

How to Schedule an Inspection on the Permitting Portal



This guide provides a straightforward process for requesting an inspection through the Boston Permits website. By following the steps outlined, users can efficiently navigate the online system, saving time and reducing confusion.

Searching Permits through "Recent Activities"

1

Navigate to

<https://onlinepermitsandlicenses.boston.gov/isdpermits/Views/Login.aspx>

0 FEES IN MY CART \$0.00 MODIFY ACCOUNT PORTAL HOME SIGN OUT

INSPECTIONAL SERVICES

Welcome Tushar Rajvanshi

PERMITS

Search My Permits

Search your permits by type, status or date range.

Apply for a Permit

Start a new permit here

My Permits to be Paid

View and pay fees related to your permit applications.

RECENT ACTIVITY

- 550834** - Certificate of Inspection
24 Howes ST Dorchester
Milestone: Intake
- 550835** - Certificate of Inspection
24 Howes ST Dorchester
Milestone: Intake
- SHM1198446** - Sheet Metal Permit
24 Howes ST Dorchester
Milestone: Inspection
- S1198449** - Fire Protection Permit
24 Howes ST Dorchester
Milestone: Inspection

If you know your permit number you can search for it [here](#).
Saved building applications [here](#).

2

Click on the permit number for which you want to schedule an inspection. In this example we will use "S1198449 - Milestone: Inspection"

INSPECTIONAL SERVICES

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550834 - Certificate of Inspection
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Milestone: Intake

SHM1198446 - Sheet Metal Permit
24 Howes ST Dorchester
Milestone: Inspection

S1198449 - Fire Protection Permit
24 Howes ST Dorchester
Milestone: Inspection

A1198464 - Amendment to a Long Form
24 Howes ST Dorchester
Milestone: Denied

3

Click on the permit number - "S1198449"

INSPECTIONAL SERVICES

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address.

From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

PERMIT # SEARCH	LOOKUP RESULT		
PERMIT #	TYPE	ADDRESS	ACTIONS
S1198449	Sprinkler Permit Fire Protection/Sprinkler	24 Howes ST 13 Dorchester MA 02125	Summary Reviews Inspections Fees Print Permit

To create a printable report of the search result [Click here](#)

[Cancel](#)



[PUBLIC NOTICES](#) [PAY AND APPLY](#)

[REPORT AN ISSUE](#)



4 Click on the "Inspections tab"

Issue Date: 6/26/2025

Declared Value: \$15,000.00

Legal Occupancy: 1 to 3 Family Residential

Description of Work: TEST

Milestone: Inspection

[CLONE](#) [PRINT PERMIT](#)

[NEXT STEPS](#) [REVIEW](#) **[INSPECTIONS - 3](#)** [ATTACHMENTS](#)

DESCRIPTION	STATUS
Inspection Result Required	Pending

[BACK TO SEARCH RESULTS](#)

5 Click "Request Inspection"

[CLONE](#) [PRINT PERMIT](#)

[NEXT STEPS](#) [REVIEW](#) [INSPECTIONS - 3](#) [ATTACHMENTS](#)

Please use the grid below to manage your inspections. We start all permits with two placeholder inspections: a rough and a final. You and your building inspector will determine the specific types of inspections together.

When you are ready to request an inspection, please choose the inspection that best suits your project. You will receive a call from your inspector within 48 hours to schedule the inspection.

INSPECTION TYPE	SCHEDULED DATE	STATUS	ACTIONS
Final	6/30/2025	Fail	Inspection Details
Backflow Inspection			Request Inspection
Final			Request Inspection

[BACK TO SEARCH RESULTS](#)

6

Click "Details" (Name and phone number of the person that will meet the inspector on-site; type of inspection if different than the one chosen; if it is a partial inspection; area, suite or floors to be inspected). IT IS AN IMPORTANT FIELD AND IT IS REQUIRED TO BE FILLED

The screenshot shows a web form with a blue header and a white content area. The header contains a red close button with an 'X' icon, and links for 'PORTAL HOME' and 'SIGN OUT'. The form content includes a paragraph of instructions: 'Please tell us what need to get inspected, include as much detail as possible. If you are requesting a different type of inspection than what is displayed, please indicate this in the details section.' Below this is a section titled 'INSPECTION TYPE' with a dropdown menu showing 'Final'. Underneath is a section titled 'DETAILS *' with a text input field. The input field contains the text: 'Name and phone number of the person that will meet the inspector on-site; type of inspection if different than the one chosen; if it is a partial inspection; area, suite or floors to be inspected.' A red circle highlights the word 'phone' in the first sentence of the input field. Below the input field, it says '500 characters left' and there is a blue 'SUBMIT' button. The background of the form is a blurred blue sidebar with various navigation options like 'NEXT STEPS', 'INSPECTION TYPE', and 'Request Inspection'.

