



## FIRE FORMS, PERMITS, APPLICATIONS, AND FEES

### PAGE SECTIONS

You can find our online permitting portal, as well as a list of all the documents you need when applying for permits or licenses through Fire Prevention.

Still have questions? Contact:

[FIRE PREVENTION \(/DEPARTMENTS/FIRE-PREVENTION/\)](/DEPARTMENTS/FIRE-PREVENTION/)



[617-343-3628 \(TEL:617-343-3628\)](tel:617-343-3628)



[SEND AN EMAIL \(MAILTO:BFD FIRE PREVENTION INFO@BOSTON.GOV\)](mailto:BFD FIRE PREVENTION INFO@BOSTON.GOV)



1010 MASS AVENUE  
4TH FLOOR  
BOSTON, MA 02118

### FOR NFPA 241 PLANS

Submit via email at [bfd241@boston.gov \(mailto:bfd241@boston.gov\)](mailto:bfd241@boston.gov).

## APPLY THROUGH OUR ONLINE PORTAL

The online option saves you time – instead of visiting us at 1010 Massachusetts Avenue, you can apply online and even print out your permit. Today, you can apply for the following BFD permit types online:

Asbestos Removal

Bagging Smoke Detectors

Blasting

Construction Site Safety





Fire Alarm System

Fireworks (Supervised Display)

Food Truck

Fuel Storage (Temporary)

General Permit (for misc items only)

Hot Work

Open Burning and Cooking

Place of Assembly/Temporary Place of Assembly

Portable Generator

Self Service Gas Stations



Smoke and Carbon Monoxide Detector Inspections

Special Effects

Sprinkler and Special Suppression Systems

Temporary Heat

Temporary Dumpster Placement

Tents

Ventless Fireplaces

**GO TO OUR ONLINE PORTAL**  
([HTTPS://ONLINEPERMITSANDLICENSES.CITYOFBOSTON.GOV/BFD/](https://onlinepermitsandlicenses.cityofboston.gov/bfd/))



**FEES AND GUIDELINES**  
(</DEPARTMENTS/FIRE-PREVENTION/FIRE-FORMS-PERMITS-APPLICATIONS-AND-FEES#FEES-AND-GUIDELINES>)

**CONSTRUCTION-RELATED INSTRUCTIONS**  
(</DEPARTMENTS/FIRE-PREVENTION/FIRE-FORMS-PERMITS-APPLICATIONS-AND-FEES#CONSTRUCTION-RELATED>)



## FEES AND GUIDELINES

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[View fees and guidelines documents](#)



## INSTRUCTIONS AND GUIDELINES FOR PORTAL APPLICATIONS

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[View construction-related documents](#)



## SPECIAL EVENT-RELATED INSTRUCTIONS

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[View special event-related documents](#)



## APPLICATIONS NOT IN THE PERMITTING PORTAL

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[Chemist](#)



[Hood exhaust cleaning and inspection](#)



[Laboratories](#)



[Other construction-related applications](#)





[Summer camps](#)



[Tanks](#)



[Vehicle-related](#)



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4TH FLOOR  
BOSTON, MA 02118

FOR NFPA 241 PLANS

Submit via email at [bfd241@boston.gov \(mailto:bfd241@boston.gov\)](mailto:bfd241@boston.gov).

PROVIDE YOUR FEEDBACK  
(/FORM/WEBSITE-FEEDBACK-FORM?  
SOURCE\_ENTITY\_TYPE=NODE&SOURCE\_ENTITY\_ID=1031)

[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.GOV/QA.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)



## **Boston Fire Department Permit Requirements and Responsibilities for General Contractors on Large Projects in Boston**

### **Construction Phase:**

#### **The General Contractor pulls the following permits from BFD:**

1. Construction Fire Safety (does not include any Sprinkler, Fire Alarm, Hot Work, or Cut and Cap Work being performed on the site, it only includes the physical structure's demolition and/or construction)
2. Temporary Dumpster Permits
3. Bagging Smoke Detectors
4. Fuel Storage – on a General Permit
5. Temporary Heat
6. Emergency Generators – temporary for the project

