

CITY of BOSTON

Inspectional Services Newsletter



TIME TO REGISTER YOUR RENTAL UNIT!

All residential rental properties in Boston must register by June 30, 2022

THREE REASONS TO REGISTER:

- Avoid penalties and fees
- Ensures your unit is safe and code compliant
- Provides a point of contact in case of emergency

THERE ARE TWO EASY WAYS TO REGISTER:

- Register online bit.ly/RentalReg22
- Download and fill out the registration form and mail or deliver in person to the Inspectional Services, Housing Division.

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Rental Registration

If you own a rental property, you must register it with the City each year. Registration can be completed online, by mail or in person. For more information, please visit www.boston.gov/rental-registration

Questions? Please email shortermrentals@boston.gov or call 617-635-1010, option 3.



Pre-existing unit -
Convert extra independent unit into rental unit

Elizabeth is hoping to generate an income stream to offset regular housing costs, including mortgage payments.



Carve out unit -
divide first floor into two studio units

Justin wants to create a unit for his parents to live in so they can assist childcare, without sacrificing rental income.



Basement conversion-
convert basement into an accessible unit

Nancy is an older adult who hopes to age in place while supported by rental income



Attic conversion -
convert attic into additional unit

Robert has extra space in the attic of his triple decker and wants to provide an affordable rental unit

ADU 2.0 Homeowner Cohort II

The Housing Innovation Lab in collaboration with the Mayor's Office of Housing, Boston Planning & Development Agency, and the Inspectional Services Department are co-hosting a second cohort of homeowners for our ADU 2.0 pilot program. Homeowners in Dorchester, Jamaica Plain, Mattapan, and Roslindale interested in turning existing exterior structures like carriage houses and accessory buildings into livable space are eligible. The Housing Innovation Lab is looking to partner with individual homeowners to better understand the barriers, gaps, and opportunities of transforming existing exterior structures to an ADU and build the foundation for future citywide ADU efforts.

You can find the application form [here](https://www.boston.gov/departments/neighborhood-development/addition-dwelling-units): <https://www.boston.gov/departments/neighborhood-development/addition-dwelling-units>. We will be accepting applications until Friday, April 15, 2022 and holding our kick-off meeting for the cohort on Thursday, April 28, 2022. For more information, please contact Chana Haouzi at chana.haouzi@boston.gov

For general information about Additional Dwelling Units, please click [here](#).

WHAT BUILDING PERMIT DO I NEED?

Navigating the permit process has never been easier. Find out what kind of permits you need for your next project in Boston, and how to get them.

ISD is now submitting electronic building plans

for long-form permit applications.

For more information on how to pull a building permit, click [here](#).

Still have questions? Contact Inspectional Services at 617-635-5300 or email ISD@boston.gov



Resource Guides

Are you interested in opening a food service establishment in Boston? Inspectional Services would be happy to assist! Please visit the links below with more details. Multiple translations are available.

Opening Guide for Food Service Establishments [Link](#)

Food Truck Legal [Toolkit](#)

ISD Community Partnerships and Inspections

The Constituent Services Division is composed of call center representatives, community liaisons, and the Investigation and Enforcement Team. Our team is responsible for responding to inquiries and facilitating the remediation of City code violations. We serve residents and business owners. We also provide outreach and help facilitate the delivery of City services in Inspectional Services.



This week, the Constituent Services Division worked closely with our internal partners, The Mayor's Office of Neighborhood Services, and elected officials in order to address public safety, structural and sanitary concerns in the South End, Egleston Square, and Dorchester.

For more information about the Constituent Services Division, please visit our website [here](#):

Have questions? Contact ISD@boston.gov or call our call center at 617-635-5300. Business hours are from 8:00 AM to 4:00 PM, excluding holidays.

Events and Announcements

Zoning Board of Appeals Hearing Dates

Sub-committee Zoning Hearing

When: Thursday - April 14, 2022

Time: 5:00 PM

Meeting agenda: <https://www.boston.gov/public-notices/15816286>



Job Postings

Looking to make a career change and join a team that is dedicated to public safety? We're hiring for multiple positions at ISD.

Check out our latest openings:

[Environmental Health Inspector I](#)
[Management Analyst](#)
[Head Clerk](#)
[Housing Inspector](#)

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Hours