7

Type the name, phone number of the person who is going to be present on site and inspection type that is to be done.

8 Click "Submit"

Please tell us what need to get inspected, include as much detail as possible. If you are requesting a different type of inspection than what is displayed, please indicate this in the details section.

INSPECTION TYPE

Final

DETAILS *

Tushar
8574153655
Final Inspection - Floor 1

455 characters left

SUBMIT


BACK TO SEARCH RESULTS

9 Once you hit submit, the screen should look like this. On the Actions tab you can see that the Inspection has been requested.

NEXT STEPS | **REVIEW** | **INSPECTIONS - 3** | **ATTACHMENTS**

Please use the grid below to manage your inspections. We start all permits with two placeholder inspections: a rough and a final. You and your building inspector will determine the specific types of inspections together.

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INSPECTION TYPE	SCHEDULED DATE	STATUS	ACTIONS
Final	6/30/2025	Fail	Inspection Details
Backflow Inspection			Request Inspection
Final			Inspection requested on: 9/5/2025

BACK TO SEARCH RESULTS

B PUBLIC NOTICES PAY AND APPLY **REPORT AN ISSUE** **BOS: 311**

10

Once you are done with requesting your inspection, you should receive an email. You can logout once you have requested an inspection. If you wish to request inspection on different permit -

Repeating Steps (Searching permit through "Search My Permits")

11

Click "Portal Home"

The screenshot shows the City of Boston website's "INSPECTIONAL SERVICES" page. The header includes the City of Boston logo, Mayor Michelle Wu's name, and navigation links for "PUBLIC NOTICES" and "PAY AND APPLY". A dark navigation bar contains "0 FEES IN MY CART \$0.00", "MODIFY ACCOUNT", "PORTAL HOME" (highlighted with an orange circle), and "SIGN OUT". The main heading is "INSPECTIONAL SERVICES" with the subtitle "Permit Application Lookup". Below this, there is a search instruction: "Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit." Two tabs are visible: "PERMIT # SEARCH" (active) and "LOOKUP RESULT". A table displays the search results for permit # S1198449, which is a Sprinkler Permit (Fire Protection/Sprinkler) located at 24 Howes ST 13, Dorchester MA 02125. The table includes a link for "Summary | Reviews | Inspections | Fees | Print Permit". At the bottom, there is a link to "Click here" to create a printable report of the search result.

PERMIT #	TYPE	ADDRESS	ACTIONS
S1198449	Sprinkler Permit Fire Protection/Sprinkler	24 Howes ST 13 Dorchester MA 02125	Summary Reviews Inspections Fees Print Permit

12

You will be navigated back to your home page and can repeat the same process. If you are requesting an inspection on an old permit which isn't available on your Recent Activity. You can -

13 Click "Search My Permits"

INSPECTIONAL SERVICES

Welcome Tushar Rajvanshi

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- A1198464 - Amendment to a Long Form
24 Howes ST Dorchester
Milestone: Denied

Next >

14 Select the Application Type option and select the permit type you are searching for

CITY of BOSTON | Mayor Michelle Wu

PUBLIC NOTICES PAY AND APPLY

0 FEES IN MY CART \$0.00 MODIFY ACCOUNT PORTAL HOME SIGN OUT

SEARCH CRITERIA

- ▶ Select application type (Optional).
- ▶ Select application status.
- ▶ Select the dates.
- ▶ Click "Search".

APPLICATION TYPE:

Long Form/Alteration Permit/Change of Occupancy

APPLICATION STATUS:

In Progress

Closed

All

FROM 09/05/2024 **TO** 09/05/2025

SEARCH

15

Click "Search" (Make sure to select the appropriate date filter if the permit is older than 1 year)

- ▶ Select application type (Optional).
- ▶ Select application status.
- ▶ Select the dates.
- ▶ Click "Search".

APPLICATION TYPE:

Long Form/Alteration Permit/Change of Occupancy ▼

APPLICATION STATUS:

- In Progress
- Closed
- All

FROM

09/05/2024

TO

09/05/2025



PUBLIC NOTICES PAY AND APPLY

REPORT AN ISSUE



16

Click on the permit number you want to schedule an inspection for. In this example - "ALT1198508"

