



# BOSTON INSPECTIONAL SERVICES DEPARTMENT

## **Certificate of Occupancy Procedures/Checklist**

New Construction

Major Renovations, Egress, Capacity, Fire Protection, etc...

No Certificate of Occupancy in File

### **A. Long Form Work:**

- Requires building permit card with final sign-off
- Final cost breakdown (Typed) broken into construction, electric, mechanic, etc.
- Upgrade original long form final construction cost/fees
- Affidavits if applicable (Over 1 million dollar jobs)
- Reports – Fire Alarm, Sprinkler (NFPA-13), or Smoke Certificate
- As built drawing and letter for groundwater Re-Charge-System designed by P.E.
- General Service Installation form (01) For Water & Sewer
- Commercial (All) Kitchens Exhaust Systems provide cleaning schedule, method of cleaning & the time interval between cleanings
- Also submit a one-line Diagram of the Duct System showing all clean-outs
- State Elevator Certificate
- Log Book

### **B. Short Form Work:**

- Requires building permit card with final sign-off
- Final cost breakdown (Typed)
- Copy of the most recent long form that states the legal use of the property and upgrade original short form permit
- If there is no Certificate of Occupancy, this is when to apply
- If there is an existing Certificate of Occupancy, you do not need to re-apply on a short form permit

### **C. Existing long form/no work:**

- Copy of the most recent long form from the Document Room or copy of the issued permit

### **D. Temporary Certificate:**

- Requires Long/Short forms
- Copy of building permit sign-off
- Letter addressed to Gary Moccia, requesting permission for temporary certificate

### **E. Additional Documentation:**

- HERS Rating (New & Renovation by RESMET Certification HERS RATER)

- Sheet Metal Checklist to be submitted by General Contractor or Mechanical Engineer/Architect
- Letter from owner stating he/she has received Preliminary Commission Report for Stretch Code
- Final Commission Report for Stretch Code

**\*Please Note: All “Final Cost Breakdowns” are signed under the pains and penalties of perjury.**