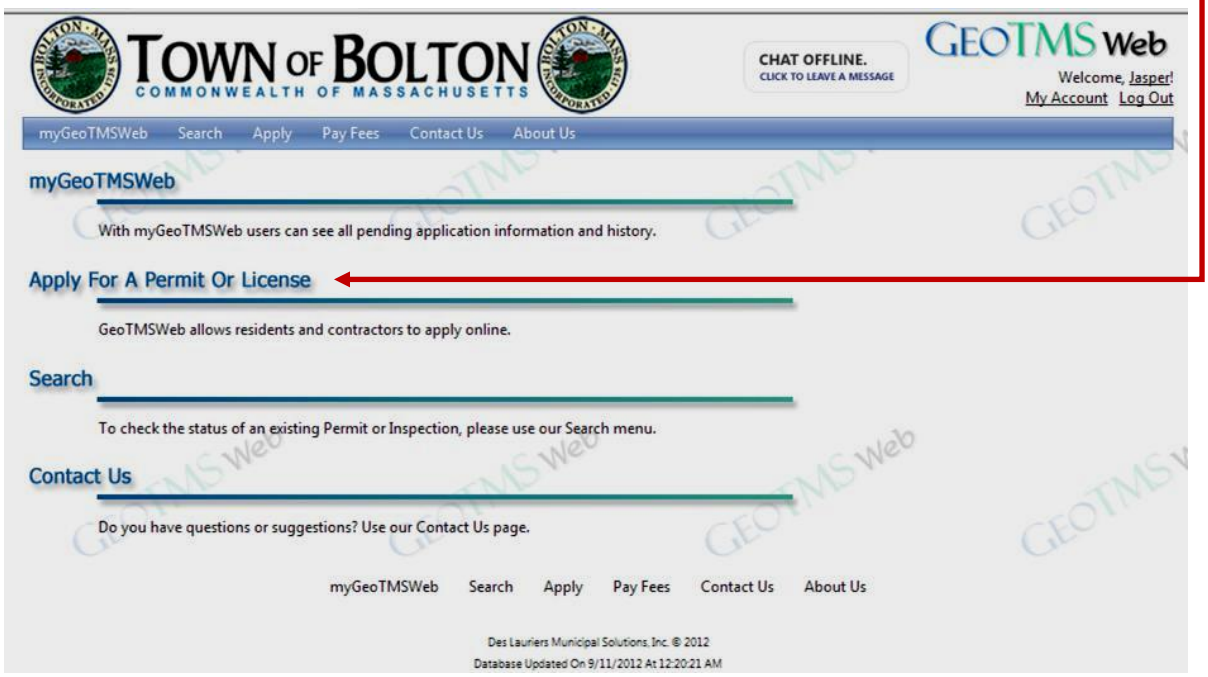
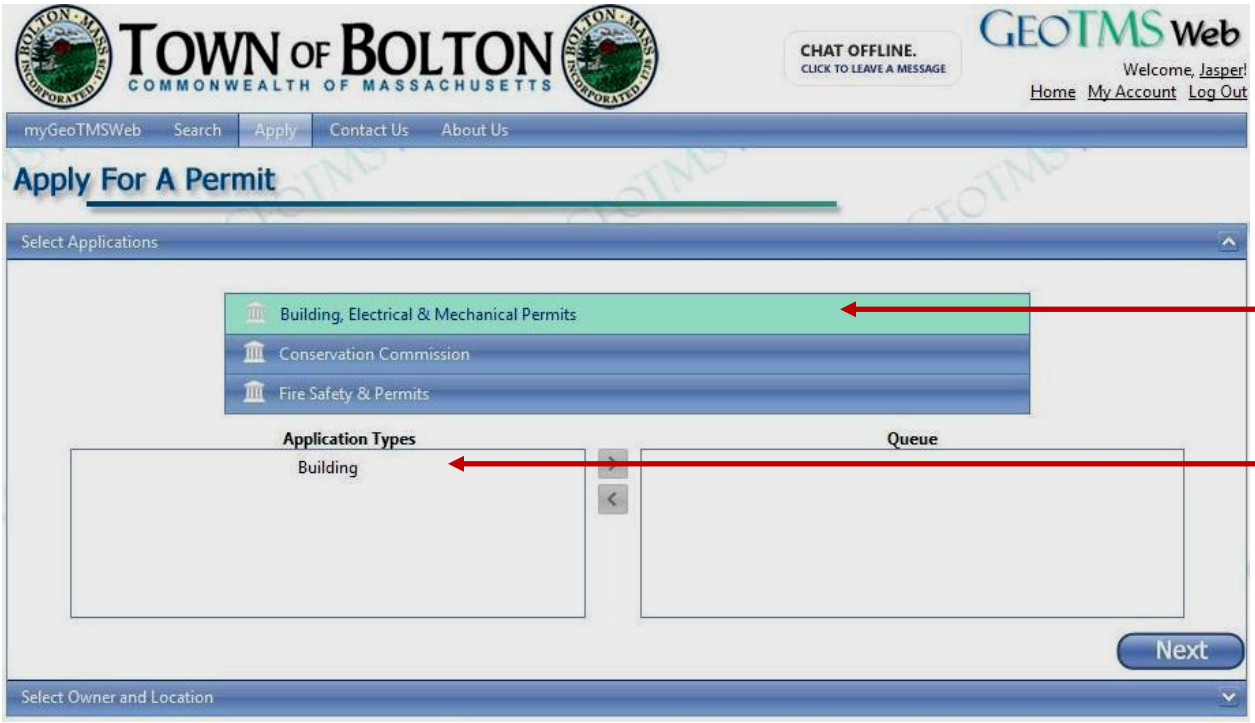
Apply for a Permit - Follow these steps to apply (after a successful login at http://www.geotmsweb.com/towns/boltonma) :

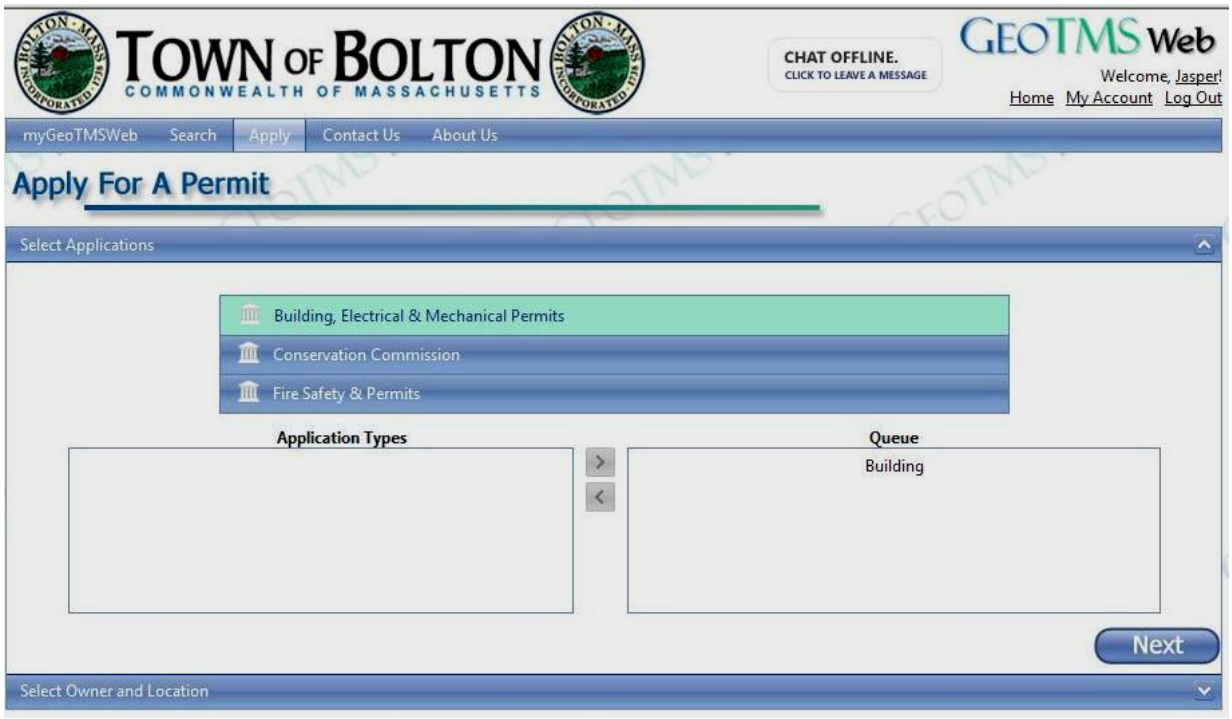
Step 1 – Click the “Apply For a Permit or License” option in the menu



