

# Town of Barnstable Online Permitting

Access service information and apply online – all from here.

Search for something like "Building Permit - Residential" or "Plumbing Permit..."

## Signing Up

1. In the top right corner, click “sign up”
2. Click “Signup using Secure Portal”
3. Fill in Email and create password

Search

Login

Sign Up

Sign up using Secure Portal

## My Account

Access your account by clicking on “My Account” or your name in the top right corner. Here you will see an overview of all of your information.

### **Dashboard**

**Dashboard** –Applications, permits, and info requiring your attention will appear here

### Messages

**Messages** - Comments that go back and forth for applications will appear

### Profile

**Profile** - This is where you can add in all of your personal info by clicking “edit profile”

- This is also where you can reset your password by clicking “edit”
- Important to input your contact information in case we need to get in touch with you. This will save time when filling out an application.

### Your Records

### Applications

**Applications** - Where you can find any drafts or submitted applications

### Projects

**Projects** - Not currently in use

### Permits & Docs

**Permits & Docs** – Permit forms

### Payments

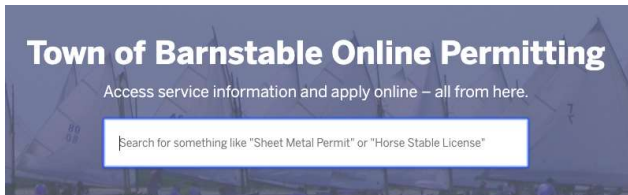
**Payments** - Application fees both paid and unpaid. Receipt available for all payments

### Inspections

**Inspections** – Inspection information. You can request and inspection or view inspection results.

## Applying for a Permit

1. Find the permit you need by either typing in the search bar, or clicking on the division and looking through their list



Discover Online Services  
Choose below to browse services by department



**Building Division**  
Expedited Building Permit, Building Permit New +  
9 more



**Health Division**  
Beach Operation Permit, Body Art License,  
Establishment and/or Body Practitioner + 5 more



**Town Clerk's Office**  
Business License New

### Body Art - Establishment

Step 3 of 6 · [Save Draft and Exit](#)

Full Name of Establishment: \*

Location of Business: \*

Owner's Name: \*

Owner's Email: \*

Owner's Cell: \*

Business Phone \*

License for Establishment or Practitioner \*

Select your option

[< Back](#)

[Next >](#)

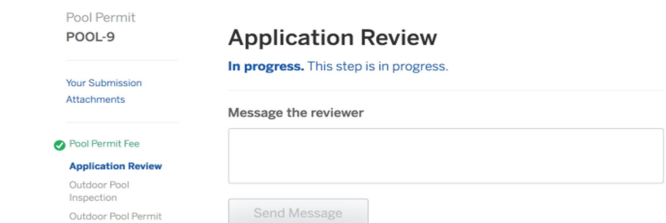
2. Go through the steps and fill in the required information. Certain cells will auto populate with information from your profile, and based on certain selections. Required cells are marked with \* - You will not be able to proceed to the next step until all required fields are filled.

\*You can always save your application and go back – make sure you select “Save Draft and Exit”

3. Confirm your submission – You will have a chance to see everything entered at the last step in case you need more edits. You may not make any changes once the application is submitted.

4. Once your application is submitted, you will receive an email confirmation, and another requesting payment. Your application will not be reviewed without paying the fee. The payment can be made online by credit card or bank account, but there will be a processing fee. You have the option to mail in a check and not be charged a fee.

5. You can check on your application by clicking “My Account” and finding the application on your “Dashboard” You can use the text box to send a message to a reviewer. When they reply – you will receive an email, and can view this under “Messages” in your account



6. When your application is complete, you will receive an email notification letting you know if it was approved or denied. All issued documents can be found under “Permits & Docs” in your account.

## To Make a Payment, Add an Attachment, Print a Permit, or Request an Inspection you must drill down to the specific Application

An email notification will bring you directly into the permit application but you can also search by function by using the side bar on the left, under Your Records. Once you find the application you can click into the details. You may view the application under Your Submission, but no changes are allowed to the detail sections.


Once in the application you can only choose the active steps shown on the left. Each workflow step is chronological and one, or a group of steps, must be complete before the next section becomes active. The exception is Attachments; you can add a file to the application at any point in time.