#### **General Contractor Responsibilities**

1. Makes sure each of the above permits (if required) are reapplied for before expiration
2. Makes sure each and every contractor working on the project has their own appropriate and active permit to perform the work they are contracted to do
  - a. Applies for new permit before it expires
3. Gets a Hot Work Permission Letter from the property owner/owner's agent that allows the General Contractor and each subcontractor to perform work at the project site address
  - a. On property owner's stationary
  - b. Dated
  - c. Body states:
    - i. That the property owner/agent grants permission for the for the general contractor and it's subcontractor's to perform hot work at the specific address of the project:
    - ii. Each contractor is then listed in the letter
  - d. Signed by Property owner/agent with their title
  - e. Distributes it to all subcontractors performing Hot Work so it is attached to their application
4. NFPA 241 Plan
5. Site Fuel Storage Matrix
  - a. Updated for phases – it is a living document
  - b. Updating General Permit with BFD as need arises
6. Maintaining a secure fuel storage site for all flammables and combustibles
7. Fire Prevention Program Manager (FPPM)
  - a. Makes sure site is clean of debris

- b. Fuel is properly stored in a secure location on the property and if allowed in a fire safe cabinet in the structure
- c. Makes sure all Fire Safety Procedures are followed

**Each subcontractor pulls their own related permits for the work they are performing and provides supporting required documentation**

1. Temporary Standpipe
2. Hot Work
3. Sprinkler – Fire Suppression Systems
4. Permanent Standpipe
5. Cut and Cap – Sprinkler Permit
6. Fire Alarm
7. Asbestos Removal
8. Bagging Smoke Detectors if reason for is related to other permitted work
9. Generator
10. Ventless Fireplaces
11. Any other applicable BFD permit types

**Certificate of Occupancy Phase:**

**General Contractor is responsible for coordinating all testing, inspections, and making sure all BFD Occupancy related permits are applied for by owner and in place so occupancy can be issued:**

1. Place of Assembly
2. Annual Permit
3. License for Storage of Flammables and Combustibles
4. Lab (rarely)
5. Chemist Certificates



Boston Fire Department  
 Fire Prevention Division  
 1010 Massachusetts Avenue  
 Boston, Ma 02118

Phone: 617-343-3034  
 617-343-3402

Fax: 617-343-2133  
 617-343-3696

**Off Hour Field Inspection Request Form**

1 \_\_\_\_\_  
 (Applicant Name, Title and Telephone Number)

2 Representing \_\_\_\_\_  
 (Company/Organization) (Billing Address)

3 PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I would like to request an Off Hour Field Inspection requiring Boston Fire Department personnel for:  
 \_\_\_\_\_  
 (Specify Activity and Reason for the Request)

4 \_\_\_\_\_  
 (Location)

\_\_\_\_\_ (Date) (Hour) (# of Hours)

Minimum 4 hour period is based on the current agreement between Local 718 IAFF and the City of Boston.  
Holiday rate is double-time.

Name	Rank	ID #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note: Cancellation requires 24 hours notice.**  
**A 10% ADMINISTRATION FEE WILL BE ADDED TO THE TOTAL. INVOICE WILL BE MAILED TO THE VENDOR. The applicant is responsible for notifying Boston Inspectional Services of the testing.**

5 X \_\_\_\_\_  
 Applicant's signature Date FD INSPECTOR Date

\_\_\_\_\_ District Fire Chief Date Fire Marshal Date

For EFD Use Only  
 This form, payment and "Time and Labor Adjustment" form are to be forwarded to the Fire Marshal's Office.

Check one: \_\_\_\_\_ Test Passed \_\_\_\_\_ Test Failed (Specify below)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Boston Fire Department  
Internal Systems Inspector**  
1010 Massachusetts Avenue  
Boston, Ma. 02118  
Office 617-343-2896 Fax 617-343-3096

## Request for Fire Alarm Witness Test

This is to certify that the fire alarm system at \_\_\_\_\_  
under BFD permit no. \_\_\_\_\_ has been tested and functions in compliance with  
applicable NFPA standards and the building code.

