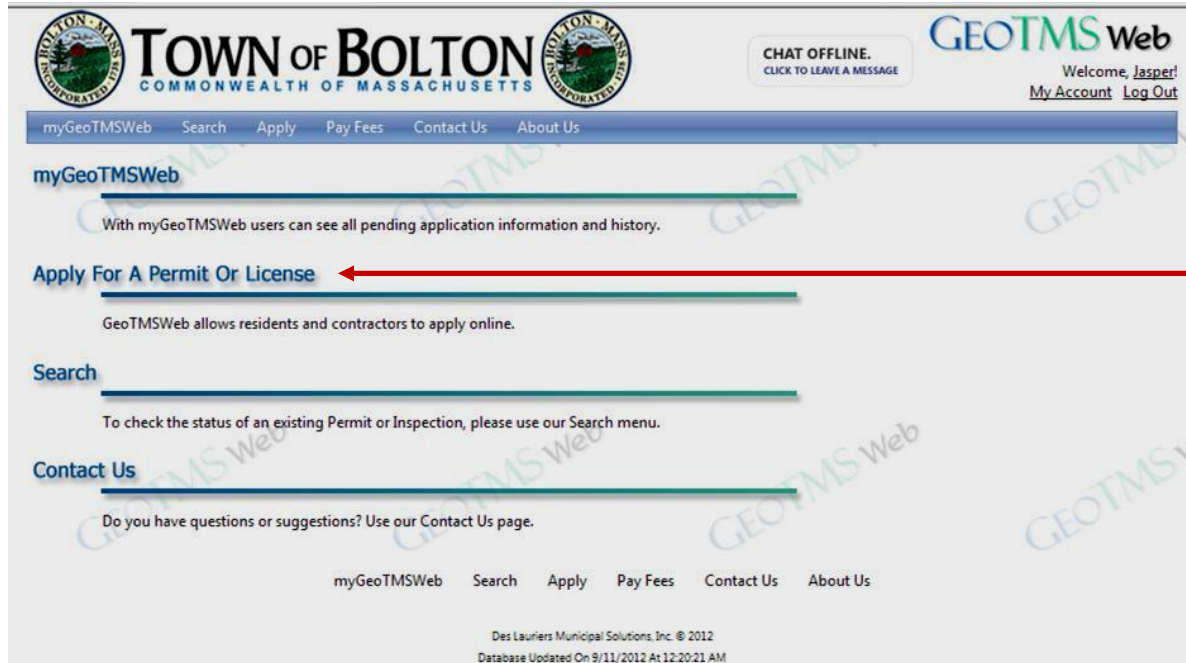


**Apply for a Permit - Follow these steps to apply (after a successful login at <http://www.geotmsweb.com/towns/boltonma>) :**



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.

The screenshot displays the 'TOWN OF BOLTON' website with the 'GEOTMS Web' logo. The user is logged in as 'Jasper!'. The 'Apply' tab is selected in the navigation bar. The 'Apply For A Permit' section is active, showing a list of application categories: 'Building, Electrical & Mechanical Permits' (highlighted in green), 'Conservation Commission', and 'Fire Safety & Permits'. Below this list, the 'Application Types' section shows 'Building' selected, and the 'Queue' section is empty. A 'Next' button is visible at the bottom right of the application types section. Red arrows point from the text instructions to the green highlight and the 'Building' application type.

Double click on your desired application type, for example “Building”

 **TOWN OF BOLTON**  
COMMONWEALTH OF MASSACHUSETTS 




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CHAT OFFLINE.  
CLICK TO LEAVE A MESSAGE

**GEOTMS Web**  
Welcome, Jasper!  
[Home](#) [My Account](#) [Log Out](#)

## Apply For A Permit

Select Applications

-  Building, Electrical & Mechanical Permits
-  Conservation Commission
-  Fire Safety & Permits

**Application Types**

**Queue**  
Building

**Next**

Select Owner and Location

Step 3 - Click Next after selecting your application types

 **TOWN OF BOLTON**  
COMMONWEALTH OF MASSACHUSETTS 

**CHAT OFFLINE.**  
CLICK TO LEAVE A MESSAGE

**GEOTMS Web**  
Welcome, Jasper!  
[Home](#) [My Account](#) [Log Out](#)

[myGeoTMSWeb](#) [Search](#) [Apply](#) [Pay Fees](#) [Contact Us](#) [About Us](#)

## Apply For A Permit

Select Applications

Select Owner and Location

**Enter Address**   ☐ Parcel Unknown or Not Found

**Work Description\***

**Owner Information\***

**Work Location\***

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:

**TOWN OF BOLTON**  
COMMONWEALTH OF MASSACHUSETTS

**myGeoTMSWeb** Search Apply Contact Us About Us

**Apply For A Permit**

Select Applications

Select Owner and Location

Enter Address  Search ☐ Parcel Unknown or Not Found

Assessor ID	Street Number	Street Name	Owner Name
002.0-0000-0009.0	663	MAIN ST	TOWN OF BOLTON TOWN HALL

Page size: 10 1 items in 1 pages

Select a work description otherwise, enter a new work description

**Work Description\***

Add a screened in porch

**Owner Information\***

TOWN OF BOLTON TOWN HALL

P O BOX 278

BOLTON MA Zip Code

(555) \_\_\_-\_\_\_

**Work Location\***

663 MAIN ST

Next

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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.

