

Number: 2002-20
Date: November 6, 2002

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Subject: **STANDARD RULES AND PROCEDURES FOR PROCESSING PERMITS AND LICENSES ISSUED BY THE INSPECTIONAL SERVICES DEPARTMENT TO BOARDS, OFFICERS OR EMPLOYEES OF THE CITY OF BOSTON ACTING IN THEIR OFFICAL CAPACITIES.**

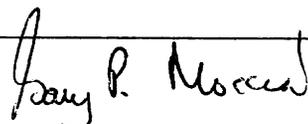
Determinations: Because City of Boston Ordinances provide an exemption for City Officials from payment of fees due for permits and licenses issued by the Inspectional Services Department this department is adopting the following standard rules and procedures for processing permits and licenses which fall into this category.

Responsibilities:

1. It shall be the duty of all staff members associated with issuing permits and licenses to read and be familiar with the information, rules and procedures contained in this bulletin. The requirements of this bulletin apply to all divisions in this department. Division Managers are required to inform, train, and lead their staff in the implementation of these requirements.
2. City of Boston Code ordinances Chapter 18, section 18-5 provides: "18-5 Exemptions for Public Officials. No Board, Officer or employee of the City or of the County of Suffolk shall be required to pay any fee for any license or permit required of it or him personally in the performance of its or his official duties; and no such Board, Officer or employee requiring in the performance of its or his official duties any services or work by the City or any Department, Board or Officer thereof, shall be required to pay any charge for such services or work." And further, City of Boston Code Ordinance Chapter 18 section 18-7 provides: "Exemption for Boston Housing Authority. Neither the Boston Housing Authority nor any person acting in its stead shall be charged any fee for any license or permit for which the fee may be fixed by ordinance under Chapter 222 of the acts of 1949."
3. When processing applications for permits and licenses in accordance with the exemptions described in paragraph numbered two of this bulletin the Inspectional Service Department shall require that the application form for the permit or license for which exemption from the fee requirement is sought shall be signed by such board, officer or employee of the City of Boston acting in their official capacity or duties seeking such exemption.
4. All employees are expressly reminded that there shall be no other exemptions from the payment of fees due for permits and licenses issued by the Inspectional Services Department other than those specified in this bulletin.

5. Any deviation from the requirements contained in this bulletin could lead to disciplinary action.

Signed: 
Commissioner
Inspectional Service Department
Date: 11.5.02


Gary P. Moccia
Inspector of Building
Date: 11/5/02