*For all work conducted the following information shall be provided:*

- 2013 NFPA 72 System Record of Completion for 9<sup>th</sup> Ed 780 CMR. (2010 NFPA 72 for 8<sup>th</sup> Ed)
- NFPA 72 System Record of Inspection and Testing
- Copy of ISD Building Permit

*For new installations the following information shall be provided prior to BFD witness test:*

- 780 CMR 901.5.1.1 system designer affidavit/Final Construction Control Document
- the following personnel may be required at test:
  1. Installing electrical contractor (required)
  2. Service Contractor (required)
  3. Property owner or representative (for access)
  4. Sprinkler contractor/Ansul contractor (as appropriate)

**Note:**

- After review by BFD of the required documentation a test date will be determined.
- To schedule an inspection email the required documents as a PDF to [BFDFPFA@boston.gov](mailto:BFDFPFA@boston.gov)
- All equipment needed for a successful test must be available in order for the test to be performed.
- Contractor(s) are required to notify Inspectional Services Department of test date

I understand my responsibilities and have submitted complete and accurate documentation as required above.

\_\_\_\_\_  
Installing electrical contractor

\_\_\_\_\_  
License

\_\_\_\_\_  
Company/Person Requesting Test

\_\_\_\_\_  
Phone and Email Address



McDonald, Paul

From: McDonald, Paul  
Sent: Thursday, May 23, 2024 1:45 PM  
To: McDonald, Paul  
Subject: BFD contacts



**CERTIFICATE OF OCCUPANCY**

**MONDAY – FRIDAY**

**8:00AM-11AM**

**ONLY!!!!**

~~MIKE TUOHY~~ CAPT. ~~MIKE TUOHY~~ 617-343-2069

~~MIKE TUOHY~~@boston.gov

LT. GREG CURRY 617-343-3034

GREGORY.CURRY@BOSTON.GOV

INSP. Tom McDonough 617-343-2188 *617-594-1340 work cell*

THOMAS.E.MCDONOUGH@BOSTON.GOV

INSP. JOSEPH BENTO 617-343-2244 *617-839-2879 work cell*

JOSEPH.BENTO@BOSTON.GOV

INSP. RALPH DAVIS 617-343-3023 *617-339-2766 work cell*

RALPH.DAVIS@BOSTON.GOV

**GENERAL EMAIL: BFD.COO@BOSTON.GOV**



**FIRE ALARM/SPRINKLER INTAKE REVIEW**

LILA BROWN 617-343-2175 [LILA.BROWN@BOSTON.GOV](mailto:LILA.BROWN@BOSTON.GOV)

**FIRE ALARM PLAN REVIEWS**

VERNON LEE 617-343-3083 [VERNON.LEE@BOSTON.GOV](mailto:VERNON.LEE@BOSTON.GOV)

JASON CHUNG 617-343-3082 [JASON.CHUNG@BOSTON.GOV](mailto:JASON.CHUNG@BOSTON.GOV)

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PAUL DONGA 617-343-3081 [PAUL.DONGA@BOSTON.GOV](mailto:PAUL.DONGA@BOSTON.GOV)

**FIRE ALARM INSPECTORS**

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ANTHONY RENZI 617-343-3771 [ANTHONY.RENZI@BOSTON.GOV](mailto:ANTHONY.RENZI@BOSTON.GOV)

**EMAIL APPOINTMENT REQUEST TO:**

**[BFDFPEA@BOSTON.GOV](mailto:BFDFPEA@BOSTON.GOV)**

Sent from my iPhone

**K Paul McDonald**  
Permitting Agent / Quality Control  
**Lee Kennedy Company**  
Let's build on big thinking.

122 Quincy Shore Drive, Quincy, MA 02171  
139 Orange Street, 4<sup>th</sup> Floor, New Haven, CT 06510  
T 617.825.6930 | F 617.265.0815 | M 617.908.6234



[www.lee-kennedy.com](http://www.lee-kennedy.com)