Commissioner's Bulletin

Department of Inspectional Services
Boston, MA

Number: 92-1

Date: 11-9-92

Subject: Establishment of Maximum Allowable Occupant Loads in Places of Assembly. (Applicable only to new assembly occupancies, or those seeking an increase in the existing capacity.)

Determination:

1. Under the authority of the Massachusetts State Building Code, Section 806.1, the following procedures for the establishment of allowable occupant loads in places of assembly are to be implemented effective 11/16/92.

2. This policy will apply to all new assembly occupancies, and any existing establishments seeking an increase in capacity, and is not retroactive to any places of assembly with current certificates of occupancy and inspection.

   A. The applicant must furnish 2 copies of the floor plan(s). Floor plans for establishments seeking an occupant load of more than 50 must be stamped by an Architect or Engineer registered in the Commonwealth of Massachusetts.

   B. The building official will determine the maximum allowable occupant load in the following manner:

      1. establish the maximum number of occupants by capacity of exit facilities in accordance with table 808 of the Mass State Building Code.

      2. establish the maximum number of occupants by number of plumbing fixtures as set forth in Section 2.10, Table 1, of the Mass State Plumbing Code.(248CMR)

      3. establish the actual occupant load in accordance with sections 806.1.1 through 806.1.3, and Table 806 of the Mass State Building Code.

Signed:

Thomas J. McNichols
Commissioner
Inspectional Services

B.3 continued.

a. in accordance with the Life Safety Code, NFPA 101,sections 8-1.7.2 and 9-1.7.2, the standing areas of places of assembly shall not exceed a density of 5 sq ft per person, unless a plan indicating placement of equipment, aisles, exits and seating is provided. When such plan is provided, and the appropriate areas deducted from the gross square footage, a density of 3 sq ft per person shall be allowed for the remaining standing areas as provided for in Table 806 of the State Building Code.

4. The allowable occupant load shall not exceed the lesser of the numbers arrived at through the above guidelines.

5. The building official will also review for any conflicts with the zoning ordinances, such as required off-street parking,use regulations in neighborhood districts,etc.

C. All rooms or spaces with an occupant load of greater than 50 shall be separately identified on the plan and listed on the certificate of inspection.

D. All rooms or spaces for which the applicant seeks to establish a dual occupant load, ie., different capacities for day/night, shall submit separate floor plans for each condition. The plans shall indicate the nature of the discrepancy, such as storage of tables and chairs to allow for standing areas, etc.

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Number: 93 - 1 **Page** 1 **of** 1

Date: September 22, 1993

Subject:

Expediting certain long form permit applications

Determination:

The purpose of this bulletin is to establish guidelines for the expediting of certain types of long form permit applications such as above-ground pools, decks, flagpoles and minor structural repairs.

Application counter staff may refer to the Plan Examiner on duty any applicant who is seeking to obtain a building permit for a pool, deck, minor structural repair or any accessory structure to a one or two family dwelling provided that the applicant presents a certified plot plan or mortgage survey plan and two sets of plans for the proposed project.

Application counter staff will verify that no violations exist on the structure or address prior to referring the applicant to the Plan Examiner on duty. If a violation exists, the applicant must address the violation prior to proceeding with the application.

The Plan Examiner on duty will review the application to ensure conformance with the zoning and building codes. If the project is determined to comply with all applicable codes and ordinances, the applicant will be referred back to the application counter to complete the process while his/her plans are being reviewed and approved.

If the project will require a variance, or if it is too complex for the expedited processing, the applicant will be referred back to the application counter with instructions for following the normal permitting process.

Projects which are approved for this process will require an in-office signature on the inspector's synopsis. This will be obtained by the Plan Examiner from the Commissioner, the Assistant Commissioner or their designee. In the event that none of these individuals is available to sign, the Plans Examiner will have the synopsis signed later in the day and the applicant may pick up the permit the following day.

These permit applications will be done on a long form application and it will be the responsibility of the Plan Examiner on duty to ensure that the application is properly entered in the tracking system.

Thomas J McNicholas 9-20-93

Signed: **Date:**
Commissioner
Inspectional Services Department

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Inspectional Services Department
Boston, MA

Number: 94 - 1 **Page** 1 **of** 1

Date: 8/8/94

Subject:

Issuing Interim Permits

Determination:

The purpose of this bulletin is to establish guidelines for the issuance of Interim Permits **while an applicant is awaiting receipt of a signed approved appeal decision.**

Effective August 15, 1994, in cases where:

1. an application has been heard and **approved** by the Board of Appeal

2. all pre- construction provisos have been met (to be determined by contacting the Board of Appeals)

3. the work is in compliance with the Massachusetts State Building Code

4. the applicant signs an indemnification agreement (copy attached)

The Commissioner and/or the Assistant Commissioner for Buildings and Structures may issue an Interim Short Form Permit. The Commissioner and/or the Assistant Commissioner will stipulate the scope of work and time period to be covered by the interim permit.

The applicant will pay a fee of $3.00 per thousand for the actual cost associated with the work on the short form. Counter staff will include a note on the short form saying: See long form for total scope of work and balance of fee.

The Building Permit will be issued when the appeal application is signed by the Board of Appeal.

Gary F. Moccia

Signed:
Assistant Commissioner for Buildings and Structures
Inspectional Services Department

PERMIT BOND

Date: July , 1994

Permit Number:_____

KNOW ALL MEN BY THESE PRESENTS:

That I, _____ of _____ _____, as principal am held and firmly bound unto the City of Boston, Massachusetts as obligee in the some of: _____Dollars ($_____), well and truly to be paid, and for the payment of which I hereby bind myself, my heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The conditions of the above obligation are such that whereas the above bounden principal has applied for a permit to engage at _____, for the purposes of constructing a _____ as more fully described in Boston Zoning Code, article eight (section ____) which permit has been granted temporarily pursuant to the provisions of the state building code and must be renewed at intervals of ____days hereafter and which may be revoked at any time without notice and without need for showing cause by the Commissioner of the City Inspectional Services Department or his designee;

Now, therefore, in consideration of said permit now or hereafter being granted, issued or renewed, said principal shall:

1. Indemnify and save harmless the City of Boston, its officials, employees, and any members of its boards and commissions and their successors, from and account of any and all judgments, claims, demands, losses, costs, expenses, or liabilities of any kind whatsoever which said City of Boston and any or all of the persons above enumerated may sustain or which may be recovered from it or them, from or by reason of the issuance of each such temporary permit, or by reason of any act,

neglect or thing done under or by virtue of the authority given in each such temporary permit, or in any way connected with, relating to, or growing out of any work performed by said principal, his agents and employees, or any sub-contractor or anyone in any way under his supervision, direction and or control.

2. In all respects by bound hereby to any and all applicable requirements and provisions required to be in this bond by existing and hereafter existing ordinances, rules and regulations of the City of Boston, and other laws, the same as though such requirements and provisions were fully set forth in this bond, and by reference such requirements and provisions are made a part hereof;

3. Comply with the faithfully observe and obey all applicable rules regulations, and ordinances of the City of Boston, now or hereafter existing and all other applicable laws now or hereafter existing affecting or relating to the carrying on of such business or occupation.

4. Promptly pay all damages or loss that may occur from any act, neglect, or carelessness of said principal, his agents or employees, anyone under his supervision or direction, or any sub-contractor, from such work pertaining to said business or occupation, or from poor or defective work or material;

5. Properly perform and execute and fully protect any and all work of such business or occupation undertaken by principal or under his direction and supervision, or by any agent or employee.

6. Pay any and all penalties that may be imposed during the period of any such present and future permit.

Compliance with all and several of the above enumerated items shall make this bond void. Otherwise, it shall remain in full force and effect within the City of Boston. This is a continuing bond until canceled by written notice to the City of Boston delivered to the Commissioner of its Inspectional Services Department.

In Witness Whereof, I have hereunto set my hand and seal this ___ day of July 1994.

In presence of:

_____ _____

Title: Principal
Print Name:

COMMONWEALTH OF MASSACHUSETTS

Date:_____

Then personally apppeared the above named _____ and made oath that the foregoing Foundation permit Bond by him subscribed this day was his free act and deed, before me:

_____
Notary Public
my commissioner expires:

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Number: 94-3 **Page** 1 **of** 1

Date: December 5, 1994

Subject:

Testing/Approval of Sprinkler Permits

Determination:

As required by NFPA 13 Chapter 8-1 the installer shall perform all required acceptance tests for sprinkler systems and complete the "Contractor's Material and Test Certificate". (attached) This certificate(s) shall be forwarded to the authority having jurisdiction prior to asking for approval of the installation. The plumbing inspector shall require and attach the certificate to the inspectors copy of the sprinkler permit prior to close-out of the permit. No certificate of occupancy shall be issued without the test information.

John Eade

Signed:
Commissioner
Inspectional Services Department

Contractor's Material and Test Certificate for Aboveground Piping

PROCEDURE
Upon completion of work, inspection and tests shall be made by the contractor's representative and witnessed by an owner's representative. All defects shall be corrected and system left in service before contractor's personnel finally leave the job.

A certificate shall be filled out and signed by both representatives. Copies shall be prepared for approving authorities, owners, and contractor. It is understood the owner's representative's signature in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with approving authority's requirements or local ordinances.

PROPERTY NAME		DATE
PROPERTY ADDRESS		
PLANS	ACCEPTED BY APPROVING AUTHORITIES (NAMES)	
	ADDRESS	
	INSTALLATION CONFORMS TO ACCEPTED PLANS	☐ YES ☐ NO
	EQUIPMENT USED IS APPROVED	☐ YES ☐ NO
	IF NO, EXPLAIN DEVIATIONS	
INSTRUCTIONS	HAS PERSON IN CHARGE OF FIRE EQUIPMENT BEEN INSTRUCTED AS TO LOCATION OF CONTROL VALVES AND CARE AND MAINTENANCE OF THIS NEW EQUIPMENT? IF NO, EXPLAIN	☐ YES ☐ NO
	HAVE COPIES OF THE FOLLOWING BEEN LEFT ON THE PREMISES:	
	1. SYSTEM COMPONENTS INSTRUCTIONS	☐ YES ☐ NO
	2. CARE AND MAINTENANCE INSTRUCTIONS	☐ YES ☐ NO
	3. NFPA 25	☐ YES ☐ NO
LOCATION OF SYSTEM	SUPPLIES BUILDINGS	

SPRINKLERS	MAKE	MODEL	YEAR OF MANUFACTURE	ORIFICE SIZE	QUANTITY	TEMPERATURE RATING

PIPE AND FITTINGS	
	Type of Pipe _____
	Type of Fittings _____

ALARM VALVE OR FLOW INDICATOR	ALARM DEVICE			MAXIMUM TIME TO OPERATE THROUGH TEST CONNECTION	
	TYPE	MAKE	MODEL	MIN.	SEC.

DRY PIPE OPERATING TEST	DRY VALVE			Q. O. D.		
	MAKE	MODEL	SERIAL NO.	MAKE	MODEL	SERIAL NO.

