

Expansion of The fast Track Program

Number: 2003-5

Date: December 2003



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

General Considerations: Boston Inspectional Services Department in performing its legal obligation to accept and review applications and issue building permits has a significant economic development role in the City of Boston in effecting the timely issuance of permits for an expanded number of buildings. In this regard, the Fast Track program will be expanded to include permit applications submitted pursuant to 780 CMR. 110.1 which meet the eligibility criteria noted below.

Note: For the purpose of clarity and brevity, the pronouns "He" and "His" are used editorially throughout this bulletin and should be interpreted as gender neutral.

Determination and Authorization:

Commissioner's Bulletin, No. 86.5 as amended, is hereby rescinded and replaced by this bulletin. Under the authority of the Massachusetts State Building Code, Section 102.2 and the City of Boston Code c.9-1, as amended, there is hereby established within ISD a procedure to be known as the "Fast Track Program" to facilitate approval of permit applications meeting the eligibility criteria set out in this bulletin.

I. ELIGIBILITY FOR PARTICIPATION IN FAST TRACK PROGRAM

All permits for proposed work which are in substantial compliance with all applicable building regulations and standards and do not require:

- a) A zoning determination.
- b) A change of use or occupancy or an expansion of existing use.
- c) Substantial alterations to the building structure.

II. DOCUMENTS REQUIRED FOR FAST TRACK PROGRAM

Applicants for the FT program shall submit a fully completed long form application (Form BD2/BD2A). The application must be accompanied by the following documentation:

- a) A check for the permit fee. The applicant may also indicate intention to pay the permit fee by debit or credit card.
- b) Two sets of complete plans and specifications, including, if relevant, layout of sprinkler heads and compliance with other applicable fire protection requirements.

Expansion of Fast Track Program

- c) A letter from the building owner(s) or authorized agent indicating approval of the plans as submitted.
- d) A signed affidavit from the approved independent architect or engineer who is required to visit the work site periodically to ensure that construction is consistent with the permit as issued and all applicable laws and requirements. The designated independent professional shall keep a log of visits which shall include comments and instructions given regarding construction conformance.
- e) All affidavits signed by those professionals associated with the proposed project (e.g. architects, engineers, mechanical/ electrical engineers, etc.) shall make the following assurances as applicable:
 - 1. The submitted plans conform to all applicable building, zoning and fire codes;
 - 2. The proposed construction does not constitute a "substantial alteration" of the building structure or a change in the use or occupancy of the building as defined in applicable codes;
 - 3. Structure alterations and floor loading complies with applicable building and fire codes;
 - 4. Installation of fire alarms, smoke detectors, etc, as required by applicable codes have, or will be, provided;
- f) The names, address, day-night phone number, and license information of builder in charge of work-site operations.

Incomplete applications will not be accepted for the Fast Track Program.

III. REQUIREMENTS OF THE INDEPENDENT PROFESSIONAL:

The Inspector of Buildings or his designee must approve any professional associated with the project who is required to submit an affidavit. A written request must be submitted by the independent professional for such approval. The written request shall state at a minimum the name, contact information and professional certifications, the scope of responsibility of the professional, permit number and address for the project. The Inspector of Buildings or his designee shall legibly sign and date the written request as either approved or denied. A copy of written requests shall be stored in the application and then the building jacket.

The designated professional shall keep a log of visits which shall include comments and instructions given regarding construction conformance which shall be kept under his professional seal. The professional shall be independent of the contractor(s) doing the work. The professional shall not be an employee or associate of the architect/ engineer of record unless requested by the owner and approved by the Inspector of Buildings or his designee. Such records and logs of the independent professional shall be made available to the Inspector of Buildings or his designee upon request.

IV. PROCESSING FAST TRACK APPLICATIONS:

FT applications shall be submitted in the same manner as long form applications and shall be initially examined at the time of submission to assure that basic criteria have been met and that all required documentation is included. If these requirements have been met, the submission shall be stamped as received under the FT program and will be assigned to a plan reviewer.

Expansion of Fast Track Program

If the submitted application, with all documentation is in order, the applicant will be notified with seven (7) working days that the building permit is ready for issuance.

No work under the FT Program may begin until a building permit has issued.

No FT permit application may be amended if the amendment will take the scope of the proposed project outside the criteria of the FT Program. Any amendment to a FT application shall reference the application number and the scope of work of the original FT application. Any amendment that fails to meet the FT criteria will result in the issuance reviewed in the context of the proposed amendment.

The plan examiner to who the application is assigned may also reject the application as ineligible or incomplete after submission if the facts warrant. ISD reserves the right, and has the obligation to make a more detailed review of the FT application at any time after the permit has been issued.

Should violations be identified, these will be brought to the attention of the builder. Construction work may, at the discretion of the Inspector of Buildings, be required to stop until the required items are corrected. Failure to stop work or correct violations will result in withdrawal of the permit and forfeiture of deposits and all permit fees.