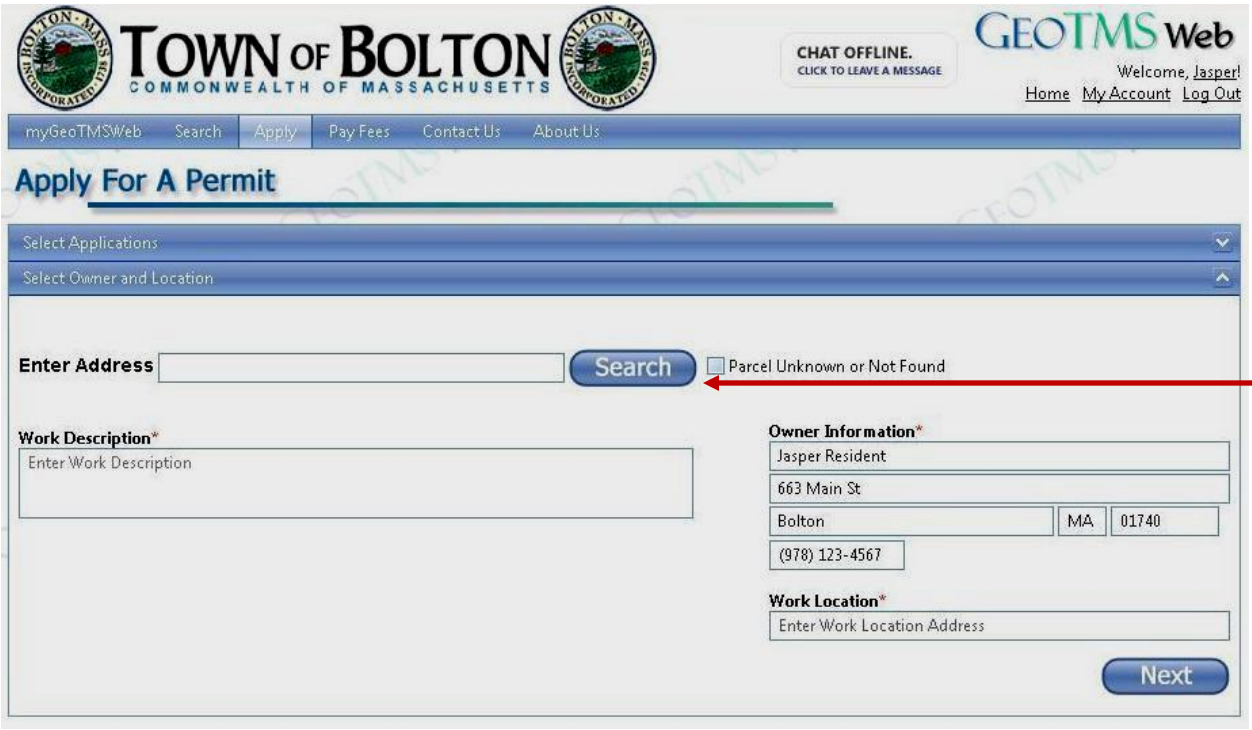
Step 2 – Select the department or category that you're interested in by clicking on it. Once selected, it will be highlighted in green and the allowable application types will be displayed.



Double click on your desired application type, for example "Building"



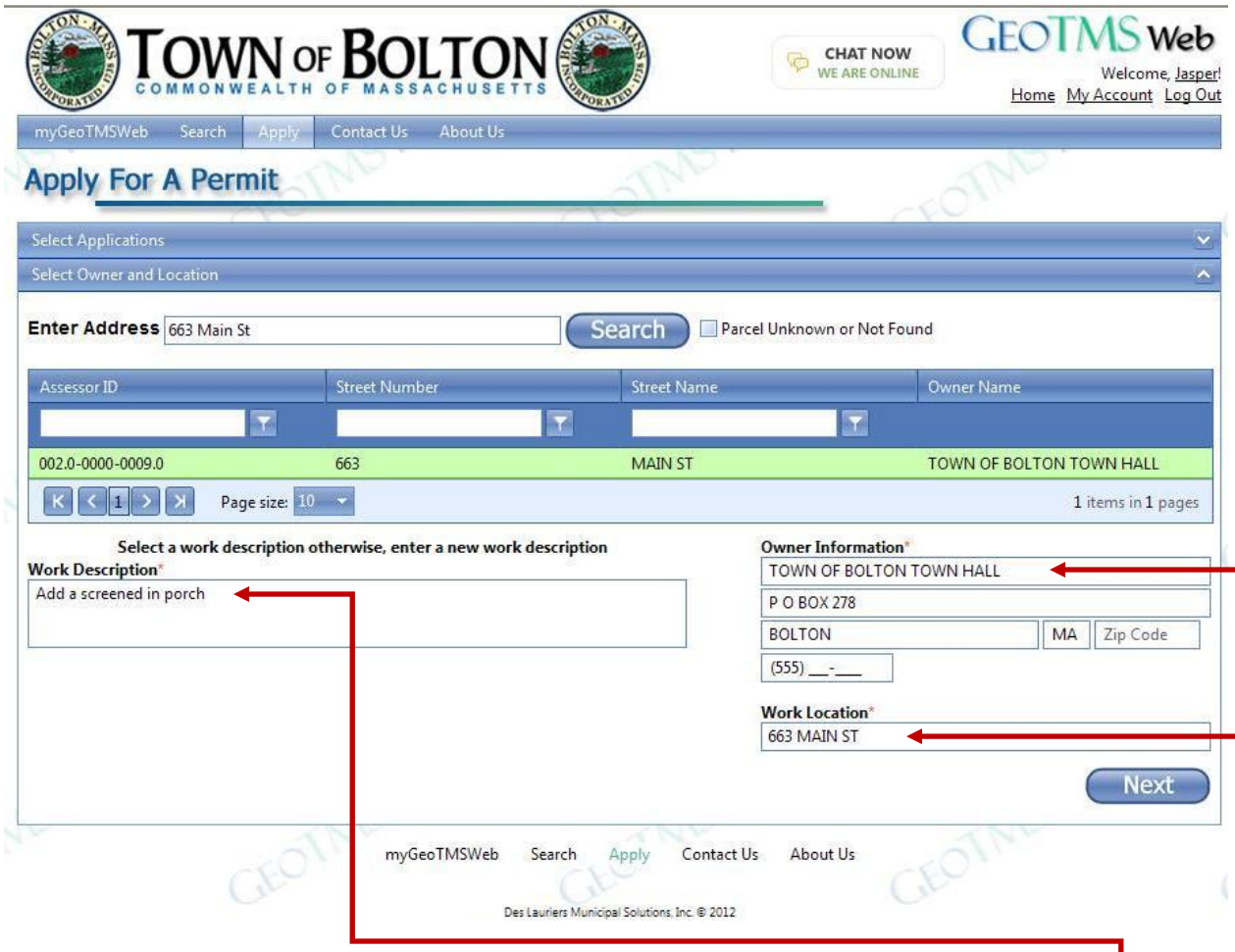
Step 3 - Click Next after selecting your application types



