



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

Number: 2020 - 02
Date: July 6, 2020

Subject: Procedure for Off-Hours Inspections/Assignment ("Details") Requests; Payment of Fees

Purpose: The purpose of this Bulletin is to properly administer the Department's public health and safety mission during non-working hours of the Department. Letter from Inspectional Services Commissioner, dated September 1, 2006 regarding "*charging and billing for requested inspections/assignments ("details") paid for by third parties*" is rescinded and replaced by Bulletin 2020-02 upon publication of the latter. Commissioner's Bulletin 2003-3, "Procedure for Off-Hours Inspection Requests and Third Party Billing" is rescinded and replaced.

Determination:

Any party requesting an inspection/assignment (hereinafter, "detail") by any Division during any time other than regular business hours for the Boston Inspectional Services Department must comply with the following procedure:

1. The party requesting such an application completes an "Off-Hours Employment Request" Form and presents the application to the Division performing the detail.
2. The submitted request is reviewed for approval by the Commissioner, the Commissioner's designee, or a supervisor at the grade of MM08 or above, or the supervisor's designee. The supervisor shall keep a log of each request and note whether it has been denied or approved. The supervisor shall then ensure that the applicant is notified that the request has been denied or approved.
3. The supervisor will inform the applicant of the detail fee, as prescribed by the following:
 - a. The fee shall be \$250 for all off-hours details, as set forth in City of Boston Code, Ordinances, Section 18-1.1A.
 - b. The applicant shall pay the fee prior to the supervisor signing the approved application for final authorization. Upon signature, the supervisor shall schedule the off-hour detail.
4. For all off-hour details:
 - a. The employee to whom the detail is assigned shall present the form signed by the supervisor to the requesting party upon completion of the detail for the party's signature confirming completion.

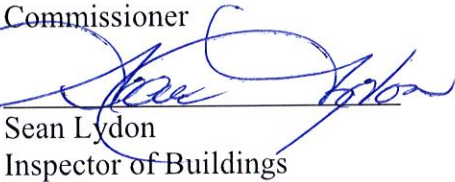
- b. The employee shall present the form, signed by the requesting party, to the authorizing supervisor upon completion of the detail.
5. Either each day, but not less frequently than each week, the supervisor in each division shall submit to the Administration & Finance Division all the completed "Off-Hours Employment Request Forms," receipts for fee payments and a tally log. All requests for off-hours access to buildings within the control of the Department shall be treated as "Off-Hours Details Requests" and require prior approval and payment of associated fees prior to providing such access. No employee shall take payment on behalf of the Department during off-hours details. All fee payments must be made in advance.

Signed:



Dion Irish
Commissioner

7/7/2020
Date



Sean Lydon
Inspector of Buildings

July 7, 2020
Date