The status of each step is color coded:

Gray – Step is not active and cannot be selected for processing or requests

Blue – Step is active, you may send a message to the approver or inspector, or request an inspection if applicable.

Green – Step is complete. The message box is still available for correspondence.

 Town of Barnstable, MA My Account

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Building Permit - Commercial  
BLDC-20-11

Your Submission

Attachments

**Building Permit Fee**

Application Review - Construction

Building Inspector Review

Planning Board

Conservation

Health - Inspector

Fire Department Approval

Building Inspector Approval

Building Permit

### Building Permit Fee

**Due Now.** Please make a payment in order to continue.

If you would like to pay by written check (*payable* to the Town of Barnstable) mail to:  
Building Division  
200 Main St  
Hyannis, MA 02601

Please include your phone number and write your application number on the check .

**Your application will not be reviewed until full payment has been processed.**

If you have any questions please call 508-862-4038 Monday - Friday, 8:00 am - 4:30 pm, or message us in the text box below.

Thank you

## Payments

Payment is always the first step.

COO	\$75.00
<b>Total Fee Amount</b>	<b>\$285.00</b>

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**Payment Method**

☐ Pay with a Credit Card  
\$9.50 processing fee

☒ Pay using your bank account  
\$5.50 processing fee

☐ Pay with check, cash, or another method  
No processing fee

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Amount Due	\$285.00
Processing Fee	\$5.50
<b>Total Payment Amount</b>	<b>\$290.50</b>

Pay with bank

When a fee is due – the system will send you an email notification immediately after you submit your application. Click “pay online” in the email to bring yourself to the step. You can also access it under “My Account” and click on the step in the dashboard. The online system accepts credit cards or electronic checks, debited from your bank account. There is a fee included in this method. If you wish to avoid the fee you can mail a check to the office. Instructions are on the form.

## Approvals:

Typically the next steps are Approvals by various departments and staff. You can monitor the progress and send comments via the Approval Steps.

## Documents:

Town of Barnstable, MA

My Account

Electrical Permit New  
ELEC-20-10

Your Submission  
Attachments

Electrical Permit Fee

Application Review

Inspector Approval

Electrical Permit

Electrical Inspection

Electrical Permit

Issued. Your document is ready.

Issued: August 03, 2020Expires: August 03, 2021

Print your document  
Print this document and retain for your records.  
Print Document

Ask a question about this  

Send Message

When the Permit is issued you will receive an email, and you can print the document from the portal. Any other official documents i.e. COO, will also be included in this section.

You may also send a message to the office.

## Inspections:

Town of Barnstable, MA

My Account

Electrical Permit New  
ELEC-20-23

Your Submission  
Attachments

Electrical Permit Fee

Application Review

Inspector Approval

Electrical Permit

Electrical Inspection

Electrical Inspection

In progress. This inspection is in progress.

Once your inspection is scheduled check your email for a confirmation of time.

Request an Inspection  
When you're ready for an inspection, you can request one by clicking the button below.  
Request Inspection...

Inspection Checklist  
Electric Final  
Not Inspected  
Electric Pool Final  
Not Inspected

You can request an inspection as soon as the inspection step is active, and the Request Inspection blue box is visible and available. Once selected you can specify a date, and include any special requests in the Comment box.

Your inspection will be scheduled and confirmed by the Inspector. You will receive notification by email.

If an inspection is in progress or complete you can send the inspector an note, in the Ask a question about this box.

You can view any additional notes back and forth from you and the inspector.

## Inspection History:

Town of Barnstable, MA

My Account

Tanning Facility Permit  
TAN-1

Your Submission  
Attachments

Tanning Facility License Fee

Application Review

Tanning Facility Inspection

Tanning License

Tanning Facility Inspection

Complete. This inspection was completed on Jul 14, 2020 at 11:16am.

Inspection Checklist  
Tanning  
Pass

Inspection History  

Date	Inspector
Jul 08, 2020	Donald Desmarais
Jul 14, 2020	Marybeth Mckenzie

Marybeth

Jul 14th 2020, 11:16am

Once an Inspection is complete you may view the results in Inspection History. Click on the inspection to view the report.

Comments will appear below Inspection History.

You can message the inspector at the bottom of the page.