Step 4 – Enter the address where the work will be done and click search

Tip: you can also select your address from the dropdown that appears as you type.

As an example, we'll enter 663 Main St:

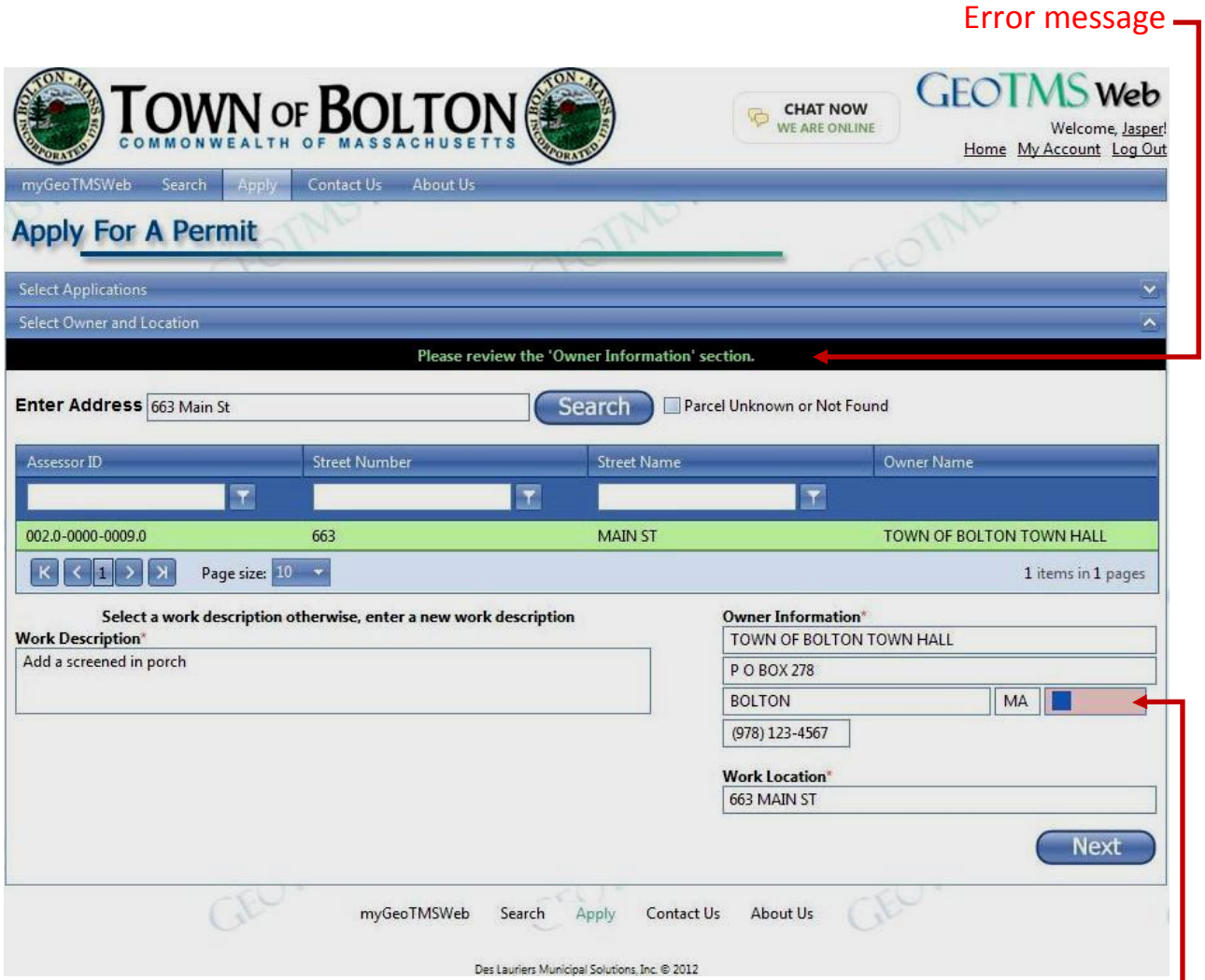


Step 5 – Enter a work description for the permit you are applying for

Step 6 – Fill out Owner Information, phone number and Work Location (if needed)

(Note that in our example we are using Jasper Resident as a fictitious homeowner with the address for the town hall, 663 Main. Normally you, as a homeowner, will be applying for a permit for your own home and your real address would appear. You should check that all the owner information fields are complete and correct.)

Step 7 - After completing work description, owner information and work location click next. The program will check to make sure all the information is filled in properly and, if not, the program will display an error message and highlight the area needing correction. In our example, we forgot to fill out the Zip Code. Click on the highlighted field (the zip code), enter the correct data and click Next again.



