



Boston Business Hub

Your Source For Success.

Thomas M. Menino, Mayor

Checklist

Have you registered your business?

You've answered **no**. Please see the information below.

Any business operating in the City of Boston must file a Business Certificate form, also known as a Doing Business As (DBA) form, with the Office of the City Clerk - unless the business is registered as a Corporation in the State of Massachusetts.

To register your business with the City of Boston, you must submit a notarized Business Certificate form to the Office of the City Clerk. The form must be signed by each of the business owners and each signature must be notarized individually. You can download the form here:

<http://www.cityofboston.gov/cityclerk/BusinessRegistration/>

For further information, please call the City Clerk's office at 617-635-4600.

You may also need to register with State and Federal Governments. For additional information, visit www.mass.gov and enter "Business Obligations" in the search box.

Do you have a Federal Tax Id?

You've answered **no**. Please see the information below.

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. This number is required for both federal and state tax purposes. Businesses that must obtain an EIN number include: sole proprietorships with one or more employees (not including the owner), and partnerships and corporations with or without employees. Sole proprietorships without employees (other than the owner) that are required to file excise, alcohol, tobacco, firearms, or employment tax returns must also obtain a federal employer identification number. A married couple running a business together (with or without employees) is considered a partnership, not a sole proprietorship, and must obtain an EIN.

Exception: If your business is a sole proprietorship without employees (other than the owner) and is not required to file excise, alcohol, tobacco, or fire

returns, you do not need to obtain a federal Employer Identification Number (EIN). Your social security number can be utilized for business tax purposes.

To obtain a federal identification number, you must file Form SS-4, Application for Employer Identification Number, with the Internal Revenue Service. apply online at www.irs.gov/businesses/small/, or over the phone by calling 800-829-4933.

Does the current Certificate of Occupancy list the use type for your business?

You've answered **yes**. Please see the information below.

You should obtain a copy of the current Certificate of Occupancy and keep it on file. Be sure to pay attention to any provisos on the CO - for example, applicant only" only grants a variance to the previous owner. If there is such a proviso on your CO, you will need to apply for an alteration permit from Inspectional Services Department to request a change of occupancy with the particular use you are seeking.

Will you have any of the following: furniture (other than metal furniture), curtains or drapes, ceiling tile, v coverings, panel systems, floor coverings, or any other decorative materials?

You've answered **yes**. Please see the information below.

Anything in these categories must be individually approved by the Fire Department chemist. Visit <http://www.cityofboston.gov/fire/PGA.asp>, and fill out applicable permits under "Chemist Guidelines and Applications".

Will you have a dumpster that is 3 cubic yards or larger, whether for a temporary use (such as construction debris) or on a permanent basis?

You've answered **yes**. Please see the information below.

If you have a dumpster on-site for at least 24 hours, it must be permitted.

For **temporary use** (less than a year) of a dumpster that is a) on-site for at least 24 hours at a time and b) *3 cubic yards or larger*, you will need to apply for a Dumpster Placement Permit from the Boston Fire Department: http://www.cityofboston.gov/Images_Documents/dumpsterplacement_tcm3-4011.pdf.

For **on-going use** (a year or more) of a dumpster *3 cubic yards or larger*, you will need to:

- Apply for an Annual Permit from the Boston Fire Department:
http://www.cityofboston.gov/Images_Documents/ANNUAL%20PERMIT%20APPLICATION_tcm3-17549.pdf
- Apply for a Site Cleanliness License from the Inspectional Services Department:
http://www.cityofboston.gov/isd/pdfs/ISD_Site_Cleanliness_application9.pdf

For the placement of a dumpster that is *2 cubic yards or larger* in a **public right-of-way**, you will need to apply for a street occupancy permit from the Public Works Department: <http://www.cityofboston.gov/transportation/streetoccupancy.asp>.

Do you have your Site Cleanliness License?

You've answered **I don't know**. Please see the information below.

Site Cleanliness Licenses are required for any commercial properties that contract with private companies for waste hauling, to ensure that trash disposal is handled in a responsible manner. To apply for a Site Cleanliness License, fill out this form:

http://www.cityofboston.gov/isd/pdfs/ISD_Site_Cleanliness_application9.pdf.

Are you in a historic district or landmark building?

You've answered **yes**. Please see the information below.

Being in a Historic District or Landmark Building can have an impact on your construction permitting process.

To verify that your business is in a historic district or a landmark building, please consult this map:

http://www.cityofboston.gov/environment/pdfs/historic_districts_and_landmarks_map.pdf.

For more information on your obligations in a Historic District, visit: <http://www.cityofboston.gov/landmarks/historic/> (note the links along the left side of the page to each district's page).

