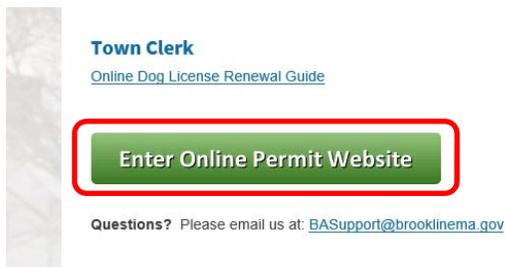


# How to apply for an Electrical Permit online

1. Using your web browser, go to <https://www.brooklinema.gov/Permits-and-Licensing>
2. Once you have reviewed the online application guide click the **Enter Online Permit Website** button:



3. If you have not registered with the online system yet, click the [Register for an Account](#) link. For instructions on registering, please see <https://www.brooklinema.gov/DocumentCenter/View/12298>



4. Once you have logged in, choose **Building** from the menu and click the **Create an Application** option:



## Records

Showing 0-0 of 0

| Date              | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Act |
|-------------------|---------------|-------------|-------------|--------------|-----------------|--------|-----|
| No records found. |               |             |             |              |                 |        |     |

5. Please review the terms and check the “I have read and accepted the above terms.” checkbox – then click **Continue Application**:

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 »](#)

6. Expand the **Building** option and select the appropriate permit type, then click **Continue Application**

[Home](#) **Building** [Board Of Health](#) [Licenses](#) [Fire](#) [Planning](#) [Clerk Office](#) [more ▾](#)

[Create an Application](#) [Search Applications](#)

### Select a Record Type

Choose one of the following available record types (click the ► to expand the list).

For assistance, or to apply for a record type not listed below, please contact us.

- ▼ **Building**
- Certificate of Occupancy
  - Commercial Building
  - Commercial Electrical
  - Commercial Gas
  - Commercial Mechanical - Sheet Metal
  - Commercial Plumbing
  - Condo Conversion Certificate
  - Plan Review/Denial
  - Residential Building
  - Residential Electrical
  - Residential Gas
  - Residential Mechanical - Sheet Metal
  - Residential Plumbing
  - Sign/Facade Permit - Permanent
  - Sign/Facade Permit - Temporary
  - Sprinkler

[Continue Application »](#)

7. Enter the **Street Number** and **Street Name** of the subject property and click **Search**:

Home **Building** Board Of Health Licenses Fire Planning Clerk Office more ▾

Create an Application Search Applications

Residential Electrical

|            |            |                  |               |          |   |   |
|------------|------------|------------------|---------------|----------|---|---|
| 1 Location | 2 Contacts | 3 Permit Details | 4 Attachments | 5 Review | 6 | 7 |
|------------|------------|------------------|---------------|----------|---|---|

**Step 1: Location > Location & Owner**

\* indicates a required field.

Physical Address

To search for a valid address in the system, just type in Street No. and Street Name without suffix (i.e. Washington). Then click the blue Search button. If you are not sure about the street number, just type in the street name without suffix, click the Search button and you will be prompted with a list of available addresses which match that name to choose from.

\* Street No.:  \* Street Name:  X

8. Once the system locates the appropriate address, click **Continue Application**:

City:  State:  Zip:  Country:

9. Enter the contact information – to use the information provided upon registering as the applicant, click **Select from Account**, choose your information from the list then click **Continue**

Residential Electrical

|            |            |                  |               |          |   |   |
|------------|------------|------------------|---------------|----------|---|---|
| 1 Location | 2 Contacts | 3 Permit Details | 4 Attachments | 5 Review | 6 | 7 |
|------------|------------|------------------|---------------|----------|---|---|

**Step 2: Contacts > People**

For the Licensed Professional, please click the Add New button and enter the License Number (as it appears on your license), License Type, and License Holder's last name. The system will then look up the information from the Commonwealth's Division of Professional Licensure:  
<https://www.mass.gov/how-to/check-a-professional-license>

\* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

10. Click **Add New** to enter your Licensed Professional information

### Licensed Professional

If the work is being performed by a Licensed Professional, please enter their information here.