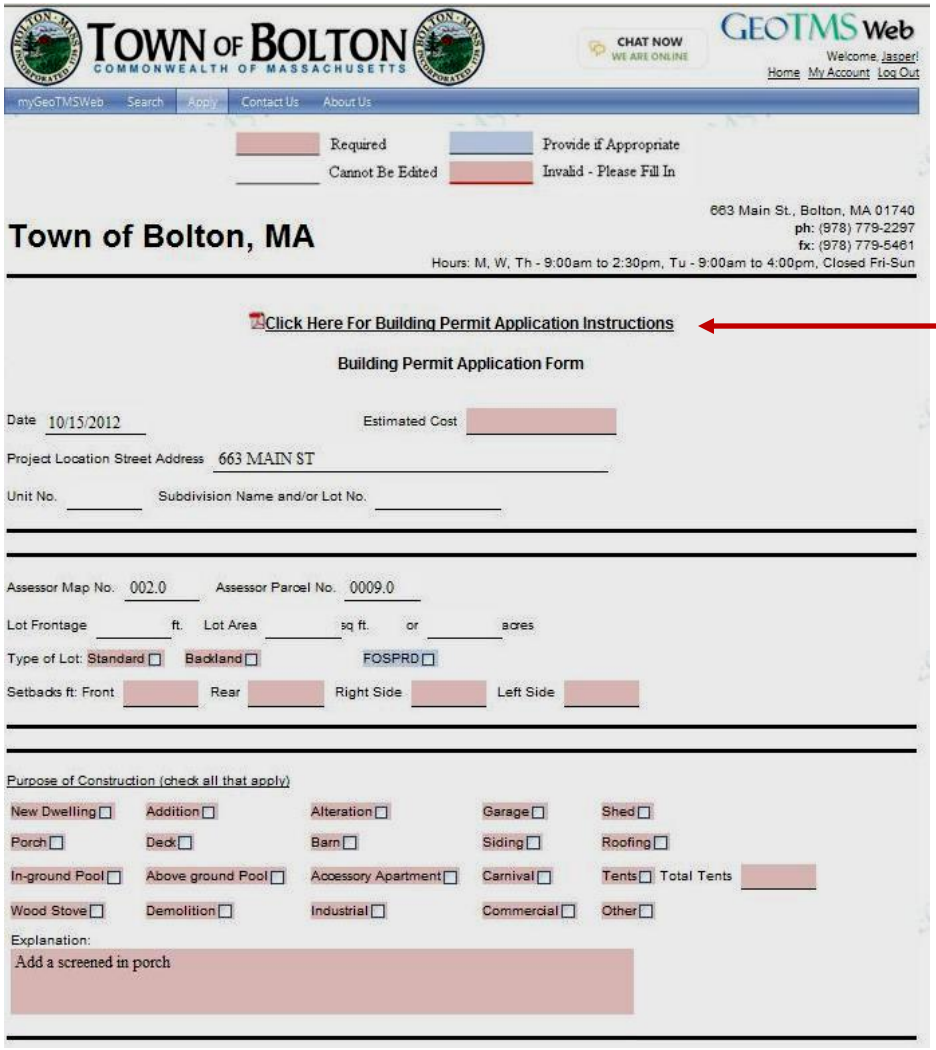
Step 8 – Your Online Application will be displayed with some of the fields automatically populated (based on information previously provided). It's important that you fill out the rest of the required information.

Fill out the application as indicated by the color coded fields:

The light red fields must be filled in, the light blue fields are optional. The dark red line indicates that the data is missing or incorrect. This red line will show up after you try to submit an application that has incomplete or incorrect information. Please correct as appropriate and resubmit. The software will continue to warn you about incorrect information until all required fields have been filled in properly.

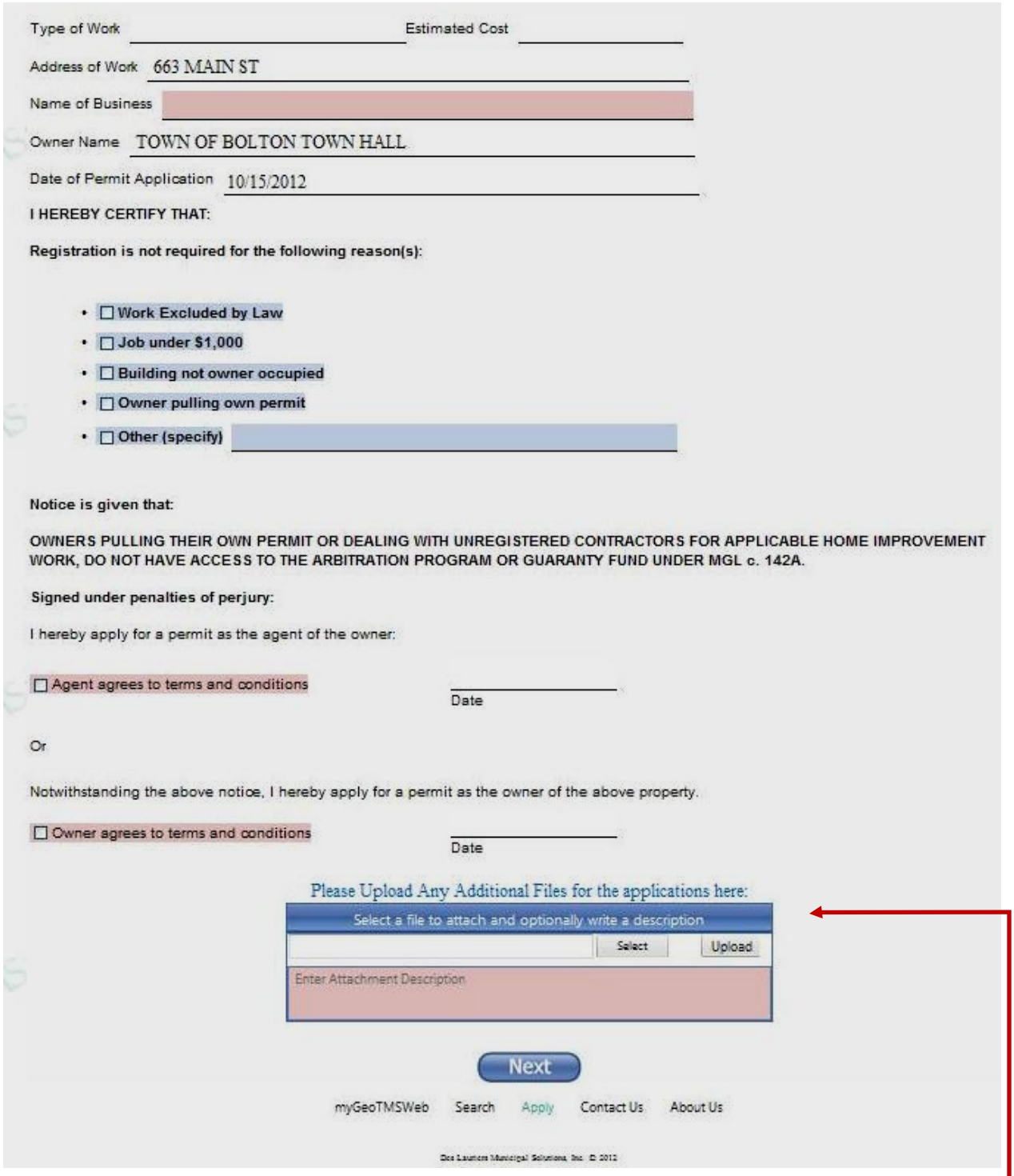
Tip: If you do not complete the application process, you may finish completing an individual application using MyGeoTMSWeb in the main menu. You can stop and log off any time even though you haven't completed your application. When you log in again, go to MyGeoTMSWeb and select unfinished applications. Click on the edit icon (the small pencil) to resume from where you left off.