	TIME TO TRIP THROUGH TEST CONNECTION*		WATER PRESSURE	AIR PRESSURE	TRIP POINT AIR PRESSURE	TIME WATER REACHED TEST OUTLET*		ALARM OPERATED PROPERLY	
	MIN.	SEC.	PSI	PSI	PSI	MIN.	SEC.	YES	NO
Without Q.O.D.									
With Q.O.D.									

IF NO, EXPLAIN

*MEASURED FROM TIME INSPECTOR'S TEST CONNECTION IS OPENED.

Figure 8-1(a).

DELUGE & PREACTION VALVES

OPERATION ☐ PNEUMATIC ☐ ELECTRIC ☐ HYDRAULIC

PIPING SUPERVISED ☐ YES ☐ NO | DETECTING MEDIA SUPERVISED ☐ YES ☐ NO

DOES VALVE OPERATE FROM THE MANUAL TRIP AND/OR REMOTE CONTROL STATIONS ☐ YES ☐ NO

IS THERE AN ACCESSIBLE FACILITY IN EACH CIRCUIT FOR TESTING ☐ YES ☐ NO | IF NO, EXPLAIN

MAKE	MODEL	DOES EACH CIRCUIT OPERATE SUPERVISION LOSS ALARM		DOES EACH CIRCUIT OPERATE VALVE RELEASE		MAXIMUM TIME TO OPERATE RELEASE	
		YES	NO	YES	NO	MIN.	SEC.

PRESSURE REDUCING VALVE TEST

LOCATION & FLOOR	MAKE & MODEL	SETTING	STATIC PRESSURE		RESIDUAL PRESSURE (FLOWING)		FLOW RATE
			INLET (PSI)	OUTLET (PSI)	INLET (PSI)	OUTLET (PSI)	FLOW (GPM)

TEST DESCRIPTION

HYDROSTATIC: Hydrostatic tests shall be made at not less than 200 psi (13.6 bars) for two hours or 50 psi (3.4 bars) above static pressure in excess of 150 psi (10.2 bars) for two hours. Differential dry-pipe valve clappers shall be left open during test to prevent damage. All aboveground piping leakage shall be stopped.

PNEUMATIC: Establish 40 psi (2.7 bars) air pressure and measure drop, which shall not exceed 1-1/2 psi (0.1 bars) in 24 hours. Test pressure tanks at normal water level and air pressure and measure air pressure drop, which shall not exceed 1-1/2 psi (0.1 bars) in 24 hours.

TESTS

ALL PIPING HYDROSTATICALLY TESTED AT ____ PSI FOR ____ HRS. | IF NO, STATE REASON

DRY PIPING PNEUMATICALLY TESTED ☐ YES ☐ NO

EQUIPMENT OPERATES PROPERLY ☐ YES ☐ NO

DO YOU CERTIFY AS THE SPRINKLER CONTRACTOR THAT ADDITIVES AND CORROSIVE CHEMICALS, SODIUM SILICATE OR DERIVATIVES OF SODIUM SILICATE, BRINE, OR OTHER CORROSIVE CHEMICALS WERE NOT USED FOR TESTING SYSTEMS OR STOPPING LEAKS? ☐ YES ☐ NO

DRAIN TEST READING OF GAGE LOCATED NEAR WATER SUPPLY TEST CONNECTION: _____ PSI | RESIDUAL PRESSURE WITH VALVE IN TEST CONNECTION OPEN WIDE _____ PSI

UNDERGROUND MAINS AND LEAD IN CONNECTIONS TO SYSTEM RISERS FLUSHED BEFORE CONNECTION MADE TO SPRINKLER PIPING.

VERIFIED BY COPY OF THE U FORM NO. 85B ☐ YES ☐ NO | OTHER EXPLAIN

FLUSHED BY INSTALLER OF UNDERGROUND SPRINKLER PIPING ☐ YES ☐ NO

IF POWDER DRIVEN FASTENERS ARE USED IN CONCRETE, HAS REPRESENTATIVE SAMPLE TESTING BEEN SATISFACTORILY COMPLETED? ☐ YES ☐ NO | IF NO, EXPLAIN

BLANK TESTING GASKETS

NUMBER USED	LOCATIONS	NUMBER REMOVED

WELDING

WELDED PIPING ☐ YES ☐ NO

IF YES...

DO YOU CERTIFY AS THE SPRINKLER CONTRACTOR THAT WELDING PROCEDURES COMPLY WITH THE REQUIREMENTS OF AT LEAST AWS D10.9, LEVEL AR-3? ☐ YES ☐ NO

DO YOU CERTIFY THAT THE WELDING WAS PERFORMED BY WELDERS QUALIFIED IN COMPLIANCE WITH THE REQUIREMENTS OF AT LEAST AWS D10.9, LEVEL AR-3? ☐ YES ☐ NO

DO YOU CERTIFY THAT WELDING WAS CARRIED OUT IN COMPLIANCE WITH A DOCUMENTED QUALITY CONTROL PROCEDURE TO INSURE THAT ALL DISCS ARE RETRIEVED, THAT OPENINGS IN PIPING ARE SMOOTH, THAT SLAG AND OTHER WELDING RESIDUE ARE REMOVED, AND THAT THE INTERNAL DIAMETERS OF PIPING ARE NOT PENETRATED? ☐ YES ☐ NO

CUTOUTS (DISCS)

DO YOU CERTIFY THAT YOU HAVE A CONTROL FEATURE TO ENSURE THAT ALL CUTOUTS (DISCS) ARE RETRIEVED? ☐ YES ☐ NO

Figure 8-1(a) (cont).

HYDRAULIC DATA NAMEPLATE	NAMEPLATE PROVIDED ☐ YES ☐ NO	IF NO, EXPLAIN
REMARKS	DATE LEFT IN SERVICE WITH ALL CONTROL VALVES OPEN:	
SIGNATURES	NAME OF SPRINKLER CONTRACTOR	
	TESTS WITNESSED BY	
	FOR PROPERTY OWNER (SIGNED)	TITLE DATE
	FOR SPRINKLER CONTRACTOR (SIGNED)	TITLE DATE
ADDITIONAL EXPLANATION AND NOTES		

Figure 8-1(a) (cont).

8-2.2.5 All underground piping shall be hydrostatically tested in accordance with NFPA 24, *Standard for the Installation of Private Fire Service Mains and Their Appurtenances.* The allowable leakage shall be within the limits prescribed by NFPA 24 and shall be recorded on the test certificate.

8-2.2.6 Provision shall be made for the proper disposal of water used for flushing or testing.

8-2.2.7* Test blanks shall have painted lugs protruding in such a way as to clearly indicate their presence. The test blanks shall be numbered, and the installing contractor shall have a record-keeping method ensuring their removal after work is completed.

8-2.2.8 Differential-Type Valves. When subject to hydrostatic test pressures, the clapper of a differential-type valve shall be held off its seat to prevent damaging the valve.

8-2.3 Dry System Air Test. In addition to the standard hydrostatic test, an air pressure leakage test at 40 psi (2.8 bars) shall be conducted for 24 hours. Any leakage that results in a loss of pressure in excess of 1½ psi (0.1 bar) for the 24 hours shall be corrected.

8-2.4 System Operational Tests.

8-2.4.1 Waterflow detecting devices including the associated alarm circuits shall be flow tested through the inspector's test connection to result in an alarm on the premises within 5 min after such flow begins.

8-2.4.2 A working test of the dry pipe valve alone, and with a quick-opening device, if installed, shall be made by opening the inspector's test connection. The test shall measure the time to trip the valve and the time for water to be discharged from the inspector's test connection. All times shall be measured from the time the inspector's test connection is completely opened. The results shall be recorded using the Contractor's Material and Test Certificate for Aboveground Piping.

8-2.4.3 The automatic operation of a deluge or preaction valve shall be tested in accordance with the manufacturer's instructions. The manual and remote control operation, where present, shall also be tested.

8-2.4.4 The main drain valve shall be opened and remain open until the system pressure stabilizes. The static and residual pressures shall be recorded on the contractor's test certificate.

8-2.5 Each pressure-reducing valve shall be tested upon completion of installation to ensure proper operation under flow and no-flow conditions. Testing shall verify that the device properly regulates outlet pressure at both maximum and normal inlet pressure conditions. The results of the flow test of each pressure-reducing valve shall be recorded on the contractor's test certificate. The results shall include the static and residual inlet pressures, static and residual outlet pressures, and the flow rate.

8-2.6 Operating tests shall be made of exposure protection systems upon completion of the installation, where such tests do not risk water damage to the building on which they are installed or to adjacent buildings.

8-3 Circulating Closed Loop Systems. For sprinkler systems with nonfire protection connections, additional information shall be appended to the Contractor's Material and Test Certificate shown in Figure 8-1(a) as follows:

(a) Certification that all auxiliary devices, such as heat pumps, circulating pumps, heat exchangers, radiators, and luminaries, if a part of the system, have a pressure rating of at least 175 psi or 300 psi (12.1 or 20.7 bars) if exposed to pressures greater than 175 psi (12.1 bars).

Contractor's Material and Test Certificate for Underground Piping

PROCEDURE

Upon completion of work, inspection and tests shall be made by the contractor's representative and witnessed by an owner's representative. All defects shall be corrected and system left in service before contractor's personnel finally leave the job.

A certificate shall be filled out and signed by both representatives. Copies shall be prepared for approving authorities, owners, and contractor. It is understood the owner's representative's signature in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with approving authority's requirements or local ordinances.

