How to Apply for a Plumbing Permit Online
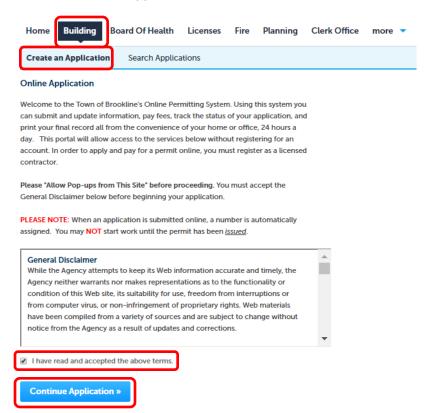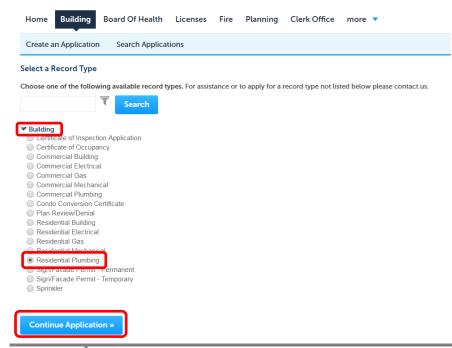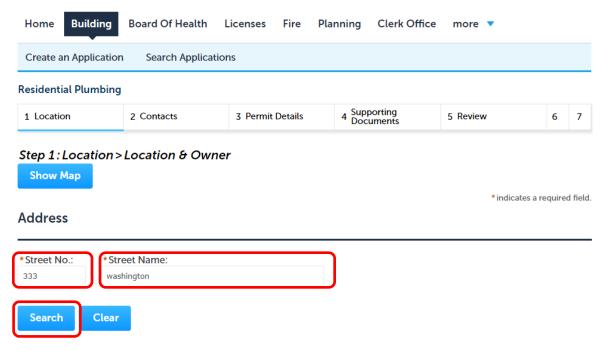
1. After registering for an account, log in to https://aca3.accela.com/brookline.
2. Click the Building tab. Click Create an Application. Check the box next to I have Read and Accepted the above terms. Click Continue Application.
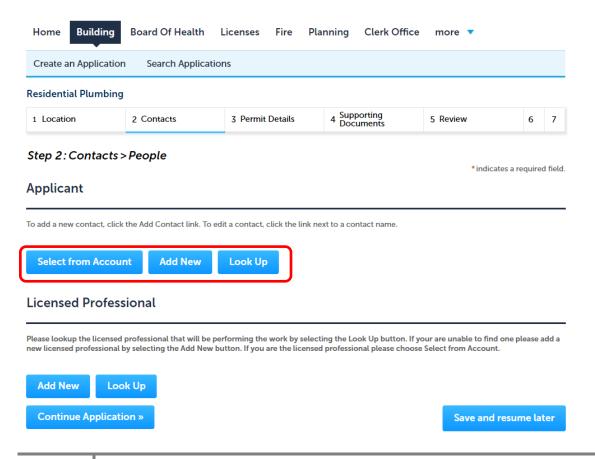

3. Click on Building to expand the list, then choose the appropriate permit type, and click Continue Application.

4. 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.
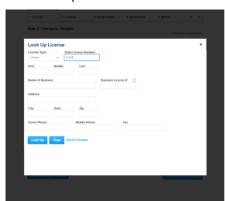