The top portion of our sample building permit will look like this:



Tip: you can also display additional building permit information by clicking here

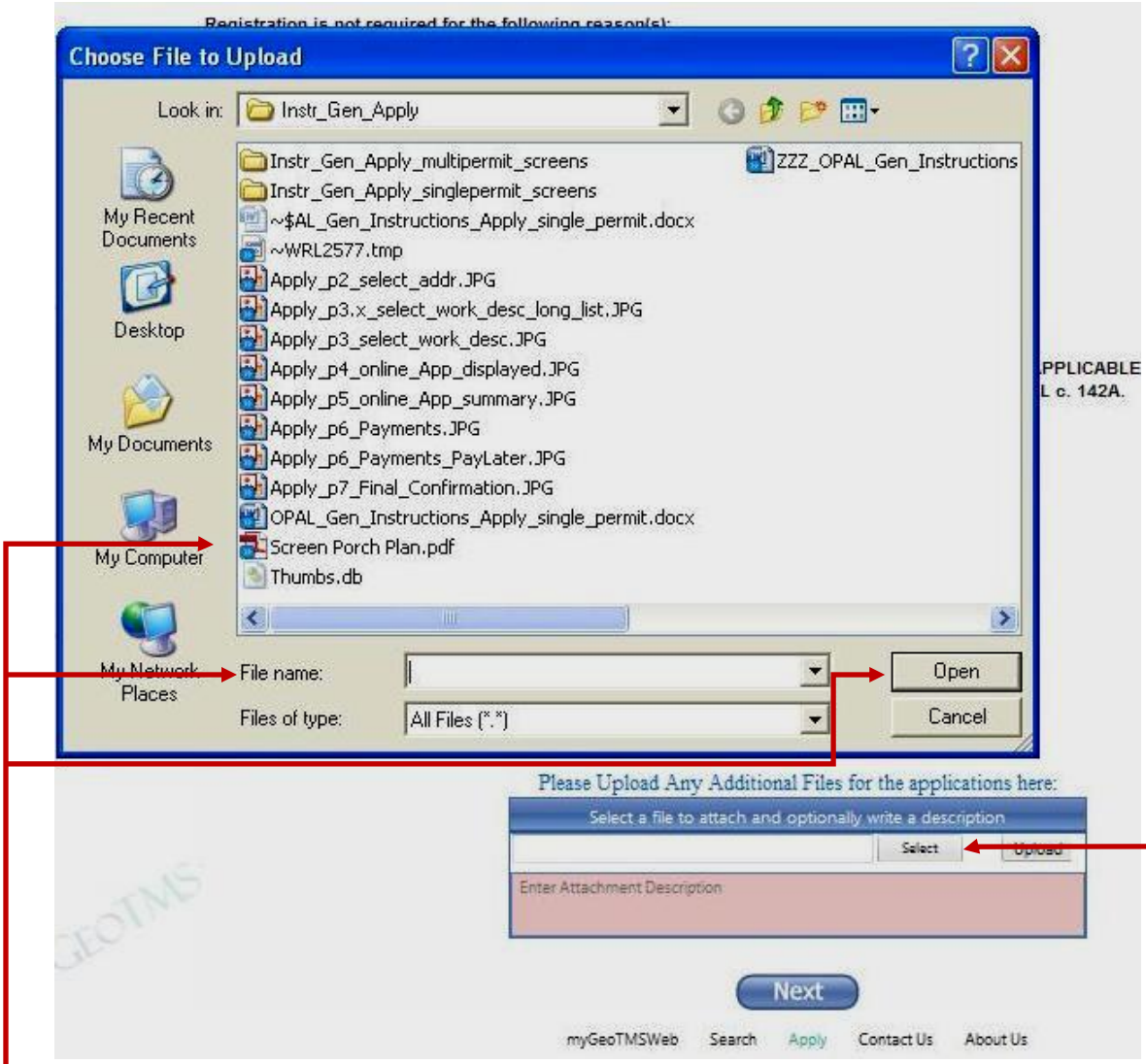
The bottom portion of our sample building permit will look like this:



Tip: If your application requires additional documents you can attach them by using the upload feature at the bottom of the page. For more details see "Step 9 - (Optional)" below.

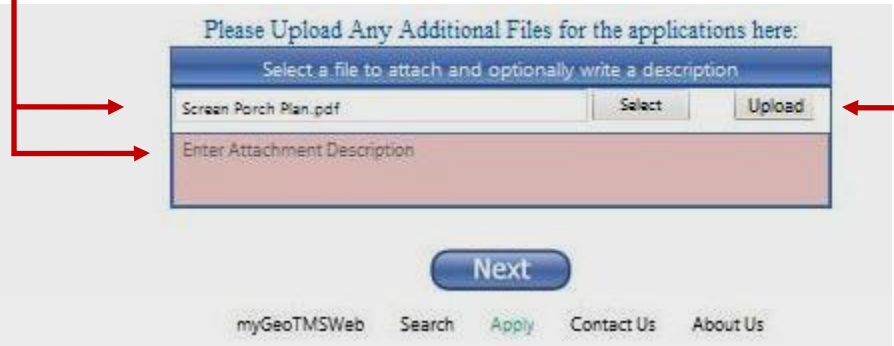
Step 9 – (Optional) Follow these steps to attach any additional files to your online application:

9.1 (optional) – Click select to open an explorer window

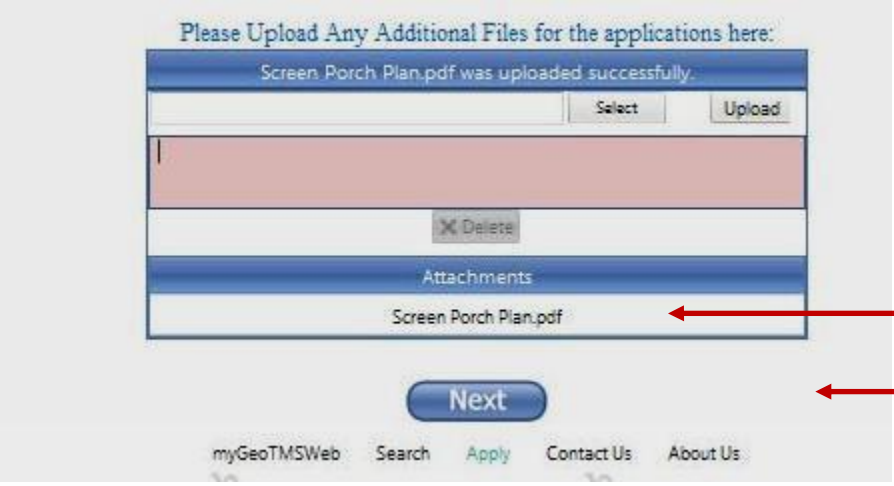


9.2 (optional) – Find your file (in our example we'd like to attach a pdf file named "Screen Porch Plan.pdf"), select it or type the name in the File name box, and click Open.

9.3 (optional) – Check to insure that your file name is displayed, add a description of the file if you'd like and then click upload



9.4 (optional) – You can repeat the process to attach additional files. Files that were successfully uploaded will be listed as attachments



