



**Commissioner's Bulletin**  
**Inspectional Services Department**  
**Boston, MA 02118**

**Number:** 2009-02  
**Date:** November 1, 2009

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**Subject:** PROCEDURE FOR THE WRITING AND ISSUANCE OF ALL VIOLATIONS FOR PAYPHONE INSTALLATION

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**Purpose:** This Commissioner's Bulletin is issued to standardize procedure when writing and issuing citations for noncompliance of the Building Code and Electrical Code for payphone installation.

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**Determination:**

1. Payphones installed after January 1, 1987 require permitting from ISD.
  - 1.1. Payphones installed after January 1, 1987 are required to have an electrical permit before installation of the phone.
2. As of March 15, 2006 the City of Boston has regulated the installation of indoor and outdoor payphones through the zoning code.
  - 2.1 Payphones installed after March 15, 2006 require a variance from the Zoning Board of Appeal.
  - 2.2 Payphones installed after March 15, 2006 are also required to have a building (indoor) or use of premises (outdoor) permit.
3. If an electrical contractor comes to ISD to file for an electrical permit for a payphone the permit application unit needs to determine whether a use of premises application needs to be submitted for approval and issued prior to issuance of the electrical permit.
  - 3.1. Additionally, the permit application unit should check for building and/or electrical violations.
4. All complaints, concerning payphone installations must be forwarded to both the Building and Electrical Divisions.
5. If, after inspection, it is determined that no electrical permit was issued prior to installation, the electrical inspector is required to write a violation for "non-compliant installation of payphone" as required by the electrical code.
  - 5.1. If the installation was made after March 15, 2006 and no building permit is on file the building inspector is required to write a violation for "failure to secure a permit".

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Signed:

William J. Good, III  
Commissioner

11-1-09

Date

Gary P. Moccia  
Inspector of Buildings

11-1-09

Date