



ViewPermit

Innovative permit management

Online Permit Center User Manual

Part One: Logging in

The Initial Sign-in page for the Online Permit Center has undergone some changes. It is far simpler for first-time users.

The 'Sign In' page has a light blue background. The title 'Sign In' is in large blue font. Below it, there are two input fields: 'Email Address / User ID' and 'Password', both with white text boxes and green borders. To the right of these fields is a purple-bordered box containing the text 'Don't have an account? Click here to register' in blue. Below the input fields is a grey 'Log In' button. To the right of the button is a red-bordered box containing the text 'Forgot your password? Enter your email address above then click here' in blue. At the bottom right, there is a link that says 'We recommend using the following browsers: Microsoft Internet Explorer 11 or higher, Mozilla Firefox, Google Chrome'.

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Log-In- There's now one sign-in for every type of user. They just need to have an active account to sign-in. User accounts are tied to an email address, so it's a requirement for access to the Online Permit Center.

Registration- For first time user's the registration page is a click away; large and visible. The contents of which will be detailed in **Part Two**.

Password Reset- For users who have forgot their password, the "Forgot Password" button sends an email to the user with instructions for resetting. It is contained and visibly separate from the "Log in" button.

Header- is your custom header for your municipality.

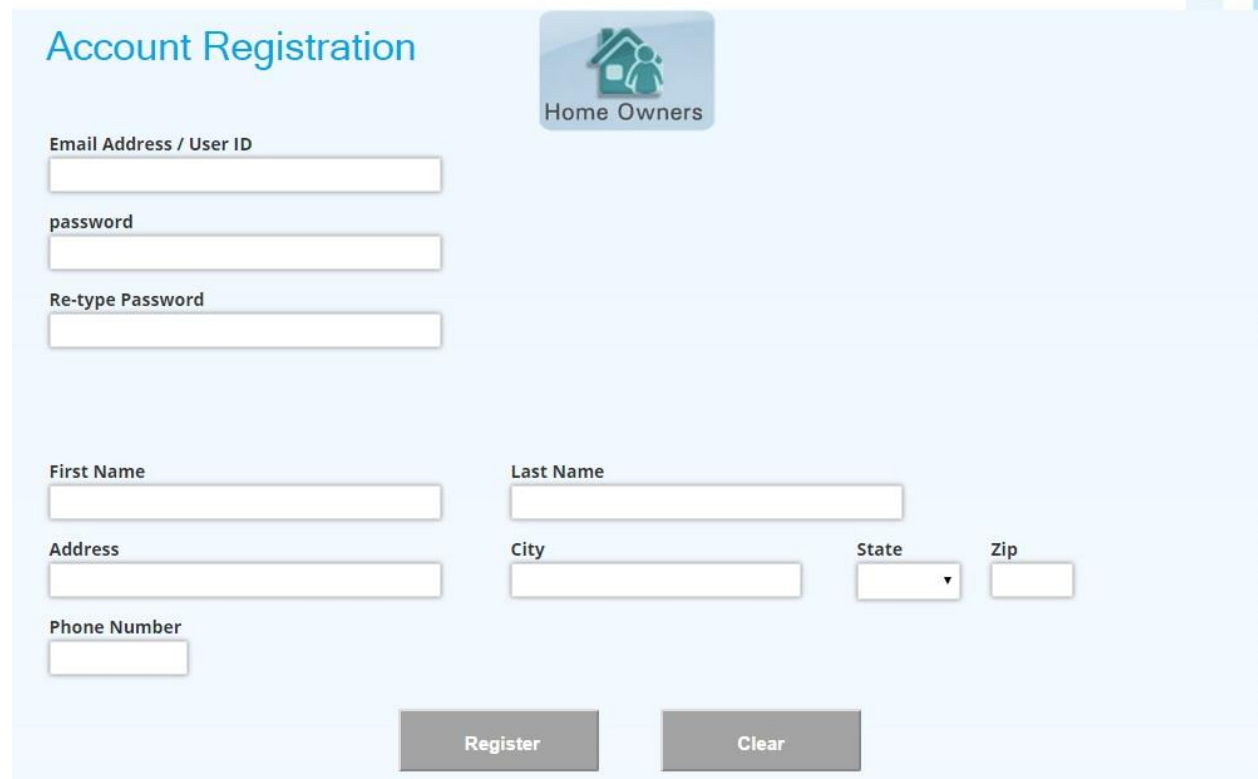
Part Two: Registration

When you use the system for the first time, you have to register to create an account. When you select “Register” it takes you to a separate screen. The Online Permit Center gives you several Account Types, or Roles, depending on what kind of user you are.

Select Account Type



Home Owners- Home Owners are able to perform their own work or select a contractor when going through the filing process.



The form is titled "Account Registration" in blue text. To the right of the title is a blue square icon with a white house and a person, labeled "Home Owners". The form contains several input fields: "Email Address / User ID", "password", "Re-type Password", "First Name", "Last Name", "Address", "City", "State" (a dropdown menu), "Zip", and "Phone Number". At the bottom of the form are two buttons: "Register" and "Clear".