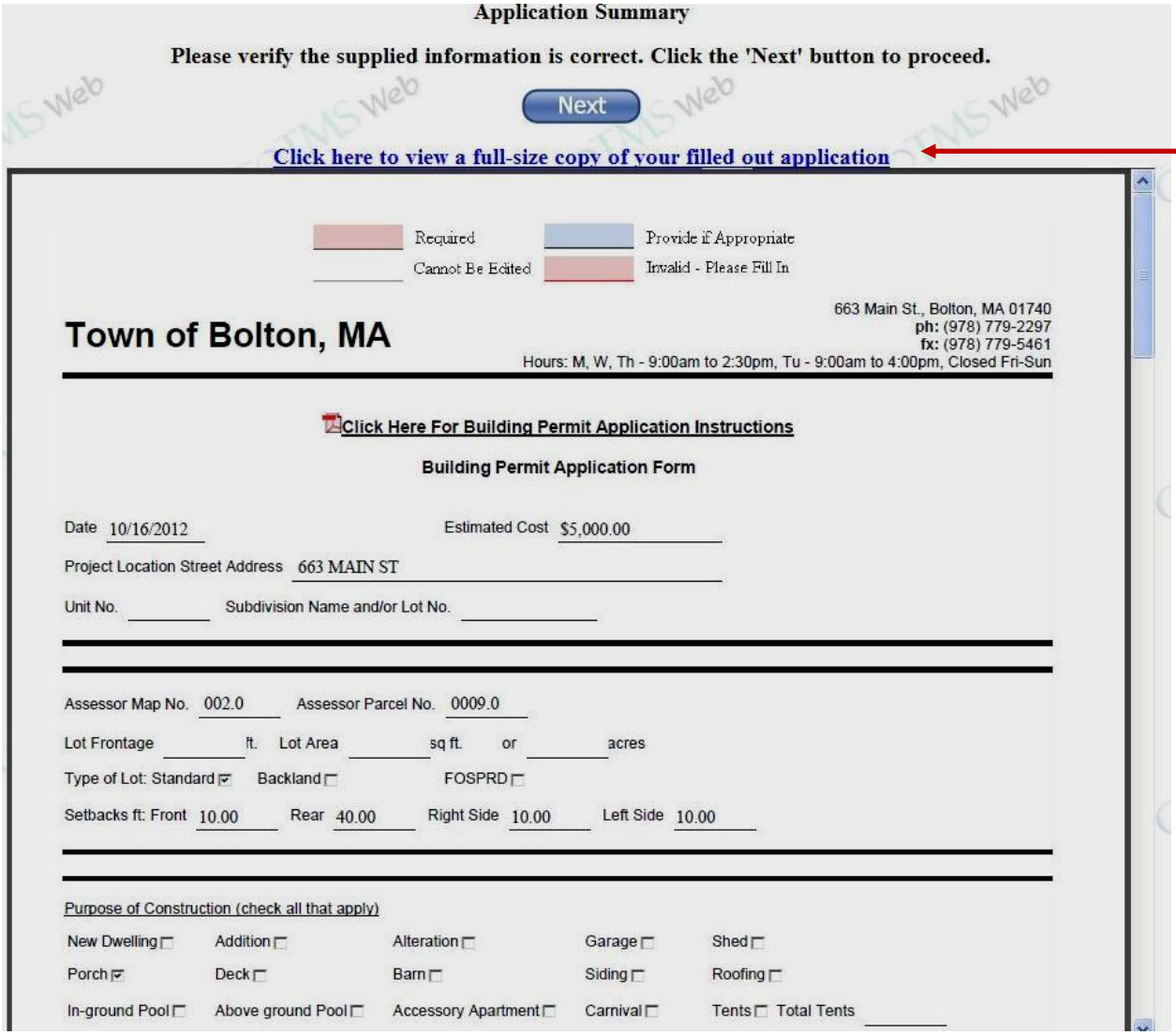
Step 10 – After correctly filling out the appropriate fields and optionally uploading related documents Click Next.

Tip: As noted in step 8 there are certain fields that must be filled out before the program advances to the next step. These required fields are shaded red. The software will check these fields and redisplay the form with any incorrect fields highlighted with a RED underline. Please correct the entry and click Next.

Step 11 –Once all the required fields are filled out correctly, a summary of your application will be displayed. Please carefully review the summary and if changes need to be made use your browser's back button, otherwise click next.

The top portion of your Application Summary will look like this:

Tip: you can view a full size copy of your application in a separate window by clicking here.



Application Summary

Please verify the supplied information is correct. Click the 'Next' button to proceed.

Next

Click here to view a full-size copy of your filled out application

Required | Provide if Appropriate | Cannot Be Edited | Invalid - Please Fill In

Town of Bolton, MA

663 Main St., Bolton, MA 01740
ph: (978) 779-2297
fx: (978) 779-5461
Hours: M, W, Th - 9:00am to 2:30pm, Tu - 9:00am to 4:00pm, Closed Fri-Sun

Click Here For Building Permit Application Instructions

Building Permit Application Form

Date 10/16/2012 Estimated Cost $5,000.00

Project Location Street Address 663 MAIN ST

Unit No. _____ Subdivision Name and/or Lot No. _____

Assessor Map No. 002.0 Assessor Parcel No. 0009.0

Lot Frontage _____ ft. Lot Area _____ sq ft. or _____ acres

Type of Lot: Standard ☑ Backland ☐ FOSPRD ☐

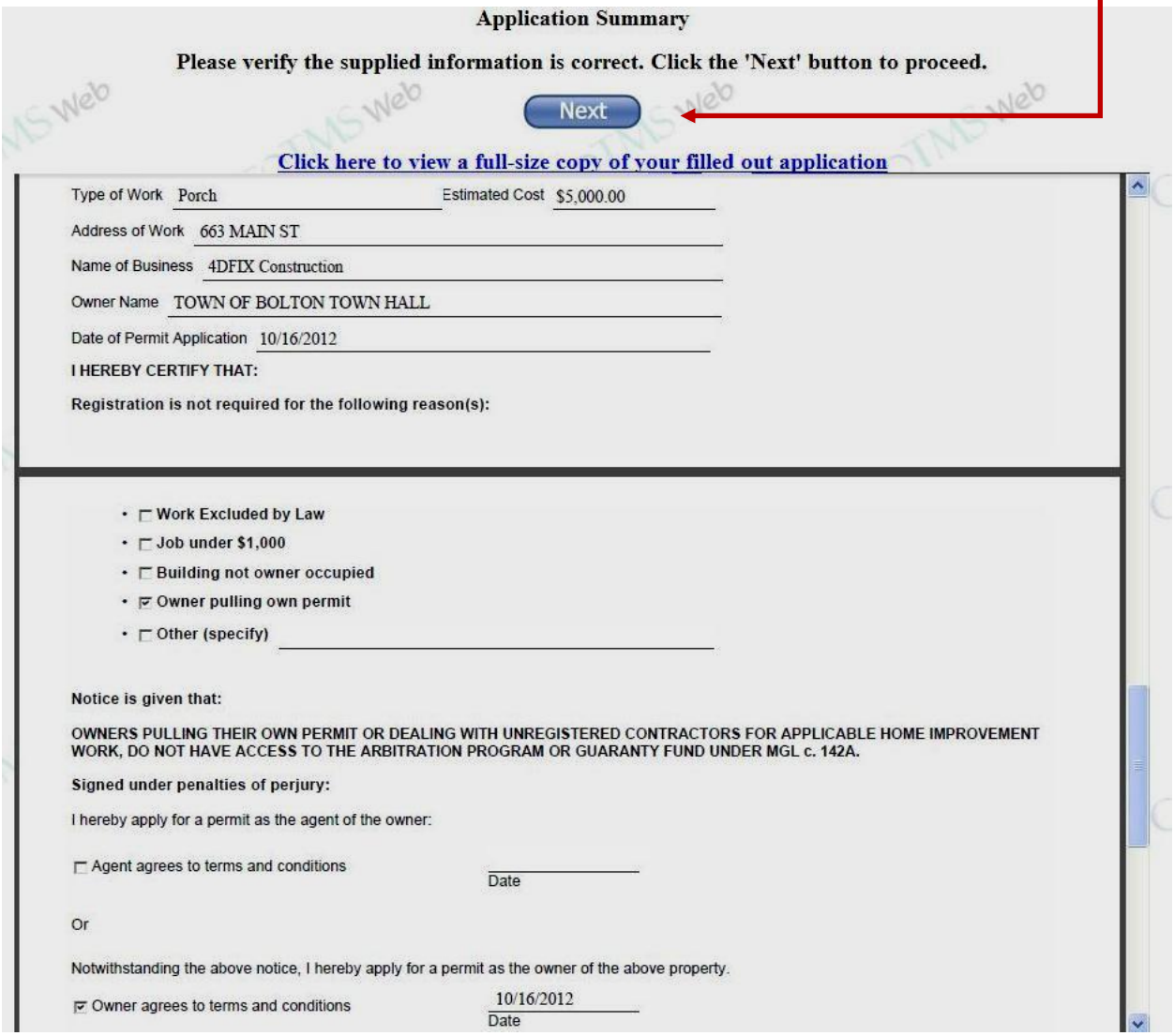
Setbacks ft: Front 10.00 Rear 40.00 Right Side 10.00 Left Side 10.00

