

## How to Apply for an Electrical Permit Online?

1. After registering for an account, log in to <https://aca3.brooklinema.gov/brookline>.
2. Click the Building tab. Click Create an Application. Check the box next to I have Read and Accepted the above terms. Click Continue Application.

Logged in as: AccelaTara Collections (0) Account

Home **Building** Board Of Health Licenses Planning Parking

**Create an Application** Search Applications

### Online Application

Welcome to the Town of Brookline's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day. This portal will allow access to the services below without registering for an account. In order to apply and pay for a permit online, you must register as a licensed contractor.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

**Continue Application »**

3. Choose the appropriate permit type.

Home **Building** Board Of Health Licenses Planning Parking

**Create an Application** Search Applications

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type n

**Search**

- Certificate of Inspection Application
- Certificate of Inspection Renewal
- Certificate of Occupancy
- Certificate of Use
- Commercial Building
- Commercial Electrical
- Commercial Gas
- Commercial Mechanical
- Commercial Plumbing
- Condo Conversion Certificate
- Counter Permit
- Plan Review
- Residential Building
- Residential Electrical
- Residential Gas
- Residential Mechanical
- Residential Plumbing
- Sign/Facade Permit - Permanent
- Sign/Facade Permit - Temporary
- Sprinkler

**Continue Application »**

- Type in a street name and or street number to search for a valid address in the system. Once the valid address is found, parcel ID and owner info will be automatically filled in.

- You can fill in the Applicant section by either Select from Account , Add New or Lookup in the System. If you are the applicant, use Select from Account.

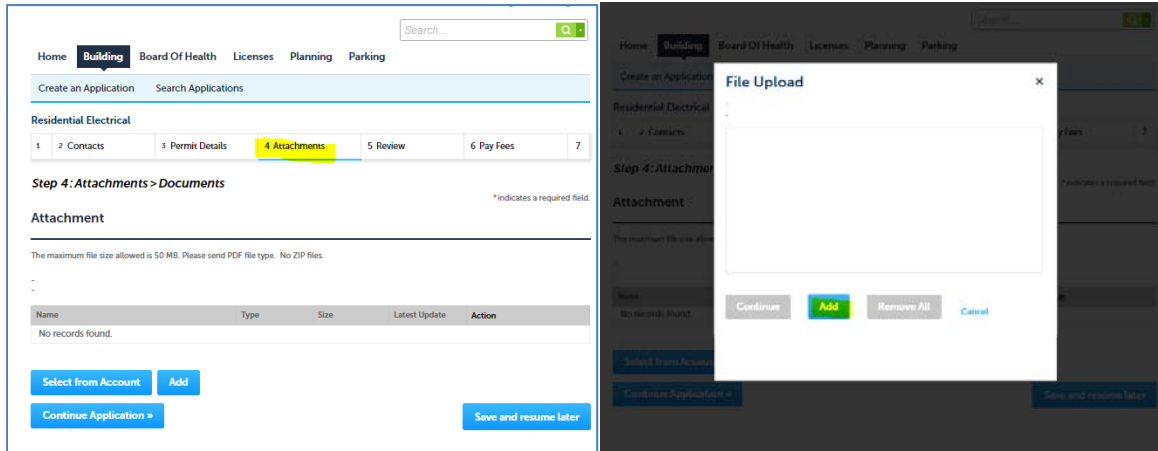
- Licensed Professional is a required field. You can look up a Licensed Profession using the Lookup button or Click Add New.

