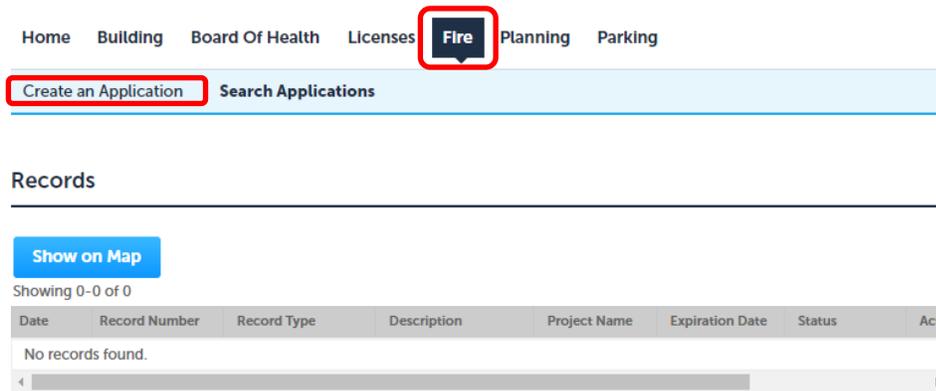
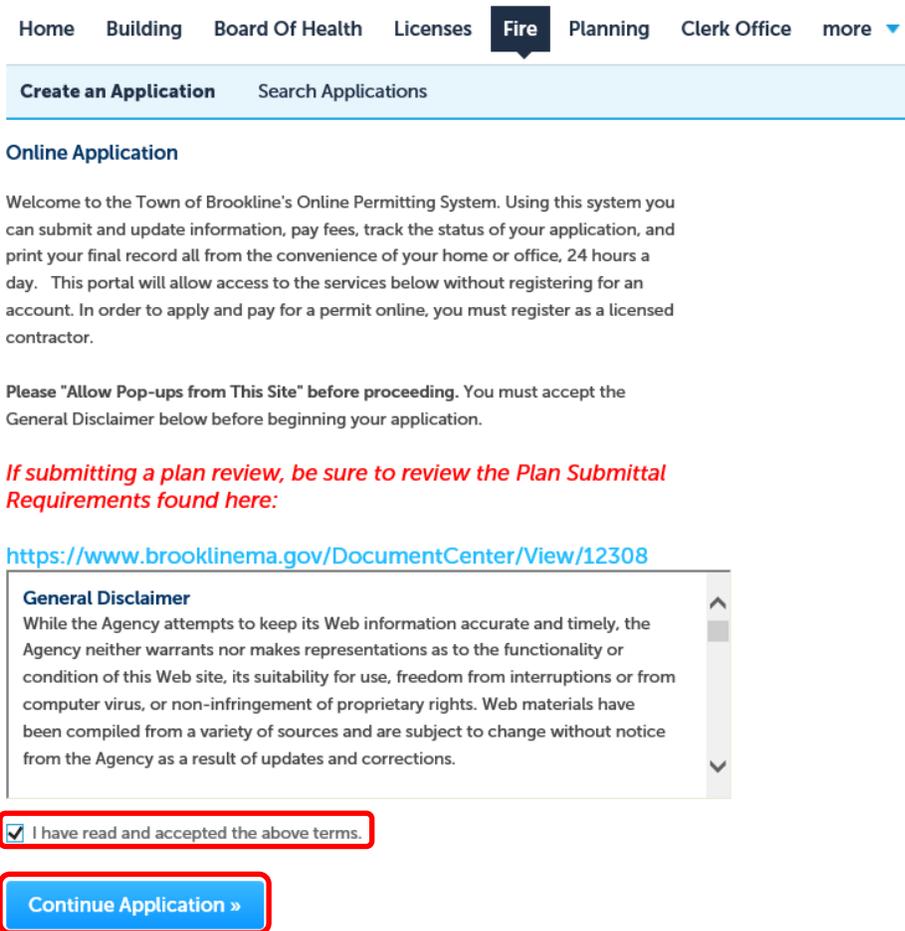


# How to submit a Plan Review application

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. Review the Plan Submittal Requirements and accept the terms before you **Continue Application**



4. Expand the list of available record types by clicking the triangle next to Fire, select the Fire Plan Review 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
  - 26F - 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

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Create an Application Search Applications

### Fire Plan Review

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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**Step 1: Step 1 > Location and Applicant**  
*Be sure to review the Plan Submittal Requirements found here:*  
<https://www.brooklinema.gov/DocumentCenter/View/12308>

Any questions related to the submittal of plan review documents, please email Captain Todd Cantor at [tcantor@brooklinema.gov](mailto:tcantor@brooklinema.gov)

\* indicates a required field.

### Address

---

*Street No.:	*Street Name:
333	washington

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 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

[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.**

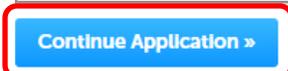
Home phone:  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

▼ **Contact Addresses**

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			



8. Enter all requested information- any item with a red asterisk (\*) is required – then click **Continue Application**

### Fire Plan Review

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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### Step 2: Step 2 > Submittal Information

\* indicates a required field.

### Custom Fields

#### GENERAL INFORMATION

\* I have reviewed the Plan Submittal Guidelines.:



Choose Plan Reviewer:

Code Red

I have a signed contract: \*



\* Description of work to be performed:

Plan review for  
sprinkler system  
repair

### Attachment

If the plans are to be reviewed by Fire Prevention, upload the plans now.

If the plans are to be reviewed by a 3rd party, upload the signed contract now.

#### PDF Format Preferred.

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: Your application will not be accepted if you do not upload a copy of the appropriate document. 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**

Fire Plan Review

**Address**

Edit

333 WASHINGTON STREET

**Custom Fields**

GENERAL INFORMATION

Edit

I have reviewed the Plan Submittal Guidelines.: Yes  
Choose Plan Reviewer: Code Red  
I have a signed contract.: Yes  
Description of work to be performed: Plan review for sprinkler system repair

**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. Enter 1 for the Plan Review Fee. Click **Continue Application**

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

Create an Application Search Applications

**Fire Plan Review**

1 Step 1	2 Step 2	3 Review	<b>4 Pay Fees</b>	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
Plan Review Fee	1	\$50.00

TOTAL FEES: \$50.00

Recalculate

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

