

Online Permit Center User Manual



On-line Permit Center
Barnstable, MA

367 Main Street, Hyannis, MA. 02601 . 508-862-4000

Powered by
ViewPermit
Innovative permit management

Sign In

Email Address / User ID

Password

[Don't have an account?
Click here to register](#)

Log In

Forgot your password?
Enter your email address
above then [click here](#)

We recommend using the following browsers:
Microsoft Internet Explorer 11 or higher, Mozilla Firefox,
Google Chrome, and Apple Safari

Log-In- There's a Sign In for Contractors and another for Home Owners. The account is linked to an email address.

Registration- First time users will need to register.

Password Reset- For users who have forgot their password; the "Forgot Password" button sends an email to the user with instructions for resetting.



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Select Account Type



New Contractor Registration Process



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Contractor Registration

Step 1: Validate your license

Business Name (DBA)	License Type	License Number	Expires on	
<input type="text"/>	Apprentice <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Validate"/>

Step 2: Fill Login Information

Email Address / User ID

Password

Re-type Password

Contact Email Address (if different than user id)

Step 3: Fill Contact Information

First Name	Last Name			
<input type="text"/>	<input type="text"/>			
Address	City	State	Zip	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>

If the License Number and License Expiration Date does not “Validate” you will have to contact the Building Department. The information is not matching what the Building Department has on file. Click the “Register” button when you finish entering in all the information. You will receive an email with instructions on how to complete the registration process.

Signing In

Once you have completed the registration process, you will be able to sign in with the User ID and password that was setup for you.

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peirsonl@cape.com (Contractor)

What would you like to do?

- Apply for Permit or License
- Request Inspection
- Look up Permits

0 UNSUBMITTED APPLICATIONS -

It's all good! You do not have any unsubmitted applications to resume. Click apply button to start a new application.

0 INCOMPLETE APPLICATIONS +

0 BALANCE DUE +

2 PERMITS & APPLICATIONS +

0 INSPECTION APPOINTMENT REQUESTS +

Apply For New Permit

Click on the “**Apply for Permit or License**” icon.

The following icons appear allowing you to select the type of permit you wish to apply for. Click on the icon for the permit type you want to apply for.

*** Only Licensed Contractors can apply for Electric, Gas, and Plumbing Permits**

Select Application Type



Building



Electrical



Gas



Plumbing



Mechanical

Permit Application Process

Select the property address

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peirsonl@cape.com (Contractor)

Select Address

101|

Apt # / Unit #

101 ANSEL HOWLAND ROAD, CENTERVILLE
101 AUDREYS LANE, MARSTONS MILLS
101 AUTUMN DRIVE, CENTERVILLE
101 BAXTERS NECK ROAD, COTUIT
101 BAXTERS NECK ROAD, MARSTONS MILLS
101 BAY SHORE ROAD, HYANNIS
101 BIRCHILL ROAD, CENTERVILLE
101 BLACKTHORN ROAD, MARSTONS MILLS

Enter House number and Street Address. Note that once you type the first letter of the street name, it will jump to the first street name that begins with that letter, scroll to the street name you are looking for.

Once the address is selected the Property Information section will populate with a map of the Property location. All the fields will automatically populate with the information the Town has on file for that property.

Select the type of **Permit** from the drop down.

Once done select **Start Application**

Select Address

367 MAIN STREET (HYANNIS), HYANNIS

Apt # / Unit #

Property Information

Address 367 MAIN STREET (HYANNIS), HYANNIS Zoning SPLIT Deed 866/438

Owner BARNSTABLE, TOWN OF (MUN) Property Use 9310 Year Built 1890

Parcel ID 326_021 Lot Area 218236.00

Locations displayed in the map below are only as accurate as the Google Maps database. Discrepancies between the official municipal location and Google Maps will not impact your application.

Map Satellite

Permit Type

Electrical - Accessory (Sheds, Pools, etc.)
Electrical - Add/Alter
Electrical - Low Voltage
Electrical - Minor
Electrical - New House
Electrical - Sign
Electrical - Solar
Electrical - Temporary Service
Electrical Service
Electrical Smoke Detector and Alarms
Please Select

Is this part of an active project?

Permit Information

To continue, click the drop down arrow under the “Occupancy Type” and “Building Type” section. Fill in **Description of Work, Project Cost, and Owner Phone No.**

* For Electrical Permits, if applicable, you must fill in the SQ Footage of the area of the work being done.



Electrical Permit Application

Occupancy Type Commercial **Building Type** Municipal **Permit for** Electrical - Add/Alter

Description of Work
Re Wre 4th Floor

Project Cost
\$ 1,200

Owner Name	Address	City	State	Zip	Phone No.
BARNSTABLE, TOWN OF (MUN)	367 MAIN STREET	HYANNIS	MA	02601	(508) 862-4000
Agent Name	Address	City	State	Zip	Phone No
Lawrie Peirson	367 Main St	Hyannis	MA	02601	(508) 862-4624
Tenant Name					Tenant Phone
No of Units	Structure Size	<small>For Electrical Permits - Structure Size SQ FT - is the Square Footage of the Work being done.</small>			
0	0 (sqft)				

Contractor Selection

The default contractor name comes from the account information you entered when you registered. To enter a new contractor name simply begin typing the contractor's first name in the space provided and navigate to an existing contractor. This list is populated with the contractor's licenses that are on file from the State Department.

Contractor Name (4 characters minimum)

Frederick J. Electrician

Available Licenses (Click assign to select a license)

	Type	License No	Expiration Date	LicenseStatus
Assign	Electrician License	55555	07/31/2016	Active

Assigning Contractors

When the list of licenses appears on the right you will have the option of assigning that contractor and the specific license required. Note that you may assign as many contractors and licenses as you would like and may even select the same contractor with multiple licenses.

Permit Types:

The screens will differ, depending on the type of permit that you have selected; Building, Electric, Gas, or Plumbing.

Building Permit Structure Information:

Enter Engineer/Architect Information if Applicable

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
Insurance Coverage

7 Step 7
Documents & Reqs

8 Step 8
Preview



Building Permit Application at 367 MAIN STREET (HYANNIS), HYANNIS

Engineer Company Name	Address	City	State	Zip	Phone No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Engineer Name	Registration No	AOR	Insurance Expiration	Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Architect Company Name	Address	City	State	Zip	Phone No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Architect Name	Registration No	License Exp	Email Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

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Enter Set-Back Information

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 Insurance Coverage	7 Step 7 Documents & Regs	8 Step 8 Preview

Building Permit Application at 367 MAIN STREET (HYANNIS), HYANNIS

Set-backs

If this information does not apply to your application or you do not have it, please click the next button to skip to the step.

Required setbacks shown on this screen are those required by the base zoning district in effect today. Exceptions may apply and other factors may affect required or permitted building setbacks and lot coverage. Contact the Building Division for information specific to the property.

	Required	Provided (optional)
Front	<input type="text" value="0"/>	<input type="text" value="0"/>
Rear	<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"/>

Prev

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Next

Enter Building Information

* For Sign Permits you must enter the Length and Width of the Proposed Sign

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 Insurance Coverage	7 Step 7 Documents & Regs	8 Step 8 Preview

Building Permit Application at 367 MAIN STREET (HYANNIS), HYANNIS

Structural Requirements

If this information does not apply to your application or you do not have it, please click the next button to skip to the step.

	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 (sq)	<input type="text" value="0"/>	<input type="text" value="0"/>
Cellar/Garage Area (sq)	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Area (sq)	<input type="text" value="0"/>	<input type="text" value="0"/>

Sign Requirements

Sign Length	<input type="text" value="0"/>
Sign Width	<input type="text" value="0"/>

Electrical Permit Fixture Section

1 Step 1
Permit Information

2 Step 2
Contractor

3 Step 3
Details

4 Step 4
Details Continued

5 Step 5
Liability

6 Step 6
Documents & Reqs

7 Step 7
Preview

Electrical Permit Application at 367 MAIN STREET (HYANNIS), HYANNIS

Panels

ES Amps	<input type="text" value="0"/>	ES Volts	<input type="text" value="0"/>	ES No Meters	<input type="text" value="0"/>	<input type="checkbox"/>	ES Over Head	<input type="checkbox"/>	ES Under Ground	<input type="checkbox"/>
New Amps	<input type="text" value="0"/>	New Volts	<input type="text" value="0"/>	NS No Meters	<input type="text" value="0"/>	<input type="checkbox"/>	NS Over Head	<input type="checkbox"/>	NS Under Ground	<input type="checkbox"/>

Feeders

No of Feeders	<input type="text" value="0"/>	Ampacity	<input type="text" value="0"/>	No Sub-Panels	<input type="text" value="0"/>	Sub-Panel Amps	<input type="text" value="0"/>
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Details

No Recessed Luminaires	<input type="text" value="0"/>	No Waste Disposers	<input type="text" value="0"/>	No Fans	<input type="text" value="0"/>
No Luminaires Outlets	<input type="text" value="0"/>	No Dishwashers	<input type="text" value="0"/>	No Hot Tubs	<input type="text" value="0"/>
No Luminaires	<input type="text" value="0"/>	No Dryers	<input type="text" value="0"/>	No Oil Burners	<input type="text" value="0"/>
No Receptacle Outlets	<input type="text" value="0"/>	No Water Heaters	<input type="text" value="0"/>	No Gas Burners	<input type="text" value="0"/>
No Switches	<input type="text" value="0"/>	KW Water Heater	<input type="text" value="0"/>	No Air Conditioners	<input type="text" value="0"/>
No Ranges	<input type="text" value="0"/>	No Hydromassage Bathtubs	<input type="text" value="0"/>	AC Total Tons	<input type="text" value="0"/>

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1 Step 1
Permit Information

2 Step 2
Contractor

3 Step 3
Details

4 Step 4
Details Continued

5 Step 5
Liability

6 Step 6
Documents & Reqs

7 Step 7
Preview

Electrical Permit Application at 367 MAIN STREET (HYANNIS), HYANNIS

Details Continued...

No Heat Pumps	<input type="text" value="0"/>	No Motors	<input type="text" value="0"/>	No Detection Devices	<input type="text" value="0"/>
Heat Pump Tons	<input type="text" value="0"/>	Motors HP	<input type="text" value="0"/>	No Alerting Devices	<input type="text" value="0"/>
Heat Pump Kw	<input type="text" value="0"/>	No Transformers	<input type="text" value="0"/>	No Self Contained Devices	<input type="text" value="0"/>
Space Heating KW	<input type="text" value="0"/>	Transformers KVA	<input type="text" value="0"/>	Local MC	<input type="text" value="0"/>
No Heating Appliances	<input type="text" value="0"/>	No Generators	<input type="text" value="0"/>	No Security Devices	<input type="text" value="0"/>
Heating Appliances KW	<input type="text" value="0"/>	Generators KVA	<input type="text" value="0"/>	No Data Wiring Devices	<input type="text" value="0"/>
No Signs	<input type="text" value="0"/>	No Emergency Battery Units	<input type="text" value="0"/>	No Telecomm Devices	<input type="text" value="0"/>
No Ballasts	<input type="text" value="0"/>	No Fire Alarm Zones	<input type="text" value="0"/>	No Solar	<input type="text" value="0"/>
Solar KVA	<input type="text" value="0"/>	No Circuits	<input type="text" value="0"/>	No Electricians	<input type="text" value="0"/>

No Carnival Rides	<input type="text" value="0"/>
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Work Starts On	<input type="text" value="2/17/2016"/>
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Utility Authorization #	<input type="text"/>
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Pool AboveGround

Pool InGround

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Gas & Plumbing Permits – Specify Location, Fixture, and Number of Units

