

CREATING A PERMIT APPLICATION

Home Board Of Health Building Planning **Conservation** Zoning

Create an Application Search Applications

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

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 >

Home Board Of Health Building Planning **Conservation** Zoning

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Administrative Review

1 Step 1 2 Step 2 3 Project 4 Review 5 Day Fees 6

Step 1: Step 1 > Location of Work

When searching by address please just enter the street number and name. Do not enter a suffix (Ave, ST, Road, Park, etc.).

If you do not know how to spell the name of the street use the 1st three letters then click search.

If you are searching on Route 28 or Route 6A please fully type out Route.

* Indicates a required field.

Address

Use map to select work location

* Street No.: * Street Name: Unit No.:

City: State: Zip:

Search **Clear**

To begin an online submission of an ADMINISTRATIVE REVIEW PERMIT APPLICATION Start by clicking Create an Application.

You will need to select a license type for the application you are submitting. For example, you will select soil evaluator for a perc test or trench application, system inspector for a Title 5 report, Construction Supervisor for building permit applications.

If you do not know the license type, you can select "none applicable".

The first step of the application is to enter the address of the work to be done or the address of where the inspection was done.

It is important to note that you must spell the street address correctly in order for the system to pull it up. DO NOT ENTER A SUFFIX such as St, Street, Rd, etc.

If you are unsure of the spelling, enter just the first few letters of the street name and a list will populate for you to select the proper address.

Once your address is found, the owner information and map/parcel will fill in automatically.

Administrative Review

1 Step 1	2 Step 2	3 Project	4 Review
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Step 2: Step 2 > People

Agent

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

Select from Account

Add New

Continue Application »

Step 3: Project > Work to be Performed

Detail Information

Application Name:

Detailed Description:

Custom Fields

ADMIN REVIEW

Require excavation machinery?: Yes No

Require uprooting vegetation?: Yes No

Require pruning of trees?: Yes No

Require cutting of shrubs?: Yes No

Require removal poison ivy?: Yes No

Require planting?: Yes No

Continue Application »

The second step is to select the Agent doing the work. If you did not select a license type at the beginning of the application, you must add one now. You can select from your account or add a new one. If you want a different contact person in this section, select edit or remove to look up a different licensed professional.

The third step of the application is the project detail information.

Type in the work address as the Application Name.

Type in Administrative Review as the Detailed Description.

Answer all questions in the Custom Fields section by clicking the circle next to yes or no.

Click Continue Application.

Administrative Review

1 Step 1	2 Step 2	3 Project
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Step 3: Project > Documents

Attachment

The maximum file size allowed is 16 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update
No records found.			

Select from Account

Add

Continue Application »

Use this section to upload any documents or pictures you would like to go with the permit application.

~SAVE~

MAKE SURE TO CLICK SAVE AND TYPE IN A DESCRIPTION

Administrative Review

1	2 Step 2	3 Project	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Administrative Review

Address

Edit

The fourth step gives you an opportunity to edit any part of the permit application.

Administrative Review

1	2 Step 2	3 Project	4 Review	5 Pay Fees
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Step 5: 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
Application Fee	<input type="text" value="1"/>	\$50.00

TOTAL FEES

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

\$50.00

[Recalculate](#)

[Check Out »](#)

[Continue Shopping »](#)

After you have reviewed your application, you will then pay the fees.

If you are submitting more than one application, you can save the applications and put them in your “cart” to pay the fees all at once by clicking Continue Shopping.

1 Enter your information	2 Payment Options	3 Receive Payment	4 Payment Confirmation
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Your Invoice

Type	Invoice #	Due Date	Balance Due
Permitting	ACCELA-223948	9/6/2016	\$110.00

How would you like to pay?

Billing Information

Bank Account Holder's Name:

Billing Address:

City: State:

Country: Zip:

Email Address (For payment confirmation receipt):

Payment Information

Please enter the Routing #, Account #, and Check # located at the bottom of your check into the fields below. Locate the check number first, it will match the check number in the upper right corner of your check. The routing # (9 digits long) will always be further to the left than the account number. Note: Bank account holder's name must match the name listed in Billing Information.

Bank Routing Number: Account Number: Check Number:

Routing #: Account #:

Optional Ck #: Re-enter your Account #:

Account Type:

Please click continue to proceed to the next step ->

The Town of Harwich uses Invoice Cloud to collect fees.

You can pay by credit card or electronic check.

Once you have submitted the fee, your application will be available to our office for review and processing.

You will be notified by email of status changes.

The Credit Card fees for Invoice Cloud is 2.95% with a \$1.00 min.

Electronic Checks are \$0.40.