V. CERTIFICATE OF OCCUPANCY:

When the work is completed, the owner or the owner's representative shall file an application for a Certificate of Use & Occupancy ("CO") for the completed construction accompanied by fee payment. The application must be accompanied by an affidavit signed by the independent professional attesting that:

- a) The site has been visited periodically during the construction, giving dates and time of these inspections ;
- b) The work was completed, except for minor punch-list items, in conformance with the approved plans;
- c) The finished construction conforms to all of the FAST TRACK PROGRAM REQUIRMENTS identified in this bulletin;

Any approved amendments to the original plans must be reflected in any affidavit submitted and bear the similar certification as noted above.

All of the current requirements and timeframes for obtaining a Certificate of Occupancy are applicable to FT program applications.

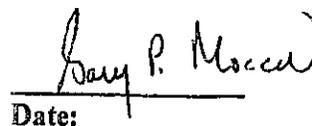
Signed:

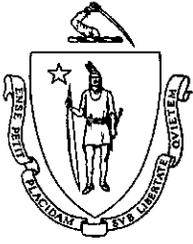
**Kevin J. Joyce
Commissioner
Inspectional Service Department**


Date:

12-11-03

**Gary P. Moccia
Inspector of Buildings**


Date:



Initial Construction Control Document

To be submitted with the building permit application by a

Registered Design Professional

for work per the 8th edition of the

Massachusetts State Building Code, 780 CMR, Section 107

Project Title: _____ Date: _____

Property Address: _____

Project: Check one or both as applicable: New construction Existing Construction

Project description: _____

I _____ MA Registration Number: _____ Expiration date: _____, am a *registered design professional*, and I have prepared or directly supervised the preparation of all design plans, computations and specifications concerning:

- Architectural Structural Mechanical
- Fire Protection Electrical Other _____

for the above named project and that to the best of my knowledge, information, and belief such plans, computations and specifications meet the applicable provisions of the Massachusetts State Building Code, (780 CMR), and accepted engineering practices for the proposed project. I understand and agree that I (or my designee) shall perform the necessary professional services and be present on the construction site on a regular and periodic basis to:

1. Review, for conformance to this code and the design concept, shop drawings, samples and other submittals by the contractor in accordance with the requirements of the construction documents.
2. Perform the duties for registered design professionals in 780 CMR Chapter 17, as applicable.
3. Be present at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine if the work is being performed in a manner consistent with the approved construction documents and this code.

Nothing in this document relieves the contractor of its responsibility regarding the provisions of 780 CMR 107.

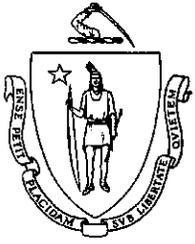
When required by the building official, I shall submit field/progress reports (see item 3.) together with pertinent comments, in a form acceptable to the building official.

Upon completion of the work, I shall submit to the building official a 'Final Construction Control Document'.

Enter in the space to the right a "wet" or electronic signature and seal:

Phone number: _____ Email: _____

Building Official Use Only		
Building Official Name: _____	Permit No.: _____	Date: _____



Final Construction Control Document

To be submitted at completion of construction by a

Registered Design Professional

for work per the 8th edition of the

Massachusetts State Building Code, 780 CMR, Section 107

Project Title: _____ Date: _____ Permit No. _____

Property Address: _____

Project: Check one or both as applicable: New construction Existing Construction

Project description: _____

I _____ MA Registration Number: _____ Expiration date: _____, am a *registered design professional*, and I have prepared or directly supervised the preparation of all design plans, computations and specifications concerning:

- | | | |
|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Structural | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Electrical | <input type="checkbox"/> Other: _____ |

for the above named project. I, or my designee, have performed the necessary professional services and was present at the construction site on a regular and periodic basis. To the best of my knowledge, information, and belief the work proceeded in accordance with the requirements of 780 CMR and the design documents approved as part of the building permit and that I or my designee:

1. Have reviewed, for conformance to this code and the design concept, shop drawings, samples and other submittals by the contractor in accordance with the requirements of the construction documents.
2. Have performed the duties for registered design professionals in 780 CMR Chapter 17, as applicable.
3. Have been present at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine if the work was performed in a manner consistent with the construction documents and this code.

Nothing in this document relieves the contractor of its responsibility regarding the provisions of 780 CMR 107.

Enter in the space to the right a "wet" or electronic signature and seal:

Phone number: _____ Email: _____

Building Official Use Only		
Building Official Name: _____	Permit No.: _____	Date: _____



Inspectional Services

Martin J. Walsh, Mayor

If a project is designated an "Affidavit Project" or "Fast Track", submit all affidavits sealed by the registered professional. Attached are preliminary affidavits that must be presented at the time of submittal.

These affidavits can be reproduced as need. All affidavits can also be found on the website below:

<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/csl/construction-control.html>