1 Step 1
Permit Information

2 Step 2
Contractor

3 Step 3
Fixtures

4 Step 4
Insurance

5 Step 5
Documents & Reqs

6 Step 6
Preview

Gas Permit Application at 367 MAIN STREET (HYANNIS), HYANNIS

Location/Floor

Please Select

Please Select

1st

2nd

3rd

4th

5th

Basement

Building - Principal

Building - Accessory

Fixture

Please Select

Number

1

Add Fixture

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Next



1 Step 1
Permit Information

2 Step 2
Contractor

3 Step 3
Fixtures

4 Step 4
Insurance

5 Step 5
Documents & Reqs

6 Step 6
Preview

Gas Perm

Location/Floor

Please Select

Fixture

Please Select

Number

1

Add Fixture

Please Select

Boiler

Booster

Conversion Burner

Cook Stove

Direct Vent Heater

Dryer

Fireplace

Fryolater

Furnace

Generator

Grille

Infrared Heater

Laboratory Cocks

Makeup Air Unit

Other

Oven

Pool Heater

Roof Top Unit

Room / Space Heater

Next

Plumbing



1 Step 1
Permit Information

5 Step 5
Documents & Reqs

 **Plumbing**

Location/Floor: 4th

Please Select

- Bathtub
- Cross Connection Device
- Dedicated Gas/Oil/Sand System
- Dedicated Gray Water System
- Dedicated Grease System
- Dedicated Special Waste System
- Dedicated Water Recycle System
- Dishwasher
- Drinking Fountain
- Floor / Area Drain
- Food Disposer
- Interceptor (Interior)
- Kitchen Sink
- Lavatory
- Other
- Roof Drain
- Service / Mop Sink
- Shower Stall
- Toilet

Please Select

Number: 1

Liability Insurance

1 Step 1 Permit Information

2 Step 2 Contractor

3 Step 3 Details

4 Step 4 Details Continued

5 Step 5 Liability

6 Step 6 Documents & Reqs

7 Step 7 Preview

 Electrical Permit Application at 367 MAIN STREET (HYANNIS), HYANNIS

I have a current liability insurance / workers compensation policy or its substantial equivalent.

Yes No

If you have checked yes, please indicate the type of coverage:

Insurance Bond Other

If Other Specify:

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REQUIRED INSURANCE DOCUMENTS

You will need to attach a completed and signed Workman's Compensation Insurance Affidavit (**even if you are a sole proprietor or a homeowner**).

Please attach the appropriate documents depending upon which box you have checked on the Workman's Comp State Affidavit.

Those who check **box 1** *must*:

- **Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

Contractors who check **box 4** on the Workman's Compensation Insurance affidavit *must*:

- **Attach an additional sheet** showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their Workers' Compensation policy number.

Homeowners who submit this affidavit indicating they are doing all work (box 2) and then hire outside contractors must submit a new affidavit to the Building Division.

*Also include the proof of liability insurance or its substantial equivalent.

Attaching Documents and Photos



To attach a file, simply click on the  button. The “Choose File to Upload” dialog box will open. Within this dialog box, locate the file on your computer, select it and click on the “Open” button.

Each Permit will have different Requirements. Read the associated list, and upload the appropriate documentation.

1 Step 1
Permit Information

2 Step 2
Contractor

3 Step 3
Details

4 Step 4
Details Continued

5 Step 5
Liability

6 Step 6
Documents & Regs

7 Step 7
Preview

 **Electrical Permit Application** at 367 MAIN STREET (HYANNIS), HYANNIS

Requirements

Title	Description
Workmens Compensation Affidavit	Click this box to fill and attach the Workmens Compensation Affidavit to your application in the section below

Attach Documents / Photos

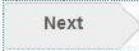






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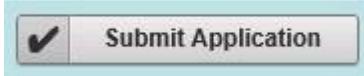


Application Preview

Before submitting the application you will be given the opportunity to review its contents before hitting the “Submit Application” button. If you need to make any changes you can use the “Prev” button or select the Step.

