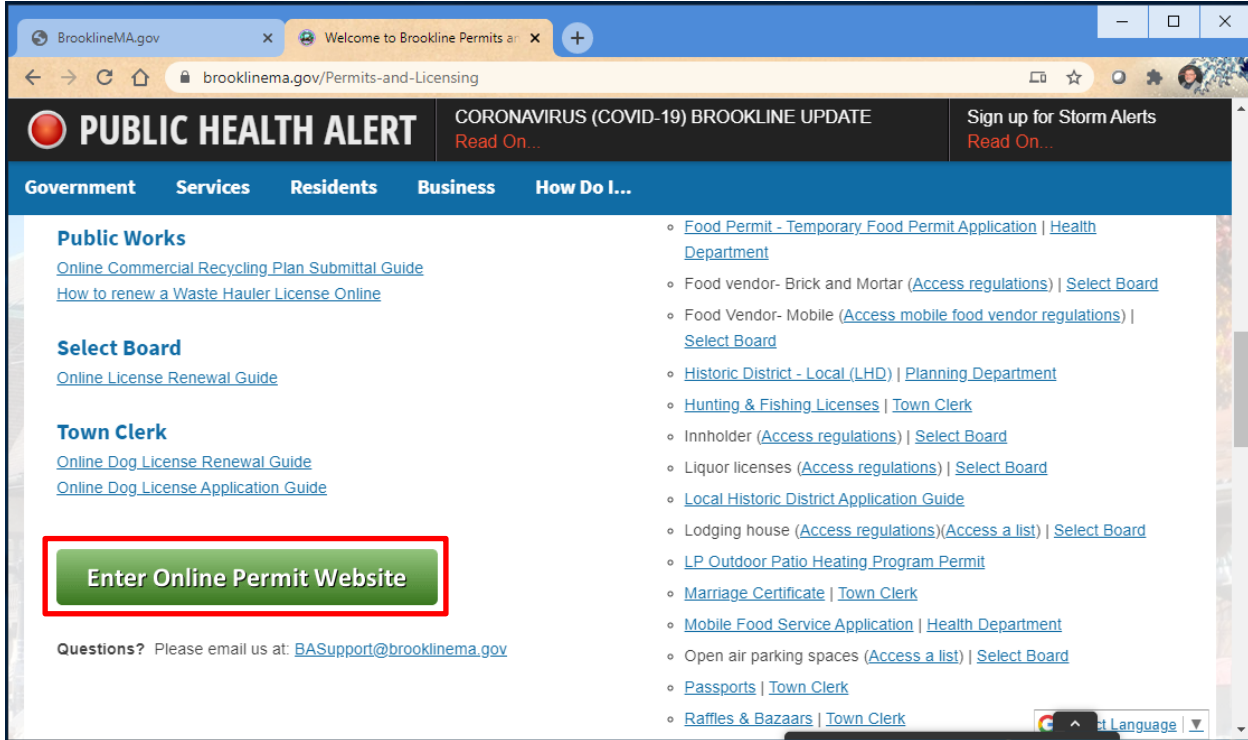
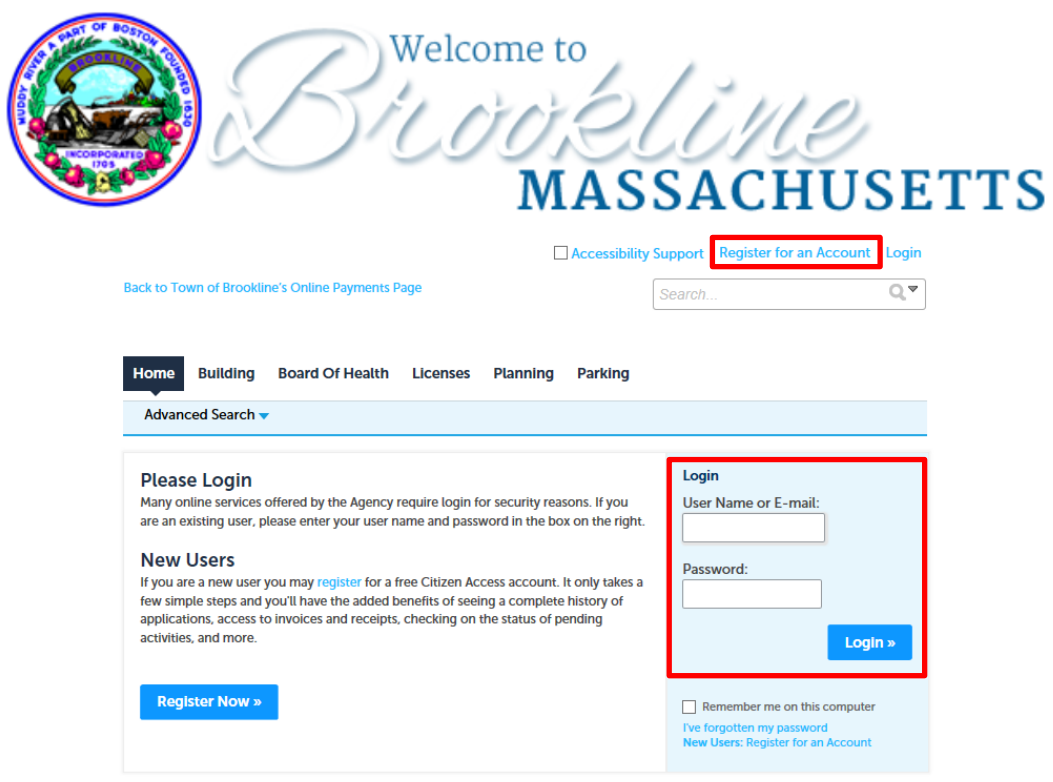