Purpose of Construction (check all that apply)

New Dwelling ☐	Addition ☐	Alteration ☐	Garage ☐	Shed ☐
Porch ☑	Deck ☐	Barn ☐	Siding ☐	Roofing ☐
In-ground Pool ☐	Above ground Pool ☐	Accessory Apartment ☐	Carnival ☐	Tents ☐ Total Tents _____

The bottom portion of your Application Summary will look like this:

Once you're satisfied with all the information in the summary click Next



Application Summary

Please verify the supplied information is correct. Click the 'Next' button to proceed.

Next

Click here to view a full-size copy of your filled out application

Type of Work Porch Estimated Cost $5,000.00

Address of Work 663 MAIN ST

Name of Business 4DFIX Construction

Owner Name TOWN OF BOLTON TOWN HALL

Date of Permit Application 10/16/2012

I HEREBY CERTIFY THAT:

Registration is not required for the following reason(s):

- ☐ **Work Excluded by Law**
- ☐ **Job under $1,000**
- ☐ **Building not owner occupied**
- ☑ **Owner pulling own permit**
- ☐ **Other (specify)** _____

Notice is given that:

OWNERS PULLING THEIR OWN PERMIT OR DEALING WITH UNREGISTERED CONTRACTORS FOR APPLICABLE HOME IMPROVEMENT WORK, DO NOT HAVE ACCESS TO THE ARBITRATION PROGRAM OR GUARANTY FUND UNDER MGL c. 142A.

Signed under penalties of perjury:

I hereby apply for a permit as the agent of the owner:

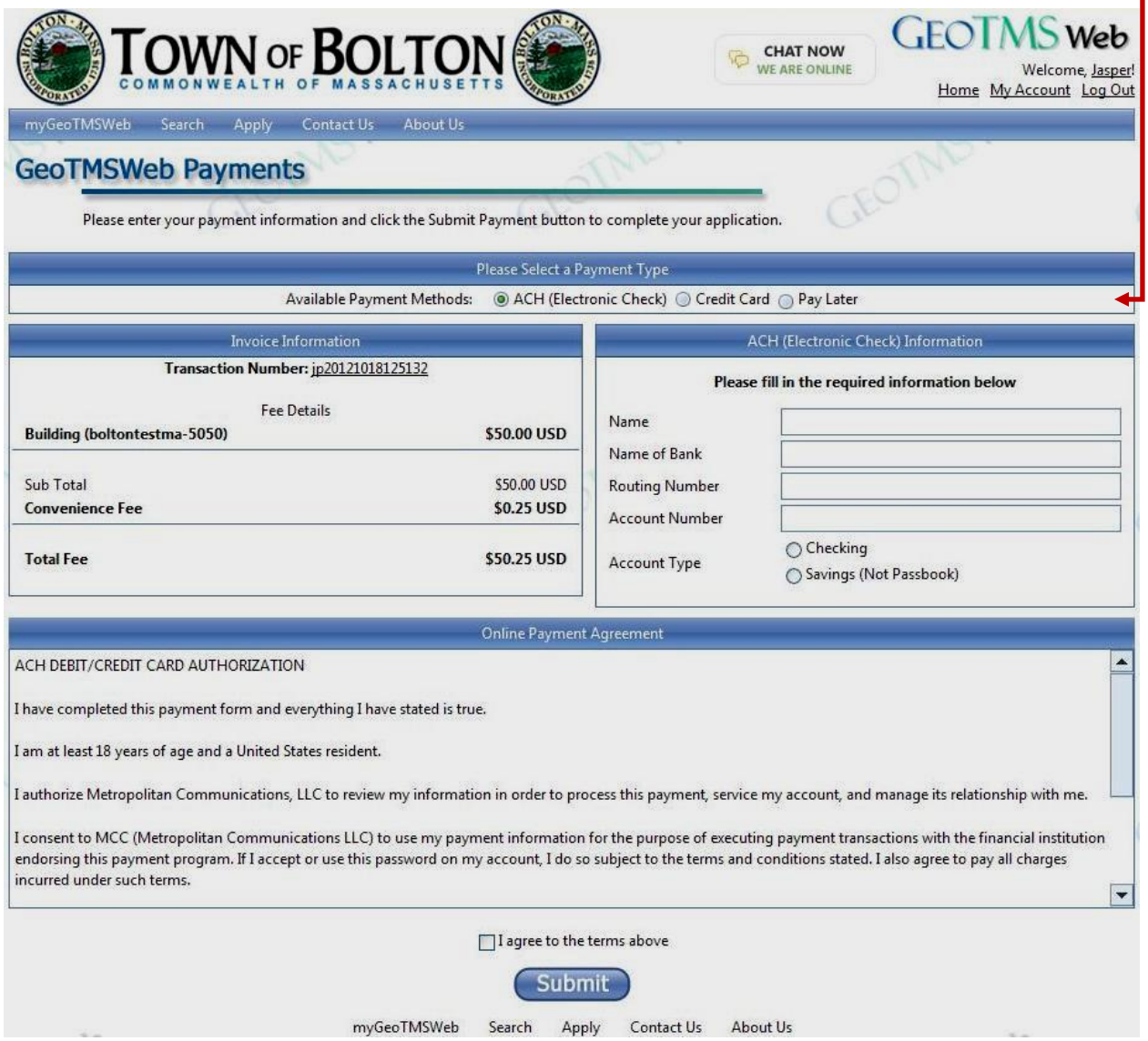
☐ Agent agrees to terms and conditions _____ Date

Or

Notwithstanding the above notice, I hereby apply for a permit as the owner of the above property.

