



**Boston Fire Department
Fire Prevention Division
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Boston Fire Department COVID-19 Safety Plan and Affidavit Instructions

For the health and safety of workers, their families, and our communities, all permitted construction will be required to adhere to COVID-19 best practices during this public health emergency.

For a jobsite to be permitted by the Boston Fire Department the following additional documents must be attached to your application:

- Covid-19 Safety Plan Checklist - a worksheet to help you write your plan found at: https://www.boston.gov/sites/default/files/file/2020/04/Boston%27s%20Covid-19%20Construction%20Site%20Best%20Practices%20Worksheet_1.pdf
- Covid-19 Affidavit found at: <https://www.boston.gov/sites/default/files/file/2020/04/Boston%27s%20COVID-19%20Affidavit%20for%20Construction%20Work%20-%20Final.pdf>

First you must determine your company's role – Contractor/General Contractor or Subcontractor

If you are the contractor for a small project or the general contractor on a large project then you must attach to your application:

1. A COVID-19 Safety Plan for the site
2. A COVID-19 Affidavit for your company

If you are a subcontractor on a large project you must attach to your application:

1. Your General Contractor's COVID-19 Safety Plan for the site
2. A COVID-19 Affidavit for your company

What your COVID-19 Safety Plan must include to be considered by the Boston Fire Department are listed below:

1. Your company's name, address, and all responsible party contact names and phone numbers
2. The type of construction related work you are providing
3. Your company's role in the project such as general contractor or subcontractor.
4. The items from the sample provided on the website listed above that are applicable to this job your company is performing with this permit application.

What your COVID-19 Affidavit must include to be considered by the Boston Fire Department are listed below:

1. Your company's name, address, and all responsible party contact names and phone numbers
2. The type of construction related work you are providing
3. Your company's role in the project such as general contractor or subcontractor.
4. The items from the sample provided on the website listed above that are applicable to this job your company is performing with this permit application.