



HOW TO GET A LONG-FORM PERMIT

You need a long-form permit for new construction or to make updates to a building. You can either get a new permit or make changes to an existing one.

[Get a new permit](#)

[hide](#)

STEP
1

BEFORE YOU GET STARTED

You need a long-form permit for the following types of projects:

new construction and additions

structural repairs or renovations

changes to the use or occupancy if there's no record of legal occupancy ([learn more about legal occupancy requirements \(/departments/inspectional-services/how-get-record-legal-occupancy\)\)](#))

creating an [Additional Dwelling Unit \(/departments/new-urban-mechanics/addition-dwelling-unit-pilot/adu-toolkit\)](#)

installing a fire suppression system or fire alarms, and

increasing the capacity of a building.

Please note: You can start an application online, but you may need to visit us in person to finish the process.



GET YOUR INFORMATION TOGETHER

If you [start the application through our online system](#)

(<https://onlinepermitsandlicenses.boston.gov/isdpermits/Views/Login.aspx?>

[PID=fxvyKp6NAs54YEy8wyk0feWRPUV+KhYS8KtlVzhivTcnxyBjZnxjT+xe4QY6pZE68Lx42QYOFXsycoDoGZVRLA==](https://onlinepermitsandlicenses.boston.gov/isdpermits/Views/Login.aspx?PID=fxvyKp6NAs54YEy8wyk0feWRPUV+KhYS8KtlVzhivTcnxyBjZnxjT+xe4QY6pZE68Lx42QYOFXsycoDoGZVRLA==)),

you need to upload the following:

a nominal fee letter, if it applies to you

a copy of the agreement between the homeowner and contractor

a [Homeowner Waiver](#)

(http://documents.boston.gov/images_documents/Construction%20License%20Exemption%20for%20Home%2034210.pdf) if you own the property and are doing the work yourself, and

[proof of Workers' Compensation](#) (<http://www.mass.gov/eopss/docs/dps/appl/form-bbrs-aff-builders.pdf>).

You will need to upload your information using the online system, or bring several documents to our office to complete your application. We need to see:

the address and a description of the work you'll be doing

permission from the property owner, along with their name and address

a site plan — we won't take your application without a site plan

a floor plan ([s](#)

http://documents.boston.gov/images_documents/Example%20of%20Floor%20Plan_tcm3-18365.pdf) [see a sample floor plan](#)

(http://documents.boston.gov/images_documents/Example%20of%20Floor%20Plan_tcm3-18365.pdf))

a certified plot plan showing property lines and where the building is on the lot ([l](#)

http://documents.boston.gov/images_documents/What%20is%20a%20Certified%20Plot%20Plan_tcm3-18363.pdf) [earn more about plot plans](#)

(http://documents.boston.gov/images_documents/What%20is%20a%20Certified%20Plot%20Plan_tcm3-18363.pdf) or [see an example plot plan](#)

(http://documents.boston.gov/images_documents/Example%20of%20Plot%20Plan_tcm3-18364.pdf), and

a signature on your application from a licensed contractor or engineer.

GIVE US YOUR APPLICATION

You can bring your information and documents to:



BUILDING DIVISION, COUNTER 1
1010 MASSACHUSETTS AVE, 5TH FLOOR
BOSTON, MA 02118



OFFICE HOURS
MONDAY THROUGH FRIDAY, 8 A.M. - 4 P.M. THE BUILDING
DIVISION IS OPEN UNTIL 7 P.M. ON THURSDAYS.

[Change an existing permit](#)

[+ show](#)



NEED TO KNOW:

STILL HAVE QUESTIONS?

