

COMMISSIONER'S BULLETINS
BOSTON INSPECTIONAL SERVICES

YEAR 1993

Number: 93 - 1Page 1 of 1Date: September 22, 1993

Subject:

Expediting certain long form permit applications

Determination:

The purpose of this bulletin is to establish guidelines for the expediting of certain types of long form permit applications such as above-ground pools, decks, flagpoles and minor structural repairs.

Application counter staff may refer to the Plan Examiner on duty any applicant who is seeking to obtain a building permit for a pool, deck, minor structural repair or any accessory structure to a one or two family dwelling provided that the applicant presents a certified plot plan or mortgage survey plan and two sets of plans for the proposed project.

Application counter staff will verify that no violations exist on the structure or address prior to referring the applicant to the Plan Examiner on duty. If a violation exists, the applicant must address the violation prior to proceeding with the application.

The Plan Examiner on duty will review the application to ensure conformance with the zoning and building codes. If the project is determined to comply with all applicable codes and ordinances, the applicant will be referred back to the application counter to complete the process while his/her plans are being reviewed and approved.

If the project will require a variance, or if it is too complex for the expedited processing, the applicant will be referred back to the application counter with instructions for following the normal permitting process.

Projects which are approved for this process will require an in-office signature on the inspector's synopsis. This will be obtained by the Plan Examiner from the Commissioner, the Assistant Commissioner or their designee. In the event that none of these individuals is available to sign, the Plans Examiner will have the synopsis signed later in the day and the applicant may pick up the permit the following day.

These permit applications will be done on a long form application and it will be the responsibility of the Plan Examiner on duty to ensure that the application is properly entered in the tracking system.


Signed: _____ Date: 9-20-93
Commissioner
Inspectional Services Department