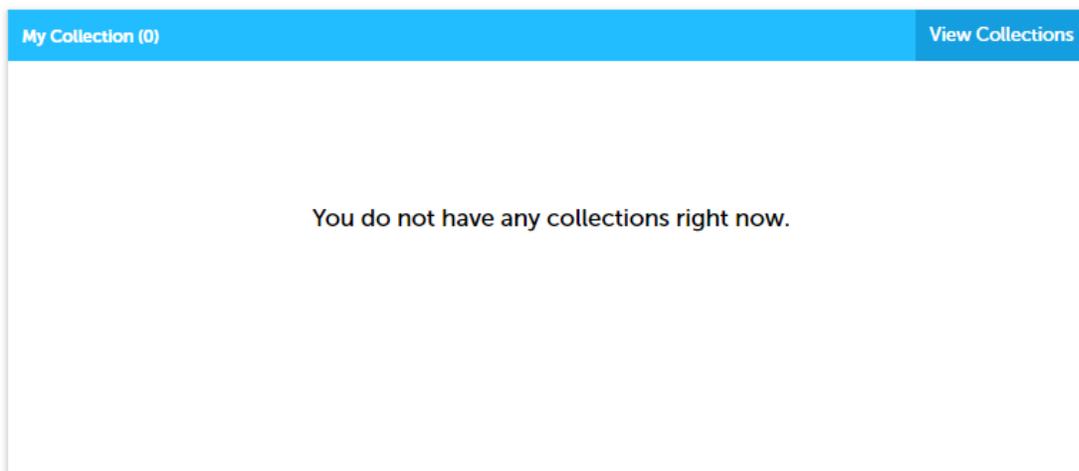


# How to apply for a Smoke / CO Detector Inspection

1. If you have not registered for an account, please view this [document](#) and follow the instructions.
2. Once you have signed in, you will be brought to the **Dashboard** under **Home**



Hello, Tom Richards



3. Please click the **Fire** menu and choose **Create an Application**



Records



4. You must read and accept the terms (by checking the box) before you may **Continue Application**

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

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.

*If submitting a plan review, be sure to review the Plan Submittal Requirements found here:*

<https://www.brooklinema.gov/DocumentCenter/View/12308>

**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 »**

5. Expand the list of available record types by clicking the triangle next to Fire, select the 26F option, and then click **Continue Application**

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### 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.

Search

Fire

- 26F - Smoke and Carbon Monoxide
- Fire Alarm Installation
- Fire Plan Review
- Hot Work

**Continue Application »**

6. On Step 1, please enter the **Street No** and **Street Name** – NOTE: for best results, only enter the name of the street – not the type – IE *‘Washington’* instead of *‘Washington Street’* – click the **Search** button

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

Create an Application Search Applications

26F - Smoke and Carbon Monoxide

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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Step 1: Step 1 > Location

Show Map

\* indicates a required field.

Address

\*Street No.: 333 \*Street Name: washington

City: State: --Select-- Zip:

Search Clear

7. Please scroll down and enter the Applicant information. If you choose **Select from Account**, the system will give you the option to automatically use your login information or the property owner – click **Continue**

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Tom Richards
<input type="radio"/> Associated Owner		TOWN OF BROOKLINE, & TOWN HALL

Continue Discard Changes

## 8. Click **Continue Application**

### Applicant

To add new contacts, click the [Select from Account](#) or [Add New](#) button. To edit a contact, click the [Edit link](#).

✔ **Contact added successfully.**

Home phone:

Mobile Phone:

Work Phone:

Fax:

[Edit](#) [Remove](#)

▼ **Contact Addresses**

**Add Additional Contact Address**

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

[Continue Application »](#)

[Save and resume later](#)

## 9. Enter all requested information – then click **Continue Application**

### 26F - Smoke and Carbon Monoxide

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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#### Step 2: Step 2 > Permit Information

\* indicates a required field.

### ASI

#### SMOKE DETECTORS AND CO ALARMS

Number of Dwelling Units to be Inspected:

Is this system a low-voltage fire alarm?: \*

Yes  No

Requested Date - 1st Choice: \*

At least 14 days from now

Requested Date - 2nd Choice: \*

At least 14 days from now

Requested Date - 3rd Choice: \*

At least 14 days from now

#### Help

When making an appointment, you must be aware of whether the residence is protected by a low-voltage fire alarm system. (This would be a system that can be controlled through a panel.) If the residence is protected by a low voltage system, then a technician capable of testing and operating the fire alarm system shall be present. If a technician is not there, this shall constitute a failure and an additional inspection will be assessed equal to the original inspection fee. A new appointment will need to be made, which will take no less than two weeks to re-schedule. If you need to pause your application, please click **Save and resume later** – your application will be available on your dashboard to continue at another time.

[Continue Application »](#)

[Save and resume later](#)

NOTE: You *must* know if the residence is connected to a central station alarm company such as ADT. If so, a technician from the alarm company *must* be present. Failure to have the alarm company there will result in immediate failure of the test. If you need to pause your application, please click **Save and resume later** – your application will be available on your dashboard to continue at another time.

10. Review the application for accuracy then click **Continue Application**.

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

26F - Smoke and Carbon Monoxide

### Address

Edit

333 WASHINGTON STREET  
BROOKLINE MA 02445

### Owner

Edit

TOWN OF BROOKLINE, @ TOWN HALL,  
333 WASHINGTON ST  
BROOKLINE MA 02445

### ASI

#### SMOKE DETECTORS AND CO ALARMS

Edit

Number of Dwelling Units: 1  
Hardwired to Central System?: No  
Requested Date - 1st Choice: 12/01/2017  
Requested Date - 2nd Choice: 12/04/2017  
Requested Date - 3rd Choice: 12/06/2017

[Continue Application »](#)

[Save and resume later](#)

11. The system will calculate the fees. Click Continue Application

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Create an Application Search Applications

#### 26F - Smoke and Carbon Monoxide

1 Step 1 2 Step 2 3 Review 4 Pay Fees 5 Record Issuance

#### 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
Smoke Detector Inspection - 26F, 26F 1/2	1	\$50.00

TOTAL FEES: \$50.00

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

[Recalculate](#)

[Continue Application »](#)

[Continue Shopping »](#)

12. Choose your payment type and click **Submit Payment** >>

### Payment Options

Amount to be charged: \$50.00

- Pay with Credit Card
- Pay with Bank Account

**Submit Payment >>**

13. On our payment provider's site, enter the appropriate information and complete the transaction.

Payment Options      Payment Information      Review Payment

How would you like to pay?

Credit Card

How much would you like to pay?

Pay Full Invoice      \$50.00

Continue to Payment Information >

**Payment Summary**

Invoice #	Amount
468785	\$50.00
SUBTOTAL	
	\$50.00
GRAND TOTAL	
	\$50.00

Any applicable service fees and/or discounts will be displayed before processing your payment

NOTE: we currently accept Visa, MasterCard and Discover for online payments



Your inspection will be typically be scheduled with 1 business day. To see the date scheduled, click on the Record Number (FIR number) in your Records list and choose Inspections from the Record Info menu:

Record Info ▾

- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections**
- Valuation Calculator

### Inspections

**Upcoming (1)**

07/23/2019 at 09:30 AM Scheduled 26F (25392221)  
Inspector: fs5

**Completed**

*There are no completed inspections on this record.*