

Street Occupancy Permits

Any occupation of a public way in Boston requires a Street Occupancy Permit authorizing the permit holder to restrict access to that portion of the street for the length of time specified on the permit. Examples of work that require obtaining a Street Occupancy Permit include moving, construction, utility maintenance or relocation, and dumpster location.

Obtaining a Street Occupancy Permit

Street Occupancy Permits can only be obtained in person at Boston City Hall, and cannot be obtained by mail or online. However, you can have someone else go to City Hall for you, provided they come with all the paperwork described below. The application process takes 15 minutes. During busy summer months, wait times can last an hour. Application hours are 9am-5pm, Monday through Friday, excluding holidays.

Permits are issued jointly by the Boston Transportation Department (BTD) and the Public Works Department (PWD). The PWD is located in Room 714 of City Hall. Permits are issued by PWD based on a Traffic Approval Form processed by the BTD in Room 721 of City Hall.

Existing Permits

Existing permits are searchable online using the Street Occupancy Lookup form. Users can register to be notified when new permits are issued to avoid "no parking" signs.

When to obtain permits

Permits must be obtained **48 hours** in advance – if you are moving Sunday morning, then you cannot get a permit Friday afternoon. It is recommended you obtain permits and post signage much earlier, especially in residential areas where neighbors tend to park for extended periods and neglect checking their cars for recently posted signs. The result of needing to tow their cars can add undue distress and hassle to an already stressful move. Please obtain your permits early.

Requirements Before Getting a Permit

The permit applicant must supply the following information:

- Type of job
- Length of time involved
- Plan to allow for vehicular and pedestrian access, if applicable
- Plan to hire Boston Police Detail whenever digging will take place or whenever extenuating circumstances deem it necessary by the City of Boston.
- Proof of Bond and Bond Form (required for all street occupancy permits other than moving permits).

It is the responsibility of the permit holder to notify residents and businesses in the adjacent area of upcoming work on a public way that may be disruptive to the neighborhood. Notification is required by both signs and flyers.

BTD fees

"No Parking" signs made of cardboard must be posted within the confines of the area to be restricted. The dates and times that the Street Occupancy Permit has been issued for, and/or, that parking has been restricted for, must be clearly stated on each sign. It is the responsibility of the permit holder to post all necessary signs a minimum of 48 hours prior to the start of work in residential neighborhoods and a minimum of 24 hours prior to the start of work in non-residential areas. Signs must be purchased from the BTD at a cost of \$4.00 each by check or money order only - **no cash, debit, or credit**. A minimum of two "No Parking" signs are required, at a minimum cost of \$8.00.

For occupancy of metered spaces there is an additional payment due to BTD of \$20.00 per meter head per day or portion thereof. Applicants must supply the department with the individual parking meter numbers. These numbers are two letters followed by three digits (example: AB123 or XY789). The meter charge is waived on Sundays. If the occupancy is only for late evening and nighttime hours, then it depends on the individual meter and the color of the meter-head cap.

PWD Fees

The application is a two-step process. Immediately after the BTD payment is made in Room 721, an additional payment is due to PWD in Room 715. The cost of the permit is based on the size of the moving truck. There is a base fee of \$50.00 with an additional fee of \$1 per square foot based on the size of the truck and space needed to load/unload. The base fee **only** covers one parking space (defined as up to 20 feet long and 8 feet wide). The PWD fee is payable by a check, money order, or cash.

In summary, please bring to City Hall at least 48 hours before your permit is needed:

1. Proof of Bond and Bond Form (required for all street occupancy permits other than moving permits).
2. any parking meter-head numbers at the location
3. a check or money order (no cash) payable to CITY OF BOSTON for \$4/sign (two sign minimum) plus \$20/meter/day
4. a separate check or money order (or cash) payable to CITY OF BOSTON for PWD permit.

Other requirements

At the time of permit issuance, the BTD will supply the permit holder with one flyer outlining pertinent information for abutters. The permit holder is required to duplicate the flyer and distribute flyers in doorways and on vehicles within a one-half block area. This should be done each day, for two days prior to the start of work in residential neighborhoods and one day prior for work done in commercial areas.

When the permit takes effect, if the permit holder finds a vehicle still parked in the work-site, then the permit holder should call the police at 617-343-4911. Inform the police dispatcher that this is a nonemergency, and give them the plate number for the vehicle. The police will run the plate and attempt to contact the vehicle owner (at their discretion). If unsuccessful, they will arrange for towing the vehicle.

The permit holder is required to ensure that the work-site and the surrounding area are clean and clear of debris that may cause public safety hazards. Fire hydrants must remain unobstructed. Upon completion of the job, the permit holder must clean the site thoroughly and remove any remaining signs or flyers.

Any City of Boston equipment that has been broken must be repaired or replaced by the permit holder. In addition, any City property that has been removed from the work-site must be replaced. This includes traffic and parking signs, traffic signals and control boxes, underground conduit and crosswalks and other pavement markings.

Questions?

For questions about scheduling, parking meters, or signage, contact BTD at (617) 635-4675/4680.

For questions about bonds or fees, contact PWD at (617) 635-4909/4910.