PROPERTY NAME		DATE
PROPERTY ADDRESS		
PLANS	ACCEPTED BY APPROVING AUTHORITIES (NAMES)	
	ADDRESS	
	INSTALLATION CONFORMS TO ACCEPTED PLANS	☐ YES ☐ NO
	EQUIPMENT USED IS APPROVED IF NO, STATE DEVIATIONS	☐ YES ☐ NO
INSTRUCTIONS	HAS PERSON IN CHARGE OF FIRE EQUIPMENT BEEN INSTRUCTED AS TO LOCATION OF CONTROL VALVES AND CARE AND MAINTENANCE OF THIS NEW EQUIPMENT? IF NO, EXPLAIN	☐ YES ☐ NO
	HAVE COPIES OF APPROPRIATE INSTRUCTIONS AND CARE AND MAINTENANCE CHARTS BEEN LEFT ON PREMISES? IF NO, EXPLAIN	☐ YES ☐ NO
LOCATION	SUPPLIES BUILDINGS	
UNDERGROUND PIPES AND JOINTS	PIPE TYPES AND CLASS	TYPE JOINT
	PIPE CONFORMS TO _____ STANDARD FITTINGS CONFORM TO _____ STANDARD IF NO, EXPLAIN	☐ YES ☐ NO ☐ YES ☐ NO
	JOINTS NEEDING ANCHORAGE CLAMPED, STRAPPED, OR BLOCKED IN ACCORDANCE WITH _____ STANDARD IF NO, EXPLAIN	☐ YES ☐ NO
TEST DESCRIPTION	FLUSHING: Flow the required rate until water is clear as indicated by no collection of foreign material in burlap bags at outlets such as hydrants and blow-offs. Flush at flows not less than 390 GPM (1476 L/min) for 4-inch pipe, 880 GPM (3331 L/min) for 6-inch pipe, 1560 GPM (5905 L/min) for 8-inch pipe, 2440 GPM (9235 L/min) for 10-inch pipe, and 3520 GPM (13323 L/min) for 12-inch pipe. When supply cannot produce stipulated flow rates, obtain maximum available. HYDROSTATIC: Hydrostatic tests shall be made at not less than 200 psi (13.8 bars) for two hours or 50 psi (3.4 bars) above static pressure in excess of 150 psi (10.3 bars) for two hours. LEAKAGE: New pipe laid with rubber gasketed joints shall, if the workmanship is satisfactory, have little or no leakage at the joints. The amount of leakage at the joints shall not exceed 2 qts. per hr. (1.89 L/h) per 100 joints irrespective of pipe diameter. The leakage shall be distributed over all joints. If such leakage occurs at a few joints the installation shall be considered unsatisfactory and necessary repairs made. The amount of allowable leakage specified above may be increased by 1 fl oz per in. valve diameter per hr. (30 mL/25 mm/h) for each metal seated valve isolating the test section. If dry barrel hydrants are tested with the main valve open, so the hydrants are under pressure, an additional 5 oz per minute (150 mL/min) leakage is permitted for each hydrant.	
FLUSHING TESTS	NEW UNDERGROUND PIPING FLUSHED ACCORDING TO _____ STANDARD BY (COMPANY) IF NO, EXPLAIN	☐ YES ☐ NO
	HOW FLUSHING FLOW WAS OBTAINED ☐ PUBLIC WATER ☐ TANK OR RESERVOIR ☐ FIRE PUMP	THROUGH WHAT TYPE OPENING ☐ HYDRANT BUTT. ☐ OPEN PIPE
	LEAD-INS FLUSHED ACCORDING TO _____ STANDARD BY (COMPANY) IF NO, EXPLAIN	☐ YES ☐ NO
	HOW FLUSHING FLOW WAS OBTAINED ☐ PUBLIC WATER ☐ TANK OR RESERVOIR ☐ FIRE PUMP	THROUGH WHAT TYPE OPENING ☐ Y CONN. TO FLANGE & SPIGOT ☐ OPEN PIPE

Figure 8-1(b).

HYDROSTATIC TEST	ALL NEW UNDERGROUND PIPING HYDROSTATICALLY TESTED AT _____ PSI FOR _____ HOURS		JOINTS COVERED ☐ YES ☐ NO
LEAKAGE TEST	TOTAL AMOUNT OF LEAKAGE MEASURED _____ GALS. _____ HOURS		
	ALLOWABLE LEAKAGE _____ GALS. _____ HOURS		
HYDRANTS	NUMBER INSTALLED	TYPE AND MAKE	ALL OPERATE SATISFACTORILY ☐ YES ☐ NO
CONTROL VALVES	WATER CONTROL VALVES LEFT WIDE OPEN IF NO, STATE REASON		☐ YES ☐ NO
	HOSE THREADS OF FIRE DEPARTMENT CONNECTIONS AND HYDRANTS INTERCHANGEABLE WITH THOSE OF FIRE DEPARTMENT ANSWERING ALARM		☐ YES ☐ NO
REMARKS	DATE LEFT IN SERVICE		
SIGNATURES	NAME OF INSTALLING CONTRACTOR		
	TESTS WITNESSED BY		
	FOR PROPERTY OWNER (SIGNED)	TITLE	DATE
	FOR INSTALLING CONTRACTOR (SIGNED)	TITLE	DATE
ADDITIONAL EXPLANATION AND NOTES			

Figure 8-1(b) (cont).

(b) All components of sprinkler system and auxiliary system have been pressure tested as a composite system in accordance with 8-2.2.

(c) Waterflow tests have been conducted and waterflow alarms have operated while auxiliary equipment is in each of the possible modes of operation.

(d) With auxiliary equipment tested in each possible mode of operation and with no flow from sprinklers or test connection, waterflow alarm signals did not operate.

(e) Excess temperature controls for shutting down the auxiliary system have been properly field tested.

8-4 Instructions.

8-4.1 The installing contractor shall provide the owner with:

(a) All literature and instructions provided by the manufacturer describing proper operation and maintenance of any equipment and devices installed.

(b) Publication titled NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.*

8-5* Hydraulic Design Information Sign. The installing contractor shall identify a hydraulically designed sprinkler system with a permanently marked weatherproof metal or rigid plastic sign secured with corrosion-resistant wire, chain, or other approved means. Such signs shall be placed at the alarm valve, dry pipe valve, preaction valve, or deluge valve supplying the corresponding hydraulically designed area. The sign shall include the following information:

(a) Location of the design area or areas.

(b) Discharge densities over the design area or areas.

(c) Required flow and residual pressure demand at the base of riser.

(d) Hose stream demand included in addition to the sprinkler demand.

8-6 Circulating Closed Loop Systems. Discharge tests of sprinkler systems with nonfire protection connections shall be conducted using system test connections described in 2-7.2. Pressure gauges shall be installed at critical points and readings taken under various modes of auxiliary equipment operation. Waterflow alarm signals shall be responsive to discharge of water through system test pipes while auxiliary equipment is in each of the possible modes of operation.

Commissioner's Bulletin — **Inspectional Services Department, Boston, MA**

Number: 94-3 **Page** 1 **of** 1

Date: December 5, 1994

Subject:

Testing/Approval of Sprinkler Permits

Determination:

As required by NFPA 13 Chapter 8-1 the installer shall perform all required acceptance tests for sprinkler systems and complete the "Contractor's Material and Test Certificate". (attached) This certificate(s) shall be forwarded to the authority having jurisdiction prior to asking for approval of the installation. The plumbing inspector shall require and attach the certificate to the inspectors copy of the sprinkler permit prior to close-out of the permit. No certificate of occupancy shall be issued without the test information.

John Eade

Signed:
Commissioner
Inspectional Services Department

Contractor's Material and Test Certificate for Aboveground Piping

PROCEDURE
Upon completion of work, inspection and tests shall be made by the contractor's representative and witnessed by an owner's representative. All defects shall be corrected and system left in service before contractor's personnel finally leave the job.

A certificate shall be filled out and signed by both representatives. Copies shall be prepared for approving authorities, owners, and contractor. It is understood the owner's representative's signature in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with approving authority's requirements or local ordinances.

PROPERTY NAME	DATE
PROPERTY ADDRESS	

PLANS	ACCEPTED BY APPROVING AUTHORITIES (NAMES)	
	ADDRESS	
	INSTALLATION CONFORMS TO ACCEPTED PLANS	☐ YES ☐ NO
	EQUIPMENT USED IS APPROVED	☐ YES ☐ NO
	IF NO, EXPLAIN DEVIATIONS	
INSTRUCTIONS	HAS PERSON IN CHARGE OF FIRE EQUIPMENT BEEN INSTRUCTED AS TO LOCATION OF CONTROL VALVES AND CARE AND MAINTENANCE OF THIS NEW EQUIPMENT? IF NO, EXPLAIN	☐ YES ☐ NO
	HAVE COPIES OF THE FOLLOWING BEEN LEFT ON THE PREMISES:	
	1. SYSTEM COMPONENTS INSTRUCTIONS	☐ YES ☐ NO
	2. CARE AND MAINTENANCE INSTRUCTIONS	☐ YES ☐ NO
	3. NFPA 25	☐ YES ☐ NO
LOCATION OF SYSTEM	SUPPLIES BUILDINGS	

SPRINKLERS	MAKE	MODEL	YEAR OF MANUFACTURE	ORIFICE SIZE	QUANTITY	TEMPERATURE RATING

PIPE AND FITTINGS
Type of Pipe _____
Type of Fittings _____

ALARM VALVE OR FLOW INDICATOR	ALARM DEVICE			MAXIMUM TIME TO OPERATE THROUGH TEST CONNECTION	
	TYPE	MAKE	MODEL	MIN.	SEC.

DRY PIPE OPERATING TEST

	DRY VALVE			Q. O. D.		
	MAKE	MODEL	SERIAL NO.	MAKE	MODEL	SERIAL NO.

	TIME TO TRIP THROUGH TEST CONNECTION*		WATER PRESSURE	AIR PRESSURE	TRIP POINT AIR PRESSURE	TIME WATER REACHED TEST OUTLET*		ALARM OPERATED PROPERLY	
	MIN.	SEC.	PSI	PSI	PSI	MIN.	SEC.	YES	NO
Without Q.O.D.									
With Q.O.D.									

IF NO, EXPLAIN

*MEASURED FROM TIME INSPECTOR'S TEST CONNECTION IS OPENED.

Figure 8-1(a).

DELUGE & PREACTION VALVES

OPERATION ☐ PNEUMATIC ☐ ELECTRIC ☐ HYDRAULIC

PIPING SUPERVISED ☐ YES ☐ NO | DETECTING MEDIA SUPERVISED ☐ YES ☐ NO

DOES VALVE OPERATE FROM THE MANUAL TRIP AND/OR REMOTE CONTROL STATIONS ☐ YES ☐ NO

IS THERE AN ACCESSIBLE FACILITY IN EACH CIRCUIT FOR TESTING ☐ YES ☐ NO | IF NO, EXPLAIN

MAKE	MODEL	DOES EACH CIRCUIT OPERATE SUPERVISION LOSS ALARM		DOES EACH CIRCUIT OPERATE VALVE RELEASE		MAXIMUM TIME TO OPERATE RELEASE	
		YES	NO	YES	NO	MIN.	SEC.

PRESSURE REDUCING VALVE TEST

LOCATION & FLOOR	MAKE & MODEL	SETTING	STATIC PRESSURE		RESIDUAL PRESSURE (FLOWING)		FLOW RATE
			INLET (PSI)	OUTLET (PSI)	INLET (PSI)	OUTLET (PSI)	FLOW (GPM)

TEST DESCRIPTION

HYDROSTATIC: Hydrostatic tests shall be made at not less than 200 psi (13.6 bars) for two hours or 50 psi (3.4 bars) above static pressure in excess of 150 psi (10.2 bars) for two hours. Differential dry-pipe valve clappers shall be left open during test to prevent damage. All aboveground piping leakage shall be stopped.

PNEUMATIC: Establish 40 psi (2.7 bars) air pressure and measure drop, which shall not exceed 1-1/2 psi (0.1 bars) in 24 hours. Test pressure tanks at normal water level and air pressure and measure air pressure drop, which shall not exceed 1-1/2 psi (0.1 bars) in 24 hours.

