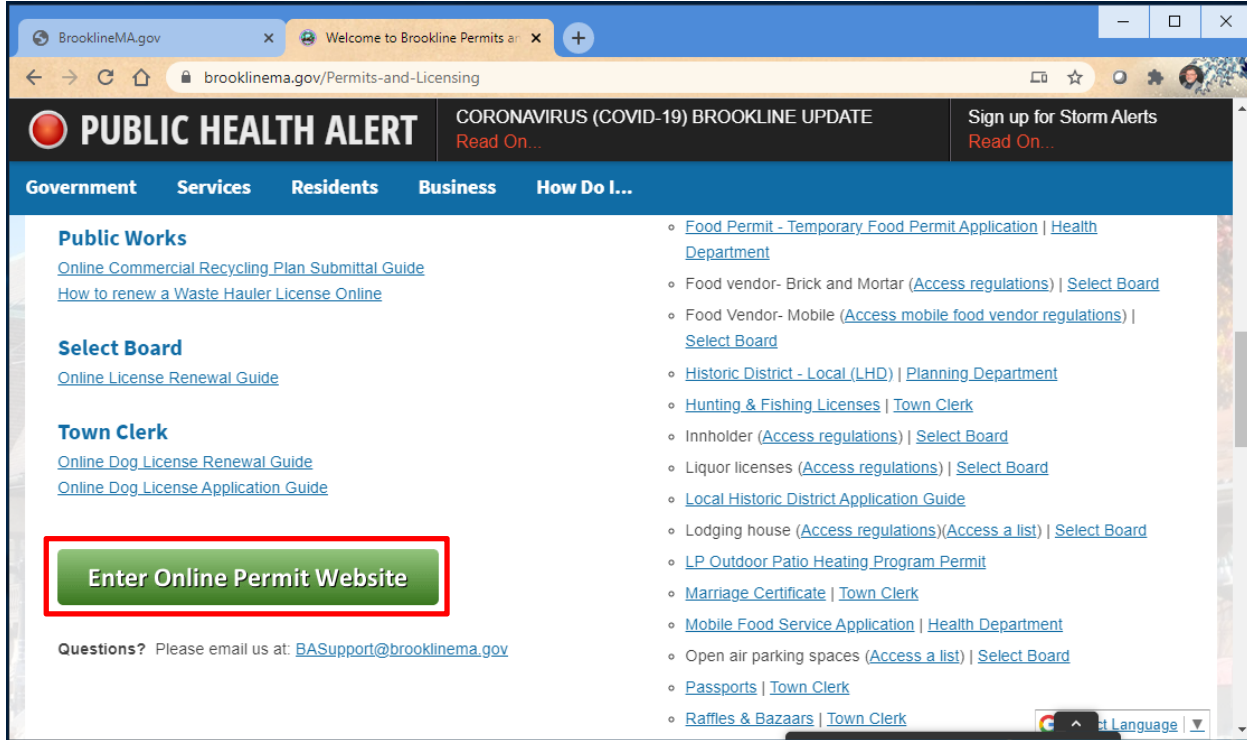


How to Submit a DPW Plan Review Online:

1. From the Permits and Licensing page (<https://www.brooklinema.gov/Permits-and-Licensing>), click the Enter Online Permit Website button on the bottom left:



The screenshot shows the BrooklineMA.gov website. At the top, there is a navigation bar with links for Government, Services, Residents, Business, and How Do I... Below this, there are sections for Public Works, Select Board, and Town Clerk. A green button with the text "Enter Online Permit Website" is highlighted with a red rectangular box. To the right of the main content, there is a list of links for various permits and services, including Food Permit, Food Vendor, Historic District, and more. At the bottom left, there is a "Questions?" section with an email address: BASupport@brooklinema.gov.

2. Either Login or Register for an Account:



The screenshot shows the Brookline Massachusetts website. At the top left is the Brookline logo. The main heading reads "Welcome to Brookline MASSACHUSETTS". Below the heading, there are links for "Accessibility Support", "Register for an Account", and "Login". The "Register for an Account" and "Login" links are highlighted with red rectangular boxes. Below the navigation bar, there is a search bar and a menu with links for Home, Building, Board Of Health, Licenses, Planning, and Parking. The main content area is titled "Please Login" and "New Users". The "Please Login" section includes a "Login" form with fields for "User Name or E-mail:" and "Password:", and a "Login >" button. The "New Users" section includes a "Register Now >" button. At the bottom right, there is a checkbox for "Remember me on this computer" and a link for "New Users: Register for an Account".