House Icon- at the top left of the page, the black house icon will always take you back to the front page, no matter where you are in the Online Permit Center.

Clear- erases all form data that has been entered.

Register- Once the form is filled out completely, clicking this button sends an email to the applicant for them to activate their account. Once they click the link in that email, their account is live and they can sign in.

Contractors- If your municipality linked with a State or a local list, **Contractors** can assign licenses based on the work they're going to do. For example, they can assign their Heating License for Heating work and their Plumbing License for Plumbing work. The Licenses will display automatically when they are filing a permit. **Note:** if using a state list, if they aren't linked in the state database they will not be linked in the Online Permit Center (Example: one license is licensed to the DBA, but another is to the individual).

The screenshot shows a web form titled "Contractor Registration" with a light blue background. It is divided into three sections, each with a heading in blue text:

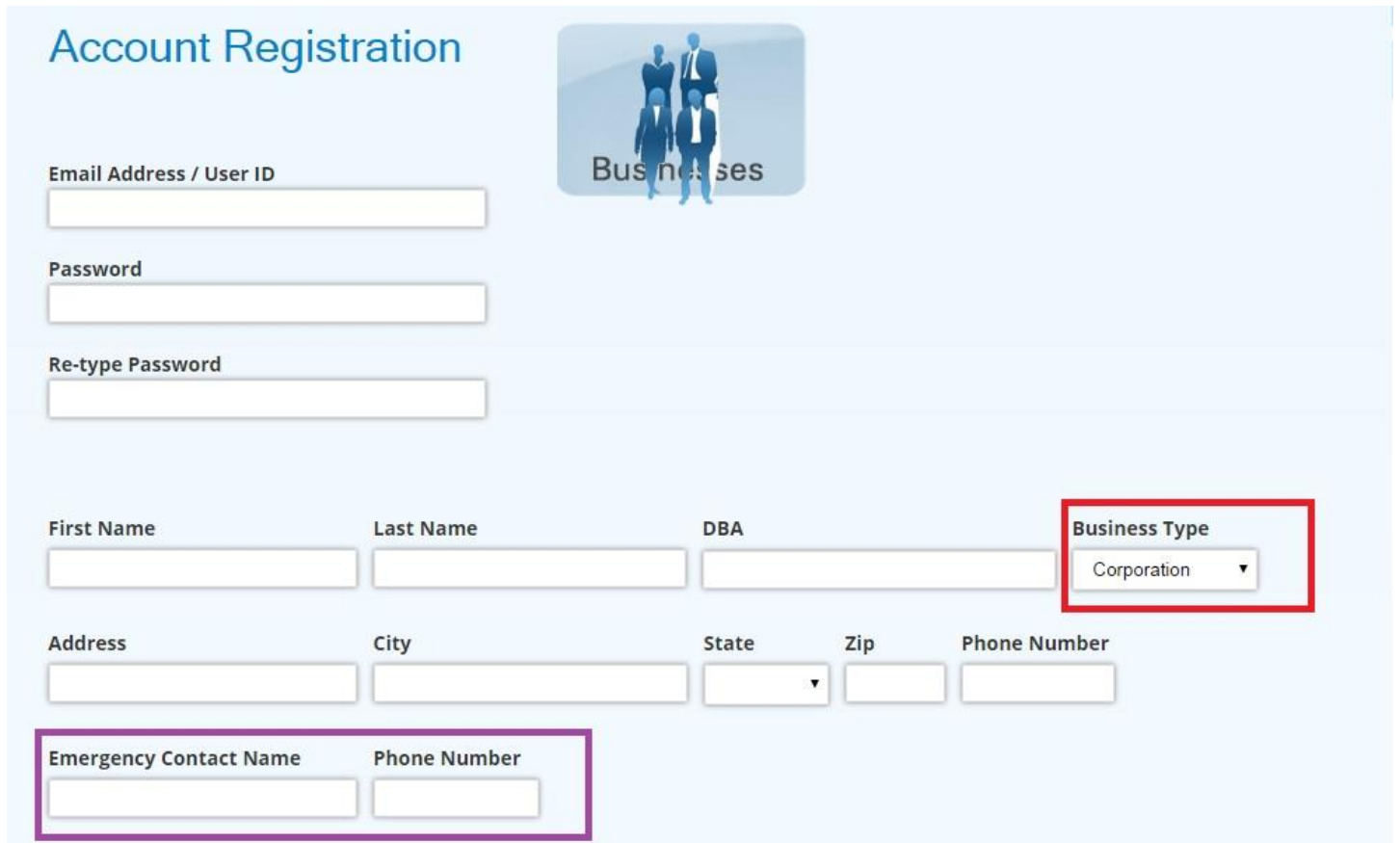
- Step 1: Validate your license**: This section contains a form with four input fields: "Business Name (DBA)" (highlighted with a purple border), "License Type" (a dropdown menu with "AEL" selected), "License Number", and "Expires on". A "Validate" button is located to the right of the "Expires on" field. The entire Step 1 section is enclosed in a dark red border.
- Step 2: Fill Login Information**: This section contains four input fields: "Email Address / User ID", "Password", "Re-type Password", and "Contact Email Address (if different than user id)".
- Step 3: Fill Contact Information**: This section contains six input fields: "First Name", "Last Name", "Address", "City", "State" (a dropdown menu), and "Zip". A "Phone Number" field is located to the right of the "Zip" field. At the bottom of this section are two buttons: "Register" and "Clear".

