



CLOSING OPEN PERMITS

Once permitted work is complete and passed all required inspections, the permit holder must ensure the permit is officially closed. Closing a permit confirms that the work has been reviewed, approved, and meets all safety and code requirements.

Why You Should Address Open Permits

- **Compliance with the Law:** Closing permits ensures all work conforms to applicable building codes and regulatory requirements.
- **Protect Property Value:** Unresolved permits can affect a property's marketability and raise concerns for buyers.
- **Ensure a Smooth Real Estate Closing:** Open permits often delay or jeopardize real estate transactions, mortgage approvals, and insurance coverage.

Steps to Properly Close a Permit

1. **Apply for and obtain the required permit** before beginning any construction work.
2. **Complete the work** in full compliance with all applicable codes and regulations.
3. **Obtain all required inspections and approvals** from inspectors.
4. **Schedule a final inspection** once all work is complete. This is a step that contractors may overlook. It is a good practice to confirm that a final inspection was performed.
5. **After the inspector confirms the final inspection was successful, make sure the permit is officially closed.** If you are unsure whether the permit was closed, consult the [Analyze Boston Building Permits Dataset](#) (look for the "Status" column).



If You Encounter Issues

- **Final inspection completed, but the permit remains open?**

Please contact the ISD Call Center at 617-635-5300 or email isd@boston.gov and provide the permit number. If you have them available, please provide the date of the final inspection, name of the inspector who performed it, or a copy of the signed permit.

Need More Information?

For a helpful video tutorial on how to close a permit, click [here](#).

For questions, assistance, or to verify the status of your permit, please contact the Inspectional Services Department (ISD) at (617) 635-5300.