Alarm, Plumbing, Gas, Sprinkler, Sheet Metal finalized by the Building Inspector
- Reports – Fire Alarm-Records of Testing and Completion, Sprinkler NFPA 13 or Smoke Certificate
- A letter for Groundwater Recharge System designed by P.E.
- Closed General Service Agreement (GSA) form from Boston Water & Sewer Commission
- Commercial (all) kitchen exhaust systems provide cleaning schedule, method of cleaning and the time interval between cleanings
- A one-line diagram of the duct system showing all clean outs
- State Elevator Certificate
- Copy of issued license from the Committee on Licensing for the storage of flammable materials and vehicles in garages
- Report on test for Emergency Generator
- Report on test for Smoke Exhaust System

Additional Documents

- HERS Rating (New & Renovation by RESNET Certification HERS Rater)
- Sheet Metal Checklist to be submitted by the GC or Mechanical Engineer/Architect
- Letter from owner stating receipt of the preliminary Commission Report for Stretch Code
- Energy Bypass Checklist
- Compliance with Article 37 Boston Green Buildings
- Nail Salon's to require an affidavit on the ventilation
- Elevation Certificate if your project is in a Floodplain District.

For Existing Conditions:

- Copy of the most recent occupancy permit from the Document Room

Temporary Request for Certificates of Occupancy

- Approval from the District Inspector(s)
- Letter to the Deputy Commissioner/Inspector of Buildings Marc Joseph stating the reason for request and timeframe needed.

If you are applying for a certificate that relates to rental units please see our Housing Division. They are located across from the main elevator on the 5th floor.

Certificates of Inspection are required for some Occupancy Types. Please also include the stamped approved drawings by either ISD or both ISD and BFD depending on the number of occupants.



BOSTON INSPECTIONAL SERVICES
DEPARTMENT

APPLICATION FOR USE & OCCUPANCY

Today's Date: _____

Requesting a Temporary Certificate or Final Certificate (please circle)

Location: _____

Ward: _____

Contact Name: _____

Contact Phone #: _____

Mailing Address: _____

Square Footage: _____

Permit #'s & Dates Issued: _____

Legal Use and Occupancy of Building as stated on the Long Form:

Certificate of Occupancy for:

Please supply our office with an itemized COST BREAKDOWN, along with all required documents when submitting your applications for Certificate of Use and Occupancy.

- Sheet Metal Checklist to be submitted by General Contractor or Mechanical Engineer/Architect
- Letter from owner stating he/she has received Preliminary Commission Report for Stretch Code
- Final Commission Report for Stretch Code

***Please Note: All "Final Cost Breakdowns" are signed under the pains and penalties of perjury.**

Client's Name _____

Address _____

Date: _____

Job #: _____

Permit #: _____

Permit Fee: _____

Floor # _____

Tenant _____

Original Value: _____

Original Square Foot: _____

Breakdown of Cost for Certificate of Occupancy for _____ Sq. Ft.

Sprinkler.	\$ _____
Plumbing.	\$ _____
HVAC.	\$ _____
Electrical.	\$ _____
General Construction	\$ _____
TOTAL.	\$ _____

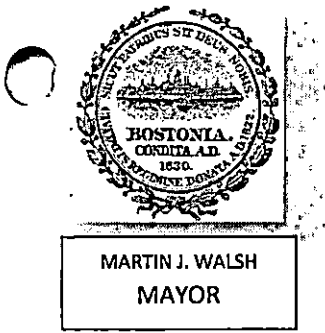
Application Fee: \$ _____

\$25 x 1000 sq. ft. \$ _____

TOTAL \$ _____

Under Penalties of Perjury: To Be Signed at ISD

By: _____
Title



BOSTON INSPECTIONAL SERVICES DEPARTMENT

**Contractor's Statement
Affirmation of Fair Construction Cost**

In compliance with the City of Boston Ordinance, Chapter 18, Section 18-1, Fair Construction Cost. Upon application for a building permit, the applicant shall provide a copy of the signed contract between the property owner and the contractor/agent, stating the fair construction cost of all proposed work. In addition, the applicant must also provide an itemized list of final cost that is typed and will include any construction, electrical, plumbing, fire protection, mechanical and etc. All Long Form applications must be accompanied by plans and a letter from the architect under seal substantiating the Fair Construction Cost, prior to the issuance of the permit. The Fair Construction Cost will be based upon square foot cost calculated in current RS Means Guide to Construction Costs.