You can contact us at [617-635-5360 \(tel:617-635-5360\)](tel:617-635-5360). If you are 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)



1010 MASSACHUSETTS AVENUE
5TH FLOOR
BOSTON, MA 02118

PROVIDE YOUR FEEDBACK
(/FORM/WEBSITE-FEEDBACK-FORM?
SOURCE_ENTITY_TYPE=NODE&SOURCE_ENTITY_ID=3971)

[PRIVACY POLICY \(/DEPARTMENTS/INNOVATION-AND-TECHNOLOGY/TERMS-USE-AND-PRIVACY-POLICY\)](#)

[CONTACT US \(/DEPARTMENTS/MAYORS-OFFICE/CONTACT-BOSTON-CITY-HALL\)](#)

[JOBS \(HTTPS://WWW.BOSTON.GOV/CAREER-CENTER\)](https://www.boston.gov/career-center)

[PUBLIC RECORDS](#)

[\(/HTTPS://BOSTONMA.GOVQA.US/WEBAPP/_RS/\(S\(DEN310HNRPQZ2RZH5LGBGSBY\)\)\)/SUPPORTHOME.A](https://bostonma.gov/qa.us/webapp/_rs/(s(den310hnrpqz2rzh5lgbgsby))/support/home.a)

[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 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

ALTERATION PERMIT

To erect, enlarge, alter, substantially repair, move, demolish or change occupancy of building or structure

Name of Applicant: **Paul McDonald**

Issue Date: **01/22/2024**

Name of Owner:

Fees: **\$49,980.00**

Location: **1 Beacon ST**

Declared Value: **\$4,967,342.00**

Neighborhood: **Boston** Ward: **03**

Legal Occupancy: **OFFICES, BANK,
RESTAURANT W/TAKEOUT, ACADEMY
CLASSES, THEATRE CLUB AND
RESTAURANT, GARAGE #ALT1537312/2023**

Application/Permit No.: **ALT1555563**

WORK DESCRIPTION: **New tenant to occupy the 10th floor, new DW offices, demountable office fronts, glass/glazing, new ACT ceilings, flooring, millwork finishes, new/reworked MEP's, FA/FP.**

Tel/data

Example

Requirements:

1. Before any construction commences, this permit must be posted at the front of the street address, affixed to a window and open to public inspection until the completion of work.
2. Rough inspections are required for: excavation before concrete is poured; before foundation work is covered; when rough wiring or plumbing is completed; prior to insulating or closing of walls.
3. Final inspections for mechanical and/or electrical shall be done prior to obtaining the final approval by the Building Inspector.
4. The holder must call the District Inspector to arrange for all inspections: 617 635-5300.

Date	Building Inspector	Insp Type	Date	Building Inspector	Insp Type
Date	Electrical Inspector	Insp Type	Date	Electrical Inspector	Insp Type
Date	Mech Inspector	Insp Type	Date	Mech Inspector	Insp Type

**Construction work is permitted from Mon - Fri, 7am to 6pm, CBC Ord. 16-26.4
THIS CARD MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES**



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

ERECT PERMIT

To erect, enlarge, alter, substantially repair, move, demolish or change occupancy of building or structure:

Name of Applicant:	Paul McDonald	Issue Date:	11/24/2020
Name of Owner:		Fees:	\$89,771.00
Location:	6 STACK ST	Declared Value:	\$8,708,000.00
Neighborhood:	Charlestown Ward: 02	Legal Occupancy:	VacLd
Application/Permit No.:	ERT1069955	Proposed Occupancy:	Pavillion bldg. used for bike storage lockers bathrooms roof deck.

WORK DESCRIPTION: Erect single level pavillion building on vacant land to support new 17 story commercial bldg., Ref# ERT1017169. Roof deck and associated landscaping included in this application.

LPR

Example

Requirements:

1. Before any construction commences, this permit must be posted at the front of the street address, affixed to a window and open to public inspection until the completion of work.
2. **Rough inspections are required for: excavation before concrete is poured; before foundation work is covered; when rough wiring or plumbing is completed; prior to insulating or closing of walls.**
3. Final inspections for mechanical and/or electrical shall be done prior to obtaining the final approval by the Building Inspector.
4. The holder must call the District Inspector to arrange for all inspections: 617 635-5300.

Date	Building Inspector	Insp Type	Date	Building Inspector	Insp Type
Date	Electrical Inspector	Insp Type	Date	Electrical Inspector	Insp Type
Date	Mech Inspector	Insp Type	Date	Mech Inspector	Insp Type

Construction work is permitted from Mon - Fri, 7am to 6pm, CBC Ord. 16-26.4
THIS PERMIT MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES