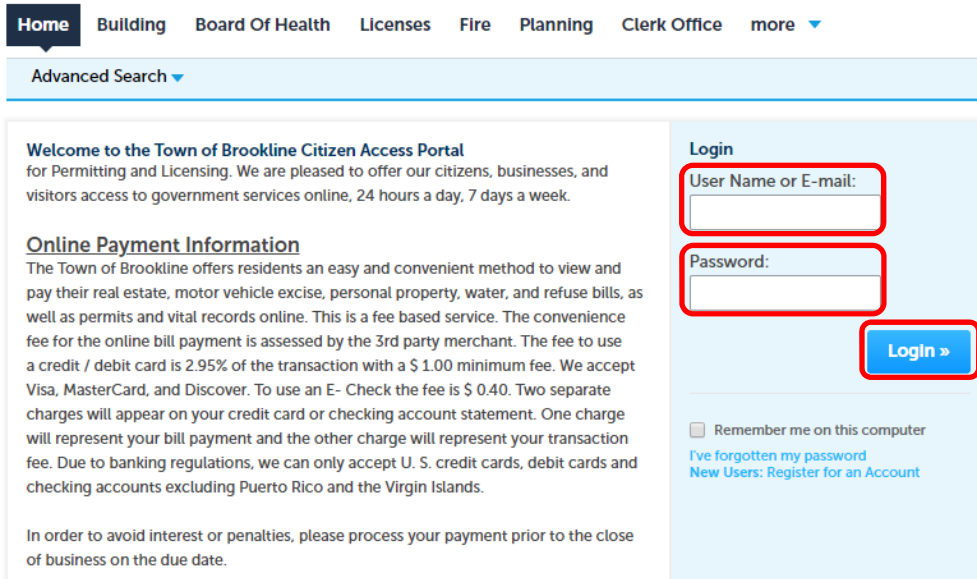
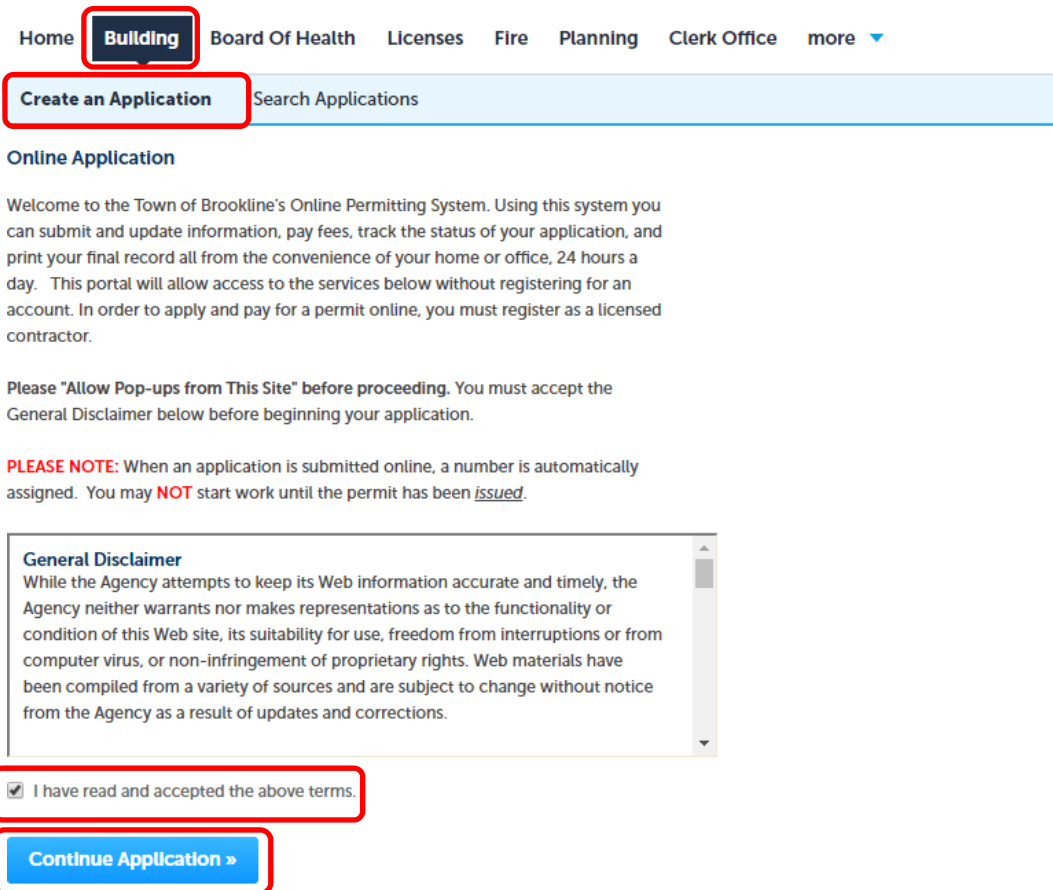


How to Apply for a Building Permit Online:

1. After registering for an account, log in to <https://aca3.accela.com/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.



3. Click the Building category 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. For assistance or to apply for a record type not listed below please contact us.

▼ Building

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

4. Type in a street name (name only – no “way type”) and or street number then click Search. Once the valid address is found, parcel ID and owner info will be automatically filled in. Click Continue Application.

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Create an Application Search Applications

Residential Building

1 Location	2 Contacts	3 Permit Details	4 Attachments	5 Review	6	7
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Step 1: Location > Location & Owner

* indicates a required field.

Physical Address

To search for a valid address in the system, please do **NOT** type in City, State and Zip. 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. If you know the suffix, please spell it out (i.e. Washington Street) in the street name field.