TESTS

ALL PIPING HYDROSTATICALLY TESTED AT ____ PSI FOR ____ HRS. | IF NO, STATE REASON

DRY PIPING PNEUMATICALLY TESTED ☐ YES ☐ NO

EQUIPMENT OPERATES PROPERLY ☐ YES ☐ NO

DO YOU CERTIFY AS THE SPRINKLER CONTRACTOR THAT ADDITIVES AND CORROSIVE CHEMICALS, SODIUM SILICATE OR DERIVATIVES OF SODIUM SILICATE, BRINE, OR OTHER CORROSIVE CHEMICALS WERE NOT USED FOR TESTING SYSTEMS OR STOPPING LEAKS? ☐ YES ☐ NO

DRAIN TEST | READING OF GAGE LOCATED NEAR WATER SUPPLY TEST CONNECTION: _____ PSI | RESIDUAL PRESSURE WITH VALVE IN TEST CONNECTION OPEN WIDE _____ PSI

UNDERGROUND MAINS AND LEAD IN CONNECTIONS TO SYSTEM RISERS FLUSHED BEFORE CONNECTION MADE TO SPRINKLER PIPING.

VERIFIED BY COPY OF THE U FORM NO. 85B ☐ YES ☐ NO | OTHER EXPLAIN

FLUSHED BY INSTALLER OF UNDERGROUND SPRINKLER PIPING ☐ YES ☐ NO

IF POWDER DRIVEN FASTENERS ARE USED IN CONCRETE, HAS REPRESENTATIVE SAMPLE TESTING BEEN SATISFACTORILY COMPLETED? ☐ YES ☐ NO | IF NO, EXPLAIN

BLANK TESTING GASKETS

NUMBER USED	LOCATIONS	NUMBER REMOVED

WELDING

WELDED PIPING ☐ YES ☐ NO

IF YES. . .

DO YOU CERTIFY AS THE SPRINKLER CONTRACTOR THAT WELDING PROCEDURES COMPLY WITH THE REQUIREMENTS OF AT LEAST AWS D10.9, LEVEL AR-3? ☐ YES ☐ NO

DO YOU CERTIFY THAT THE WELDING WAS PERFORMED BY WELDERS QUALIFIED IN COMPLIANCE WITH THE REQUIREMENTS OF AT LEAST AWS D10.9, LEVEL AR-3? ☐ YES ☐ NO

DO YOU CERTIFY THAT WELDING WAS CARRIED OUT IN COMPLIANCE WITH A DOCUMENTED QUALITY CONTROL PROCEDURE TO INSURE THAT ALL DISCS ARE RETRIEVED, THAT OPENINGS IN PIPING ARE SMOOTH, THAT SLAG AND OTHER WELDING RESIDUE ARE REMOVED, AND THAT THE INTERNAL DIAMETERS OF PIPING ARE NOT PENETRATED? ☐ YES ☐ NO

CUTOUTS (DISCS)

DO YOU CERTIFY THAT YOU HAVE A CONTROL FEATURE TO ENSURE THAT ALL CUTOUTS (DISCS) ARE RETRIEVED? ☐ YES ☐ NO

Figure 8-1(a) (cont).

HYDRAULIC DATA NAMEPLATE	NAMEPLATE PROVIDED ☐ YES ☐ NO	IF NO, EXPLAIN
REMARKS	DATE LEFT IN SERVICE WITH ALL CONTROL VALVES OPEN:	
SIGNATURES	NAME OF SPRINKLER CONTRACTOR	
	TESTS WITNESSED BY	
	FOR PROPERTY OWNER (SIGNED)	TITLE DATE
	FOR SPRINKLER CONTRACTOR (SIGNED)	TITLE DATE
ADDITIONAL EXPLANATION AND NOTES		

Figure 8-1(a) (cont).

8-2.2.5 All underground piping shall be hydrostatically tested in accordance with NFPA 24, *Standard for the Installation of Private Fire Service Mains and Their Appurtenances.* The allowable leakage shall be within the limits prescribed by NFPA 24 and shall be recorded on the test certificate.

8-2.2.6 Provision shall be made for the proper disposal of water used for flushing or testing.

8-2.2.7* Test blanks shall have painted lugs protruding in such a way as to clearly indicate their presence. The test blanks shall be numbered, and the installing contractor shall have a record-keeping method ensuring their removal after work is completed.

8-2.2.8 Differential-Type Valves. When subject to hydrostatic test pressures, the clapper of a differential-type valve shall be held off its seat to prevent damaging the valve.

8-2.3 Dry System Air Test. In addition to the standard hydrostatic test, an air pressure leakage test at 40 psi (2.8 bars) shall be conducted for 24 hours. Any leakage that results in a loss of pressure in excess of 1½ psi (0.1 bar) for the 24 hours shall be corrected.

8-2.4 System Operational Tests.

8-2.4.1 Waterflow detecting devices including the associated alarm circuits shall be flow tested through the inspector's test connection to result in an alarm on the premises within 5 min after such flow begins.

8-2.4.2 A working test of the dry pipe valve alone, and with a quick-opening device, if installed, shall be made by opening the inspector's test connection. The test shall measure the time to trip the valve and the time for water to be discharged from the inspector's test connection. All times shall be measured from the time the inspector's test connection is completely opened. The results shall be recorded using the Contractor's Material and Test Certificate for Aboveground Piping.

8-2.4.3 The automatic operation of a deluge or preaction valve shall be tested in accordance with the manufacturer's instructions. The manual and remote control operation, where present, shall also be tested.

8-2.4.4 The main drain valve shall be opened and remain open until the system pressure stabilizes. The static and residual pressures shall be recorded on the contractor's test certificate.

8-2.5 Each pressure-reducing valve shall be tested upon completion of installation to ensure proper operation under flow and no-flow conditions. Testing shall verify that the device properly regulates outlet pressure at both maximum and normal inlet pressure conditions. The results of the flow test of each pressure-reducing valve shall be recorded on the contractor's test certificate. The results shall include the static and residual inlet pressures, static and residual outlet pressures, and the flow rate.

8-2.6 Operating tests shall be made of exposure protection systems upon completion of the installation, where such tests do not risk water damage to the building on which they are installed or to adjacent buildings.

8-3 Circulating Closed Loop Systems. For sprinkler systems with nonfire protection connections, additional information shall be appended to the Contractor's Material and Test Certificate shown in Figure 8-1(a) as follows:

(a) Certification that all auxiliary devices, such as heat pumps, circulating pumps, heat exchangers, radiators, and luminaries, if a part of the system, have a pressure rating of at least 175 psi or 300 psi (12.1 or 20.7 bars) if exposed to pressures greater than 175 psi (12.1 bars).

Contractor's Material and Test Certificate for Underground Piping

PROCEDURE

Upon completion of work, inspection and tests shall be made by the contractor's representative and witnessed by an owner's representative. All defects shall be corrected and system left in service before contractor's personnel finally leave the job.

A certificate shall be filled out and signed by both representatives. Copies shall be prepared for approving authorities, owners, and contractor. It is understood the owner's representative's signature in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with approving authority's requirements or local ordinances.

PROPERTY NAME		DATE
PROPERTY ADDRESS		
PLANS	ACCEPTED BY APPROVING AUTHORITIES (NAMES)	
	ADDRESS	
	INSTALLATION CONFORMS TO ACCEPTED PLANS	☐ YES ☐ NO
	EQUIPMENT USED IS APPROVED IF NO, STATE DEVIATIONS	☐ YES ☐ NO
INSTRUCTIONS	HAS PERSON IN CHARGE OF FIRE EQUIPMENT BEEN INSTRUCTED AS TO LOCATION OF CONTROL VALVES AND CARE AND MAINTENANCE OF THIS NEW EQUIPMENT? IF NO, EXPLAIN	☐ YES ☐ NO
	HAVE COPIES OF APPROPRIATE INSTRUCTIONS AND CARE AND MAINTENANCE CHARTS BEEN LEFT ON PREMISES? IF NO, EXPLAIN	☐ YES ☐ NO
LOCATION	SUPPLIES BUILDINGS	
UNDERGROUND PIPES AND JOINTS	PIPE TYPES AND CLASS	TYPE JOINT
	PIPE CONFORMS TO _____ STANDARD FITTINGS CONFORM TO _____ STANDARD IF NO, EXPLAIN	☐ YES ☐ NO ☐ YES ☐ NO
	JOINTS NEEDING ANCHORAGE CLAMPED, STRAPPED, OR BLOCKED IN ACCORDANCE WITH _____ STANDARD IF NO, EXPLAIN	☐ YES ☐ NO
TEST DESCRIPTION	FLUSHING: Flow the required rate until water is clear as indicated by no collection of foreign material in burlap bags at outlets such as hydrants and blow-offs. Flush at flows not less than 390 GPM (1476 L/min) for 4-inch pipe, 880 GPM (3331 L/min) for 6-inch pipe, 1560 GPM (5905 L/min) for 8-inch pipe, 2440 GPM (9235 L/min) for 10-inch pipe, and 3520 GPM (13323 L/min) for 12-inch pipe. When supply cannot produce stipulated flow rates, obtain maximum available. HYDROSTATIC: Hydrostatic tests shall be made at not less than 200 psi (13.8 bars) for two hours or 50 psi (3.4 bars) above static pressure in excess of 150 psi (10.3 bars) for two hours. LEAKAGE: New pipe laid with rubber gasketed joints shall, if the workmanship is satisfactory, have little or no leakage at the joints. The amount of leakage at the joints shall not exceed 2 qts. per hr. (1.89 L/h) per 100 joints irrespective of pipe diameter. The leakage shall be distributed over all joints. If such leakage occurs at a few joints the installation shall be considered unsatisfactory and necessary repairs made. The amount of allowable leakage specified above may be increased by 1 fl oz per in. valve diameter per hr. (30 mL/25 mm/h) for each metal seated valve isolating the test section. If dry barrel hydrants are tested with the main valve open, so the hydrants are under pressure, an additional 5 oz per minute (150 mL/min) leakage is permitted for each hydrant.	
FLUSHING TESTS	NEW UNDERGROUND PIPING FLUSHED ACCORDING TO _____ STANDARD BY (COMPANY) IF NO, EXPLAIN	☐ YES ☐ NO
	HOW FLUSHING FLOW WAS OBTAINED ☐ PUBLIC WATER ☐ TANK OR RESERVOIR ☐ FIRE PUMP	THROUGH WHAT TYPE OPENING ☐ HYDRANT BUTT. ☐ OPEN PIPE
	LEAD-INS FLUSHED ACCORDING TO _____ STANDARD BY (COMPANY) IF NO, EXPLAIN	☐ YES ☐ NO
	HOW FLUSHING FLOW WAS OBTAINED ☐ PUBLIC WATER ☐ TANK OR RESERVOIR ☐ FIRE PUMP	THROUGH WHAT TYPE OPENING ☐ Y CONN. TO FLANGE & SPIGOT ☐ OPEN PIPE

Figure 8-1(b).