Submitting an Application

To submit the application you must click on the ‘Submit’ button



Signing the Application

The following screen displays requiring you to sign the application electronically. Type your full name in the ‘Your Signature’ box. You must check off the two check boxes before clicking on the ‘Pay Now’ or ‘Pay Later’ buttons.

A screenshot of a web application interface for signing a permit application. The background is light blue. At the top right, there is a small grey circle with a white 'X' icon. The form contains the following elements:

- Permit Fee:** \$75
- Total Fee:** \$75
- Your Signature:** A text input field containing "Test Signature".
- 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.
- A paragraph of text: "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."
- I understand that I must schedule an inspection upon completion of this work.
- Note:** 'Express' applications will be issued instantly upon payment.
- Submit** button: A rectangular button with a light blue background and a grey border, featuring a checkmark icon and the text "Submit".

PAY NOW OPTION

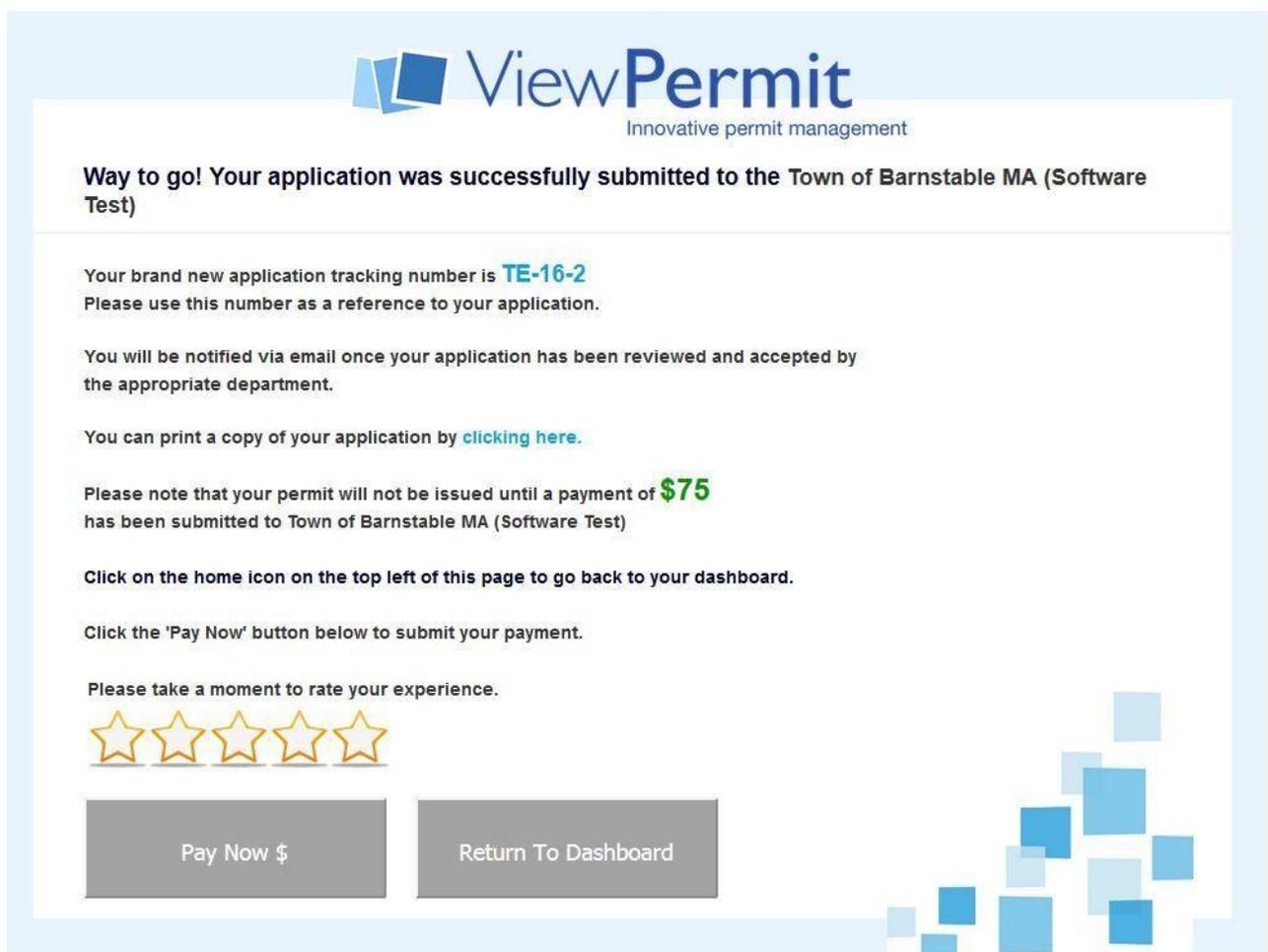
Selecting this option brings you to the Credit Card/PayPal Screen.