5. You can fill in the Applicant section by either Select from Account, Add New, or Lookup in the System. If you are the applicant, use Select from Account.
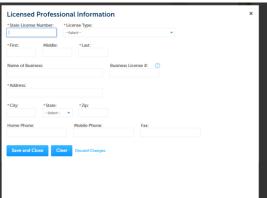
6. Licensed Professional is a required field. You can look up a Licensed Profession using the Lookup button or Click Add New.
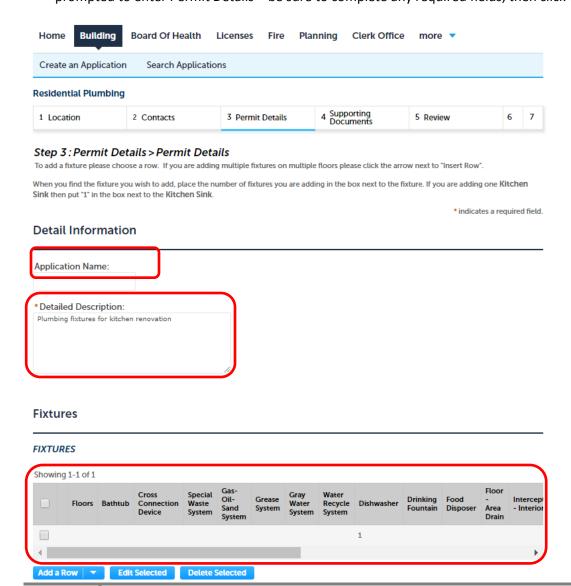
Look Up Screen   Add New Screen
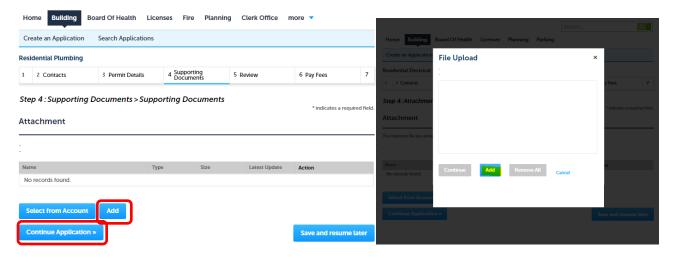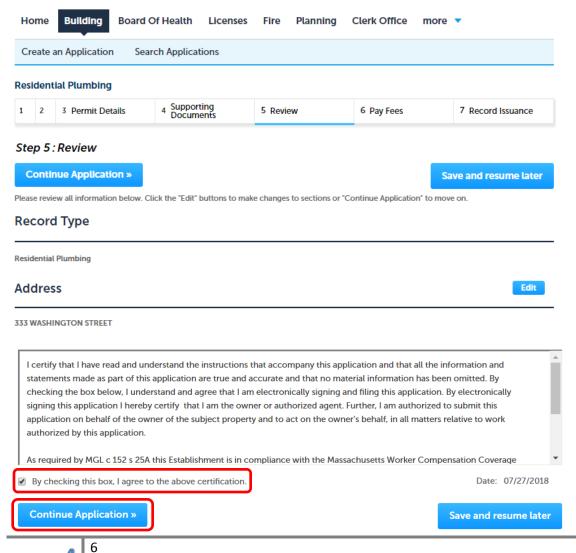

7. After the Applicant and Licensed Professional sections are completed, click Continue Application. You will be prompted to enter Permit Details – be sure to complete any required fields, then click Continue Application.
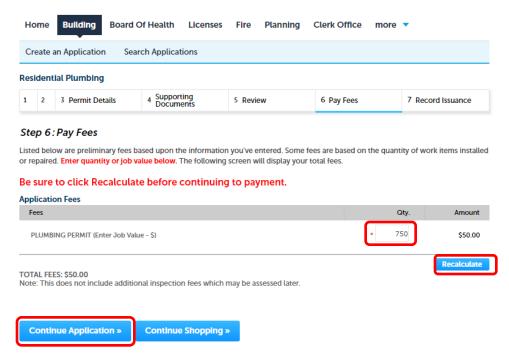
8. After completing Permit Details, you will be prompted to attach documents if any applies. If you do not have any attachments, or you completed uploading documents, click Continue Applications.
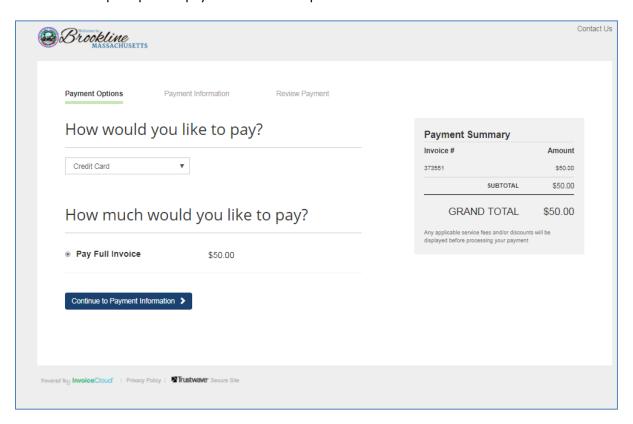

9. Review what you have entered so far. Click Edit if you need to modify previous sections. If all set, check the box next to "By checking this box, I agree to the above certification" Click Continue Application.

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

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

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.