HYDROSTATIC TEST	ALL NEW UNDERGROUND PIPING HYDROSTATICALLY TESTED AT _____ PSI FOR _____ HOURS		JOINTS COVERED ☐ YES ☐ NO
LEAKAGE TEST	TOTAL AMOUNT OF LEAKAGE MEASURED _____ GALS. _____ HOURS		
	ALLOWABLE LEAKAGE _____ GALS. _____ HOURS		
HYDRANTS	NUMBER INSTALLED	TYPE AND MAKE	ALL OPERATE SATISFACTORILY ☐ YES ☐ NO
CONTROL VALVES	WATER CONTROL VALVES LEFT WIDE OPEN IF NO, STATE REASON		☐ YES ☐ NO
	HOSE THREADS OF FIRE DEPARTMENT CONNECTIONS AND HYDRANTS INTERCHANGEABLE WITH THOSE OF FIRE DEPARTMENT ANSWERING ALARM		☐ YES ☐ NO
REMARKS	DATE LEFT IN SERVICE		
SIGNATURES	NAME OF INSTALLING CONTRACTOR		
	TESTS WITNESSED BY		
	FOR PROPERTY OWNER (SIGNED)	TITLE	DATE
	FOR INSTALLING CONTRACTOR (SIGNED)	TITLE	DATE
ADDITIONAL EXPLANATION AND NOTES			

Figure 8-1(b) (cont).

(b) All components of sprinkler system and auxiliary system have been pressure tested as a composite system in accordance with 8-2.2.

(c) Waterflow tests have been conducted and waterflow alarms have operated while auxiliary equipment is in each of the possible modes of operation.

(d) With auxiliary equipment tested in each possible mode of operation and with no flow from sprinklers or test connection, waterflow alarm signals did not operate.

(e) Excess temperature controls for shutting down the auxiliary system have been properly field tested.

8-4 Instructions.

8-4.1 The installing contractor shall provide the owner with:

(a) All literature and instructions provided by the manufacturer describing proper operation and maintenance of any equipment and devices installed.

(b) Publication titled NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.*

8-5* Hydraulic Design Information Sign. The installing contractor shall identify a hydraulically designed sprinkler system with a permanently marked weatherproof metal or rigid plastic sign secured with corrosion-resistant wire, chain, or other approved means. Such signs shall be placed at the alarm valve, dry pipe valve, preaction valve, or deluge valve supplying the corresponding hydraulically designed area. The sign shall include the following information:

(a) Location of the design area or areas.

(b) Discharge densities over the design area or areas.

(c) Required flow and residual pressure demand at the base of riser.

(d) Hose stream demand included in addition to the sprinkler demand.

8-6 Circulating Closed Loop Systems. Discharge tests of sprinkler systems with nonfire protection connections shall be conducted using system test connections described in 2-7.2. Pressure gauges shall be installed at critical points and readings taken under various modes of auxiliary equipment operation. Waterflow alarm signals shall be responsive to discharge of water through system test pipes while auxiliary equipment is in each of the possible modes of operation.

Number: 95 - 1 **Page** 1 **of** 2

Date: 4/3/95

Subject:

DEMOLITION DELAY

Determination:

POLICY:

Effective March 6 , 1995, all demolition permit applications for removal of buildings (including ancillary structures such as garages or sheds) must be reviewed by the Landmarks Commission to determine whether the structure is subject to delay under the City's Demolition Delay zoning ordinance. Demolitions required by ISD in response to unsafe and dangerous conditions are not subject to review.

PROCEDURES:

1. Applicant completes demolition permit application at front counter. Front counter staff check Building Division list of unsafe and dangerous structures to be demolished. If the **address is on the list,** the applicant completes a short form. Counter staff indicate on the short form that it is to remedy a section 123 violation, record application in demolition log book and the applicant follows steps 2,3, 6 and 7 below.

If the **address is not on the list,** front counter staff explain demolition delay zoning and procedures, provide hand-out and assist applicant in completing long form permit. If the applicant has received notice from the Landmarks Commission that a demolition permit may be issued, permit counter staff will make a copy of the notice and will check with Plans and Zoning to determine whether notice has been faxed to ISD. A copy of the notice will be attached to the permit application and the Landmarks application number will be noted on the permit application. If the applicant has not received pre-approval, permit counter staff stamp the application "Landmarks Review Required", date and initial and fax a copy of the permit to the Landmarks Commission. (If an applicant does not want his application faxed to Landmarks, he should be notified not to apply. ISD is required to notify the Landmarks Commission of demolition applications.)

If there is any doubt as to whether the demolition delay policy applies, front counter staff will assume it does and follow the long form process.

2. The customer is referred to Rodent Control to obtain a certification number. The customer returns to the front counter with the Rodent Control certification number which is noted on the permit application.

3. Customer is referred to Buildings and Structures for shut-offs and demolition bond.

in" tickler file" for 10 days from date of application. On the 10th day, if ISD has received no notification from the Landmarks Commission as to whether the application is subject to demolition delay, Plans and Zoning staff will call the Staff Architect at the Landmarks Commission to obtain written notice of the status of the application. If no written notice is provided, Plans and Zoning will notify the ISD Commissioner/Executive Director or designated representative and await direction on how to proceed.

If ISD is notified that the structure is subject to demolition delay, the copy of the application will be placed in the tickler file until 40 days from the date of application. Plans and Zoning will follow the same procedure of checking the file at the end of the time period and calling Landmarks if no written notification has been received. If Landmarks has notified ISD that demolition delay is required, then the copy of the application will be kept on file until either notice is received from the Landmarks Commission or 90 days have elapsed from the close of the hearing. Again, ISD will follow the procedures outlined above.

Regardless of whether demolition delay does or does not apply, Plans and Zoning staff will review the application and plans for compliance with all appropriate codes. If the application will be refused for zoning code violation, the applicant will be sent a refusal letter and may if s/he chooses proceed with an appeal to the Board of Appeals. The Board of Appeals process may proceed simultaneously with the demolition delay period. No permit will be issued, however, until ISD has received notification from the Landmarks Commission or in the absence of notification, the ISD Commissioner/Executive Director or designated representative has directed staff to issue the permit.

5. Written notices from the Landmarks Commission will be forwarded to the Director of Plans and Zoning who will ensure that a copy is attached to the original permit application and that the copy is removed from the tickler file and destroyed.

6.When all necessary approvals and sign-offs have been obtained and the application is ready to be issued, the application will be referred to the Commissioner/Executive Director or designee for review and sign-off.

7. The applicant will then be referred to the Permit Counter and the Cashier Cage to pay the fee and receive the permit. No **long form** demolition permit will be issued by the Cashier's Cage unless it includes a Landmarks application number, is initialled by the Commissioner/Executive Director or his designee, and has a copy of the Landmarks notification letter attached. For tracking purposes, the Cashier Cage will report the long form demolition permit as an 07 "take down" rather than on 02. Short form (section 123 violation) demolition permits also require the Commissioner/Executive Director or his designee's sign-off prior to issuance.

8. The applicant may choose to apply to the Landmarks Commission for demolition delay review prior to applying for a demolition permit at ISD. The Landmarks Commission will fax notices of determination on these applications to the ISD Commissioner/Executive Director who will forward them to Plans and Zoning.

John Eade — April 3, 1995

Signed: **Date**

Commissioner/Executive Director, Inspectional Services Department

Commissioner's Bulletin — **Inspectional Services Department, Boston, MA**

Number: 96/1 **Page 1 of 1**

Date: February 15, 1996

Subject:

Testing/Approval of Sprinkler Systems

Determination:

1) As required by NFPA 13 Chapter 8-1 and incorporated into the Massachusetts State Building Code(M.S.B.C.) the installer shall perform all required acceptance tests for sprinkler systems and complete the "Contractor's "Material and Test Certificate" (attached) This certificate (s) shall be forwarded to the authority having jurisdiction prior to asking for approval of the installation. The plumbing inspector shall require and attach the certificate to the inspectors copy of the sprinkler permit prior to close-out of the permit. The certificate shall indicate complete compliance with NFPA 13. No certificate of occupancy shall be issued without the test information.

2) A sprinkler system for fire protection purposes is defined in NFPA 13, as incorporated into M.S.B.C. . A sprinkler installation not in compliance with NFPA 13 shall not be allowed sprinkler heads. The piping shall be stubbed and capped. When a complete sprinkler system is designed in compliance with NFPA and reviewed for compliance with CMR 780 of the M.S.B.C., then a building and sprinkler permit will be issued.

3) Commissioner's Bulletin #94-3 is hereby replaced by this Bulletin.

John Eade

Signed:
Commissioner
Inspectional Services Department

Commissioner's Bulletin **Inspectional Services Department**
Boston, MA

Number: 97-1 **Page** 1 **of** 1

Date: October 7, 1996

Subject:

Removal of Structures Built Pursuant to Article 86 of the City of Boston Zoning Code

Determination:

1) Effective on the date of this Bulletin, an applicant seeking a permit to build any structure named, described, or intended to be regulated by Article 86 of the City of Boston Zoning Code, shall, in addition to any and all other requirements, submit with the building permit application the following.

2) A statement signed by a registered architect or engineer including an estimate of the useful life of the structure together with a detailed estimate of the cost to remove the structure, and to restore the building or land upon which the structure sits, at the end of the useful life.

3) The applicant must submit either: a cash bond from a company or corporation licensed to do business in Massachusetts in the amount of the cost required to remove the structure and restore the building or land to its original condition; or, a certified check made out to the City of Boston Inspectional Services Department in said amount.

4) The bond shall be called, or the certified check cashed, if the structure is not removed and repairs and restoration made within 12 months after the cessation of active use of the structure built.

5) This Bulletin supersedes any previously issued Commissioner's Bulletin or Policy Statement regarding the removal of structures built pursuant to Article 86 of the City of Boston Zoning Code.

John Eade

Signed:
Commissioner
Inspectional Services Department

Commissioner's Bulletin **Inspectional Services Department**
Boston, MA

Number: 97- 02 **Page 1 of 3**

Date: April 22, 1997

Subject:

Issuance and Enforcement of Sprinkler Permits

Determination:

SPRINKLER PERMITS

Policy:

All permits for work on sprinkler systems, except maintenance or reactivation work, will be initiated with a building permit application. The applicant must submit stamped plans with the building permit application. The building permit will not be issued without a copy of a Boston Fire Department Construction Operations permit application.

Applicants are also required to secure a sprinkler installation permit which will not be issued unless there is a building permit application on file which includes sprinkler work and the applicant has a sprinkler application permit from the Boston Fire Department.

No sprinkler work may commence until the building permit is issued.

Procedures:

A. New Construction, Additions and Alterations to Sprinkler Systems:

1. Applicant applies for building permit at front counter and submits professionally stamped plans.
2. Plans are reviewed by Plans and Zoning Review Division. If additional plans are required, the applicant will be notified. Failure to submit required plans will result in abandonment within six months. If the sprinkler work is not shown on the plans, and the reviewer is issuing the permit, he or she will notify the applicant that s/he must file an amendment with appropriate plans and will note this on the inspector's brief. The building inspector will not perform the "rough" inspection until the amendment is issued.
3. Sprinkler installer applies for installation permit. No plans will be required because they will have been submitted with the building permit application. Sprinkler Installation permit will be issued if a building permit containing sprinkler work has been filed. The building permit does not have to be

issued in order for ISD to issue the installation permit. The sprinkler installer cannot start work until the building permit is issued or, if an amendment for sprinkler work is required, until that amendment is issued. If the sprinkler installer starts work before the building permit or required amendment is issued, the plumbing inspector will notify him that work cannot continue until the building permit is issued and will notify the building inspector who will write a violation against the owner. The front counter will double fee the building permit.

