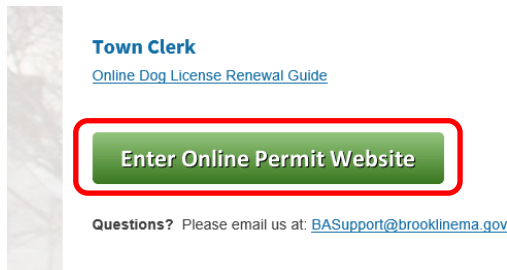
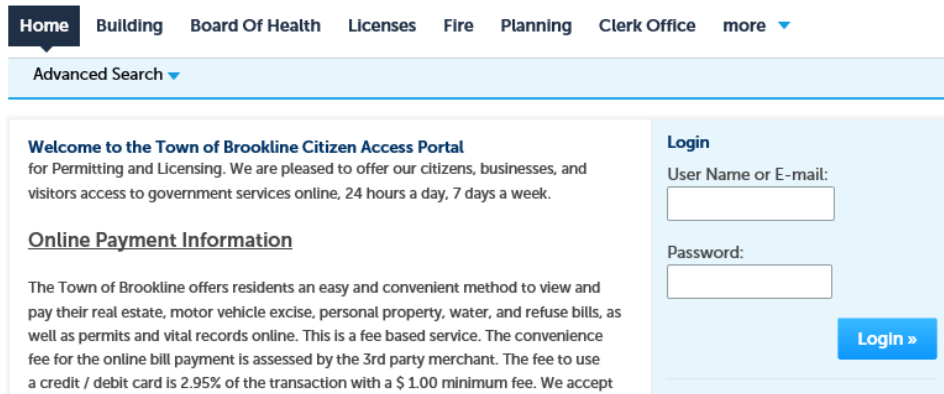


How to apply for a Drainlayer License online

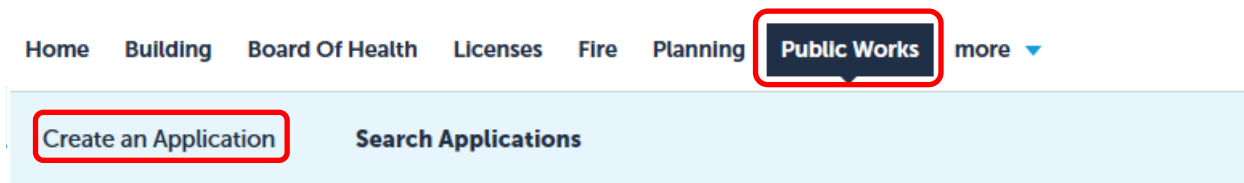
1. Using your web browser, go to <https://www.brooklinema.gov/Permits-and-Licensing>
2. Once you have reviewed the online application guide click the **Enter Online Permit Website** button:



3. If you have not registered with the online system yet, click the [Register for an Account](#) link. For instructions on registering, please see <https://www.brooklinema.gov/DocumentCenter/View/12298>



4. Once you have logged in, choose **Public Works** from the **more** menu and click the **Create an Application** option:



Records

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Act
No records found.							

5. Please review the terms and check the “I have read and accepted the above terms.” checkbox – then click **Continue Application**:

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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 »](#)

6. Expand the Public Works option and select Drainlayer Application, then click **Continue Application**

Home Building Board Of Health Licenses Fire Planning **Public Works** 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.

- ▼ PublicWorks
- Commercial Landscaping Application
 - Commercial Recycling Plan
 - DPW Site Plan Review
 - Drainlayer Application

[Continue Application »](#)

7. Enter the applicant information – to use the information provided upon registering, click **Select from Account**

Special Permit and/or Variance

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

Step 2: Step 2 > Application Information

* indicates a required field.

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](#)

The system will require that you provide all 4 contacts: Applicant, Bonding Company, Bank Reference and Insurance Agency. Use the Add New button to fill in as appropriate and please be sure to include phone and email information.

8. Enter all application information **Please note:** any field with a red asterisk is required:

Drainlayer Application

1 People	2 Application	3 Review	4 Pay Fees	5 Record Issuance
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Step 2: Application > Details

* indicates a required field.

Equipment and Emergency Contacts

GENERAL INFORMATION

* Do you currently have a Drainlayer License with the Town?: Yes No

* Equipment:

Backhoe
Grader
Plate Tamper

* Daytime Emergency Contact Name:

Tommy Tutone

* Daytime Emergency Contact Phone:

617-867-5309

* Evening Emergency Contact Name:

Morris Day

* Evening Emergency Contact Phone:

617-555-1212

9. Attach documents by clicking the **Add** button

Attachment

If you currently have a Drainlayer License issued by the Town, please attach a copy of your Bond Continuation Certificate.

If this is a new application, please attach 5 references from other cities and towns.

The maximum file size allowed is 650 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

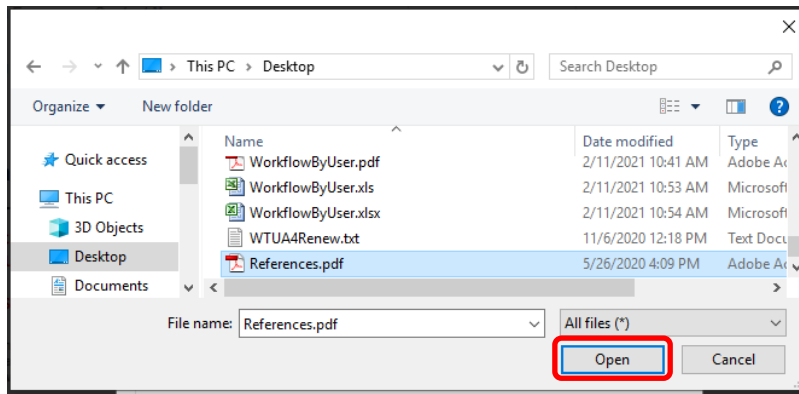
10. On the File Upload screen, click **Add**

File Upload ×

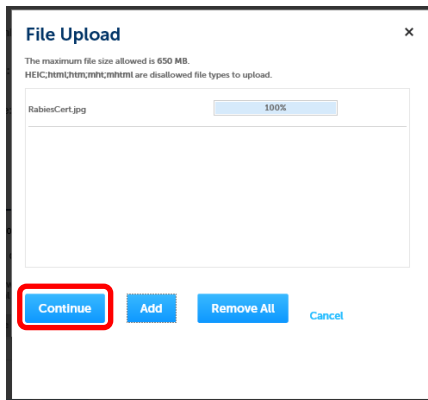
The maximum file size allowed is 100 MB.
html;htm;mhtml;mhtml are disallowed file types to upload.

Continue **Add** Remove All Cancel

11. Browse to the location of the file(s) you wish to select and click **Open**



12. Once you have attached all necessary documents, click **Continue**



13. Enter the **Type** for each file and then click **Save** and then **Continue Application**

Name	Type	Size	Latest Update	Action
References.pdf	Reference Letter	148.63 KB	03/03/2021	Actions ▼

Add

Continue Application »

Save and resume later

14. After reviewing all information provided, read the Certification and check the “I agree” box. Then click **Continue Application**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct 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 checking this box, I agree to the above certification.

Date: 12/13/2019

Continue Application »

Save and resume later

15. Pay for your application

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
Drainlayers License	1	\$300.00

TOTAL FEES: \$300.00

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

[Continue Application »](#)

[Continue Shopping »](#)

16. Once you click the green Process Payment button, your application is submitted. Once it is reviewed by departmental staff, you will be contacted with next steps.