

How to Apply for a Building Permit?

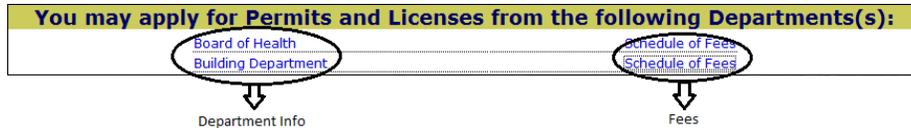
Accessing the System

Web Address

To access the system, type the following URL address on your Web Browser address field:
<http://shrewsbury-ma.fbgov.us>

Departments

The system will show the Permit Types and fees that each department offers. To see the department info, click on the department's name. To see the permit types and fees, click on the department *Schedule of Fees* link.

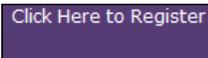


Choosing a Process

Registering:

You can create a User Account which allows keeping track of the application status, required documentation, creating reports, etc.

To register, click on the *Click Here to Register* button, located on the *Choose a Process* Tab.



On the Registration screen

Type the required information, mark with a red asterisk (*) and then click the *Continue* button. Click *Cancel* if you do not wish to continue with the registration process.

New Contractor / Homeowner Registration

Login Information

User Name: homeowner
Password: ****
Re-enter Password: ****
Security Question: In what city were you born?
Security Question Answer: xxxxxx

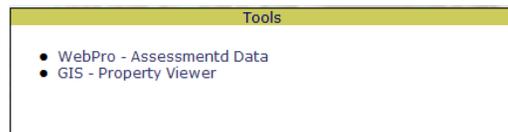
Contact Information

Name (First / MI / Last / Suffix):
Company Name:
Address:
City State Zip (no commas):
Business Phone:
Cell Phone:
Email Address:

Continue Cancel

Tools

The *Tools* tab lists on a hyperlink format the available tools for land record management such as WebPro, GIS, etc.



Links

The *Links* tab lists on a hyperlink format important websites, such as Town of Shrewsbury, SELCO, Building Departments, etc.



News

The *News* tab lists on a hyperlink format the latest news related to permitting process or land record use.



Log In Options

Log In:

On the *Log in Options* tab, type your *User Name* and *Password* only if you are a registered user. Click the *Log In* button to continue, or click *Clear* to restart the log in process again.

Log in Options

Enter Login Information

User Name:

Password:

[Forgot User Name or Password](#)

User Name/Password Reset:

If you do not remember your User Name or Password, click on the *Forgot User Name or Password* link, located at the bottom of the *Log in Options* tab.

You will be prompted to the *Forgot User Name or Password* Screen

Forgot User Name and/or Password

Recover User Name

Enter the email address that was used to register:

Reset Password

Enter Your User Name:

Type your email address and click on the *Get User Name* button if you forgot your user name, or enter your user name and click the *Reset Password* button if you forgot your password. The password will be reset to a default value 'password'. Click *Cancel* if you wish to exit this process.

Main Screen

On the Main Screen there are several options:

Town of Shrewsbury
100 Maple Avenue
Shrewsbury, MA 01545
<http://www.shrewsbury-ma.gov>

Welcome Back
Need Help?
Click Here to submit a comment or report a problem.

View

Show 20 Records Per Page
Community: Town of Shrewsbury

Search

Site Address:

Department: --SELECT ONE--

Permit / License: --SELECT ONE--

Status (Hold Ctrl and Click to select Multiple): --SELECT--
Application Submitted
Certificate of Occupancy Issued

Parcel ID (xxxx-xxxx-xxxx):

Owner Name:

Main Menu

Application ID	Date Submitted	Permit / License	Status	Permit #	Date Issued	Site Address	Parcel ID	Applicant Name	Owner Name	Owner Address
2011-00196	03/29/2011	Residential Permit	Application Submitted			100 MAPLE AVE	21 101001	SHREWSBURY TOWN OF	SHREWSBURY TOWN OF	100 MAPLE AVE SHREWSBURY MA 1545

Viewing Records 1 to 1 of 1

Application

View

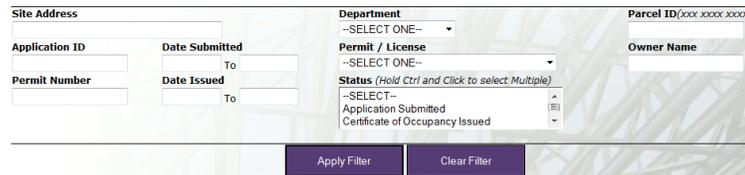
View options such as selecting the amount of records shown by page and accessing other communities using FBGOV.



Records Per Page: 20
Community: Town of Shrewsbury

Search

You can search for applications using the *Search Filters* on your main screen



Search Filters form with fields for Site Address, Application ID, Permit Number, Date Submitted, Date Issued, Department, Permit / License, Status, Parcel ID, and Owner Name. Includes 'Apply Filter' and 'Clear Filter' buttons.

Select one or many options at your convenience and click the *Apply Filter* button. To see all application again, click on the *Clear Filter* button.

Icons



Saving Results in Excel: This allows creating an Excel spread sheet with the applications shown on the screen.



Map Results in Google: To view in Google Maps the locations where the jobs are being done.

