



# HOW TO GET A FOUNDATION PERMIT

*You need a permit to change, repair, or build a new foundation. You can start the process online, but you still have to come into our office.*

In person

hide

STEP  
1

## APPLY FOR A LONG-FORM PERMIT AT COUNTER 1

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You have to apply for a long-form permit before you can get a foundation permit. You can [start your application online \(https://permits.boston.gov/\)](https://permits.boston.gov/), but you have to visit our office to finish the application. We also have a guide on [how to apply for the long-form permit \(/node/3971\)](/node/3971).

You can also just come to our office from the start and apply in person:

Building Division, Counter 1

1010 Massachusetts Ave. 5th Floor

Boston, MA 02210

Office hours: Monday through Friday, 8 a.m. - 4 p.m. We're open until 7 p.m. on Thursdays.

STEP  
2

# GET YOUR PLANS APPROVED AT COUNTER 2

After you apply, you'll need to bring extra documents to Counter 2. Here, we'll review your plans and approve them.

Counter 2 is right next to Counter 1 at our offices. The hours for Counter 2 are also Monday through Friday, 8 a.m. - 4 p.m., and we're open until 7 p.m. on Thursdays.

The documents you need to show at Counter 2 include:

a long form permit on file with us ([check the status of your permit \(http://www.cityofboston.gov/isd/permitsearch/default.aspx\)](http://www.cityofboston.gov/isd/permitsearch/default.aspx))

your plans, with a stamp from the Plans and Zoning Division at Counter 2

a description of the foundation you'll be building

a signed agreement that says you'll meet all building codes and only do the work described on your permit

proof that you've been working with a licensed rodent control exterminator

approval from the [Boston Water Sewer Commission \(http://www.bwsc.org/home/home.asp\)](http://www.bwsc.org/home/home.asp), and

a fee for the permit. We'll tell you how much to pay when you visit us. You can pay with a bond, an Irrevocable Letter of Credit, or a certified check. Make the check out to the City of Boston, Inspectional Services Department.



NEED TO KNOW:

STILL HAVE QUESTIONS?

*You can contact us at 617-635-5360. If you're still stuck, we can help you figure out everything you need for your project when you visit our office.*

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)



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