For more information on your obligations in an individual Landmark Building, visit: <http://www.cityofboston.gov/landmarks/process.asp>,

For more information, contact the Boston Landmarks Commission at 617-635-3850 / BLC@cityofboston.gov, or visit

<http://www.cityofboston.gov/landmarks/process.asp>.

Is your location within 100 feet of a wetland?

You've answered **yes**. Please see the information below.

Any construction projects located that might affect a wetland must be reviewed by the Boston Conservation Commission.

To find out what your obligations are, contact the Conservation Commission at 617-635-3850 / CC@cityofboston.gov, or visit:

<http://www.cityofboston.gov/environment/conservation>.

Will you be putting up a sign or canopy?

You've answered **Yes, in a Main Streets District**. Please see the information below.

If your building is in a Main Streets District, your sign should be reviewed by the local Main Streets organization. For more information, contact Boston Streets at 617-635-0076.

After any necessary design review is completed, you will need to apply for a permit from the Inspectional Services Department to put up your sign. You need to apply for a Long Form Permit if it's a new sign, or a Short Form Permit if you're replacing an existing sign. You can apply for these on-line: <https://onlinepermitsandlicenses.cityofboston.gov/isdpermits/>. For information on other documents you will need to submit along with the permit application see: <http://www.cityofboston.gov/isd/building/boa/pdfs/isdwheredoistart.pdf> (letter A or B).

Additionally, if your canopy or sign projects out from the building into the public right-of-way (e.g. the sidewalk), you will need to get approval from the I Works Department. Call 617-635-4910 for more information.

Will you be building a new structure?

You've answered **yes**. Please see the information below.

If you are building a new structure, you will need the following at minimum:

- An Erect Permit from the Inspectional Services Department (ISD). You can apply for this permit in-person, at 1010 Massachusetts Avenue, 5th floor. For information on other documents you will need to submit along with the permit applications, see: <http://www.cityofboston.gov/isd/building/boa/pdfs/isdwheredoistart.pdf> (letters B and C).
- A Construction/ Demolition/ Renovation Permit from the Boston Fire Department (BFD): http://www.cityofboston.gov/Images_Documents/Construction%20Demolition%20Alteration%20Application_tcm3-4006.pdf

You may also want to review these tips for hiring a contractor: <http://www.cityofboston.gov/isd/pdfs/contractors.pdf>.

Will you be doing any minor interior or exterior renovations?

You've answered **yes**. Please see the information below.

To do this work, you will need:

- A Short Form permit from Inspectional Services Department (ISD). You can apply through the following online permitting port <https://onlinepermitsandlicenses.cityofboston.gov/isdpermits/>. For information on other documents you will need to submit along with the permit application, see: <http://www.cityofboston.gov/isd/building/boa/pdfs/isdwheredoistart.pdf> (letter B).
- A Construction/ Demolition/ Renovation permit from the Boston Fire Department (BFD): http://www.cityofboston.gov/Images_Documents/Construction%20Demolition%20Alteration%20Application_tcm3-4006.pdf

You may also want to review these tips for hiring a contractor: <http://www.cityofboston.gov/isd/pdfs/contractors.pdf>.

Will you be installing or changing sprinklers?

You've answered **yes**. Please see the information below.

All work must be done by a licensed plumber. Your contractor will need to apply for the following:

- A Long Form Permit from Inspectional Services Department (ISD) if you are putting in a new system, adding new heads, and/or moving more than 10 heads.
- A Sprinkler Install Permit from ISD. Your contractor can apply for both this permit and the Long Form (above) through the folk online permitting portal: <https://onlinepermitsandlicenses.cityofboston.gov/isdpermits/>.
- A fire extinguishing system permit from the Boston Fire Department (BFD): http://www.cityofboston.gov/Images_Documents/sprinkler%20permit_tcm3-4050.pdf.

Will you be installing or changing fire protection systems other than sprinklers or hard-wired smoke alarm

You've answered **yes**. Please see the information below.

All work must be done by a licensed, professional contractor. Your contractor will need to apply for the following:

- A Long Form Permit from the Inspectional Services Department (ISD). Your contractor can apply for this permit through the folk online portal: <https://onlinepermitsandlicenses.cityofboston.gov/isdpermits/>.
- A fire extinguishing system permit from the Boston Fire Department (BFD): http://www.cityofboston.gov/Images_Documents/sprinkler%20permit_tcm3-4050.pdf.

Will you be installing or changing hard-wired smoke alarms?

You've answered **yes**. Please see the information below.

All work must be done by a licensed electrician. Your contractor will need to apply for the following:

- A Long Form Permit from the Inspectional Services Department (ISD) if it is a new system.
- A Short Form Permit from ISD for panel replacement if you are swapping out compatible devices.
- An Electrical Fire Alarm Permit from ISD. Your contractor can apply for this permit and the Long or Short Form through the folk online permitting portal: <https://onlinepermitsandlicenses.cityofboston.gov/isdpermits/>.