3. Once you are logged in, click Create and Application from the Public Works section of the Home page:

The screenshot shows the top navigation bar with 'Home' highlighted in a red box. Below it is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area features a welcome message for Tom Richards and a section titled 'What would you like to do today?'. There are four service cards: 'Building', 'Board Of Health', 'Parking', and 'Public Works'. The 'Public Works' card has 'Create an Application' highlighted in a red box.

4. You must accept the terms before clicking the Continue Application button:

The screenshot shows the 'Public Works' navigation menu highlighted in a dark blue box. Below it is a light blue bar with 'Create an Application' and 'Search Applications'. The main content area is titled 'Online Application' and contains a welcome message and a disclaimer. The disclaimer text is: '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.' Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.' which is checked and highlighted in a red box. At the bottom is a blue button labeled 'Continue Application »' also highlighted in a red box.

- Expand the Record Type list by clicking the triangle next to Public Works and select DPW Site Plan Review from the list – 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.

Search

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

Continue Application »

- Enter the Street Number and Street Name to select the location. NOTE: do not enter the street type (road, street, avenue, etc.) For example, for Washington Street, just enter Washington. Then click the Search button.

Home Building Board Of Health Licenses Fire Planning **Public Works** more ▾

Create an Application Search Applications

DPW Site Plan Review

1 Location	2 Scope	3 Review	4 Pay Fees	5 Record Issuance
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Step 1: Location > and Applicant * indicates a required field.

Address

Street No.: Street Name: Unit No.:

Search **Clear**

(The system will fill in the Address, Parcel, and Owner information.)

- Next, enter the Applicant information. You may use the Select from Account button to use the information that you provided when you registered for an account or to use the Property Owner information – then 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.

Select from Account **Add New** **Look Up** **Save and resume later**

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, 6 TOWN HALL,

Continue Discard Changes

8. Enter the Application Information:

Create an Application Search Applications

DPW Site Plan Review

1 Location	2 Scope	3 Review	4 Pay Fees	5 Record Issuance
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Step 2: Scope > and Attachments

All fields with a red asterisk are required. You must select at least one checkbox under Scope of Project.

* indicates a required field.

Custom Fields

SCOPE OF PROJECT

Water:

Sewer:

Drain:

* Property Type:

* Description of Work:

9. Attach required Documents using the Add button. Click Save, then click the Continue Application button:

Attachment

Please add the following documents:

- Completed, Signed Application
- Completed Site Plan Review Checklist
- Copy of Proposed Plans

PDF FORMAT PREFERRED

The maximum file size allowed is 50 MB.
ade;adp;bat;chm;cmd;com;cpt;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;p are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

File Upload

The maximum file size allowed is 100 MB.

10. Review your application, agree to the certification, and 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: 10/16/2017

[Continue Application »](#) [Save and resume later](#)

11. The system will automatically assess the appropriate fee - click Continue Application then click Submit Payment:

Home Building Board Of Health Licenses Fire Planning **Public Works** more ▾

Create an Application Search Applications

DPW Site Plan Review

1 Location	2 Scope	3 Review	4 Pay Fees	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
Commercial Plan Review	1	\$1,000.00

TOTAL FEES: \$1,000.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#) [Continue Shopping »](#)

12. Follow the prompts to complete your application:

Payment Options | Payment Information | Review Payment

How would you like to pay?

Available Payment Methods
Credit/Debit Card

How much would you like to pay?

Pay Full Invoice \$1,000.00

[Continue to Payment Information >](#)

Payment Summary

Invoice #	Amount
ACCELA-2027054	\$1,000.00
SUBTOTAL	\$1,000.00
GRAND TOTAL	\$1,000.00

Any applicable service fees and/or discounts will be displayed before processing your payment

Powered by InvoiceCloud | Privacy Policy | Trustwave Secure Site

Payment Options Payment Information **Review Payment**

Review your Information

Your Credit/Debit Card [Edit](#) Billing Address

Payment Summary

Invoice #	Amount
ACCELA-2027064	\$1,000.00
SUBTOTAL	\$1,000.00
SERVICE FEE *	+ \$29.50
GRAND TOTAL	\$1,029.50

Process Payment \$1,029.50

Payer agrees to the Invoice Cloud Payer Terms and Conditions [🔗](#)

* If you have a question on the bill, please contact us at () - Service fees are non-refundable. If you think there is an error on the Credit/Debit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-256-8330, Option 2.

You MUST click the Process Payment button for your payment to be applied. Click Return to Home Page

Home Building Board Of Health Licenses Fire Planning **Public Works** more ▾

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

DPW Site Plan Review

1 Location	2 Scope	3 Review	4 Pay Fees	5 Record Issuance
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Step 5: Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is SPR-2021-000002.

You will need this number to check the status of your application. Please print a copy of your record.

Choose "View Record Details" to check status.

[View Record Details »](#)