Add New

Continue Application »

Save and resume later

Enter the License Number (**numbers** only, no **letters**), License Type and License Holder's Last Name

#### Licensed Professional Information

\* State License Number:

\* License Type:

\* First:  Middle:  \* Last:

Name of Business:  Business License #:

\* Address:

\* City:  \* State:  \* Zip:

Home Phone:  Mobile Phone:  Fax:

Save and Close Clear Discard Changes

Once the lookup validates, the Professional is added to the application

### Licensed Professional

If the work is being performed by a Licensed Professional, please enter their information here.

✔ Licensed professional added successfully.

Contact Name: ██████████  
Business Name: ██████████  
License Type: Electrician - Master A  
License Number: ██████████  
Address: ██████████

Edit Remove

Continue Application »

Save and resume later

If the lookup does not validate the information, you will see this error, and will not be able to submit using this information

### Licensed Professional Information

**An error has occurred.**  
License was not found in the State system and cannot be entered unverified.  
License Number: [REDACTED] License Type: Electrician - Master A

\* State License Number: [REDACTED] \* License Type: Electrician - Master A

\* First: [REDACTED] Middle: [REDACTED] \* Last: [REDACTED]

Name of Business: [REDACTED] Business License #: [REDACTED]

\* Address: [REDACTED]

\* City: [REDACTED] \* State: --Select-- \* Zip: [REDACTED]

Home Phone: [REDACTED] Mobile Phone: [REDACTED] Fax: [REDACTED]

[Save and Close](#) [Clear](#) [Discard Changes](#)

If the lookup is not available for the current License Type, you will be prompted to enter the remaining information

### Licensed Professional Information

**5 error(s) occurred on current page.**  
Please click the specific error item below to navigate to the failed field and correct your input.

- 1. First: Required
- 2. Address: Required
- 3. City: Required
- more...

\* State License Number: [REDACTED] \* License Type: Electrician - Master A

\* First: [REDACTED] Middle: [REDACTED] \* Last: [REDACTED]

Name of Business: [REDACTED] Business License #: [REDACTED]

\* Address: [REDACTED]

\* City: [REDACTED] \* State: --Select-- \* Zip: [REDACTED]

Home Phone: [REDACTED] Mobile Phone: [REDACTED] Fax: [REDACTED]

11. Enter all information available for the application, then click **Continue Application**

**Please note:** any field with a red asterisk is required:

Home **Building** Board Of Health Licenses Fire Planning Clerk Office more ▾

Create an Application Search Applications

**Residential Electrical**

|            |            |                  |               |          |   |   |
|------------|------------|------------------|---------------|----------|---|---|
| 1 Location | 2 Contacts | 3 Permit Details | 4 Attachments | 5 Review | 6 | 7 |
|------------|------------|------------------|---------------|----------|---|---|

**Step 3: Permit Details > Application Information**

All fields with a red asterisk are required.

NOTE: Only set 'Town Owned' to 'Yes' when the work is being performed on behalf of the Town of Brookline. If you choose this option, and this is *not* a Town Permit, your permit will be delayed.

\* Indicates a required field.

**Detail Information**

Application Name:

\* Detailed Description:

**CERTIFICATION**

\* Workers Comp Insurance Affidavit Signed and Attached?:  Yes  No

Workers Comp Exp Date:

Workers Comp Policy Number:

**Continue Application »**

**Save and resume later**

12. Attach documents by clicking the **Add** button

**Step 4: Attachments > Documents**

\* Indicates a required field.

**Attachment**

The maximum file size allowed is 50 MB. Please send PDF file type.