Business Name- Business name is the DBA of the contractor's company, if the contractor doesn't have a DBA it would just be his/her name. This is not required for License Validation.

License Validation- This has to match what it says on the contractor's license and should be done before the rest of the form is filled out. Once they have selected their License Type, entered their License Number, and Expiration; they'll have to hit "Validate" to confirm what they entered matches the Licenses in the system.

The remainder of the **Contractor** form is similar to the Homeowner's.

Businesses- Something of an “Other” option, **Businesses** have the option to say what **kind of business** they are, and enter **emergency contact information**.



The image shows a web form titled "Account Registration" for "Businesses". The form is set against a light blue background. At the top right, there is a graphic of three business people in suits with the word "Businesses" below them. The form fields are organized as follows: "Email Address / User ID" (text input), "Password" (text input), and "Re-type Password" (text input) are on the left. Below these are "First Name", "Last Name", and "DBA" (text inputs). To the right of these is a "Business Type" dropdown menu, which is highlighted with a red rectangular box and currently shows "Corporation". Below the name fields are "Address", "City", "State" (a dropdown menu), "Zip", and "Phone Number" (text inputs). At the bottom, there is a section for "Emergency Contact Name" and "Phone Number", which is highlighted with a purple rectangular box.

Account Registration

Businesses

Email Address / User ID

Password

Re-type Password

First Name Last Name DBA Business Type

Corporation

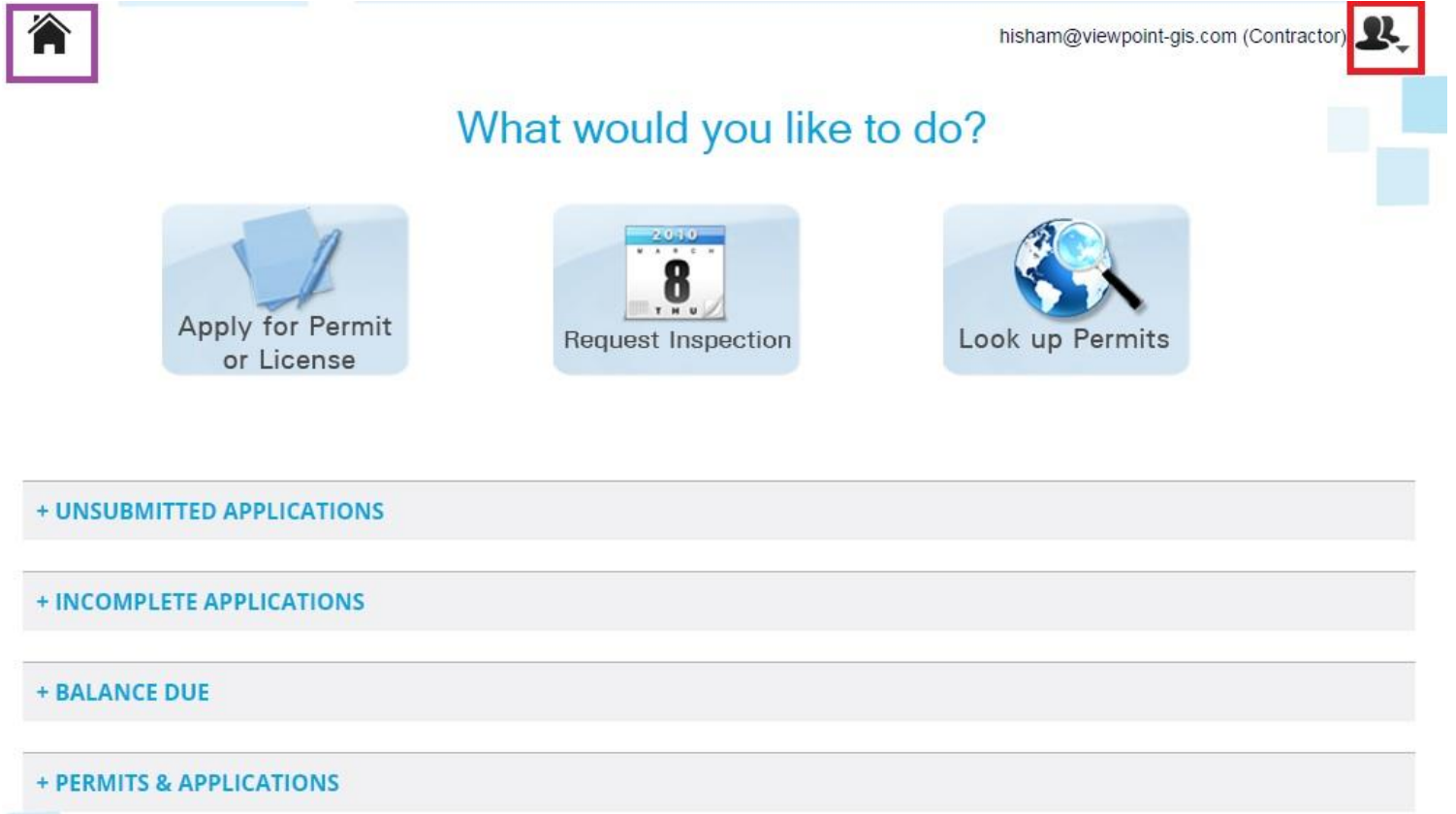
Address City State Zip Phone Number

Emergency Contact Name Phone Number

Utilities- Identical in format to **Businesses**, though a separate registration page is given for the **Utilities** operating in your municipality to ease confusion.

Part Three: the Dashboard

Once you've registered and have signed into the system you'll be greeted by the Online Permit Center dashboard.



House Icon- at the top left of the page, the **House Icon** will always take you back to the log in screen (if not signed in) or the **Dashboard** (if your signed in) no matter where you are in the Online Permit Center.

Person Icon- Will allow you to **Sign Out, Update your Account**, or take you back to the **Dashboard**, no matter where you are in the Online Permit Center.

You can also **Apply for a Permit or License, Request an Inspection, or Lookup a Permit**, which we will go into more detail on later.

The **Dashboard** contains four sections, delineated by gray bars. These are the categories for your permit data. They are expandable and collapsible by a click on the bar itself.

- UNSUBMITTED APPLICATIONS

Click on any of the following records to resume and submit your application

Tracking #	Application Type	Address	Application For	Created
30650	Building	14 WARWICK LANE	Demolition - Residential	Oct 03, 2014