How to Submit a WSD Street Opening Permit Application Online:

1. From the Permits and Licensing page (<https://www.brooklinema.gov/Permit>), click the Enter Online Permit Website button on the bottom left:



2. Either Login or Register for an Account:



3. Once you are logged in, click Create and Application from the Public Works section of the Home page:

The screenshot shows the top navigation bar with 'Home' highlighted in a dark blue box. Below it is a light blue bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area features a welcome message for Tom Richards and a section titled 'What would you like to do today?'. There are four service tiles: 'Building', 'Board Of Health', 'Parking', and 'Public Works'. The 'Public Works' tile has a red box around its 'Create an Application' link.

4. You must accept the terms before clicking the Continue Application button:

The screenshot shows the 'Public Works' section of the navigation menu. Below it is a light blue bar with 'Create an Application' and 'Search Applications'. The main content area is titled 'Online Application' and contains a welcome message. Below the message is a disclaimer box with a scroll bar. At the bottom, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked and highlighted with a red box. Below the checkbox is a blue button labeled 'Continue Application »' also highlighted with a red box.

- Expand the Record Type list by clicking the triangle next to Public Works and select WSD Street Opening Permit from the list – then click Continue Application:

Home Building Board Of Health Licenses Fire Planning **Public Works** more ▾

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- PublicWorks
 - Commercial Landscaping Application
 - Commercial Recycling Plan
 - DPW Site Plan Review
 - Drainlayer Application
 - Fire Pump Test
 - Hydrant Flow Test
 - Hydrant Opening
 - Waste Hauler Application
 - WSD Street Opening Permit

- Enter the Street Number and Street Name to select the location. NOTE: do not enter the street type (road, street, avenue, etc.) For example, for Washington Street, just enter Washington. Then click the Search button.

Home Building Board Of Health Licenses Fire Planning **Public Works** more ▾

Create an Application Search Applications

WSD Street Opening Permit

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

Step 1: Step 1 > Location

Cut & Cap of the water, sewer or drain services MUST be done at the main. Permission for an exception Must come from the director of water & sewer. Please contact him before proceeding with this permit application. jhersey@brooklinema.gov

* indicates a required field.

Address

Street No.: Street Name: Unit No.

(The system will fill in the Address, Parcel, and Owner information.) Click Continue Application.

- Next, enter the Applicant information. You may use the Select from Account button to use the information that you provided when you registered for an account or to use the Property Owner information – then click Continue Application:

Applicant

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

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Tom Richards
<input type="radio"/> Associated Owner		TOWN OF BROOKLINE, & TOWN HALL

8. Enter the Licensed Professional Information:

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Add New

Look Up

9. Enter the Application Information:

Application Information

KEY DATES

* Requested Start Date:

MM/DD/YYYY



APPLICATION INFORMATION

Cut and Cap:

Water Service:

Sewer Service:

Drain Service:

Fire Service:

* New / Replacement:

New

* Dig Safe No:

Plan Review Number:

* Opening Type:

--Select--

* Operator:

* Competent Person:

* Phone Number:

* Hoisting License Number:

* Expiration Date:

MM/DD/YYYY



Road Length:

Linear Ft

Road Width:

Linear Ft

Walk Length:

Linear Ft

Walk Width:

Linear Ft

Work Description:

(Any field with a red asterisk is required.)

Custom Lists

TRENCH INFORMATION

Showing 1-1 of 1

<input type="checkbox"/>	Trench ID	Trench Type	Road Length	Road Width	Walk Length	Walk Width	
<input type="checkbox"/>	Main	Water Service	12	4			Actions ▾

[Add a Row](#) ▾ [Edit Selected](#) [Delete Selected](#)

If there are multiple trenches, please add a row to this list and specify the dimensions for each one. Note: the size fields in the Application Information section should be the combined total from all trenches.

10. Attach required Documents using the Add button. Click Save, then click the Continue Application button:

Attachment

Please attach a copy of your approved Site Plan (if appropriate)

The maximum file size allowed is 650 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;...;wsc

Name	Type	Size	Latest Update	Action
No records found.				

File Upload

The maximum file size allowed is 100 MB.

[Continue](#) [Add](#) [Remove All](#) [Cancel](#)

[Add](#)

[Continue Application »](#)

[Save and resume later](#)

11. Review your application, agree to the certification, and click Continue Application:

Notes:

1. All excavated materials must be hauled offsite and replaced with dense graded crushed stone.
2. All excavations in the public way must be patched with hot mix asphalt within the same day of excavation unless otherwise approved by the Commissioner of Public Works.
3. Contractor is responsible to notify permit inspector that the permanent patch is ready for inspection. No permit will be closed out without the final inspection.

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

By checking this box, I agree to the above certification.

Date: 04/01/2022

[Continue Application »](#)

[Save and resume later](#)

12. The system will automatically notify the office of your submittal. Your permit will NOT be issued until all fees have been paid.

[Home](#) [Building](#) [Board Of Health](#) [Licenses](#) [Fire](#) [Planning](#) **Public Works** [more](#) ▼

[Create an Application](#)

[Search Applications](#)

WSD Street Opening Permit

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



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

You will receive an email once your application has been invoiced. Your permit will NOT be issued until payment has been made.

Thank you for using our online services.

Your Record Number is