



INSPECTIONAL SERVICES DEPARTMENT

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Submitting Electronic Building Plans to the Inspectional Services Department

We now accept electronic building plans for long form permit applications. All of our building permit types can now be completed entirely online.

Guidelines:

- Submit plans that are easy to read and organized. We reserve the right to reject plans that are not.
- We strongly suggest that you save your CAD files directly as .PDF (a direct .dwg to .pdf conversion). This format is especially important for new construction, additions, or change of use/occupancy applications.
- For large plans, please bookmark their distinct components (floor plan, plot plan, elevation plan, etc).
- Plans requiring approval from other departments or divisions will have to comply with those departments' submittal requirements until we bring these departments on board with electronic plan review.

Technical Requirements:

- Files cannot be larger than 20 MB.
- Submit plans as a single .pdf file. This .pdf file must be compatible with Adobe Acrobat version 2015.
- Plans must include a scale ratio. Plans submitted as scanned drawings must include a *graphical* bar scale.
- If you submit your plans electronically, we ask that all additional materials or resubmissions be electronic as well. Likewise, if you submit paper plans, you should continue to provide paper versions of your materials throughout the permit life cycle.

Content Requirements:

Content requirements for electronic plans are identical to those for paper plans.

- Plans must accompany an application describing a clear scope of work and the desired use of space or change thereof.
- Plans must include the property address and official approval of the engineer or architect as indicated by a seal and/or signature

- Plans for **zoning review** must include:
 - Land survey/plot plan showing all structures and proposed parking, to include, setbacks from lot lines and neighboring structures if any (all sides)
 - Stamped elevation plans showing height (all side)
 - Stamped floor plans identifying room and egress (all floors)
 - Minimal fee letter for Zoning Board of Appeal cases
- Plans for **building review** must include:
 - All structural plans
 - Sprinkler with calculations
 - Fire alarm
 - Electrical
 - Mechanical (HVAC)
Plumbing
 - Energy
 - Stamped Boston Redevelopment Authority (BRA) Plan
 - Architectural Access Board (AAB) Compliance
 - Civil Plan accepted by the Boston Water and Sewer Commission (BWSC)
 - Signed contract between parties showing scope and cost