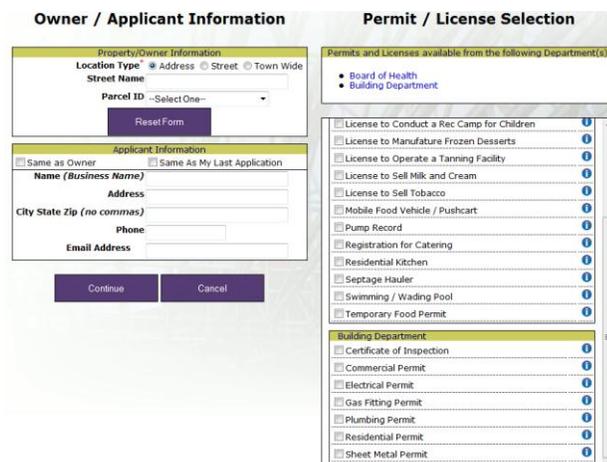


Log Off: To close the user session and exit the system.

Main Menu

New Application:

The *New Application* Window will open when this option is clicked

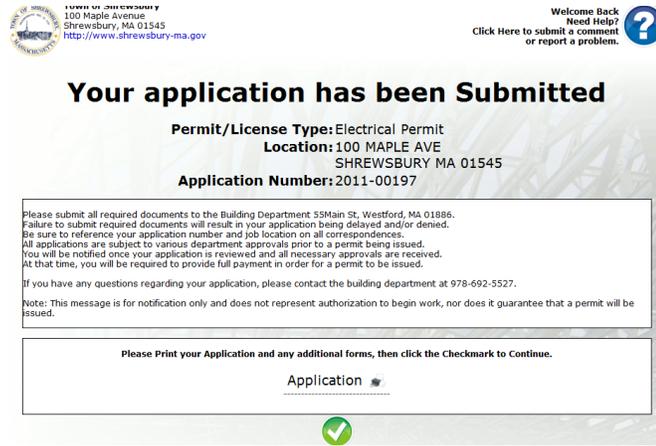


New Application form with sections for Owner / Applicant Information and Permit / License Selection. Includes fields for location, applicant details, and a list of available permits/licenses.

Fill out the required information, marked with a red asterisk (*); select the permit type on the right column and click *Continue*. Click the *Cancel* button to exit the process.

Depending on your permit type selection, a screen with a state form will open. Fill out all the information required and click the  icon to submit the application, or click  to cancel.

After submitting the application, a confirmation message will appear



Giving you the option to print the application by clicking on the *Printer*  icon. Click on the *Check Mark*  icon to finish.

Maintain Contact Information:

Maintain Your Contact Information

Name (first/mi/last/suffix):

Company Name:

Address:

Business Phone:

Cell Phone:

Email Address:

This pop up window allows adding or editing your contact information. Click on submit changes to save the information, or click on the X icon to cancel and exit.

Maintain License Number:

Maintain Your License Number(s)

License Type	License #	Expiration	Remove
-Select One-		01 / 01 / 2011	

This pop up window allows adding or editing your Contractor's License Number. Click on submit changes to save the information, or click on the X icon to cancel and exit.

Change Password:



A pop-up window titled "Change Your Password" with a close button (X) in the top right corner. It contains three input fields: "OLD PASSWORD:", "New PASSWORD:", and "RE-ENTER NEW PASSWORD:". Below the fields is a "Change Password" button.

This pop up window allows changing your password. Click on submit changes to save the information, or click on the X icon to cancel and exit.

Application

These options allow you to keep track of each application individually.



View Application: When this option is clicked, a page will open with the application submitted. At the top right corner you will find a menu that will allow you to print the



application



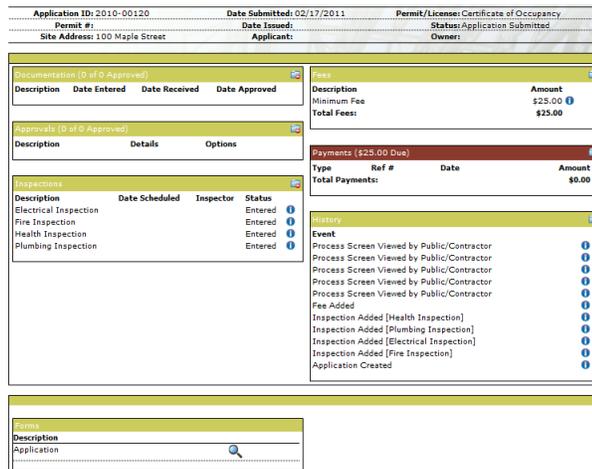
, go to Process Screen



, or go back to the main screen



View Process Screen: This option will open the *Process Screen*, where the documentation required, approvals, inspections, fees and payments linked to a specific application are recorded.



The screenshot shows a web application interface for tracking an application. At the top, it displays: Application ID: 2010-00120, Date Submitted: 02/17/2011, Permit/License: Certificate of Occupancy, Permit #: , Date Issued: , Status: Application Submitted, Site Address: 100 Maple Street, Applicant: , and Owner: . Below this are several expandable sections: Documentation (0 of 0 Approved), Approvals (0 of 0 Approved), Inspections (with a table of Electrical, Fire, Health, and Plumbing inspections), Fees (with a table showing a Minimum Fee of \$25.00 and Total Fees of \$25.00), Payments (\$25.00 Due) (with a table showing Total Payments of \$0.00), and History (listing various events like Process Screen Viewed, Fee Added, and Inspection Added).

This page is very useful for keeping track of your application. Any new requirement or change of status will be recorded on this view.



If you wish to go back to the main screen, click on the icon.



View in Google Maps: When clicked, a new Google Maps window will open with the location of the worksite linked to that specific application. If you wish to go back to your main screen view, just close the window.