4. If the sprinkler contractor is in charge, the permit card will include a notice that he or she must call for a building as well as a plumbing inspection.

5. License Requirements

A. Each firm engaged in the business of installing, repairing, charging, recharging, and servicing of fixed fire extinguishing systems, and in the performing of hydrostatic testing shall have a Certificate of Registration issued by the State Fire Marshal. Certificates of Registration shall be one or more of the following types:

1. Type B - Servicing engineered fixed fire extinguishing systems.
2. Type C - Servicing pre-engineered fixed fire extinguishing systems.
3. Type D - Hydrostatic testing of fires extinguishers.

Each person engaged in the servicing of engineered or pre-engineered fixed fire extinguishing systems or in the performing of hydrostatic testing shall have a Certificate of Competency issued by the State Fire Marshal.

B. Each firm engaged in the business of installing, repairing, altering, testing, maintaining, and inspecting of any type of fire protection sprinkler system including fire pumps, standpipes, fire hydrants, and water mains shall have a fire protection sprinkler system contractor's license issued by the Bureau of Pipefitters, Refrigeration Technicians, and Sprinkler Fitters.

Each person who performs any work in sprinkler fitting subject to inspection under any law, ordinance, by-law, rule, or regulation shall be licensed as a sprinkler fitter/journeyman sprinkler fitter by the Bureau of Pipefitters, Refrigeration Technicians, and Sprinkler Fitters.

B. Maintenance or Reactivation Permits:

If the applicant is seeking a maintenance (replacement but not relocation of sprinkler heads), reactivation, or test permit, he or she applies for a sprinkler installation permit and must submit with the application, a BFD permit application to shut down the system. The applicant will be referred to the Plans and Zoning duty person for review. The reviewer will determine whether the application meets applicable code requirements and whether a building permit is required in addition to the sprinkler installation permit.

C. Fast Track Permits

When applying for a Fast Track Permit which will include sprinkler work, applicants must submit stamped sprinkler installation plans with the application.

II. SPRINKLER SYSTEM PERMIT ENFORCEMENT:

All fire protection systems must be tested in accordance with the applicable provisions of the Massachusetts State Building Code, 780 CMR and National Fire Protection Association standards. In addition, the following documents shall be submitted simultaneously to the building inspector, the plumbing inspector, and the head of the fire department or his designee prior to the witnessing of the operational fire protection system testing:

A. Engineered Systems

1. Certification (PE Seal and signature) from the Registered Professional Engineer responsible for the design stating that the fire protection systems have been installed in accordance with the approved fire protection construction documents. (Required only when long form building permit has been issued for an engineered system.)

2. Confirmation by the building owner/developer or authorized representative that they have received the as-built fire protection system shop drawings from the installing contractor and that the Registered Professional Engineer has certified their reasonable accuracy. (Required only when long form building permit has been issued for an engineered system.)

3. Material, Test, Performance and Completion Certificates, properly executed by the installing contractor in accordance with NFPA 13, Chapter 8-1, (copy of Contractor's Material and Test Certificate attached).

4. Certificate of Compliance from the licensed sprinkler installer certifying that the installation meets the requirements of the Massachusetts State Building Code and all required standards.

The appropriate BFD and ISD inspectors shall be notified 3 working days in advance of acceptance testing. A copy of the certificate shall be forwarded to the building and plumbing inspectors prior to asking for approval of the installation. The inspectors shall attach the certificate to the inspector's copy of the permit prior to close out.

B. Non-Engineered Systems

A. Contractor's Material and Test Certificate. (Same as #3 above)

B. Certificate of Compliance from the licensed sprinkler installer (Same as #4 above)

No Certificate of Occupancy shall be issued without the required letters, certifications, and test information.

John Eade

Signed:
Commissioner
Inspectional Services Department

Commissioner's Bulletin **Inspectional Services Department**
Boston, MA

Number: 98-1 **Page** 1 **of** 1

Date: July 22, 1997

Subject:

SUBDIVISIONS

Determination:

Effective immediately the Inspectional Services Department will not receive, review, and approve applications for proposed subdivisions. For the purpose of this Commissioner's Bulletin a subdivision is defined as dividing or combining existing parcels of **vacant** land to create new parcels of **vacant** land.

If there are structures on any of the existing and/or newly created parcels or a plan shows proposed structures on the existing and/or newly created parcels the Inspectional Services Department does require an application with all necessary plans to be filed. Such applications will be reviewed for compliance with both the City of Boston Zoning Code, the Massachusetts State Building Code and all other applicable codes.

Our customers are reminded that the plans for all subdivisions must be presented to the Collector-Treasurer for the City of Boston in order for the Collector-Treasurer to collect the tax on subdivisions and to stamp the plan either "Paid" or, if no payment is due, to stamp the plan, "No Payment Due." In addition, all such plans of subdivisions must be recorded in the Suffolk County Registry of Deeds.

This Commissioner's Bulletin supersedes any previously issued Commissioner's Bulletin relating to Subdivisions.

John Fade

Signed:

Commissioner
Inspectional Services Department

[redacted]

Number 99-1

Date: September 4, 1998

SUBJECT:

RECESSION OF COMMISSIONER'S BULLETINS

DETERMINATION:

1. The following Commissioner's Bulletins are rescinded effective today, September 4, 1998:

87-3, 87-4, 87-5, 87-9, 94-3, and 96-1.

Signed:

John Eade

John Eade
Commissioner
Inspectional Services Department

Commissioner's Bulletin

Department of Inspectional Services
Boston, MA

Number: 99-2

Date: May 19, 1999

Subject:

Reconstruction of buildings under Article 4, Section 4-1 of the Boston Zoning Code.

Purpose: The following Commissioner's Bulletin provides the process for proceeding under Article 4, section 4-1 of the Boston Zoning Code and shall replace Commissioner's Bulletin 87-9 dated September 22, 1987 and rescinded on September 14, 1998.

Determination:

1. The strengthening or restoring of any portion of the building to a safe condition under Article 4, section 4-1 shall not be prevented by other requirements of the Boston Zoning Code provided that the building has been deemed unsafe by the Inspector of Buildings based upon a survey of the building conducted pursuant to 780 CMR.

2. Any building, or portion thereof, strengthened or restored to a safe condition under paragraph one above shall be:

   a. limited to the footprint and square footage of the building as it was immediately prior to being deemed unsafe by the Inspector of Buildings; and

   b. subject to BRA design review prior to the strengthening or restoring to a safe condition.

3. All strengthening or restoration conducted under the terms of this Bulletin and under Article 4, section 4-1 of the Boston Zoning Code shall be commenced within two years of the Inspector of Building's determination that the building or portion thereof is unsafe. However, the running of the two-year time limitation shall exclude any period of time during which litigation arising from the Inspector of Building's determination that the building is unsafe is pending.

4. Nothing in this Bulletin, unless expressly provided for, shall exempt projects conducted pursuant to this Bulletin from complying with all applicable codes or regulations.

Signed:

Gary P. Moccia

Gary P. Moccia
Inspector of Buildings

Commissioner's Bulletin

Department of Inspectional Services
Boston, MA

Number: 99-03

Date: May 24, 1999

Subject: Inspectional Services Department Employee Compliance with General Law Chapter 268A, the "State Ethics Law."

Purpose: To ensure employees of the Inspectional Services Department fulfill their obligations as public employees with honesty and with integrity and serve the public with the highest standards of ethics so that every member of the public is treated equally and fairly under the law.

This Commissioner's Bulletin supercedes Commissioner's Bulletin Number 85-12 and dated December 3, 1985 so that the Department's policy is consistent with existing law.

Determination :

1) General Law Chapter 268A applies to conflicts of interest that may arise in the performance of public sector duties.

2) The requirements and prohibitions contained in General Law Chapter 268A have implications not only for public employees while they are employed by the government, but also place limitations on their business activities after they leave public employment.

3) All employees of the Inspectional Services Department will be held to a standard of strict compliance with all of the requirements and prohibitions contained in General Law Chapter 268A. Any violations of this statute could result in immediate termination of employment with this department.

4) Employees of the Inspectional Services Department are hereby prohibited from accepting any gift, gratuity, or service from any person, firm, or association which does business, directly or indirectly, with the Inspectional Services Department.

5) All Inspectional Services Department employees shall seek an official advisory opinion from the State Ethics Commission prior to negotiating for private employment with a party with whom the employee has concurrent official dealings.

6) When Inspectional Services Department employees believe that they are or could become involved in a situation that may present a potential conflict of interest under General Law Chapter 268A, they have an affirmative duty to comply with all disclosure requirements contained in General Law Chapter 268A and the "City of Boston's Ethics Policy."

Signed: Gary P. Moccia

Gary P. Moccia
Inspector of Buildings

Commissioner's Bulletin

Department of Inspectional Services
Boston, MA

Number: 99-04

Subject: Ethics Committee established to assist the Inspectional Services Department and its employees in ensuring strict compliance with G.L. c. 268A and G.L.c 268B.

Date: August 17, 1999

Purpose: To establish an Ethics Committee within the Inspectional Services Department to assist the Inspectional Services Department in ensuring strict compliance with the requirements of G.L. c. 268A and G.L. c. 268B by, among other things: planning and implementing ethics policies and standards of conduct for all employees; providing ethics training seminars for all Inspectional Services Department employees; and making official inquiries into allegations of violations of G.L. c. 268A and G.L. c. 268B.

Determination:

1. Every person conducting business with the Inspectional Services Department is entitled to be treated equally and fairly and every member of the public must be confident that the conduct of Inspectional Services Department employees is above reproach. High standards of ethics and conduct ensure that employees of the Inspectional Services Department will carry out their obligations honestly and fairly when serving the public.

2. The Ethics Committee assists the Inspectional Services Department in maintaining the confidence of the public and in maintaining high ethical standards of conduct of Inspectional Services Department employees by:

   a. Planning and implementing policies to ensure strict compliance with G.L. c. 268A and G.L. c. 268B;

   b. Developing and presenting training seminars for all Inspectional Services Department employees regarding the legal obligations that G.L. c. 268A and G.L. c. 268B place on public employees; and

   c. Inquiring into allegations of violations of G.L. c. 268A and G.L. c. 268B and reporting its findings and recommendations to the Commissioner of the Inspectional Services Department whom, when warranted, shall take appropriate action.

3. The Ethics Committee shall be a three member Committee comprised of the Deputy Commissioner of Government Services, who shall serve as chairperson ex officio, an Assistant Commissioner, and one employee each to be designated by the Commissioner. The term of the employee member shall be for one year commencing July 1st each year unless otherwise directed by the Commissioner. The Ethics Committee shall meet at least once a month and shall establish such administrative procedures that it deems necessary to effect its stated purpose.

