



**Boston Fire Department  
Fire Prevention Division  
1010 Massachusetts Avenue – 4<sup>th</sup> Floor  
Boston, MA 02118  
Tel: 617-343-3628 Fax: 617-343-3604**

### **Instructions for Hot Work Applications**

In order to better serve our customers, the Boston Fire Department in conjunction with the City of Boston has moved to a new online permitting experience at <https://permits.boston.gov/>. In order to make this experience work to your advantage and complete a successful more timely application process **you must comply with all of the guidelines** provided below.

Please refer to 527 CMR 1.00 c 41 for all items covered by this permit

The maximum time allowable for this permit is six months.

All fields on the application must be **CORRECTLY AND COMPLETELY FILLED OUT**

- Effective January 1, 2017 each contracting company:
  1. Must have a valid NFPA Hot Work Safety Certification number on the Cutting/Welding and Other Hot Work application.
  2. **Note that all persons performing hot work in the City of Boston must have a NFPA Hot Work Safety Certification on their person when performing hot work in the City of Boston**
- Incomplete or incorrect application(s) will be electronically sent back to you to be fixed.
- All permission letters must accurately meet the criteria listed below under the topic Permission Letter Criteria.
- Correctly submitted applications take 3 – 5 business days for processing and approval review.
- When the application is approved you will be prompted to log in and pay for your permit and you can print it at that time.

### **Permission Letter Criteria**

All applications for Cutting/Welding and Other Hot Work must have a permission letter from the property owner, manager, or agent at the time of submittal.

### **Permission Letters must:**

- Be on letterhead
- dated
- specify the exact address where the “hot work” is being performed
- list the name of every contractor performing Hot Work on the property
- signed by property owner/agent/manager
- If electronically submitted must be a .pdf file

### **Emergency Work**

If the job is an emergency **THE APPLICATION AND THE LETTER MUST STATE THIS.**

An emergency relates to items such as:

- No heat in the winter,
- No water or hot water,
- No air-conditioning in the summer,
- Unusable handicapped facilities or
- Unsafe conditions.

A job that is time or fiscally sensitive on either the contractor's or property owners' part does not constitute an emergency. It must be a life safety issue.

### **Extensions**

Since the maximum time allowable for this permit is six months we do allow you to clone the application and select work type of extension in order to fast track your application.

- There are to be no changes in the location and scope of work from the existing permit
- You must provide your original permit number and it may not have expired
- You must have a valid permission Letter

If the above is not the case it is a totally new application and all of the above is required.

**Note:** It is the contractor's responsibility to have all original permits posted and maintained on job-site.

### **Paid Details**

Only upon approval will it be known as to whether a Paid Detail will be required. If one is required you are to request a paid detail on-line at when your permit is issued to you.

<http://www.cityofboston.gov/fire/inspections/sdiform/firerequest.aspx>