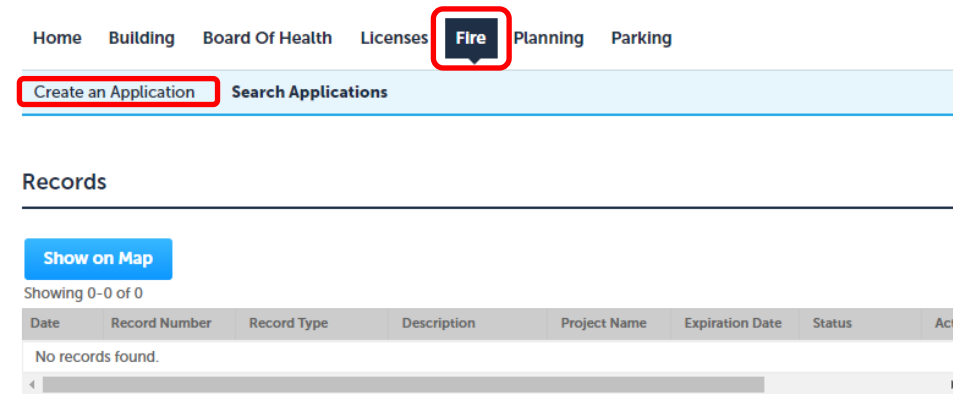
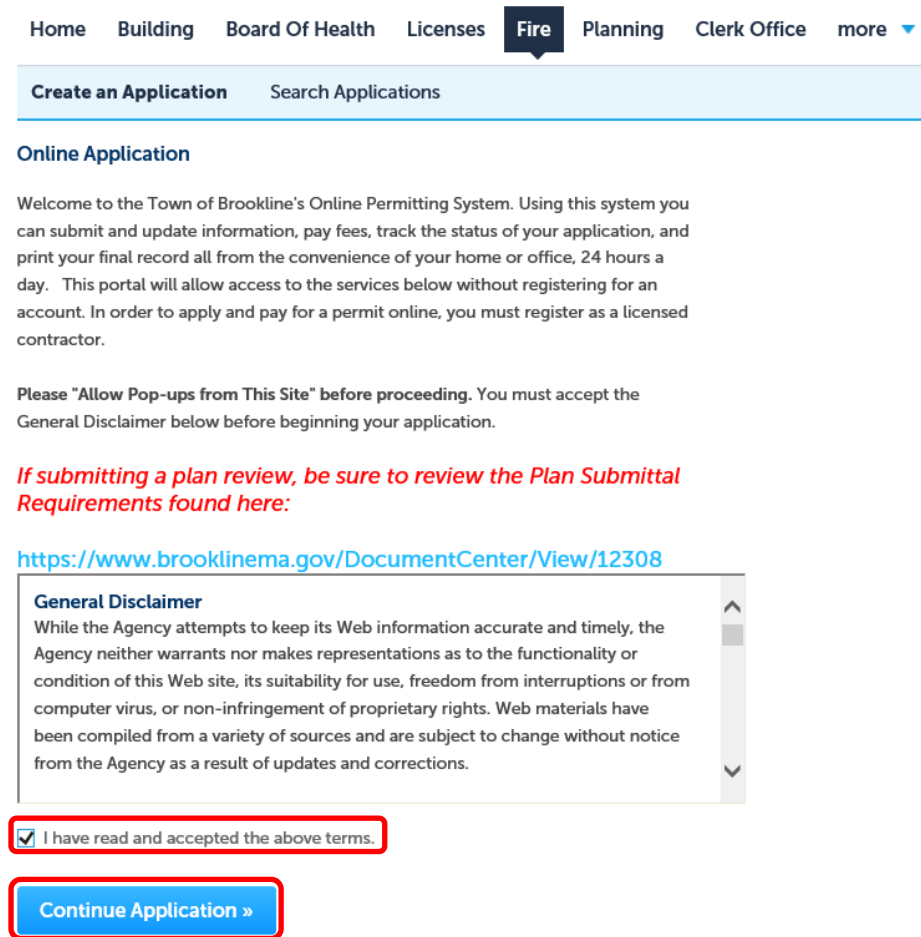


How to apply for a Fire Permit

1. If you have not registered for an account, please view this [document](#) and follow the instructions.
2. Once you are logged in, please click the **Fire** menu and choose **Create an Application**



3. Check the box to accept the terms before you **Continue Application**



4. Expand the list of available record types by clicking the triangle next to Fire, select the appropriate option, and 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 (click the ► to expand the list).

For assistance, or to apply for a record type not listed below, please contact us.

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

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 Clerk Office more ▾

Create an Application Search Applications

Fire Alarm Installation

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

Step 1: Step 1 > Location

* indicates a required field.

Address

*Street No.: *Street Name:

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- any item with a red asterisk (*) is required – then click **Continue Application**

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

Create an Application Search Applications

Fire Alarm Installation

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

Step 2: Step 2 > Permit Information

* indicates a required field.

Custom Fields

GENERAL INFORMATION

* Plan Review Number:

FIR200000

* Description of Work:

new commercial alarm system for mixed use structure

Attachment

The maximum file size allowed is 650 MB.
HEIC;html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Add

Continue Application »

Save and resume later

NOTE: Some application types require that you have an approved Plan Review. 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**.

Record Type

Fire Alarm Installation

Work Location

Edit

333 WASHINGTON STREET

Owner Information

Edit

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

Applicant

Edit

Custom Fields

GENERAL INFORMATION

Edit

Plan Review Number: FIR200000
Description of Work: new commercial alarm system for mixed use structure

Attachment

Edit

The maximum file size allowed is 650 MB.
HEIC;html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

By checking this box, I agree to the above certification.

Date: 07/11/2019

[Continue Application »](#)

[Save and resume later](#)

10. The system will calculate the fee. Click **Continue Application**

[Home](#) [Building](#) [Board Of Health](#) [Licenses](#) **Fire** [Planning](#) [Clerk Office](#) [more](#) ▾

[Create an Application](#) [Search Applications](#)

Fire Alarm Installation

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
Fire Alarm System Installation	1	\$50.00

TOTAL FEES: \$50.00

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

[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 tabs: "Payment Options" (active), "Payment Information", and "Review Payment". The main content area has two sections: "How would you like to pay?" with a dropdown menu set to "Credit Card", and "How much would you like to pay?" with a radio button selected for "Pay Full Invoice" at "\$50.00". A "Continue to Payment Information >" button is highlighted with a red box. On the right side, a "Payment Summary" box contains 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

