How to apply for your local historic district certificate online

1. Using your web browser, go to https://www.brooklinema.gov/Permits-and-Licensing

2. Once you have reviewed the "Online Application Guide for Preservation" click the **Enter Online Permit Website** button:

   Town Clerk
   Online Dog License Renewal Guide

   Enter Online Permit Website

   Questions? Please email us at: BASupport@brooklinema.gov
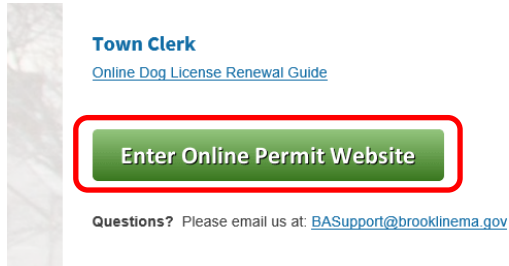
3. If you have not registered with the online system yet, click the Register for an Account link. For instructions on registering, please see https://www.brooklinema.gov/DocumentCenter/View/12298

   Welcome to *Brookline*
   MASSACHUSETTS

   ☐ Accessibility Support   Register for an Account   Login

   Back to Town of Brookline's Online Payments Page

   Search...

   | Home | Building | Board Of Health | Licenses | Fire | Planning | Clerk Office | more ▼ |

   Advanced Search ▼

   Welcome to the Town of Brookline Citizen Access Portal
   for Permitting and Licensing. We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

   Online Payment Information

   The Town of Brookline offers residents an easy and convenient method to view and pay their real estate, motor vehicle excise, personal property, water, and refuse bills, as well as permits and vital records online. This is a fee based service. The convenience fee for the online bill payment is assessed by the 3rd party merchant. The fee to use a credit / debit card is 2.95% of the transaction with a $ 1.00 minimum fee. We accept

   Login
   User Name or E-mail:

   Password:

   Login »

4. Choose **Historic** from the menu and click the **Create an Application** option:

   | Home | Building | Board Of Health | Licenses | Fire | Planning | **Historic** | more ▼ |

   Create an Application   Search Applications

   ## Records

   Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Act
No records found.							

   ‹ ›

5. Please review the terms and check the "I have read and accepted the above terms." checkbox – then click **Continue Application**:

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 »

6. Enter the **Street Number** and **Street Name** of the subject property and click **Search**:

| Home | Building | Board Of Health | Licenses | Fire | Planning | Historic | more ▾ |

Create an Application   Search Applications

Local Historic District Certificate

| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |

Step 1 : Step 1 > Location

Address

*indicates a required field.

| *Street No.: | *Street Name: | Unit No.: |
| 11 | pierce ✕ | |

Search   **Clear**

7. Once the system locates the appropriate address, click **Continue Application**:

| City: | State: | Zip: | Country: |
| BROOKLINE | MA | 02445 | --Select-- ▾ |

Search   **Clear**

Continue Application »   **Save and resume later**

8. Enter the applicant information – to use the information provided upon registering, click **Select from Account**, choose your information from the list then click **Continue**

Local Historic District Certificate

| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |

Step 2 : Step 2 > Application Information

*indicates a required field.

Applicant

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

Select from Account   **Add New**   **Look Up**

9. Enter all information available for the work
   Please note: any field with a red asterisk is required:

   APPLICATION INFORMATION

   * Detailed Description of Work:

   replace existing with like kind

   * Cost Estimate:
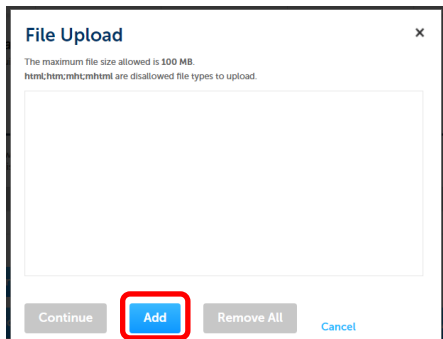
   9500

   * District:

   Pill Hill

10. Attach documents by clicking the **Add** button
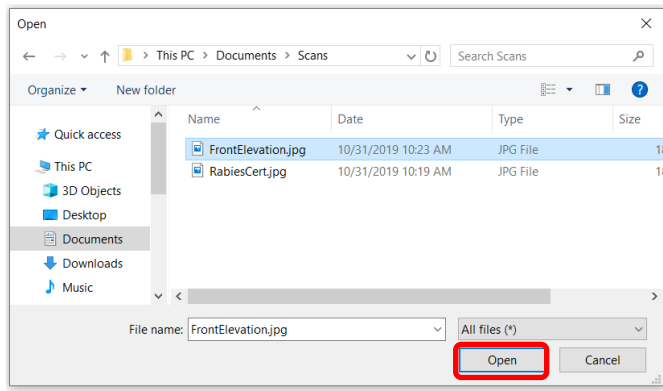
    Attachment

    The maximum file size allowed is **650 MB**.
    HEIC;html;htm;mht;mhtml are disallowed file types to upload.

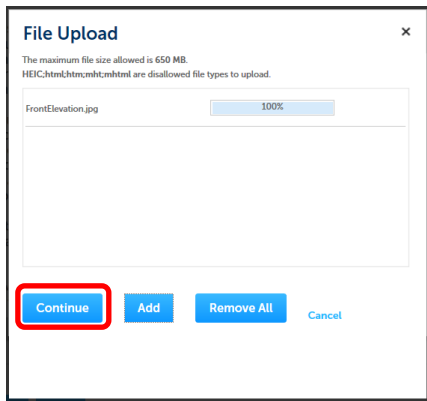 | Name | Type | Size | Latest Update | Action |
    |------|------|------|---------------|--------|
    | No records found. | | | | |

    Select from Account   Add

    Continue Application »   Save and resume later

11. On the File Upload screen, click **Add**

    File Upload   ×

    The maximum file size allowed is **100 MB**.
    html;htm;mht;mhtml are disallowed file types to upload.

    Continue   Add   Remove All   Cancel

12. Browse to the location of the file you wish to select and click **Open**

    Open   ×

    This PC > Documents > Scans   Search Scans

    Organize ▾   New folder

    Quick access
    This PC
    3D Objects
    Desktop
    Documents
    Downloads
    Music

Name	Date	Type	Size
FrontElevation.jpg	10/31/2019 10:23 AM	JPG File	1
RabiesCert.jpg	10/31/2019 10:19 AM	JPG File	1

    File name: FrontElevation.jpg   All files (*)

    Open   Cancel

13. Once you have attached all necessary documents, click **Continue**

14. Enter the **Type** and **Description**, then click **Save** and **Continue Application**

The maximum file size allowed is **650 MB**.
HEIC;html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
FrontElevation.jpg	Photographs	17.21 KB	01/07/2020	Actions ▾

Select from Account   **Add**

Continue Application »   **Save and resume later**
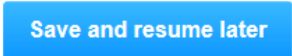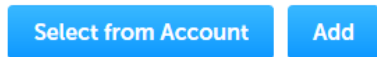
15. After reviewing all information provided, read the Certification and check the "I agree" box. Then click **Continue Application**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 12/13/2019

Continue Application »   **Save and resume later**

16. You application is now complete. Once it is reviewed by departmental staff, you will be contacted with next steps.

Home   Building   Board Of Health   Licenses   Fire   Planning   **Historic**   more ▾

Create an Application   Search Applications

Local Historic District Certificate

1 Step 1	2 Step 2	3 Review	4 Record Issuance

Step 4 : Record Issuance

✓ Your application has been successfully submitted.
Please print your record and retain a copy for your records.