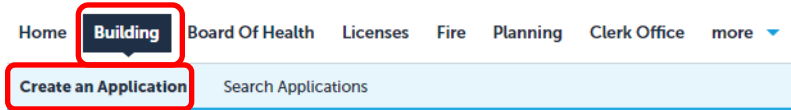


# How to Apply for a Mechanical Permit Online

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.



## 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.

**PLEASE NOTE:** When an application is submitted online, a number is automatically assigned. You may **NOT** start work until the permit has been *issued*.

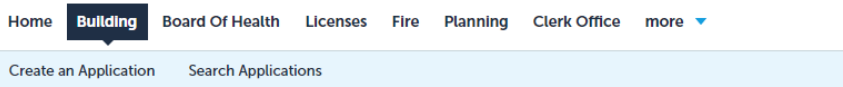
**General Disclaimer**

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. Click on Building to expand the list, then choose the appropriate permit type, and click Continue Application.



## 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

[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. Click the Continue Application button at the bottom.

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Create an Application Search Applications

**Residential Mechanical**

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

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

Show Map

\* 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. If you know the suffix, please spell it out (i.e. Washington Street) in the street name field.

\* Street No.:

\* Street Name:

Search Clear

- 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.

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Create an Application Search Applications

**Residential Mechanical**

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

\* 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.

Select from Account Add New Look Up

**Licensed Professional**

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.

Add New Look Up

Continue Application » Save and resume later

6. 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

7. After the Applicant and Licensed Professional sections are completed, click Continue Application. You will be prompted to enter Permit Details – be sure to complete any required fields, then click Continue Application.

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Create an Application Search Applications

Residential Mechanical

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

\* indicates a required field.

Detail Information

Application Name:

\* Detailed Description:

replace stove hood in kitchen

Application Table

TYPE OF EQUIPMENT AND QUANTITY

Showing 1-1 of 1

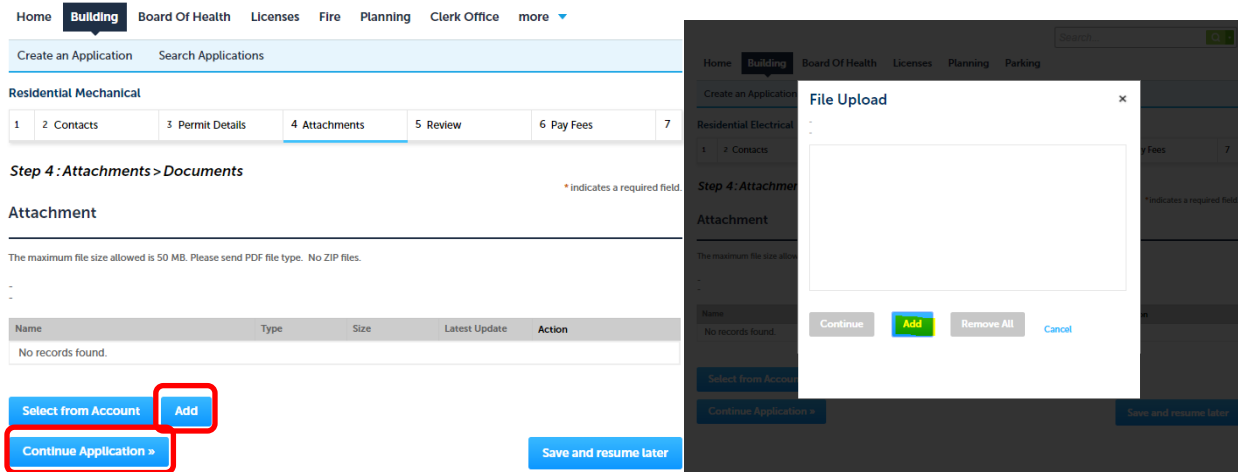
<input type="checkbox"/>	Location	Equipment Type	Manufacturer	Model Number	Capacity	Number	Rating Type	Fuel	Actions ▾
<input type="checkbox"/>	1st Floor	Kitchen Exhaust Hood							