Unsubmitted Applications- These are **Applications** for **Projects** that you started, but never completed the submission process. If you stop an application mid-way through or sign out unexpectedly, the **Unsubmitted Applications** you were working on will be saved here. Just click on the record you'd like to resume and it will take you to the **Workflow** that will be detailed later.

- INCOMPLETE APPLICATIONS

Click on any of the following records to view additional details and attach missing documentation.

Permit #	Application Type	Address	Application For	Status	Submitted
TE-14-1523	Electrical	15 ACOSTA STREET	Central Vacuum	Online Application (Incomplete)	Oct 02, 2014
TP-14-965	Plumbing	616 Unit A HOPE STREET	Gas Line	Online Application (Incomplete)	Oct 02, 2014

Incomplete Applications- These are applications that the **Reviewing Department** in your municipality have said are missing information or **Documents**. By clicking on one of these, you will be taken to the **Permit Details** page, which will be reviewed in depth later in this guide.

- BALANCE DUE

Click on any of the following records to view additional details, pay balance due, and request inspection appointments

Permit #	Application Type	Address	Total Fee	Total Paid	Balance Due
TB-14-1659	Building	WASHINGTON BOULEVARD	\$ 75.52	\$ 0.00	\$ 75.52
TB-14-1666	Building	333 GLENBROOK ROAD	\$ 125.78	\$ 0.00	\$ 125.78

Balance Due- **Balance Due** is the section that calls out **Projects** on which you have outstanding **Payments**. For example, if the Municipality adds an additional fee, you'd go there to see it's been added and to pay it. Clicking will take you to the **Permit Details** page, there you can go to pay the balance. **Payment** will be covered in more detail later.

- PERMITS & APPLICATIONS

Click on any of the following records to view additional details, pay balance due, and request inspection appointments

Permit #	Application Type	Address	Application For	Status	Submitted
TM-14-887	Mechanical	979 EAST MAIN STREET	Gas Piping	Online Application	Oct 02, 2014
TB-14-1674	Building	145 ACRE VIEW DRIVE	Chimneys - Commercial	Online Application	Oct 02, 2014
TG-14-2	Gas	232 BOUTON STREET WEST	General Gas	Online Application	Oct 02, 2014
TG-14-1	Gas	232 BOUTON STREET WEST	General Gas	Online Application	Oct 02, 2014
TE-14-1522	Electrical	323 COVE ROAD	Central Vacuum	Online Application	Oct 02, 2014
TB-14-1675	Building	142 ALTON ROAD	Decks - Residential	Pending	Oct 02, 2014
TB-14-1676	Building	115 WESTOVER LANE	Decks - Residential	Pending	Oct 02, 2014
FM-14-3	Food_MilkLicense	145 ACRE VIEW DRIVE	Temporary Food Service	Issued	Oct 02, 2014

Permits & Applications- Is where you go to see all your **Projects**. Clicking on anyone will take you to the **Permit Details** page. **Note:** this includes your **Licenses** as well.

Part Four: Permit Details Page

The **Permit Details** page highlights the single place where all actions and information for a **Project** can be seen by the user. Like the **Dashboard**, this too is broken up into sections.

