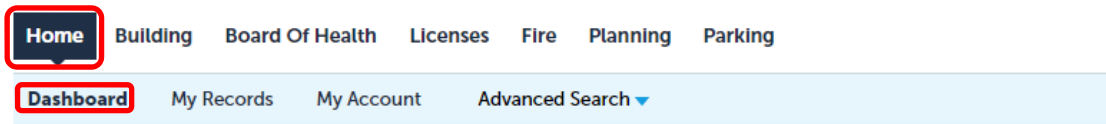


How to apply for a Smoke / CO Detector Inspection

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**

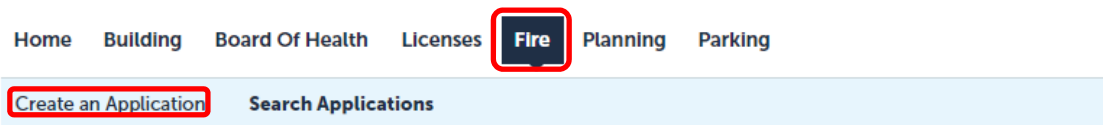


Hello, Tom Richards

A screenshot of the 'My Collection (0)' section. The header is blue with 'View Collections' on the right. The main content area is white and contains the text: 'You do not have any collections right now.'

A screenshot of the 'Work in progress' section. The header is blue with a question mark icon and 'View All Records' on the right. Below the header is a table with the following columns: Record Name, Record ID, Module, Creation Date, and Action. The table content shows 'No records found'.

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



Records

A screenshot of the 'Records' section. It features a blue 'Show on Map' button. Below the button, it says 'Showing 0-0 of 0'. There is a table with the following columns: Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, and Action. The table content shows 'No records found.' Below the table is a horizontal scrollbar.

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 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 »](#)

5. 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
----------	----------	----------	------------	-------------------

Step 1: Step 1 > Location

[Show Map](#)

* indicates a required field.

Address

*Street No.: 333 *Street Name: washington

City: State: --Select-- *Zip:

[Search](#) [Clear](#)

6. 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](#)

7. 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](#)

8. 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:

Hardwired to Central System?: Yes No

Requested Date - 1st Choice: * 

Requested Date - 2nd Choice: * 

Requested Date - 3rd Choice: * 

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.

9. 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

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

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 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 »

11. 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 »

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

The screenshot shows the Brookline Massachusetts online payment portal. At the top left is the logo with the text "Welcome to Brookline MASSACHUSETTS". At the top right is a "Contact Us" link. Below the logo are three navigation tabs: "Payment Options" (which is underlined), "Payment Information", and "Review Payment". The main heading is "How would you like to pay?". Below this is a dropdown menu currently set to "Credit Card". The second heading is "How much would you like to pay?". Below this is a radio button selected for "Pay Full Invoice" with a value of "\$50.00". At the bottom left is a blue button labeled "Continue to Payment Information" with a right-pointing arrow. On the right side of the page is a "Payment Summary" box containing a table with the following data:

Invoice #	Amount
468785	\$50.00
<hr/>	
SUBTOTAL	\$50.00
<hr/>	
GRAND TOTAL	\$50.00

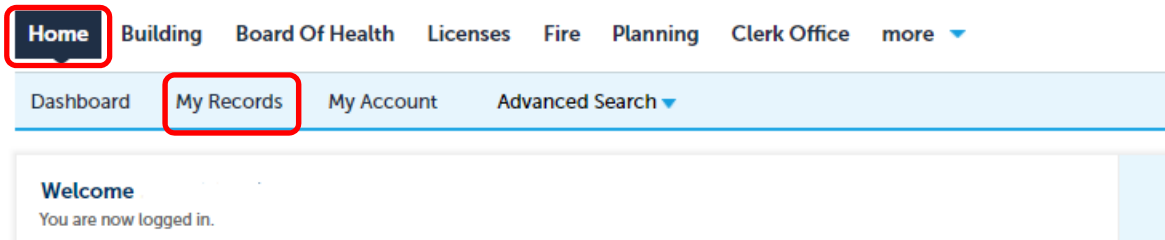
Below the table, it states: "Any applicable service fees and/or discounts will be displayed before processing your payment".

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

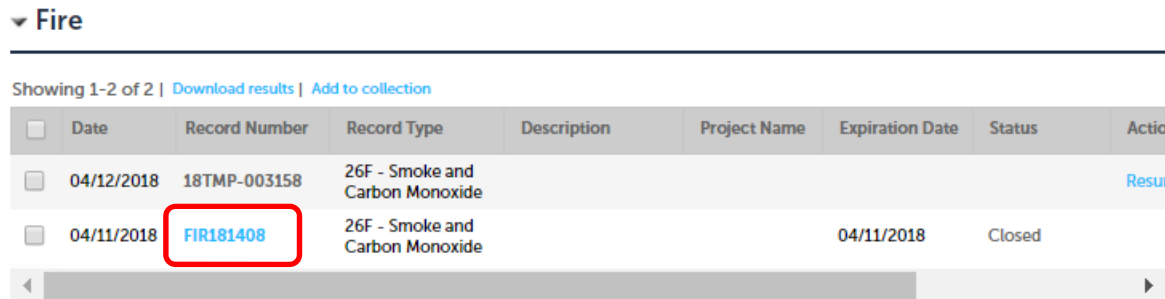


To Print your Certificate:

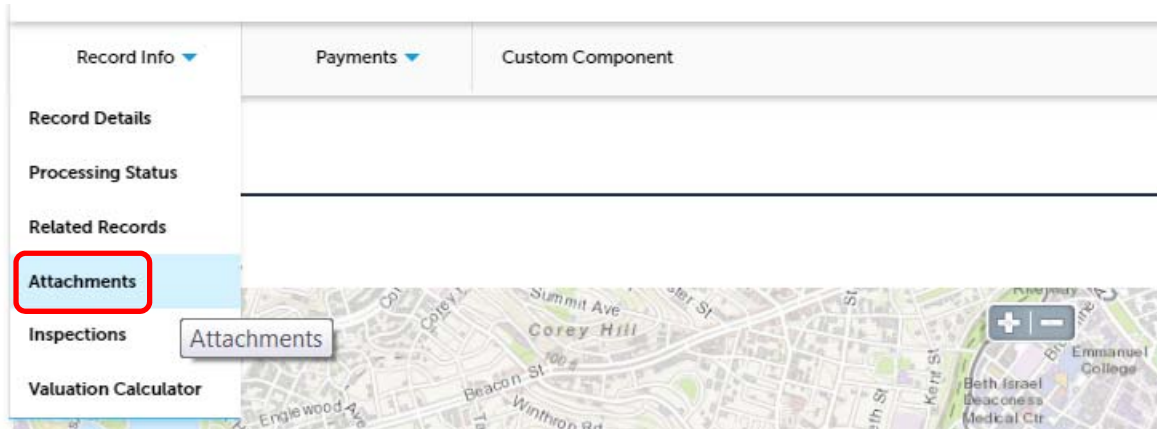
1. Select My Records under the Home menu (you must be logged into your account to see this menu):



2. Under the Fire section, click the Record Number for the certificate that you would like to print:



3. From the Record Info menu, select the Attachments option:



4. Click the document and download to print the PDF.