Add a Row ▾ Edit Selected Delete Selected

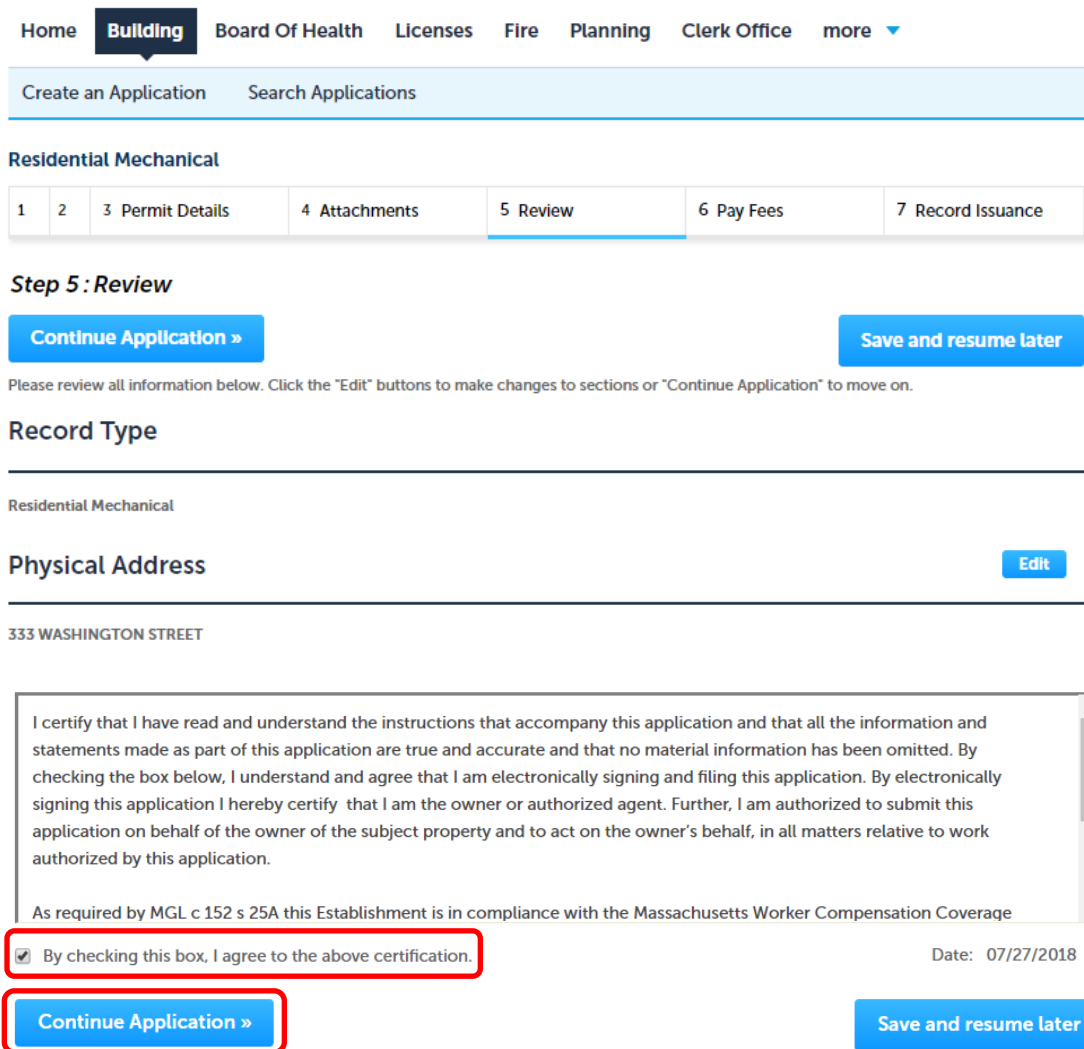
Continue Application »

Save and resume later

8. 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” Click Continue Application.



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

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Create an Application Search Applications

**Residential Mechanical**

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 quantity or job value below. The following screen will display your total fees.

**Be sure to click Recalculate before continuing to payment.**

**Application Fees**

Fees	Qty.	Amount
MECHANICAL PERMIT (Enter Job Value - \$)	500	\$50.00

TOTAL FEES: \$50.00  
Note: This does not include additional inspection fees which may be assessed later.

Continue Application » Continue Shopping »

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

Welcome to **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
373551	\$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.