



City of Boston
Public Works



City of Boston
Transportation

How to Apply for a Street Occupancy Permit Online

Step 1: Create an Account

Click the “Register for an online account” link found at <https://onlinepermitsandlicenses.boston.gov/pwdpermits>

PUBLIC WORKS

Welcome to Dynamic Portal

USER NAME:

PASSWORD:

SIGN IN

Remember me on this computer

First time here?
Register for an online account

Forgot your password or already using permits.boston.gov?
Forgot my password

Enter a username (usually your email address) and a password.

PUBLIC WORKS

Sign Up for New Account - Personal Information

Enter your information

1. Enter your preferred user name for login purposes. Use something you will remember like your email address.
2. Enter your email address. This email address will be used to mail your initial enrollment confirmation and for submission notifications. You will be able to change your password later in "Modify Account".
3. Enter your contact information to be used with your submittals.
4. Click "Next".

ENROLL AS A:

Individual
 Company

CREATE USER NAME

Please enter a User Name

TYPE YOUR PASSWORD (PASSWORD MUST HAVE AT LEAST 5 CHARACTERS, WITH ONE UPPER CASE, ONE LOWER CASE, AND ONE NUMERIC CHARACTER.)

RETYPE PASSWORD

Enter your account information.

SELECT A SECRET QUESTION TO RESET PASSWORD:

Select One



ENTER YOUR SECRET ANSWER

CONTACT TYPE

APPLICANT



FIRST NAME

LAST NAME

COMPANY NAME

POSITION:

ADDRESS

ADDRESS LINE 2

CITY

STATE/PROVINCE:

Massachusetts



POSTAL CODE

COUNTRY

DAYTIME PHONE

EVENING PHONE

FAX NUMBER:

MOBILE PHONE

EMAIL

NEXT

Step 2: Apply for a Permit

Once you are logged in with your new user account, click on “Apply for a Permit”

PUBLIC WORKS

Permit Applications

Welcome Katherine McCormack

Welcome to the Public Works permit application portal. Here you may choose to view permit information by searching with a permit number. You may apply for a permit, or you may change or modify your account information.

Permit applications that were submitted previously will not show up on this portal unless your application is linked by the City of Boston. You can request to link previous applications that you do not find in “Lookup Permits” by filling out [this form](#).

Note: Linking should only be used if you have to extend or re-open an existing permit.

Permit Number Search... 🔍

Apply For A Permit

Choose the permit type you would like to apply for.

Lookup Your Permits

View your Permit or search for other permits by number.

Pay Fees

View fees related to your applications.

Select “Street Occupancy Permit ” for the permit type.

Permit Type	Applicant Information	Additional Contacts	Permit Location	Job Description	Application Details	Attachments	Summary
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▶ Please select the permit type
▶ Click “Next”

PERMIT TYPE:

Street Occupancy Permit

NEXT

Your applicant type will always default to “Other Contact” - click “NEXT”

Permit Type	Applicant Information	Additional Contacts	Permit Location	Job Description	Application Details	Attachments	Summary
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▶ If you are the contractor who will complete this work, please select the second option. If you are applying on behalf of the company that will complete this work, please select “Other” and add the bonded company on the additional contacts page.
▶ Note: property owners should not apply without an additional bonded company contact.
▶ Click “Next”

APPLICANT TYPE

Other contact.

PREVIOUS **NEXT**

Cancel

If you are not the BONDED contact performing the work, you will need to search for add that contact on the Additional Contacts page. In this example, we search for and select “Verizon” as the contact and click Next.

Permit Type	Applicant Information	Additional Contacts	Permit Location	Job Description	Application Details	Attachments	Summary
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To add additional contacts to this permit:

- ▶ Click "Add Contact"
- ▶ Enter required contact information
- ▶ Click "Search"

Please note you are required to have a bonded contact associated with this application. Please use the add contact link below to add that contact to this application.

APPLICANT TYPE

Licensed Contact ▼

FIRST NAME

NAME

Verizon

3 matching records found.
Please review the following records.