4. Legal representation to the Ethics Committee, if needed, shall be provided by the legal department of the Inspectional Services Department.

5. Administrative assistance to the Ethics Committee, if needed, shall be made available by the Deputy Commissioner of Government Services.

6. The nature, existence, and records of any proceeding of the Ethics Committee concerning G.L. c. 268A or G.L. c. 268B shall be kept confidential. The Ethics Committee may, however, provide relevant information concerning a complaint or inquiry to a court of competent jurisdiction or law enforcement agency.

Signed:

Kevin J. Joyce, Commissioner
Inspectional Services Department
Boston, MA

Commissioner's Bulletin

Department of Inspectional Services
Boston, MA

Number: 99-05

Subject: Administrative Inspection Consent Forms

Date: August 27, 1999

Purpose: To provide occupants with notice of their right to refuse to consent to an administrative inspection. To further provide Boston Inspectional Services inspectors with the procedure to follow in obtaining an administrative inspection warrant if the occupant refuses the inspector's request to enter.

Definition: Administrative Inspection means all inspections performed to ensure compliance with the State Building Code, State Sanitary Code, the City of Boston Zoning Code, and all other ordinances, codes, regulations, and statutes that the Boston Inspectional Services Department is authorized to enforce.

Determination:

1. The Fourth Amendment of the United States Constitution safeguards individual privacy rights from unreasonable search and seizure by Government officials. This protection of individual privacy rights must be balanced against the necessity of administrative inspections required to protect the public health and safety.

2. To balance these two very important interests, the United States Supreme Court holds that administrative search warrants are necessary to conduct an administrative inspection, but only after the occupant refuses to grant the inspector entry.

3. The procedures set forth in this Bulletin safeguard occupants' constitutional rights to privacy, while at the same time, provide inspectors with evidence that they entered the property lawfully and with the prerequisite consent of the occupant.

4. In order to ensure compliance with these constitutionally provided privacy protections, the following procedures are mandatory for all Boston Inspectional Services Department employees and are effective immediately.

5. The purpose of these procedures is to inform occupants of the following: their constitutional right to refuse to allow entry; the purpose of the inspection; the scope of the inspection; and the inspector's authority to conduct the inspection.

6. Prior to entering a privately owned premise, one of two things must occur:

   a. If present, the occupant must give inspectors their written consent to allow inspectors to enter the premise to conduct the inspection. Before inspectors enter a premise, they must have the occupant read and sign a Consent For Administrative Inspection form (approved form attached); or

   b. If the occupant is present but refuses to allow the inspector to enter, a Boston Inspectional Services attorney shall assist the inspector in obtaining an administrative inspection warrant.

7. Recognizing that time is of the essence in connection with requests from inspectors regarding administrative inspection warrants, the Legal Division shall make an attorney and such other resources available to inspectors in a timely fashion to effect the purposes of this Bulletin.

8. The only exceptions to the requirement that a consent form be signed prior to the inspection is when:

   a. Inspections are performed under the terms of issued permits; or

   b. Inspections are required for annual certification and/or Certificates of Inspection.

9. The occupant from whom consent is received must be at least eighteen years of age and live at the residence.

10. Consent for Administrative Inspection forms shall be maintained by all inspectors in the records of each division and each division shall annually file said records on June 30 with the Boston Inspectional Services Legal Division.

Signed:

Kevin J. Joyce
Commissioner

CONSENT FOR ADMINISTRATIVE INSPECTION

I, THE UNDERSIGNED, UNDERSTAND THAT I MAY HAVE A Constitutional right to refuse to allow an inspection of the premises situated at _____Unit # _____ (Boston), Massachusetts without an administrative inspection warrant.

I understand this right and I hereby waive the necessity of an administrative inspection warrant and do authorize members of the City of Boston Inspectional Services Department to conduct an inspection of the above-described premises without an administrative inspection warrant under the authority of, and for compliance with, the State Building Code, State Sanitary Code, the City of Boston Zoning Code, and all other ordinances, codes, regulations and statutes that the Boston Inspectional Services Department is authorized to enforce.

I, the undersigned, hereby represent that I am the owner-occupant-property manager- (other) _____ of the above-described premises.

I am 18 years of age or older.

I am signing this form voluntarily, without threats or promises of any kind.

Signature: _____

Print Name: _____

Witnessed: _____ Date: _____

NOTE TO INSPECTOR: If an interpreter is needed, please do not enter. Inform your supervisor of the language needed and we will arrange to have an interpreter accompany you to the property at a later date.

(Form Approved 8/24/99)

Commissioner's Bulletin **Department of Inspectional Services Boston, MA**

Number 99-06

Subject: Effective Warrant Management: The collection of information relative to the identification of Responsible Parties for the purpose of executing and reducing the backlog of outstanding Housing Court warrants.

Date: December 15, 1999

Purpose: The following Commissioner's Bulletin sets forth the requirement that Boston Inspectional Services inspectors collect information relative to the identification of Responsible Parties; the type of information that is required by the Boston Police Department in order to execute warrants; and the Boston Inspectional Services Department's policy for collecting and utilizing this information.

Determination:

1. By law, all inspectors who have been sworn as constables are agents of the Boston Police Department. As agents of the Boston Police Department, all constables have a legal duty to promote the efficient administration of justice.

2. Inspectors, not sworn as constables, but who are authorized by state law to enforce public health and safety regulations also have a legal duty to promote the efficient administration of justice.

3. To this end, all Boston Inspectional Services Department inspectors, whether sworn as constables or not, will be required to make reasonable efforts to ascertain certain information about the identification of a party who is responsible for the condition of the property being inspected.

4. By collecting identifying information about a Responsible Party, Boston Inspectional Services inspectors will play an essential role in the execution of outstanding Housing Court warrants.

5. Our inspectors' efforts in compiling accurate and complete identifying information on a Responsible Party will provide Responsible Parties with constitutional protection against false imprisonment by ensuring that the outstanding warrant is executed on the proper Responsible Party.

6. In accordance with the stated purposes of this Bulletin, Boston Inspectional Services inspectors shall use all reasonable measures available to them to complete the attached Responsible Party Identification Form for all inspections.

7. The information requested on the Responsible Party Identification Form includes the information that is required by the Boston Police Department in order to execute Housing Court warrants. This information, most of which can be ascertained through observation and inquiry during an inspection, should include: the Responsible Party's name, address, date of birth, driver's license number, sex, race, weight, eye color, hair color, occupation, employer, address, and phone number.

8. The identifying information specified in paragraph six above will also be required to be included on any complaint filed by the Boston Inspectional Services Department in the Housing Court.

9. Whenever a complaint/violation is entered into the Boston Inspectional Services mainframe computer, the fact that a Responsible Party Identification Form has been completed shall be documented under the "Remarks" section.

10. By working together as a team, the Boston Inspectional Services Department and the Boston Police Department will be able to reduce the amount of outstanding Housing Court warrants and bring closure and resolution to several hundred outstanding cases in the Housing Court.

Signed:

Kevin J. Joyce
Commissioner

(Effective Date: December 15, 1999)

Commissioner's Bulletin	Inspectional Services Department Boston, MA

Number: 99-7 (87-1) **Page** 1 **of** 3

Date: September 15, 1998

Subject:

Definition and requirements of an Affidavit Project
In the City of Boston

Determination:

Commissioner's Bulletin 87-1 is hereby rescinded.

Part I

1. The purpose of this bulletin is to amplify the requirements for affidavit projects as authorized by the Massachusetts State Building Code (780CMR), and to clarify their application to the City of Boston.

2. Projects currently under construction on the effective date of this bulletin shall continue with respect to the requirements of bulletin 87-1. Projects currently under review or in the approval process shall be subject to the requirements of this bulletin.

Part II

3. It is established policy that affidavits are to be filed with the Inspectional Services prior to the issuance of the building permit for certain buildings or structures. This will remain the policy when the estimated cost of the project exceeds a fair market estimated cost of $1,000,000.00, or when the project, in the opinion of the head of the Plan Review division, is determined to be a "complex structure". Notwithstanding these requirements, the head of the Plan Review division, with the approval of the Commissioner, may require individual affidavits, such as structural or mechanical affidavits, if deemed necessary, on projects which may not otherwise qualify as "Affidavit Projects".

4. When a project is, under the above criteria, designated as an "Affidavit Project", the following affidavits shall be required:

   A. Design Affidavits
      1. Architectural Design Affidavit
      2. Structural Design Affidavit
      3. Mechanical Design Affidavit
      4. Electrical Design Affidavit

John Eade

Signed:
Commissioner
Inspectional Services Department

4. Continued

B. Inspection and Final Affidavits

5. Inspection Affidavit
6. Licensed Builder Affidavit
7. Inspection Final Affidavit (Architect and or Engineer)
8. Architictural Final Affidavit
9. Structural Final Affidavit
10. Mechanical Final Affidavit
11. Electrical Final Affidavit
12. Licensed Builder Final Affidavit

Copies of these affidavits are attached and made part of this bulletin.

5. The inspection Affidavit Architect or Engineer shall be in the employ of the Owner, Design Architect or Design Engineer, and not in the employ of the General Contractor (Licensed Builder), or acting as the General Contractor.

6. When the estimated cost of any project is expected to exceed $2,000,000.00, or the project in the opinion of the head of the Plan Review division may be classified as a complex structure, the Owner, Inspection Architect, or Inspection Engineer shall appoint a qualified person to be the Clerk of the Works for the proposed project. In no case shall the Clerk of the Works be employed by or be responsible to the General Contractor (Licensed Builder). However, the Clerk of the Works, in addition to all other responsibilities shall be under the direct authority of the Commissioner of Inspectional Services or his designee, who shall approve the appointment of the Clerk of the Works prior to the issuance of the building permit. The Clerk of the Works shall submit a resume to the Commissioner or his designee, indicating his technical qualifications. Upon approval by the Commissioner, there shall be executed an Appointment and Approval form which is attached to this bulletin as Appendix A.

   The Commissioner or his designee may waive the requirement of a full time Clerk of the Works if in his opionion full time or site observation is not required. In such event the Inspection Architect or Engineer shall assume the duties of the Clerk during his weekly site visit.

7. The inspection Architect or Engineer or their representative shall make at least one site visit per week to the building or structure until the completion of the project. A report shall be filed monthly with the Commissioner or the local building inspector.

   In addition, the Clerk of the Works, as described above, shall maintain a daily log in a form as furnished or approved by the Inspectional Services Department.

8. With respect to the logbook as required by item #7, the following requirements shall be in force:
   A. The log book must contain detailed information for all sign-ins so that a summary record of the project will be obtained. A copy of a sample log sheet is attached as an example.
   B. Substantial changes in design as well as significant problems in construction must be reported to the Commissioner with proposed modifications or proposed problem solutions before they are affected.
   C. Regular reports on progress and problems during construction are to be sent to the Commissioner on a monthly basis by the Licensed Builder or by the inspection affidavit engineer and or architect.