*Street No.: *Street Name:

City: State: Zip:

- 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.

The screenshot shows a web application interface. At the top, it says "Logged in as: FY Brookline" with links for "Collections (0)", "Account Management", and "Logout". There is a search bar with "Search..." and a magnifying glass icon. Below this is a navigation menu with "Home", "Building" (highlighted), "Board Of Health", "Licenses", "Planning", and "Parking". A secondary menu contains "Create an Application" and "Search Applications".

The main content area is titled "Residential Electrical" and contains a progress bar with steps: 1 Location, 2 Contacts (highlighted), 3 Permit Details, 4 Attachments, 5 Review, 6, and 7.

Below the progress bar, it says "Step 2: Contacts > People" and includes a note: "* indicates a required field." The "Applicant" section has a sub-header and a line of text: "To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name." Below this are three buttons: "Select from Account", "Add New", and "Look Up".

The "Licensed Professional" section has a sub-header and a paragraph: "Please lookup the licensed professional that will be performing the work by selecting the Look Up button. If you are unable to find one please add a new licensed professional by selecting the Add New button. If you are the licensed professional please choose Select from Account." Below this are two buttons: "Add New" and "Look Up".

At the bottom of the form, there are two large buttons: "Continue Application »" on the left and "Save and resume later" on the right.

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

Look Up Screen

The "Look Up License" dialog box contains the following fields: "License Type:" (dropdown), "State License Number:" (text input with "11218" entered), "First:" (text input), "Middle:" (text input), "Last:" (text input), "Name of Business:" (text input), "Business License #:" (text input with a help icon), "Address:" (text input), "City:" (text input), "State:" (dropdown), "Zip:" (text input), "Home Phone:" (text input), "Mobile Phone:" (text input), and "Fax:" (text input). At the bottom are three buttons: "Look Up", "Clear", and "Discard Changes".

Add New Screen

The "Licensed Professional Information" dialog box contains the following fields: "State License Number:" (text input), "License Type:" (dropdown), "First:" (text input), "Middle:" (text input), "Last:" (text input), "Name of Business:" (text input), "Business License #:" (text input with a help icon), "Address:" (text input), "City:" (text input), "State:" (dropdown), "Zip:" (text input), "Home Phone:" (text input), "Mobile Phone:" (text input), and "Fax:" (text input). At the bottom are three buttons: "Save and Close", "Clear", and "Discard Changes".

- After the Applicant and Licensed Professional sections are completed, click Continue Application. You will be prompted to enter Permit Details. All fields with a red asterisk * are required.

Application Information

TYPE OF IMPROVEMENT

* Type of Improvement:

USE GROUP & CONSTRUCTION TYPE

Construction Type:

Use Classification:

COSTS (MATERIAL & LABOR)

* Building:

Electrical:

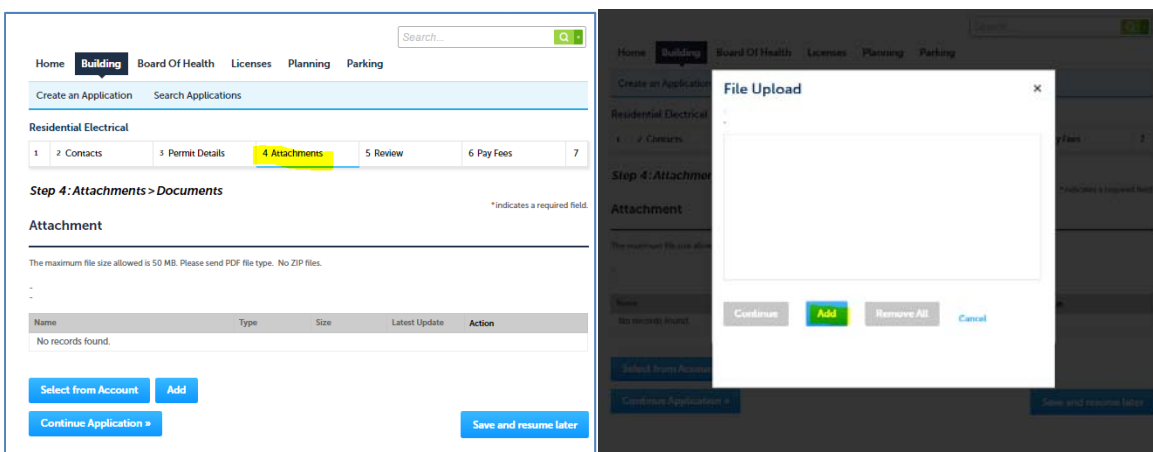
Plumbing:

Mechanical:

Gas:

* Total Job Cost:

- 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.



9. 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”

Search...

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

Create an Application Search Applications

Residential Electrical

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

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

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

Record Type

Residential Electrical

Physical Address

[Edit](#)

205 TAPPAN STREET
BROOKLINE MA 02445

Parcel

[Edit](#)

Parcel Number: 222-22-00
Lot: 00
Block: 22
Book: 9730
Page: 548
Parcel Area: 7995

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.

Brookline MASSACHUSETTS

Contact Us

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
373861	\$50.00
SUBTOTAL	\$50.00
GRAND TOTAL	\$50.00

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

Powered by InvoiceCloud Privacy Policy 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.


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

Create an Application Search Applications

Residential Electrical


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



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

Thank you for using our online services.
Your Record Number is EP-2017-000008.



A notice was added to this record on 02/28/2017.
Condition: Zoning Severity: Notice
Total Conditions: 1 (Notice: 1)

[View additional details](#)

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.

[Print/View Receipt](#) [Copy Record](#)