



# HOW TO GET A SHORT-FORM PERMIT

*You need a short-form permit for minor changes to a building. There are two ways to get a permit.*

*Online*

[+ show](#)

*In person*

[+ show](#)

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## RELATED RESOURCES

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Not sure if you can use a short form permit? [Find out what type of permit you need \(/node/3956/\)](/node/3956/).

Still have questions about applying? Call us at [617-961-3271 \(tel:617-961-3271\)](tel:617-961-3271).

CONTACT:

[INSPECTIONAL SERVICES \(/DEPARTMENTS/INSPECTIONAL-SERVICES/\)](/DEPARTMENTS/INSPECTIONAL-SERVICES/)

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[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

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**PROVIDE YOUR FEEDBACK**  
(/FORM/WEBSITE-FEEDBACK-FORM?  
SOURCE\_ENTITY\_TYPE=NODE&SOURCE\_ENTITY\_ID=3931)

[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://WWW.BOSTON.GOV/CAREER-CENTER)

[\(/HTTPS://WWW.BOSTON.GOV/CAREER-CENTER\)](HTTPS://WWW.BOSTON.GOV/CAREER-CENTER)

[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)



Michelle Wu  
Mayor

# Boston Inspectional Services Department Building and Structures Division

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

Marc A. Joseph  
Inspector of Buildings

# PERMIT

For **minor** alteration, repair, replacement, renovation & demolition, not to include structural work, egress, or change of occupancy.

Primary Contact: **PAUL MCDONALD**  
Name of Owner:  
Address: **144 Commonwealth AVE  
Boston, MA 02116**

Issue Date: **05/06/2024**  
Fees: **\$1,580.00**  
Declared Value: **\$155,349.00**  
Legal Occupancy: **9 APTS**  
**#ALT622365/**

Neighborhood: **Boston** Ward: **05**

Application/Permit No: **SF1598644**

**Work Description: Upgrades to Robsham Theater Control Room on BC campus at 140 Commonwealth Ave. Work in Control room includes removal of existing finishes and replacement of same. New glass partition fronts, new ACT. No FA/FP required.**

*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  
POST THIS PERMIT IN VIEW OF THE PUBLIC WAY OR STREET**