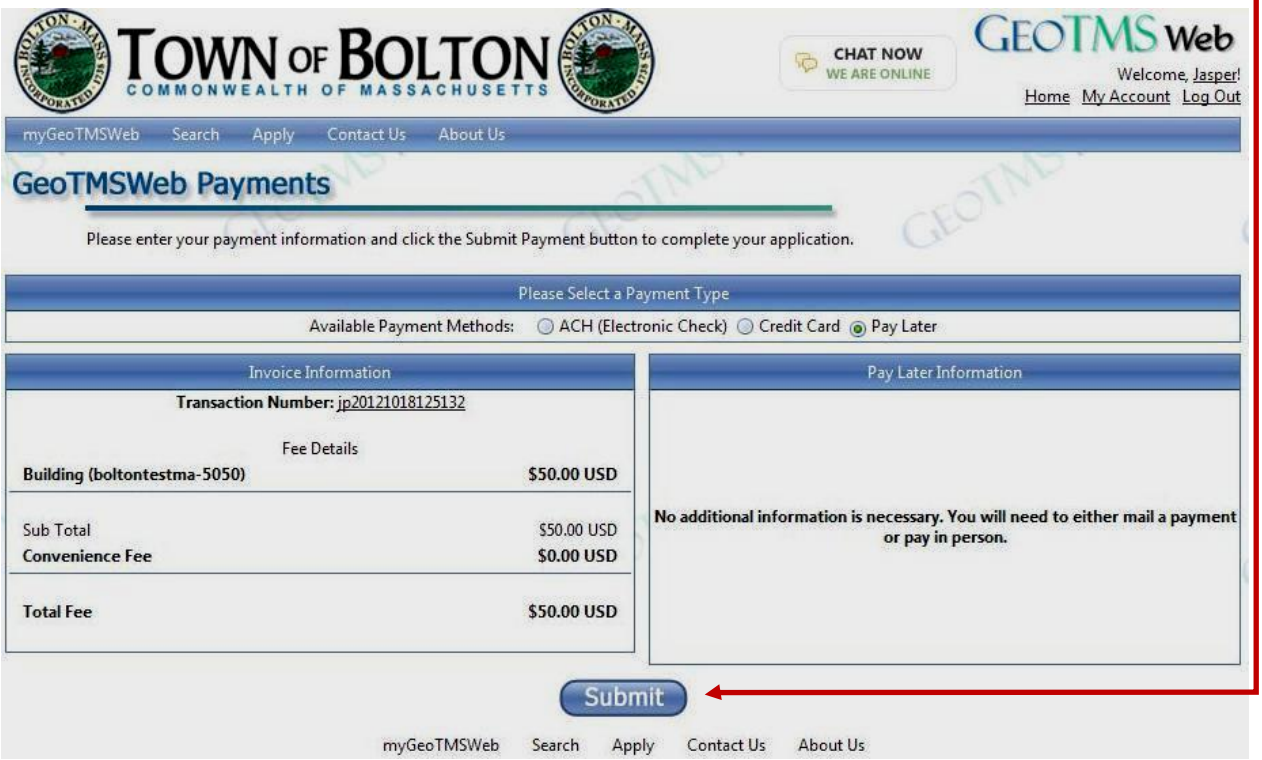
☑ Owner agrees to terms and conditions 10/16/2012 Date

Step 12 – Payment Options: you can pay by ACH (Electronic check), credit card, or "pay later". Select the your choice here

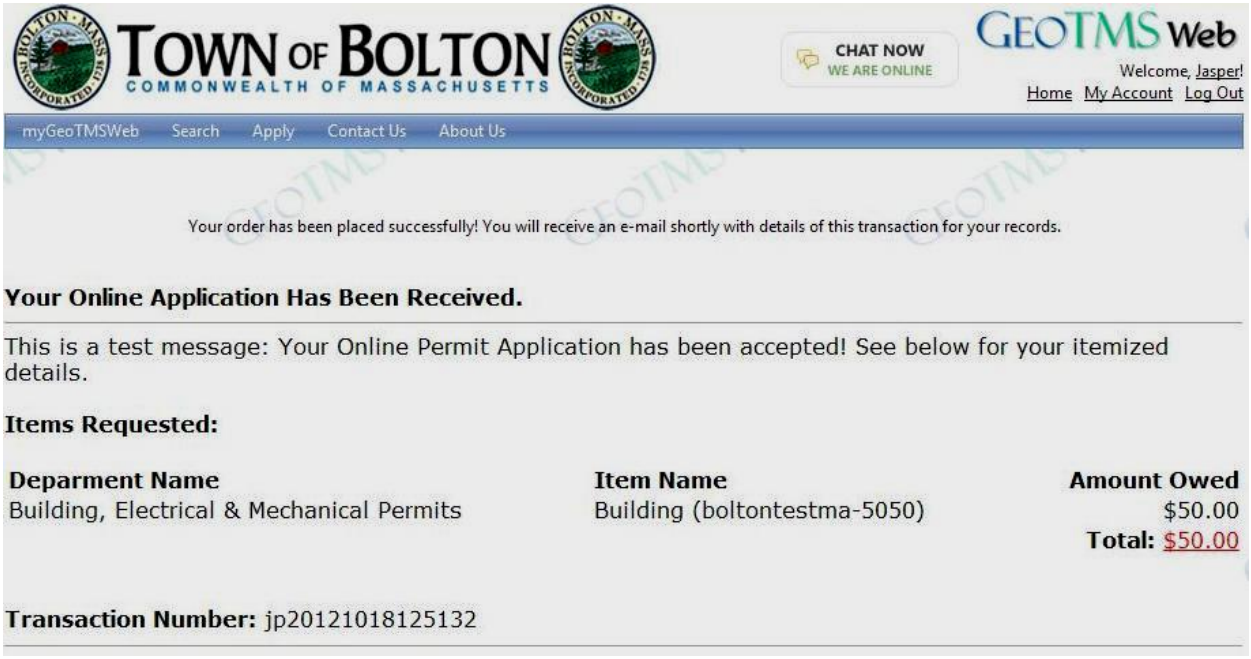


Step 13 - Follow the payment instructions, check the box to agree to terms (if paying by ACH or credit card) and finally click submit to finish your application.

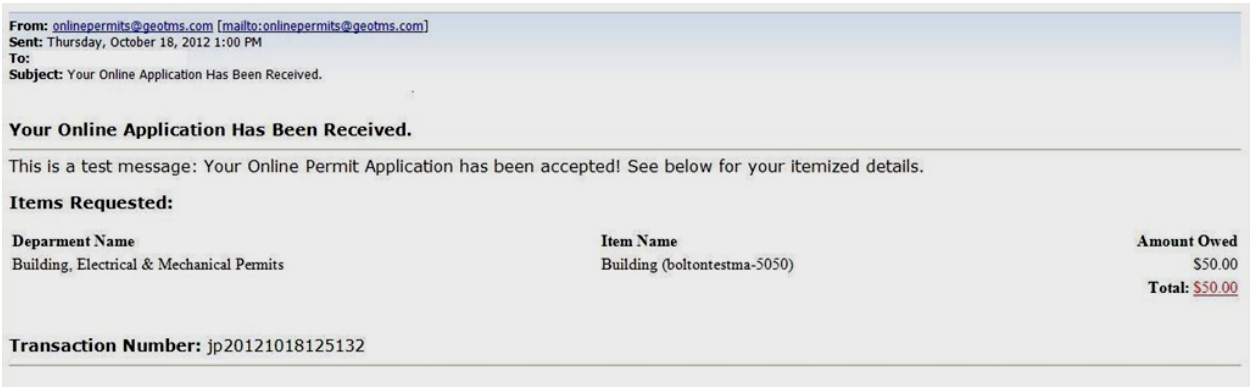
In the example below the “pay later” option was selected:



You'll get a final confirmation screen:



You'll also get an email confirmation showing the amount you owe or the amount you paid if you paid online. (basically the same as the last confirmation screen):



This completes your online application process. Your permit application(s) will be submitted for review by the staff. The staff will contact you after reviewing your application.