



# BUILDING PERMIT APPLICATION CHECKLIST

Last updated: 8/14/20

BOSTON INSPECTIONAL SERVICES DEPARTMENT  
1010 MASSACHUSETTS AVE, 5TH FLOOR, BOSTON, MA 02118  
TEL: (617) 635-5300 WWW.BOSTON.GOV

Mayor Michelle Wu

PZ Intake Reviewed By:

**MINIMUM** information required to apply for building permit for all application types and various processes. If there are any structural, substantial mechanical, electrical, and plumbing, fire alarm, or fire protection work, the plans need to be included with the construction documents.

ALL APPLICATIONS	Y	N	NA	Notes
<ul style="list-style-type: none"> <li>- Plans are stamped and signed by MA Registered Design Professional, drawn to scale (as required)</li> <li>- Plans are organized into individual sets with correct project address</li> <li>- Licensed Builder's Information (Construction License, Workers' Compensation Affidavit, Mattocks-Higgins Affidavit) (not req'd for zoning relief)</li> <li>- HIC Registration (applicable for 1-4 unit owner-occupied homes, not required for zoning relief)</li> <li>- Construction Cost Estimate with Breakdown (not required for zoning relief)</li> <li>- COVID-19 Safety Affidavit and COVID-19 Safety Plan (not required for zoning relief)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ERT - NEW CONSTRUCTION</b> <b>Under 35,000 ft<sup>2</sup></b> <ul style="list-style-type: none"> <li>- Two sets of Certified Plot Plan (Existing and Proposed) to scale by MA Registered Land Surveyor</li> <li>- Two sets of Construction Documents: Architectural, Structural (Foundation, Framing, Details, Fastening)</li> <li>- Stretch Energy Code Compliance Letter/2009 IECC Energy Conservation (as applicable)</li> <li>- Flood Design Affidavit and Flood Elevation Certificate (applicable in flood zone only)</li> <li>- Zoning Code Summary</li> <li>- Boston Water &amp; Sewer Dept, Dept of Public Works, Environmental Sanitation Dept, and/or Other Departments Approval</li> </ul> <b>Over 35,000 ft<sup>2</sup></b> <ul style="list-style-type: none"> <li>- Two sets of Certified Plot Plan (Existing and Proposed) by MA Registered Land Surveyor</li> <li>- Two sets of Construction Documents: Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Alarm, Fire Protection</li> <li>- Stretch Energy Code Compliance Letter/2009 IECC Energy Conservation (as applicable)</li> <li>- Construction Control Documents Affidavit (by all MA Registered Design Professionals)</li> <li>- Flood Design Affidavit and Flood Elevation Certificate (applicable in flood zone only)</li> <li>- Building Code Narrative Report and Zoning Code Summary</li> <li>- Geotechnical Report with Foundation Recommendation by MA Registered Professional Engineer</li> <li>- Fire Alarm/Fire Sprinkler Narrative and Hydraulic Calculation Report</li> <li>- Article 80 Certificate of Consistency (applicable for Small or Large Project Review)</li> <li>- Boston Water &amp; Sewer Dept, Dept of Public Works, Environmental Sanitation Dept, and/or Other Departments Approval</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ALT - ALTERATION</b> <b>Addition</b> <ul style="list-style-type: none"> <li>- Two sets of Certified Plot Plan (Existing and Proposed) to scale by MA Registered Land Surveyor</li> <li>- Two sets of Construction Documents: Architectural (Existing and Proposed), Structural, and/or Other Disciplines</li> <li>- Stretch Energy Code Compliance Letter/2009 IECC Energy Conservation (as applicable)</li> <li>- Flood Design Affidavit and Flood Elevation Certificate (applicable in flood zone only)</li> <li>- Zoning Code Summary</li> </ul> <b>Change of Occupancy</b> <ul style="list-style-type: none"> <li>- Two sets of Certified Plot Plan (applicable if additional off-street parking is required) to scale by MA Registered Land Surveyor</li> <li>- Two sets of Construction Documents: Architectural (Existing and Proposed), and/or Other Disciplines</li> <li>- Flood Design Affidavit and Flood Elevation Certificate (applicable in flood zone only)</li> </ul> <b>Interior and/or Exterior Renovation</b> <ul style="list-style-type: none"> <li>- Two sets of Certified Plot Plan (applicable if extending living space and/or adding new exterior openings) to scale by MA Registered Land Surveyor</li> <li>- Two sets of Construction Documents: Architectural (Existing and Proposed), and/or Other