Look Up Screen

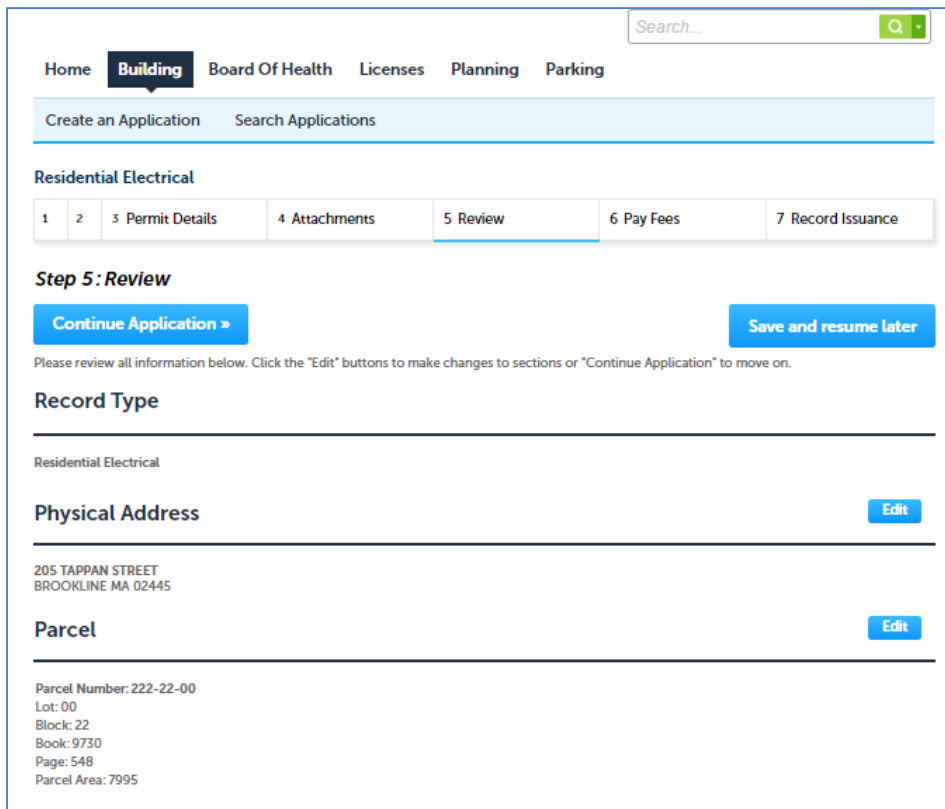
Add New Screen

- After the Applicant and Licensed Professional sections are completed, click Continue Application. You will be prompted to enter Permit Details.

- After completing Permit Details, you will be prompted to attach documents if any applies. If you do not have any attachments, or you completed uploading documents, click Continue Applications.



- Review what you have entered so far. Click Edit if you need to modify previous sections. If all set, check the box next to “By checking this box, I agree to the above certification”



I certify that I have read and understand the instructions that accompany this application and that all the information and statements made as part of this application are true and accurate and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. By electronically signing this application I hereby certify that I am the owner or authorized agent. Further, I am authorized to submit this application on behalf of the owner of the subject property and to act on the owner's behalf, in all matters relative to work authorized by this application.

As required by MGL c 152 s 25A this Establishment is in compliance with the Massachusetts Worker Compensation Coverage

By checking this box, I agree to the above certification. Date: 05/24/2017

[Continue Application »](#) [Save and resume later](#)

10. Click Continue Application. Fees and Payments are required. Please type in the job value and other applicable fees, click Recalculate. After the Total Fee is calculated, click Continue Application.

**Residential Electrical**

1 2 3 Permit Details 4 Attachments 5 Review 6 Pay Fees 7 Record Issuance

**Step 6 : Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

| Fees  | Qty. | Amount  |
|---|------|---------|
| Residential Electrical Permit (enter job value) | 1000 | \$50.00 |
| Fire Alarm System (enter job value)             | 0    | \$0.00  |
| Smoke Detectors (enter job value)               | 0    | \$0.00  |
| Electrical Water Heater                         | 0    | \$0.00  |
| ADDITIONAL ELECTRIC FEE                         | 0    | \$0.00  |
| CELL PHONE TOWER                                | 0    | \$0.00  |
| Commercial Electrical Permit (enter job value)  | 0    | \$0.00  |

**TOTAL FEES: \$50.00**

Note: This does not include additional inspection fees which may be assessed later.

[Recalculate](#)

[Continue Application »](#) [Continue Shopping »](#)

11. You will be prompted to pay online. See a snapshot below.

The screenshot shows the Brookline Massachusetts online payment portal. At the top left is the Brookline logo with the text "Welcome to Brookline MASSACHUSETTS". At the top right is a "Contact Us" link. Below the logo are three tabs: "Payment Options" (active), "Payment Information", and "Review Payment". The main content area asks "How would you like to pay?" with a dropdown menu showing "Credit Card". Below that, it asks "How much would you like to pay?" with a radio button selected for "Pay Full Invoice" at "\$50.00". A blue button labeled "Continue to Payment Information" with a right arrow is positioned below the payment options. To the right of the main form is a "Payment Summary" box containing a table:

| Invoice #          | Amount         |
|--------------------|----------------|
| 373551             | \$50.00        |
| <hr/>              |                |
| <b>SUBTOTAL</b>    | <b>\$50.00</b> |
| <hr/>              |                |
| <b>GRAND TOTAL</b> | <b>\$50.00</b> |

Below the table, a note states: "Any applicable service fees and/or discounts will be displayed before processing your payment". At the bottom of the page, there are logos for "InvoiceCloud", "Privacy Policy", and "Trustwave Secure Site".

12. After the payment is completed online. You are done with the application submission. You can log back in later to check the status of your application.

The screenshot shows the Brookline online application status page. At the top is a navigation menu with "Home", "Building" (active), "Board Of Health", "Licenses", "Planning", and "Parking". Below the menu are two buttons: "Create an Application" and "Search Applications". The page is titled "Residential Electrical" and features a progress bar with seven steps: 1, 2, 3 Permit Details, 4 Attachments, 5 Review, 6 Pay Fees, and 7 Record Issuance (highlighted in blue). Below the progress bar, the heading "Step 7: Record Issuance" is followed by a green success message: "Your application has been successfully submitted. Please print your record and retain a copy for your records." Below this is a thank you message: "Thank you for using our online services. Your Record Number is EP-2017-000008." A blue notification box contains a warning icon and the text: "A notice was added to this record on 02/28/2017. Condition: Zoning Severity: Notice Total Conditions: 1 (Notice: 1)". A link "View additional details" is provided below the notification. At the bottom, a message states: "You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area." Two buttons are at the bottom: "Print/View Receipt" (yellow) and "Copy Record" (blue).