Project #: TB-14-1676 **Location:** 115 WESTOVER LANE **Status:** Pending **Balance Due:** \$0

- PERMIT INFORMATION

Occupancy Type	Building Type	Date Submitted	Date Issued	Permit For
Commercial	Commercial	10/2/2014		Decks - Residential
Project Cost	Permit Fee	Additional Fee	Total Fee	Total Paid
1500.00	\$0.00	\$0.00	\$0.00	\$0.00

OWNER

SETHI ARJUN A ET AL
115 WESTOVER LANE
STAMFORD CT 06902-1914

Email:

Work: (222) 222-2222

Mobile:

APPLICANT

Hisham Shamas
385 concord ave
belmont MA 02474

Email: hisham@viewpoint-gis.com

Work:

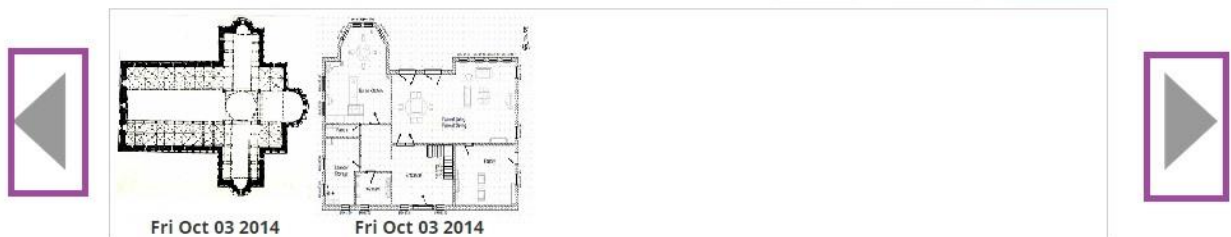
Mobile: 617-577-9000

CONTRACTOR

328 MEADOW LLC 340 MAIN ST FARMINGTON 328 MEADOW LLC NHC.0001899 09/30/2017

Permit Information- This gives you the basic raw information of the **Project**. **Applicant, Owner, Date Submitted, Permit For**, et cetera.

Attach Documents / Photos



Attach Documents/Photos- Here is where the user submits **Documents** after the fact. Click the **Plus** to add a new photo, the **Arrows** to scroll through, the **Pencil** to

amend or delete any **Documents**, and the **Floppy Disc** to **Save** your changes. You must click **save** after uploading or deleting your documents, or else your application will not be updated.

- REVIEW STATUS		
Building Department	Approved	Oct 02, 2014
No Comments Available		
Zoning Enforcement Department	Pending	
No Comments Available		
EPB Department	Approved	Oct 02, 2014
No Comments Available		

Review Status- This is the place where the User can see the **Status** of their **Project** in the **Plan Review** Process. It shows the date and status of the **Review** by Department

- INSPECTIONS					
Type	Inspection For	Date	Status	Comment	Inspector
Final	General Inspection	10/03/2014	Pass		JMurphy
Final	Partial	10/03/2014	Pass		JMurphy

Inspections- Show the user all Inspections done on the **Project**.

Pay Balance	Request Inspection	Print
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Lastly, there's three **Actions** at the bottom of the page. These will show and hide depending on the status of the **Project**.

Pay Balance- Takes you to the **Payment** page. **Request Inspection-** This is only for **Projects** that are **Issued**. This takes you to the **Request inspection** page and fills in the **Address** and **Permit** information automatically!

Print- This will print documents depending on the **Status** of the **Project**. If it's still an **Application**, it will only print an **Application**. If it is an **Issued Project** it will print the **Permit** form.

Part Five: Permit Workflow

Once you've hit **Apply for a New Permit** from the **Dashboard** and selected the **Permit Type** you enter the **Permit Workflow**.

Select Address

11 BARMORE DRIVE WEST

Apt # / Unit #

Property Information

Address11 BARMORE DRIVE WEST

ZoningR75

Deed11021/ 134

OwnerBARWINSKI MATTHEW J ET AL

Property Use101

Year Built1949

Parcel IDE 001 0418

Lot Area10978.00

Select type of work being done

Alterations - Commercial

Select Project

☒ Is this part of an active project?

B-13-996

Address Selection- Before you can start filling out information, you have to select an address. Type in the **Address Box** and select it from the dropdown list. Once you do that, you'll be see the **Assessors information** for the property, as well as its location on Google Maps.

After that, the User will select the type of work or **Permit For** from the drop down and, if it has **Open Projects** there, the User will be able to **Attach** this new **Child Project** to that **Parent Project**. If it doesn't have Open projects, they'll see nothing. Once that's done select **Start Application** to begin.