The owner/contractor must also use current RS Means to calculate the Fair Construction Cost.

I attest that the information that I am providing to the Inspectional Service Department is based upon the current "Fair Cost of Construction" and has been verified in accordance with current RS Means.

Signed under the pains and penalties of perjury _____

Print: _____ Date: _____

5/26/04

AFFIDAVIT
LICENSED BUILDER

Permit No. _____

To the Commissioner, Inspectional Services Department.

Re: _____ Ward _____

I certify that I am duly licensed to take personal charge of work under the provisions of the Massachusetts State Building Code and that I shall perform only that work described on the Building Permit application and in accordance with the plans approved by the Inspectional Services Department. I further certify that this work shall be done in accordance with the provisions of the Massachusetts State Building Code and that I will be on the site at all times during the construction of operations at _____

LICENSED BUILDER LICENSE NO.

CLASS WHEN EXPIRES

COMPANY ADDRESS

PHONE

_____ 19 _____

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

Before me,

My Commission expires

_____ 19 _____



Boston Inspectional Services Department
Building and Structures Division

1010 Massachusetts Avenue Boston, MA 02118 Telephone: (617) 635-5300

Michelle Wu
Mayor

Marc A. Joseph
Inspector of Buildings

CERTIFICATE OF USE AND OCCUPANCY

Certificate # **COO1586568**

Issued: **04/18/2024**

IN ACCORDANCE WITH THE PROVISIONS OF MASS. GEN. LAWS CH. 143 S. 1 ET. SEQ., AS AMENDED, TO WIT, SECTION 119.0, A CERTIFICATE OF USE AND OCCUPANCY IS ISSUED FOR THE BUILDING LOCATED AT:

1 Federal ST
Boston, MA 02110
Ward: 03

IN SUFFOLK COUNTY, COMMONWEALTH OF MASSACHUSETTS. THIS CERTIFIES THAT THE USE GROUP, THE FIRE GRADING, THE MAXIMUM LOAD AND THE OCCUPANCY LOAD COMPLIES WITH THE COMMONWEALTH OF MASSACHUSETTS STATE BUILDING CODE BY ISSUE OF PERMIT(S) LISTED BELOW BY THE INSPECTIONAL SERVICES COMMISSIONER OF THE CITY OF BOSTON, THE ALLOWED USE AND OCCUPANCY IS:

Offices, Parking Garage, Retail, Restaurant #36A, Restaurant #36A/37, Wireless Communication, Gym, Conference /Event Suite, Employee Cafeteria, Private Club and Boxing Gym

Certificate for Office 18th Floor

ALT1542274 Issued 11/14/2023

Example

ISSUANCE OF THIS CERTIFICATE INDICATES THERE ARE NO OUTSTANDING VIOLATIONS AGAINST THIS PROPERTY. ALL PRIOR CERTIFICATES OF USE AND OCCUPANCY FOR THIS STRUCTURE ARE NULL AND VOID.



Marc A. Joseph
Inspector of Buildings

INSPECTIONAL SERVICES DEPARTMENT

CERTIFICATE OF OCCUPANCY
TESTING AND ACCEPTANCE CRITERIA

Project Name:

 **TA REALTY**

One Federal Street, 18th Floor
Boston, MA 02110

Sample

1. Building Card (with all signatures)
2. Final Affidavits
3. ISD Application for Permit to Install Fire Protection Systems (Sprinklers)
4. BFD Sprinkler Permit (Permit No. **SPRK**) & ISD Electrical Permit (Permit No. **EFA**)
5. Contractor's Material & test Certificate for Above Ground Piping
6. Fire Alarm and Emergency Communication System Record of Completion and Fire Alarm and Emergency Communication System Inspection and Testing Form
7. BFD Fire Alarm Installation Permit (**Permit No. BFDF**)
8. Fire Evacuation Plan
9. Flame Certificates
10. Final Cost Breakdown of Project