PAY LATER OPTION

You will need to come into the Inspectional Services Department in person to make payment.

Submitted Applications

After you submit the online payment the following screen will display allowing you to print the receipt.



The screenshot displays the 'ViewPermit' software interface. At the top, the logo 'ViewPermit' is shown with the tagline 'Innovative permit management'. The main heading reads: 'Way to go! Your application was successfully submitted to the Town of Barnstable MA (Software Test)'. Below this, the user is informed that their application tracking number is 'TE-16-2' and that they will be notified via email upon review. A payment of \$75 is required for permit issuance. The interface includes a five-star rating system and two buttons: 'Pay Now \$' and 'Return To Dashboard'. The background features a decorative pattern of blue squares.

ViewPermit
Innovative permit management

Way to go! Your application was successfully submitted to the Town of Barnstable MA (Software Test)

Your brand new application tracking number is **TE-16-2**
Please use this number as a reference to your application.

You will be notified via email once your application has been reviewed and accepted by the appropriate department.

You can print a copy of your application by [clicking here](#).

Please note that your permit will not be issued until a payment of **\$75** has been submitted to Town of Barnstable MA (Software Test)

Click on the home icon on the top left of this page to go back to your dashboard.

Click the 'Pay Now' button below to submit your payment.

Please take a moment to rate your experience.

☆☆☆☆☆

Pay Now \$ Return To Dashboard

If you are not ready to 'Submit' the application you can click on the "Home" button.

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Look up Permits

0 UNSUBMITTED APPLICATIONS -

It's all good! You do not have any unsubmitted applications to resume. Click apply button to start a new application.

0 INCOMPLETE APPLICATIONS +

0 BALANCE DUE +

2 PERMITS & APPLICATIONS +

0 INSPECTION APPOINTMENT REQUESTS +

Clicking on the "Home" button brings you back to your **Dashboard**. The application will appear under "UnSubmitted Applications". To continue with these pending applications just click on the application.

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

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 **applications** you were working on will be saved here. Just click on the permit you'd like to resume and it will take you to the workflow.

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.

Balance Due- Balance Due is the section that shows permits with 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 on permit the will take you to the **Permit Details** page, there you can go to pay the balance.

Permits & Applications- Is where you go to see all your **Projects**. Clicking on anyone will take you to the **Permit Details** page.

Request an Inspection



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peirsonl@cape.com (Contractor) 



What would you like to do?



To schedule an inspection

Fill out the information and then click “**Request Inspection**” The Inspection is **not** scheduled until you receive a confirmation e-mail, from the Inspector.

Property/Permit/Contact Info

Address	<input type="text" value="367 MAIN STREET (HYANNIS), HYANNIS"/>
Available Permits	<input type="text" value="E-2015-03700"/>
Contact Person	<input type="text" value="Test Person"/>
Contact Phone #	<input type="text" value="508-555-5555"/>

Inspection Type & Schedule

Requested Date	<input type="text" value="02/26/2016"/>
Inspection Stage	<input checked="" type="radio" value="Regular"/> Regular <input type="radio" value="Final"/> Final
Inspection for	<input type="text" value="Electric Rough"/>
Comments	<input type="text"/>