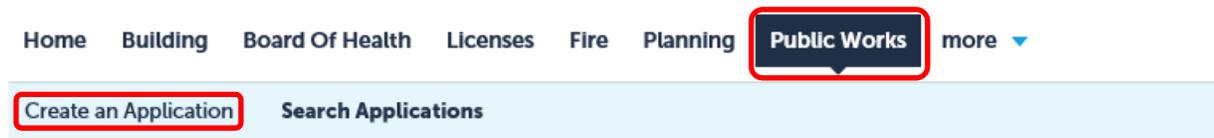


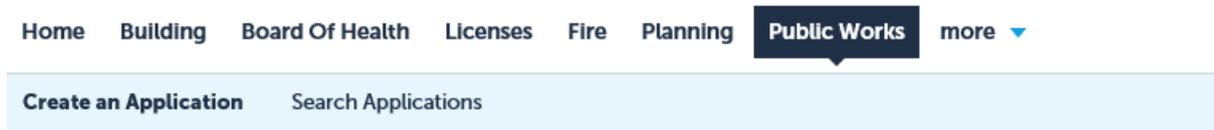
Online Submittal Guide for Commercial Recycling Plans

1. If you have not registered for an account, please view this [document](#) and follow the instructions. (Please be sure to include the **Name of Business** when creating your account.)
2. Once you are logged in, please choose **Public Works** from the **more** menu and then choose **Create an Application** from the **Public Works** menu.



Records

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



Online Application

Welcome to the Town of Brookline's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day. This portal will allow access to the services below without registering for an account. In order to apply and pay for a permit online, you must register as a licensed contractor.

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

not intended to imply sponsorship, affiliation or endorsement by the Agency.

Privacy Policy
While the Agency does not sell any information collected and provided through this Web site, such information may be subject to disclosure as required by any federal, state or local laws, rules or regulations.

Communications via Web Site
Communications made through e-mail and messaging systems shall in no way be

I have read and accepted the above terms.

[Continue Application »](#)

4. On Physical Address, 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

* indicates a required field.

Physical Address

To search for a valid address in the system, just type in Street No. and Street Name without suffix (i.e. Washington). Then click the blue Search button. If you are not sure about the street number, just type in the street name without suffix, click the Search button and you will be prompted with a list of available addresses which match that name to choose from. If you know the suffix, please spell it out (i.e. Washington Street) in the street name field.

*Street No.: *Street Name:

Unit Type: Unit No.:

City: State: *Zip:

5. On Applicant, if you included your Business Name when registering for your account, please use the **Select from Account** button, otherwise click **Add New** and enter all of the information.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

6. On Attachment, please upload the requested documentation using the **Add** button:

Attachment

A. Waste audit. A description of the process by which recyclable materials are to be segregated from the waste, including what materials are to be separated Identification of how the recyclables will be collected and transported to a DEP certified recycling facility.

B. Information on the process used to notify and educate tenants/employees of the recycling requirements. Recycling haulers must be Brookline permitted and recycling processing facilities must be DEP certified.

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.				

7. In the Custom Fields you must supply the name of the Recycling Hauler as well as the Recycling Destination. Please indicate that the plans have been attached, and then click **Continue Application**

Custom Fields

APPLICATION INFORMATION

* Recycling Hauler:

* Recycling Destination:

Plans Attached?: Yes No

[Continue Application »](#)

[Save and resume later](#)

8. On Step 2: Review, of any information needs to be updated, please use the associated **Edit** button, otherwise click **Continue Application**

APPLICATION INFORMATION

Recycling Hauler: ABC Co

Recycling Destination: Wellesley RDF

Plans Attached?: Yes

[Edit](#)

[Continue Application »](#)

[Save and resume later](#)

9. Success! Thank you for submitting your Commercial Recycling Plan. If any additional information is needed, you will be contacted by the Town.

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

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

Commercial Recycling Plan

1 Commercial Recycling Plan	2 Review	3 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 CRP-2019-000008.

[View Record Details »](#)