Disciplines</li> <li>- Flood Design Affidavit and Flood Elevation Certificate (applicable in flood zone only)</li> <li>- Historic Approval (as applicable)</li> </ul> <b>Fire Alarm</b> <ul style="list-style-type: none"> <li>- Two sets of Construction Documents: Fire Alarm</li> <li>- Fire Alarm Narrative Report</li> </ul> <b>Fire Protection/Sprinkler</b> <ul style="list-style-type: none"> <li>- Two sets of Construction Documents: Fire Protection</li> <li>- Fire Sprinkler Narrative and Hydraulic Calculation Report</li> </ul> <b>Fast Track</b> <ul style="list-style-type: none"> <li>- Two sets of Construction Documents: Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Alarm, Fire Protection</li> <li>- Stretch Energy Code Compliance Letter/2009 IECC Energy Conservation</li> <li>- Building Owner Letter of Approval</li> <li>- Construction Control Documents Affidavit (by all MA Registered Design Professionals, Owner/Tenant, and Licensed Builder)</li> <li>- Fire Sprinkler Narrative, Hydraulic Calculation Report, and NFPA 241 Report</li> </ul> <b>Cellular Tower/Wireless Communication</b> <ul style="list-style-type: none"> <li>- Two sets of Construction Documents: Site Plan, Architectural (Roof Plan and Building Elevations), Structural, Electrical</li> <li>- Structural Affidavit</li> <li>- Boston Redevelopment Authority (currently BPDA), Federal Aviation Agency or Historic Approval (as applicable)</li> </ul> <b>Signs</b> <ul style="list-style-type: none"> <li>- Two sets of Building Elevations (shows street frontage, existing &amp; proposed signage, sign dimensions and dimensional location of sign on building facade), Sign Fastening Details, Structural (as applicable)</li> <li>- Boston Redevelopment Authority (currently BPDA) Comprehensive Design Review or Historic Approval (as applicable)</li> </ul> <b>Solar Panels/Wind Turbines</b> <ul style="list-style-type: none"> <li>- Two sets of Construction Documents: Architectural (Roof Plan), Structural, Electrical</li> <li>- Structural Affidavit and Electrical Engineer Affidavit</li> <li>- Federal Aviation Agency Approval (as applicable)</li> </ul> <b>Subdivision, Combining Lot</b> <ul style="list-style-type: none"> <li>- Two sets of Certified Plot Plan (Existing and Proposed) to scale by MA Registered Land Surveyor</li> <li>- Two sets of Construction Documents: Architectural (Existing Floor Plans of All Floors)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>U - USE OF PREMISE</b> <b>Use of Premise</b> <ul style="list-style-type: none"> <li>- Two sets of Certified Plot Plan (show size &amp; location of proposed use, such as off-street parking, sales of motor vehicles, truck/bus servicing or storage, outdoor seating, outdoor events) to scale by MA Registered Land Surveyor</li> <li>- Department of Public Works approval for new curb cut (as applicable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A - AMENDMENT</b> <b>Amendment</b> <ul style="list-style-type: none"> <li>- Two sets of Amended Construction Documents (show revision cloud of revised area)</li> <li>- One copy of original approved plans with ISD stamp (if large project, reduced set is acceptable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ADU</b> <b>Additional Dwelling Unit (up to 2 units)</b> <ul style="list-style-type: none"> <li>- Two sets of Construction Documents: Architectural (Existing and Proposed), and/or Other Disciplines</li> <li>- Stretch Energy Code Compliance Letter/2009 IECC Energy Conservation (as applicable)</li> </ul> <b>Additional Dwelling Unit (&gt; 2 units)</b> <ul style="list-style-type: none"> <li>- Two sets of Construction Documents: Architectural (Existing and Proposed), Fire Alarm, Fire Protection, and/or Other Disciplines</li> <li>- Stretch Energy Code Compliance Letter/2009 IECC Energy Conservation (as applicable)</li> <li>- Fire Alarm/Fire Sprinkler Narrative and Hydraulic Calculation Report</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FOR ZONING RELIEF:</b> <ul style="list-style-type: none"> <li>- Three sets of Certified Plot Plan (Existing and Proposed) to scale by MA Registered Land Surveyor</li> <li>- Three sets of Floor Plans (Existing and Proposed) of all levels</li> <li>- Three sets of Building Elevations (Existing and Proposed) of all sides</li> <li>- Nominal Fee Letter</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	