

Certificate of Use and Occupancy Procedures Checklist

- Requires building permit with final inspections signed by each inspector
- Computer generated itemized Final Cost Breakdown
- Affidavits if applicable (Over 6 million dollar projects) including a log book
- Fast Track Office Permits require all applicable affidavits
- Copies of all your associated permits issued by Inspectional Services Department
 - Electrical, Low Voltage, Fire Alarm, Plumbing, Gas, Sprinkler, Sheet Metal finalized by the Building Inspector
- Reports – Fire Alarm-Records of Testing and Completion, Sprinkler NFPA 13 or Smoke Certificate
- A letter for Groundwater Recharge System designed by P.E.
- Closed General Service Agreement (GSA) form from Boston Water & Sewer Commission
- Commercial (all) kitchen exhaust systems provide cleaning schedule, method of cleaning and the time interval between cleanings
- A one-line diagram of the duct system showing all clean outs
- State Elevator Certificate
- Copy of issued license from the Committee on Licensing for the storage of flammable materials and vehicles in garages
- Report on test for Emergency Generator
- Report on test for Smoke Exhaust System

Additional Documents

- HERS Rating (New & Renovation by RESNET Certification HERS Rater)
- Sheet Metal Checklist to be submitted by the GC or Mechanical Engineer/Architect
- Letter from owner stating receipt of the preliminary Commission Report for Stretch Code
- Energy Bypass Checklist
- Compliance with Article 37 Boston Green Buildings
- Nail Salon's to require an affidavit on the ventilation
- Elevation Certificate if your project is in a Floodplain District.

For Existing Conditions:

- Copy of the most recent occupancy permit from the Document Room

Temporary Request for Certificates of Occupancy

- Approval from the District Inspector(s)
- Letter to the Deputy Commissioner/Inspector of Buildings Marc Joseph stating the reason for request and timeframe needed.

If you are applying for a certificate that relates to rental units please see our Housing Division. They are located across from the main elevator on the 5th floor.

Certificates of Inspection are required for some Occupancy Types. Please also include the stamped approved drawings by either ISD or both ISD and BFD depending on the number of occupants.