



HOW TO GET YOUR SHORT FORM PERMIT ISSUED?

You're facing the "No Record of Occupancy" issue with the Inspectional Services Department (ISD). To move forward with your permits, you need to establish the home's "identity".

To help you with this, please use this simple checklist to navigate the portal and get your permit.

- **Portal Access:** Go to boston.gov/isd and click "Apply for a Permit"
- **Login/Register:** Create an account with your email or log in if you already have one
- **Permit Type:** Select "Long Form/Alteration/Change of Occupancy"
- **Work Type:** Choose "No Record of Occupancy"
- **Value:** Enter "1" (without a dollar sign or commas)
- **Description:** Clearly state the property's use
 - *Example:* "Confirm occupancy as a [number]-family dwelling"
 - *Another Example:* "Confirm occupancy as a bank"
 - *Note:* Be sure to include the property owner's name, phone number, and email
- **Attachments:** You do not need to attach any documents to the application

WHAT HAPPENS NEXT?

1. **ALT Number:** You will get a permit number that starts with ALT.
2. **Queue Review:** The administrative review will start and pass it along to Planning and Zoning.
3. **Payment:** Pay for the ALT permit, and then your Short Form permit will be issued.
4. **Inspection:** A building inspector will visit the property to verify the number of units.

A HELPFUL TIP FOR THE VISIT

Make sure all units are accessible for the building inspector. They will check that the layout, including kitchens, bathrooms, separate entrances, and utility meters, matches the number of families you claim.