The screenshot shows a multi-step process for a building permit application. At the top, seven steps are listed in a row: Step 1 (Permit Information, highlighted in blue), Step 2 (Contractor), Step 3 (Engineer/Architect), Step 4 (Setbacks), Step 5 (Structure), Step 6 (Documents), and Step 7 (Preview). Below the steps is a house icon and the text 'Building Permit Application at 11 BARMORE DRIVE WEST'. The main form area is divided into sections. The first section contains three dropdown menus: 'Occupancy Type' (set to 'Commercial'), 'Building Type' (set to 'Commercial'), and 'Permit for' (set to 'Alterations - Commercial'). Below this is a 'Description of Work' text area containing the text 'Work to alter a commercial property'. To the right of the text area is a 'Project Cost' field with the value '1,500'. The bottom section is titled 'Water Supply' and 'Sewage Disposal'. It contains four buttons: 'Municipal', 'Private', 'Municipal', and 'Onsite'. To the right of these buttons is a checkbox labeled 'Roofing: more than 2 layers'. Below the buttons are three rows of input fields for 'Owner Name', 'Agent Name', and 'Tenant Name'. Each row has fields for 'Address', 'City', 'State', 'Zip', and 'Phone No.'. The 'Owner Name' row is filled with 'BARWINSKI MATTHEW J ET AL', '11 BARMORE DRIVE WEST', 'STAMFORD', 'CT', '06905-2008', and an empty phone field. The 'Agent Name' row is filled with 'Hisham 2 Shamas 2', '385 concord ave', 'belmont', 'MA', '02474', and '(617) 577-9000'. The 'Tenant Name' row is empty.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Permit Information	Contractor	Engineer/Architect	Setbacks	Structure	Documents	Preview

Building Permit Application at 11 BARMORE DRIVE WEST

Occupancy Type: Commercial
Building Type: Commercial
Permit for: Alterations - Commercial

Description of Work: Work to alter a commercial property

Project Cost: 1,500

Water Supply: Municipal, Private, Municipal, Onsite
Roofing: more than 2 layers

Owner Name	Address	City	State	Zip	Phone No.
BARWINSKI MATTHEW J ET AL	11 BARMORE DRIVE WEST	STAMFORD	CT	06905-2008	

Agent Name	Address	City	State	Zip	Phone No.
Hisham 2 Shamas 2	385 concord ave	belmont	MA	02474	(617) 577-9000

Tenant Name	Tenant Phone

Step 1- Permit Information- This is where the basic information for the Permit is entered.

The **Wizard** up at the top informs the User where they are in the process.

The **Building and Occupancy Type** drop downs let the municipality know what kind of Property the work is being done at.

There's the **Work Description and Project Cost** that details the work that's being done and the valuation of it.

Finally, there's the **Additional Information**, most important being the **Owner and Applicant information**. **Applicant** will auto-populate with the User's information and **Owner** will bring in the Assessors information. These can be overridden if needed. Once done, select **Next** at the bottom right to continue.

1 Step 1
Permit Information

2 Step 2
Contractor


3 Step 3
Engineer/Architect

4 Step 4
Setbacks

5 Step 5
Structure

6 Step 6
Documents

7 Step 7
Preview

**Building Permit Application at 11 BARMORE DRIVE WEST**

Contractor Name (4 characters minimum)

Available Licenses (Click assign to select a license)

	Type	License No	Expiration Date	License Status
<input type="button" value="Assign"/>	ELC	ELC.0198614-E2	09/30/2016	ACTIVE

Assigned Contractor Information

	Name	DBA	License Type	License No	Expiration
<input type="button" value="Remove"/>	JOHN E SMITH		ELC	ELC.0198614-E2	09/30/2016

Step 2- Contractor Information- This is the place where you assign the **Contractor** and the proper license to the **Permit**. If the User is a **Contractor**, their licenses will come in automatically. If they're a **Home Owner** or a **Business/Utility**, you'll have to type in the **Contractor Name** to get it to populate before you can **Assign** it from the **Available Licenses**. If their license is expired, it will show up in red and the system will not let you **Assign** the license.

Home Owner and **Businesses** have a check box below the **Contractor Name** that allows them to be the **Applicant Doing Work**.

Once **Assigned**, they will move down to the **Assigned Contractor Information**.

Click **Next** to continue, **Prev** to go back.



Building Permit Application at **11 BARMORE DRIVE WEST**

Engineer Company Name	Address	City	State	Zip	Phone No
ADA ARCHITECTS ▼	37980 VALLEY BROOK DRIVE	WILLOUGHBY	OH	44094	
Engineer Name	Registration No	AOR	Insurance	Email Address	
KEITH W. BOWES	26744		1/31/2014		

Architect Company Name	Address	City	State	Zip	Phone No
TRILLIUM ARCHITECTS ▼	409 MAIN ST	RIDGEFIELD	CT	06877	(203) 438-4540
Architect Name	Registration No	License Exp	Email Address		
ELIZABETH DI SALVO	ARI.0010941	7/31/2014	trilliumarchitects@gmail.com		

Step 3- Engineer and Architect- You can **Assign** and **Engineer** or an **Architect** from a list of what has been entered in to the **ViewPermit** backend via the **Personnel Tab**.

Click **Next** to continue, **Prev** to go back.