- A fire alarm install permit from the Boston Fire Department (BFD):
http://www.cityofboston.gov/Images_Documents/Fire%20Alarm%20Installation%20Permit_tcm3-4014.pdf.

Does your construction project involve cutting into any walls, ceilings, or pipes that contain asbestos?

You've answered **yes**. Please see the information below.

All asbestos removal or repair projects in Boston must be permitted by the Environmental Health Office of the Boston Public Health Commission (BPH). For more information, including copies of all required permit applications, see:

<http://www.bphc.org/programs/cib/environmentalhealth/environmentalhazards/programsandservices/Pages/Home.aspx> under "Asbestos."

Your licensed professional contractor will also need to apply for the following permits from the Boston Fire Department (BFD):

- Asbestos Removal Permit: http://www.cityofboston.gov/Images_Documents/Asbestos_tcm3-3973.pdf.
- Application for Erecting a Tent/Temporary Structure to secure the area where the asbestos will be removed:
http://www.cityofboston.gov/Images_Documents/Erecting%20a%20Tent%20or%20Temp%20Structure%20Application_tcm3-

Additionally, he or she should ensure that the company providing the tent has an up-to-date chemist certification for the temporary enclosure materials.

All work must be done by a contractor licensed by the Commonwealth of Massachusetts. For more information about the State's requirements regarding asbestos see: <http://www.mass.gov/dep/air/asbguid.htm>.

Will your construction work generate sufficient smoke or dust to potentially set off a fire alarm?

You've answered **yes**. Please see the information below.

You will need to obtain a permit for Bagging Smoke Detectors from the Boston Fire Department:

http://www.cityofboston.gov/Images_Documents/Bag%20Smoke%20Detectors_tcm3-3975.pdf.

Does your construction project involve the use of a torch or welder?

You've answered **yes**. Please see the information below.

You will need to obtain a Cutting / Burning / Welding Permit from the Boston Fire Department:

http://www.cityofboston.gov/Images_Documents/Cutting%20Burning%20Welding%20Application%20and%20Instructions_tcm3-4007.pdf

Will you be using a generator, or storing or using any potentially hazardous materials such as propane or diesel?

You've answered **yes**. Please see the information below.

You will need to apply for a General Permit from the Boston Fire Department:

http://www.cityofboston.gov/Images_Documents/General%20Permit%20Application_tcm3-17545.pdf

Will you be installing or altering any plumbing?

You've answered **yes**. Please see the information below.

Your licensed, professional contractor will have to apply for a Plumbing Permit through the following online permitting portal:

<https://onlinepermitsandlicenses.cityofboston.gov/isdpermits/>.

Will you be installing or altering any electrical systems?

You've answered **yes**. Please see the information below.

Your licensed, professional contractor will have to apply for an electrical permit through the following online permitting portal:

<https://onlinepermitsandlicenses.cityofboston.gov/isdpermits/>.

Are you a food establishment?

You've answered **yes**. Please see the information below.

Because your business is a food establishment, your food service plan may need to be reviewed by the Inspectional Service Department's (ISD) Health Division before you make any changes to your kitchen or the layout of your restaurant. To find out if your business needs to undergo this review, call 617-635-5326. If so, complete the following form: <http://www.cityofboston.gov/isd/pdfs/fspr.pdf> and submit it to the Health Division.

Additionally, if you already have any licenses (such as a Common Victualler license or live or non-live entertainment license), you must notify the licensing agency or agencies before closing your restaurant for an extended period of time. You should write a letter explaining how long you are going to be closed detailing your renovations, and send it to the following:

For a Common Victualler License or Alcoholic Beverages License:

Boston Licensing Board
1 City Hall Square, Room 809
Boston, MA 02201-2035

For entertainment licenses:

Department of Consumer Affairs & Licensing
1 City Hall Square, Room 817
Boston, MA 02201-2039

Depending on the extent of the work, you may be required to have a hearing before re-opening.

Do you plan on setting up tables or other displays of your merchandise on the sidewalk outside your business?

You've answered **Yes**. Please see the information below.

If the sidewalk is a public sidewalk, you will need to get approval from the Public Works Department:

http://www.cityofboston.gov/Images_Documents/VENDAPPL_tcm3-19128.pdf. They may not approve your proposal, depending on what part of the C business is in.

If it's a private sidewalk, you should first ensure that the zoning for your building allows you to put things on the sidewalk. For resources on zoning, check <http://www.bostonredevelopmentauthority.org/zoning/zoning.asp> and <http://www.cityofboston.gov/isd/building/boa/zoningclinic.asp>. If the zoning allows, you will have to apply for a Use of Premises Permit (<http://www.cityofboston.gov/isd/building/bldgpermits.asp>), and submit a plot plan by a registered land surveyor.