When submitting an Electrical Permit, you **must** include the following:

- Cert. of Insurance or Waiver
- Workers Comp. Affidavit

Please click the link below for a list of all available forms on our website:

<https://www.brooklinema.gov/178/Applications-Forms>

-

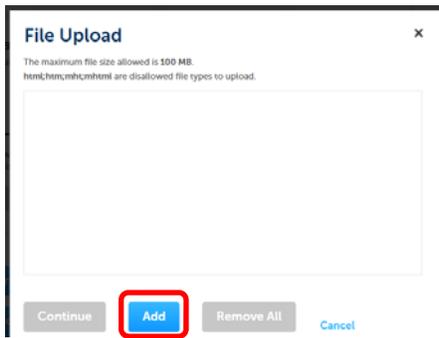
| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

**Add**

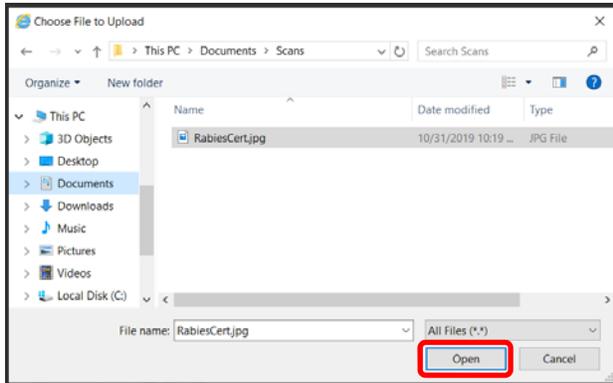
**Continue Application »**

**Save and resume later**

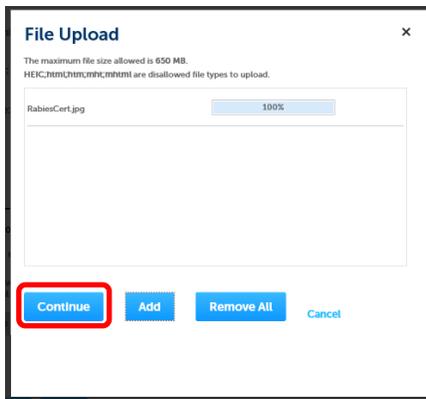
13. On the File Upload screen, click **Add**



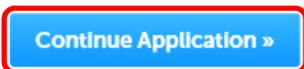
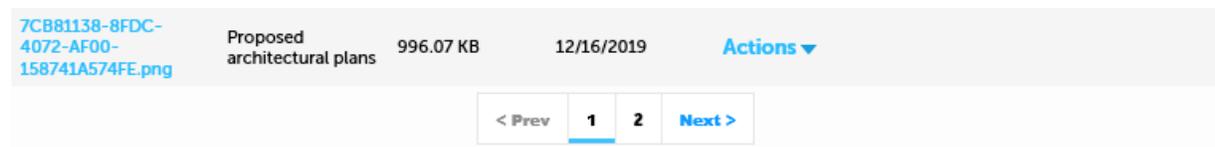
14. Browse to the location of the file(s) you wish to select and click **Open**



15. Once you have attached all necessary documents, click **Continue**



16. Enter the **Description** for each file and then click **Save** and **Continue Application**



17. After reviewing all information provided, read the Certification and check the “I agree” box. Then click **Continue Application**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct 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 checking this box, I agree to the above certification. Date: 12/13/2019

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

18. Pay for your application

**Step 4: 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   |
|--|------|----------|
| Zoning Special/Variance Fee Charge, Manual | 371  | \$371.00 |

**TOTAL FEES: \$371.00**

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

[Recalculate](#)

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

19. Your application is now complete. Once it is reviewed by departmental staff, you will be contacted with next steps.

Home **Building** Board Of Health Licenses Fire Planning Clerk Office more ▾

Create an Application Search Applications

**Residential Electrical**

1 2 3 4 5 Review 6 Record Issuance

 Your application has been successfully submitted. Please print your record and retain a copy for your records.

**You may NOT commence work until the permit has been issued.**

Once your Building, Sign, Mechanical or Sprinkler Permit has been issued, please stop by the Building Department to pick it up.

Thank you for using our online services.  
**Your Record Number is EP-2020-000298.**