- Select the correct contractor contact by clicking on the appropriate search result contractor.

NAME	ADDRESS	CONTACT TYPE
VERIZON	649 SUMMER ST BOSTON MA 02210	Public Works Department
VERIZON	185 FRANKLIN ST ACTON MA 01720	Public Works Department
Cellco Partnership d/b/a Verizon Wireless	1299 ZURICH WAY 5TH FLOOR BOSTON MA 02108-1050	Public Works Department

Enter the address of your work and search/select from the list.

PUBLIC WORKS

Permit Location

Permit Type	Applicant Information	Additional Contacts	Permit Location	Job Description	Application Details	Attachments	Summary
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- ▶ Enter the Address
Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- ▶ Select the correct location by clicking on the appropriate address
- ▶ If you do not see the correct location, make changes to your search and try again
- ▶ Click "Search"

NUMBER **DIR** **STREET NAME** **SUFFIX**

1 -- City Hall --

SEARCH

2 Matches Found

STREET #	DIR	STREET NAME	SUFFIX	APT	CITY	STATE	ZIP
1		City Hall	PLZ		Boston	MA	02108
1		City Hall	PZ	City Hall	Boston	MA	02201

Select a work type and enter "a description of the proposed work."

PUBLIC WORKS

Job Description

Permit Type	Applicant Information	Additional Contacts	Permit Location	Job Description	Application Details	Attachments	Summary
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- ▶ Enter the required field(s)
- ▶ Click "Next"

WORK TYPE *

Street Occupancy

DESCRIPTION OF THE CONSTRUCTION/PROPOSED JOB *

This is a street occupancy permit request

PREVIOUS **NEXT**

Enter your application details. All required fields are denoted by an asterisk.

PUBLIC WORKS

Application Details

Permit Type	Applicant Information	Additional Contacts	Permit Location	Job Description	Application Details	Attachments	Summary
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▶ Enter in the details.
▶ Click "Next"

START DATE *

ESTIMATED DURATION (DAYS) *

WORK HOURS *

LENGTH *

WIDTH *

PARKING SPACES

CONTACT NAME *

PHONE *

Add one or more work types by clicking the "Add Work Type" button and selecting from the list.

TYPE OF WORK BEING DONE

CODE	NOTES
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TYPE OF WORK

CODE *

NOTES

Add Attachments to your application as needed and click “upload” and “Next”

PUBLIC WORKS

Attachments

Permit Type	Applicant Information	Additional Contacts	Permit Location	Job Description	Application Details	Attachments	Summary
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The required documents must be submitted or attached to your application. You may also submit the documents via mail or in person. Please include the Primary permit number.

To Upload Documents:

- ▶ Click "Browse" to select the files/documents from your computer to attach to your application
Note: Each file can not exceed 10MB.
- ▶ Enter the description
- ▶ Click "Upload" to add files
- ▶ Click "Next"

FILE PATH
 No file chosen

FILE DESCRIPTION

Review your application details on the summary page. If you are satisfied, click “APPLY” to send the application to the City of Boston for review.

PUBLIC WORKS

Permit Information Confirmation

Permit Type	Applicant Information	Additional Contacts	Permit Location	Job Description	Application Details	Attachments	Summary
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To submit your application:

- ▶ Confirm the permit information is correct. If changes need to be made click the appropriate "Edit" button.
- ▶ Click the "Apply/Save" button to submit your permit.

Permit Type: Street Occupancy Permit

Job Description

Work Type: Street Occupancy
Description: This is a street occupancy permit request

Permit Location

1 City Hall PZ City Hall Boston MA 02201

Applicant Information

Applicant Type: Owner/Builder
Primary Contact Name: Charise Jacobs
Address: 1 City Hall Plaza Plaza Boston MA 02110
Phone: (617)635-0702

Additional Contacts

No contact added.

Permit Details

Detail page information.

Attachments

No attachment uploaded.

[PREVIOUS](#)

[APPLY](#)