1 Step 1
Permit Information

2 Step 2
Contractor


3 Step 3
Engineer/Architect

4 Step 4
Setbacks

5 Step 5
Structure

6 Step 6
Documents

7 Step 7
Preview



Building Permit Application at 11 BARMORE DRIVE WEST

Set-backs

	Required	Provided (optional)
Front	<input type="text" value="0"/>	<input type="text" value="0"/>
Back	<input type="text" value="0"/>	<input type="text" value="0"/>
Left	<input type="text" value="0"/>	<input type="text" value="0"/>
Right	<input type="text" value="0"/>	<input type="text" value="0"/>
Open Space	<input type="text" value="0"/>	<input type="text" value="0"/>
Lot Coverage%	<input type="text" value="0"/>	<input type="text" value="0"/>

Step 4- Setbacks- where you can detail **Set-backs** for the **Permit**.

Click **Next** to continue, **Prev** to go back.



Building Permit Application at 11 BARMORE DRIVE WEST

Structural Requirements

	Existing	Proposed
No of floors including basement levels	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Height (ft)	<input type="text" value="0"/>	<input type="text" value="0"/>
No of Bedrooms	<input type="text" value="0"/>	<input type="text" value="0"/>
No of Bathrooms	<input type="text" value="0"/>	<input type="text" value="0"/>
Living Space Area (sf)	<input type="text" value="0"/>	<input type="text" value="0"/>
Cellar/Garage Area (sf)	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Area (sf)	<input type="text" value="0"/>	<input type="text" value="0"/>

Step 5- Structural Requirements- Details specific information about the structure.

Click **Next** to continue, **Prev** to go back.



Building Permit Application at 11 BARMORE DRIVE WEST

Required Documents

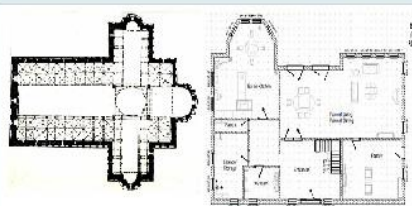
Document Name

Description

Workers Comp. Waiver

If you are Working Without Workers Comp. or Insurance

Attach Documents / Photos



Fri Oct 03 2014

Fri Oct 03 2014

Step 6- Required Documents and Attachments-

Required Documents- Gives the User a check list of **Documents** that the municipality requires of the User to complete their **Application**.

Attach Documents- A place to **Attach Documents**, works the same as on the **Permit Details** Page. The only difference being is that you do not have to worry about the **Save** function here.

Click **Next** to continue, **Prev** to go back.

1 Step 1
Permit Information

2 Step 2
Contractor

3 Step 3
Engineer/Architect

4 Step 4
Setbacks

5 Step 5
Structure

6 Step 6
Documents

7 Step 7
Preview



Building Permit Application at 11BARMORE DRIVE WEST

Please take a moment to review the information below, then click the submit button.



Submit Application

PARENT PROJECT: B-13-996

STEP 1: PROPERTY INFORMATION

Occupancy Type

Commercial

Water Supply

N/A

Project Cost

\$1500.00

Building Type

Commercial

Sewer Disposal System

N/A

Work Description

Work to alter a commercial property

Permit For

Alterations - Commercial

Roofing

Under 2 Layers

OWNER

BARWINSKI MATTHEW J ET AL
11 BARMORE DRIVE WEST
STAMFORD CT 06905-2008

Email

Work (115) 151-5151

Mobile

APPLICANT

Hisham 2 Shamas 2
385 concord ave
belmont MA 02474

Email

Work 617-577-9000

Mobile

Step 7- Preview- This is where you can review your **Application** to make sure all the information is complete and correct. Then hit **Submit**.

Permit Fee:	\$50.00
Additional Fees	
Certificate of Approval Fee	\$75.00
<hr/>	
Total Fee:	\$125.00
Your Signature	
<input type="text" value="Type your full name"/>	
<input type="checkbox"/> By clicking on this check box, I hereby certify that I accept the submitted document and will note that the completion of the field above will act as my signature.	
<p>I also hereby certify that I am the owner of the property which is the subject of this application or the authorized agent of the property owner and have been authorized to make this application. I understand that when a permit is issued, it is a permit to proceed and grants no right to violate the State Building Code or any other code, ordinance or statute, regardless of what might be shown or omitted on the submitted plans and specifications. All information contained within is true and accurate to the best of my knowledge and belief. All permits approved are subject to inspections performed by a representative of this office. Requests for inspections must be made at least 24 hours in advance.</p>	
<input type="checkbox"/> I understand that I must schedule an inspection upon completion of this work.	
Note: 'Express' applications will be issued instantly upon payment.	
<div><input checked="" type="checkbox"/> Submit</div>	

Signature Pop-up- After you hit **Submit** a **pop-up** detailing costs and fees will appear. The user will have to type their name in the **Signature box**, and agree to the two terms of conditions.

Those being done, once they hit **Submit** again, their permit has been submitted to the municipality for review. You can then **Print** the **Application** from the **Confirmation Screen** and it will link you to the **Payments Screen**.

Part Six: Payments

Whether you're coming of the **Confirmation Screen** after submitting an **Application** or coming in from the **Permit Details Page**, **Payments** are all the same.

WASHINGTON BOULEVARD, STAMFORD, CT		Permit #	TB-14-1659
Permit Fee	\$50.52	Total Amount Due	\$77.53
Additional Fees	\$25.00		
Total Fee	\$75.52		
Amount Paid	\$0.00		
Amount Due	\$75.52		
Transaction Fee	\$2.01		

Overview- first it gives you a breakdown of the Permit fees themselves and the transaction fee.