PERMIT	TYPE	ADDRESS	ACTIONS
ALTI198467	Long Form/Alteration Permit/Change of Occupancy Addition	24 Howes ST 13 Dorchester MA 02125	Summary Clone Reviews Inspections Attachments Print Permit
ALTI198492	Long Form/Alteration Permit/Change of Occupancy Roofing	24 Howes ST 13 Dorchester MA 02125	Summary Clone Reviews Inspections Fees Attachments Print Permit
ALTI198495	Long Form/Alteration Permit/Change of Occupancy Change Occupancy	24 Howes ST 13 Dorchester MA 02125	Summary Clone Reviews Inspections Fees Attachments Print Permit
ALTI198502	Long Form/Alteration Permit/Change of Occupancy Addition	24 Howes ST 13 Dorchester MA 02125	Summary Clone Reviews Inspections Fees Attachments Print Permit
ALT1198508	Long Form/Alteration Permit/Change of Occupancy Roofing	24 Howes ST 13 Dorchester MA 02125	Summary Clone Reviews Inspections Fees Attachments Print Permit
ALTI198523	Long Form/Alteration Permit/Change of Occupancy Change Occupancy	24 Howes ST 13 Dorchester MA 02125	Summary Clone Reviews Inspections Fees Attachments Print Permit
ALTI198718	Long Form/Alteration Permit/Change of Occupancy Interior/Exterior Work	24 Howes ST 13 Dorchester MA 02125	Summary Clone Reviews Inspections Fees Attachments Print Permit

17 Click "Inspections"

Fees:	\$360.00
Declared Value:	\$15,000.00
Legal Occupancy:	1 to 3 Family Residential
Description of Work:	TETS
Milestone:	ScheduleInspection

[CLONE](#) [PRINT PERMIT](#)

NEXT STEPS	REVIEWS - 5	INSPECTIONS - 5	FEES - 3	ATTACHMENTS
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DESCRIPTION	STATUS
Your permit has been issued and is available using the link below. Post it in a visible location so your community knows the work is allowed. Contact your ward inspector to schedule your required inspections. You can find their contact information on boston.gov or call 617-635-5300 to be connected.	Pending

[BACK TO SEARCH RESULTS](#)

18 Click "Request Inspection"

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When you are ready to request an inspection, please choose the inspection that best suits your project. You will receive a call from your inspector within 48 hours to schedule the inspection.

INSPECTION TYPE	SCHEDULED DATE	STATUS	ACTIONS
Excavation Inspection			Request Inspection
Final Inspection			Request Inspection
Footing Inspection			Request Inspection
Insulation Inspection			Request Inspection
Rough Inspection		Pass	Inspection Details

[BACK TO SEARCH RESULTS](#)

19

Click "Details" (Name and phone number of the person that will meet the inspector on-site; type of inspection if different than the one chosen; if it is a partial inspection; area, suite or floors to be inspected). IT IS AN IMPORTANT FIELD AND IT IS REQUIRED TO BE FILLED

The screenshot shows a web form with a blue header and a white content area. The header contains 'PORTAL HOME' and 'SIGN OUT' on the right. The form content includes a red close button (X) in the top right corner. Below the close button is a paragraph of instructions: 'Please tell us what need to get inspected, include as much detail as possible. If you are requesting a different type of inspection than what is displayed, please indicate this in the details section.' This is followed by a section titled 'INSPECTION TYPE' with a dropdown menu showing 'Final Inspection'. Below that is a section titled 'DETAILS *' with a text input field containing the placeholder text: 'Name and phone number of the person that will meet the inspector on-site; type of inspection if different than the one chosen; if it is a partial inspection; area, suite or floors to be inspected.' A character count '500 characters left' is shown below the input field. A blue 'SUBMIT' button is at the bottom of the form. A 'BACK TO SEARCH RESULTS' button is visible in the bottom left of the page. A red circle highlights the 'Details' section in the original image.

20

Type the name, phone number of the person who is going to be present on site and inspection type that is to be done.

21 Click "Submit"

Please tell us what need to get inspected, include as much detail as possible. If you are requesting a different type of inspection than what is displayed, please indicate this in the details section.

INSPECTION TYPE

Final Inspection

DETAILS *

Tushar
8547152364
Final partial inspection - 3rd floor

444 characters left

SUBMIT

[BACK TO SEARCH RESULTS](#)

B [REPORT AN ISSUE](#) **311**


22 Once you hit submit, the screen should look like this. On the Actions tab you can see that the Inspection has been requested.

CITY of BOSTON | Mayor Michelle Wu PUBLIC NOTICES PAY AND APPLY

0 FEES IN MY CART \$0.00 [MODIFY ACCOUNT](#) [PORTAL HOME](#) [SIGN OUT](#)

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Final Inspection			Inspection requested on: 9/5/2025
Footing Inspection			Request Inspection
Insulation Inspection			Request Inspection
Rough Inspection		Pass	Inspection Details

[BACK TO SEARCH RESULTS](#)

23 Click "Portal Home"

CITY of BOSTON | Mayor Michelle Wu

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