D. An up to date project listing is to be filed with the Commissioner's Office containing the following information:

a. work site phone number

b. Name, address and phone number of on-the-job Licensed Builder, Architect, Structural Engineer, etc.

c. Name, address, and phone number of owner or owner's representative.

E. The fully documented project log must be accompanied by the request for a certificate of Occupancy. Moreover, any change in the estimated "fair cost" of the project shall be settled before a Final Certificate of Occupancy is issued

9. The Commissioner of Inspectional Services, at his Discretion, may require that the Inspection Affidavit Architect or Engineer visit the project on a more frequent basis than that required in No. 7 above.

10. The Inspection Affidavit Architect or Engineer and the Clerk of the Works shall promptly notify the Commissioner regarding any of the following events or conditions which he observes in the course of performing his duties: code violations, changes which affect code compliance, the use of any materials, assemblies, components, or equipment prohibited by code, major or substantial changes between approved plans and specifications and the work in progress, or any condition which he identifies as constituting as immediate hazard to the public.

11. Upon substantial completion of the project and prior to the issuance of a Certificate of Occupancy, a final affidavit will be required to be filed with the Departmen by the Inspection affidavit or engineer, as well as the other affidavit personnel. No final affidavit will be waived. However, a final affidavit may, upon good cause shown and at the discretion of the Commissioner, be furnished and accepted from an architect, engineer(s) and builder other than the one who first filed the Inspection Affidavit.

12. All architects or engineers as mentioned above must be registered in the Commonwealth of Massachusetts. They shall perform all services required under this Bulletin in a non-negligent manner in accordance with generally accepted standards of professional practice and in accordance with pertinent provisions of the Massachusetts State Building Code and other applicable laaws, rules, and regulations. Nothing contained in the bulletins or in the affidavits required hereunder shall be deemed to reduce, extend, or modify the standard of professional care set forth in the foregoing sentence.

13. Certain plans and computations of complex structures or systems may be required by the Inspectional Services Department, to undergo examination by a second engineer or architect registered in the Commonwealth of Massachusetts. The expense of the second examination shall be borne by the owner. It shall consist of an examination by an impartial engineer or architect who, upon his examination and conference with the designer, will send a letter to the Commissioner of Inspectional Services state that he has checked the details, computations, stress diagrams and other date necessary to describe the construction and basis of calculations and further stating that in his judgement the requirements of the code have met with respect to the design.

APPENDIX A

ORDER OF THE COMMISSIONER OF INSPECTIONAL SERVICES CONCERNING ACCEPTANCE OF CLERK OF WORKS & REPORT REQUIREMENTS ON PROJECT

Pursuant to Sections 108.6 and 127.4 of the Commonwealth of Massachusetts State Building Code (the "Code") and Commissioner's Bulletin, the following procedure for construction inspection reporting is hereby required during construction of the project.

The Project Representative (the "Representative") engaged by the Architect or owner to fulfill the requirements of Bulletin respecting a Clerk of the Works shall be subject to the approval of the Commissioner, which approval shall not be unreasonably withheld or delayed. The Commissioner may withdraw his approval of the Representative previously given if, in his reasonable judgment, the Representative is not discharging the responsibilities required by this Order with the professionalism required for a job of the size and complexity of the Project. Any replacement of the Representative shall be subject to the provisions of this paragraph concerning approval and withdrawal of approval by the Commissioner.

The Representative shall submit written reports directly to the Commissioner on the 1st day of each month. The reports shall contain a summary of construction activities on the Project site during the preceeding month, including work in progress and work completed, and a summary of all material deviations from the plans and specifications upon which said Building Permits were issued, or the requirements of Code, observed during such period and the disposition thereof. In addition to such monthly reports, the Representative shall advise the Commissioner whenever in his professional judgment a condition arises in the course of construction of the Project which is a material deviation from the plans and specifications upon which said Building Permits were issued, or the requirements of the Code, the remedy or correction of which cannot be or is not being undertaken in the ordinary course. Such advice shall be in writing and shall be hand delivered to the Commissioner.

APPENDIX A

(continued)

ORDER OF THE COMMISSIONER OF INSPECTIONAL SERVICES CONCERNING ACCEPTANCE OF CLERK OF WORKS & REPORT REQUIREMENTS ON PROJECT

The Representative shall make available to the Commissioner for inspection at the site office for the Project all diaries and logs, records and reports of test procedures and results, and similar records maintained by the Representatives during the course of construction

Signed for the Owner:

Signed for Department of Inspectional Services:

_____

_____
COMMISSIONER

Company: _____

Address: _____

_____

Phone: _____

Date: _____

Date: _____

Signed for the Affidavit Architect

_____

Company: _____

Address: _____

_____

Phone: _____

Date: _____

Signed by Designated Clerk of the Works:

_____

Company: _____

Address: _____

_____

Phone: _____

Date: _____

INSTRUCTIONS FOR MAINTAINING THE LOG BOOK

1. The Inspectional Services Department shall require the Affidavit Engineer or Architect to keep a log of his weekly visits until the final affidavit is filed. The log sheets shall be filed in a standard 3-ring loose-leaf binder with each page numbered.

2. The Log Book shall be signed by all Inspectional Services Department inspectors, all personnel for the testing lab, clerk of works, Affidavit Engineer and his consultants, and daily by the Licensed Builder.

3. The Log Book shall be kept in a neat and orderly manner and at a location where all required personnel shall have access to it.

4. The Clerk of the Works shall note conditions of weather, noting maximum wind velocity, maximum and minimum temperature and low temperature of preceeding 24-hour period. He shall also note maximum wind velocity and minimum temperatures for holidays and weekends when no construction operations take place.

5. The Log Book shall not be used as a visitor's registration book.

6. Whenever there is a change in the principal personnel of the project, all changes shall be duly noted, with the appropriate dates, on a new title sheet, marked Revision #1, etc. In addition, these changes should be mailed directly to the Commissioner of Inspectional Services.

7. After the final affidavit is signed and before the Certificate of Occupancy is granted, the Log Book shall be returned to the Inspectional Services Department.

PROJECT ADDRESS

LICENSED BUILDER: _____

Company: _____

Address: _____

Phone: _____

Class: _____ Lic. No. _____

AFFIDAVIT ENGINEER or ARCHITECT: _____

Company: _____

Address: _____

Phone: _____

Mass. Reg. No. _____

PERMITS:

	NUMBER	CONTRACTOR	ADDRESS
Building			
Electrical			
Gas			
Plumbing			
Sprinkler			
Elevator			

LOG BOOK

Log Book Sheets

YEAR: SHEET:

PROJECT ADDRESS: WARD: PERMIT NO.

DATE	NAME	TIME IN	TIME OUT	COMPANY-POSITION	ACTIVITY/FINDINGS

PROJECT LOCATION

LICENSED BUILDER _____

Class _____ Lic No _____

AFFIDAVIT ENGINEER or ARCHITECT _____

Mass Reg No _____

PERMITS:

	NUMBER	CONTRACTOR
Building		
Electrical		
Gas		
Plumbing		
Sprinkler		
Elevator		

ISD AF 1

AFFIDAVIT

ARCHITECTURAL DESIGN

Permit No. _____

To the Commissioner, Inspectional Services Department:

Re: _____ Ward _____

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at

_____

_____ Ward _____ are in accordance with the requirements of the Massachusetts State building Code and all other pertinent laws and ordinances

_____
ARCHITECT — MASS REG NO

_____
ADDRESS

_____
PHONE

_____ 19 _____

Then personally appeared the above-named _____
and made oath that the above statement by him is true.

Before me,

_____

My Commission expires

_____ 19 _____

ISD AF 2

AFFIDAVIT

STRUCTURAL DESIGN

Permit No _____

To the Commissioner, Inspectional Services Department

Re _____ Ward _____

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at

_____

_____ Ward _____ are in accordance with the requirements of the Massachusetts State Building Code and all other pertinent laws and ordinances.

_____
ENGINEER — MASS. REG. NO.

_____
COMPANY

_____
ADDRESS

_____
PHONE

_____

Then personally appeared the above-named _____ and made oath that the above statement is true,

before me

_____

My Commission expires

_____ 19 _____

AFFIDAVIT

MECHANICAL DESIGN

Permit No _____

To the Commissioner, Inspectional Services Department:

Re _____ Ward _____

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at

_____

_____ Ward _____ are in accordance with the requirements of the Massachusetts State Building Code and all other pertinent laws and ordinances.

_____
ENGINEER — MASS REG NO

_____
COMPANY

_____
ADDRESS

_____
PHONE

_____

Then personally appeared the above-named _____ and made oath that the above statement by him/her/them is true.

Before me

_____
Notary Public

My Commission expires

_____ 19 _____

AFFIDAVIT

ELECTRICAL DESIGN

Permit No. _____

To the Commissioner, Inspectional Services Department

Re. _____ Ward _____

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at

_____

_____ Ward _____, are in accordance with the requirements of the Massachusetts State Building Code and all other pertinent laws and ordinances.

_____
ENGINEER — MASS. REG. NO

_____
COMPANY

_____
ADDRESS

_____
PHONE

_____ this _____

Then personally appeared the above-named _____
and made oath that the above statement by _____

before me

_____

My Commission expires

_____ 19 _____

ISD AF 12

LICENSED BUILDER FINAL AFFIDAVIT

To the Inspectional Services Commissioner:

I certify that I, or my authorized representative, have inspected the work associated with Permit No. _____, dated _____, locus _____

_____

Ward _____ (on the dates used below or on at least _____ occasions during construction), and that to the best of my knowledge, information, and belief the work has been done in conformance with the permit and plans approved by the Inspectional Services Department and with the provisions of the Massachusetts State Building Code and all other pertinent laws and ordinances.

_____
LICENSED BUILDER — LICENSE NO.

_____
COMPANY

_____
ADDRESS

_____
PHONE

Inspection Dates:

_____ 19 _____

Then personally appeared the above-named _____
and made oath that the above statement by him is true.

Before me,

_____

My Commission expires

_____ 19 _____

ISD AF 5

INSPECTION AFFIDAVIT

Permit No. _____

To the Commissioner, Inspectional Services Department:

Re: _____ Ward _____

I certify that I shall make at least one site visit per week, from start to completion of construction to observe compliance with the Code and the approved plans and will make a report of my visits and findings. There will be a representative in my employ or in the employ of the owner on site as outlined in Commissioner's Bulletin No. 86-revised, during construction operations. He will maintain a daily log of construction activities and report any discrepancies noted to me for my action or for my reporting to Inspectional Services Department. If the need or the situation warrants, I may substitute a Massachusetts registered architect or engineer for me subject to the written approval of the Inspectional Services Commissioner.

_____
ARCHITECT OR ENGINEER — MASS. REG. NO.

_____
COMPANY

_____
ADDRESS

_____
PHONE

_____ 19 _____

Then personally appeared the above-named _____
and made oath that the above statements are true.

Before me

_____
Notary Public

My Commission expires

_____ 19 _____