Pay with Credit Card

PayPal VISA MasterCard DISCOVER

First Name

Hisham 2

Last Name

Shamas 2

Billing Address

385 concord ave

City

belmont

State

MA

Zip

02474

Card Type

Visa

Master Card

Discover

Card Number

Card Expiration

Month

Year

Card security Code

What's this?

Pay Now

Already Have a Paypal Account ?

Check Out with PayPal

Checkout- Users can either elect to use their **PayPal** accounts or **Credit cards** when checking out. Once the user hits **Pay Now**, the **payment** is submitted and the **project** is removed from the **Balance Due** area of the **Dashboard**.

Part Seven: Request an Inspection

Whether you're coming of the top of the **Dashboard** or coming in from the **Permit Details Page**, **Inspection Requests** are a little different.

Property/Permit/Contact Info

Address: 115 WESTOVER LANE

Available Permits: B-14-1676

Contact Person: John Paul Jones

Contact Phone #: 555-555-5555

Inspection Type & Schedule

Inspection Date: 10/03/2014

Inspection Stage: Regular Final

Inspection for: Decks

Request Inspection

If coming in from the **Permit Details**, the Online Permit Center will input the **Address** and the **Permit Number** for the User.

If the User is coming from the **Dashboard**, they'll have to type in the **Street name** and select the **House number** from the drop down. At that point, they'll be able to select the **Permit Number**.

Users can Request a **Date**, an **Inspection stage**, and an **Inspection For**, before submitting their request. Once it's **scheduled** in **ViewPermit**, an email will be sent back to the User letting them know the date of their appointment.

Part Eight: License Workflow

Although similar to the **Permit Workflow**, the **License Workflow** is noticeably different. Like a Permit, it starts with an **Address** and **Permit For** selection to begin the **Application**.


1 Step 1
License Information

2 Step 2
Establishment

3 Step 3
Goods & Services

4 Step 4
Documents

5 Step 5
Preview

 Food & Milk License Application at 18 ADAMS AVENUE

Existing Licenses for this Address :

	PIN	Apt	License Holder Name	PermitStatus	DateIssued	DateExpired	permitfor
Renew	FM-14-6		Stephen Morrison	Issued	10/03/2014	12/31/2015	Retail Food

License For
Food Service Establishment

Length of Permit
Annual

License Holder Info :

Name
John Paul Jones

Mailing Address
16 Sixth Street

City
Boston

State
Ma

Zip
02210

Phone No
555-555-5555

Email Address
hisham@viewpoint-gis.com

☒ Business

Business Type
Association


Owner Name
Robert Boss

Daily Operator Name
Mike LeClerc

Step 1- License Information-

If this is a **Renewal** of an existing license, the button to apply for a **renewal** is at the top, this is a click once process. This will not show up for new Licenses.

You can set the **Length of the Permit**, the **License Holder information** and, if a **Business**, the **Type**, **Owner**, and **Daily Operations Person**.




Food & Milk License
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18 ADAMS AVENUE

Please Select Establishment Goods & Services from the List Below:

Bakery	Caterer	Food Delivery
Food Service	Food Service Institution	Food Service Takeout
Frozen Dessert Manufacturer	Itinerant Food Vendor	Milk
Residential Kitchen for Bed and Breakfast	Residential Kitchen for Bed and Breakfast Est.	Retail

Step 2- Goods and Services- This is where you go to select the type of **Food Establishment** you are running. You can select multiple options.



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Establishment Info


Name		Address		Phone No	Total Area
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>
# of Seats	# of Locations	# of Employees	Mobile Registration #	Location Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▼	
Water Source	Sewage Disposal	Risk Level	HACCP		
Select ▼	Select ▼	<input type="text"/>	<input type="text"/>		

Days of Operation

Monday	Tuesday	Wednesday	Thursday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	Saturday	Sunday	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Ex: 8:00 AM - 5:00 PM

Step 3- Establishment Info- This is where you can input the specific information for that relating to the **Food Service Company** itself.

Step 4- Document Attachment- Operates the same way as the **Permit** form.

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Please take a moment to review the information below, then click the **submit button**.

☒ Submit Application

Permit Fee: \$231

STEP 1: LICENSE INFORMATION

Address	Permit For	Length of Permit
18 ADAMS AVENUE	Food Service Establishment	Annual

License Holder Information

Name	Address	City	State	Zip	Phone No.
John Paul Jones	16 Sixth Street	Boston	Ma	02210	555-555-5555
Email	Business	Business Type	Business Owner	Person Responsible	
hisham@viewpoint-gis.com	Yes	Association	Robert Boss	Mike LeClerc	

Agent Information

Agent Name	Address	City	State	Zip	Phone Number
Hisham 2 Shamas 2	385 concord ave	belmont	MA	02474	617-577-9000

Step 5- Preview and Signature Pop-up- Operates the same way as the **Permit** Form.

Payments and **Inspection scheduling** work the same way too!