Error message

The screenshot shows the 'Apply For A Permit' page on the Town of Bolton's myGeoTMSWeb. At the top, there's a navigation bar with links like 'myGeoTMSWeb', 'Search', 'Apply', 'Contact Us', and 'About Us'. Below this, a blue banner reads 'Apply For A Permit'. The main content area has a dark blue bar with the message 'Please review the 'Owner Information' section.' in white text. Below this, there's a search bar for 'Enter Address' with '663 Main St' entered and a 'Search' button. A table below the search bar lists search results with columns for Assessor ID, Street Number, Street Name, and Owner Name. The first result is highlighted in green: Assessor ID 002.0-0000-0009.0, Street Number 663, Street Name MAIN ST, and Owner Name TOWN OF BOLTON TOWN HALL. Below the table, there are navigation buttons and a 'Page size' dropdown set to 10. On the left, there's a 'Work Description\*' section with a text area containing 'Add a screened in porch'. On the right, there's an 'Owner Information\*' section with fields for 'TOWN OF BOLTON TOWN HALL', 'P O BOX 278', 'BOLTON', 'MA', and '(978) 123-4567'. Below this is a 'Work Location\*' section with the field '663 MAIN ST'. A red arrow points to the 'MA' state dropdown menu, which is highlighted in red. At the bottom right, there's a 'Next' button. The footer contains links to 'myGeoTMSWeb', 'Search', 'Apply', 'Contact Us', and 'About Us', along with the copyright notice 'Des Lauriers Municipal Solutions, Inc. © 2012'.

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**Apply For A Permit**

Select Applications

Select Owner and Location

Please review the 'Owner Information' section.

Enter Address 663 Main St Search Parcel Unknown or Not Found

Assessor ID	Street Number	Street Name	Owner Name
002.0-0000-0009.0	663	MAIN ST	TOWN OF BOLTON TOWN HALL

Page size: 10 1 items in 1 pages

Select a work description otherwise, enter a new work description

**Work Description\***

Add a screened in porch

**Owner Information\***

TOWN OF BOLTON TOWN HALL

P O BOX 278

BOLTON MA

(978) 123-4567

**Work Location\***

663 MAIN ST

Next



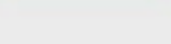

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Fill out zip and click next again.

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:

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

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:

**TOWN OF BOLTON**  
COMMONWEALTH OF MASSACHUSETTS

**GEOTMS Web**  
Welcome, Jasper!  
[Home](#) [My Account](#) [Log Out](#)

[myGeoTMSWeb](#) [Search](#) [Apply](#) [Contact Us](#) [About Us](#)

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  Estimated Cost

Project Location Street Address

Unit No.  Subdivision Name and/or Lot No.

Assessor Map No.  Assessor Parcel No.

Lot Frontage  ft. Lot Area  sq ft. or  acres

Type of Lot: ☒ Standard ☐ Backland ☐ FOSPRD ☐

Setbacks ft: Front  Rear  Right Side  Left Side

**Purpose of Construction (check all that apply)**

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Garage	<input type="checkbox"/> Shed
<input type="checkbox"/> Porch	<input type="checkbox"/> Deck	<input type="checkbox"/> Barn	<input type="checkbox"/> Siding	<input type="checkbox"/> Roofing
<input type="checkbox"/> In-ground Pool	<input type="checkbox"/> Above ground Pool	<input type="checkbox"/> Accessory Apartment	<input type="checkbox"/> Carnival	<input type="checkbox"/> Tents <input type="text"/> Total Tents <input type="text"/>
<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Demolition	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other

Explanation:

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



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

Type of Work \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Address of Work 663 MAIN ST

Name of Business \_\_\_\_\_

Owner Name TOWN OF BOLTON TOWN HALL

Date of Permit Application 10/15/2012

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 \_\_\_\_\_ Date \_\_\_\_\_

Please Upload Any Additional Files for the applications here:

Select a file to attach and optionally write a description

\_\_\_\_\_  
Enter Attachment Description

Select Upload

Next

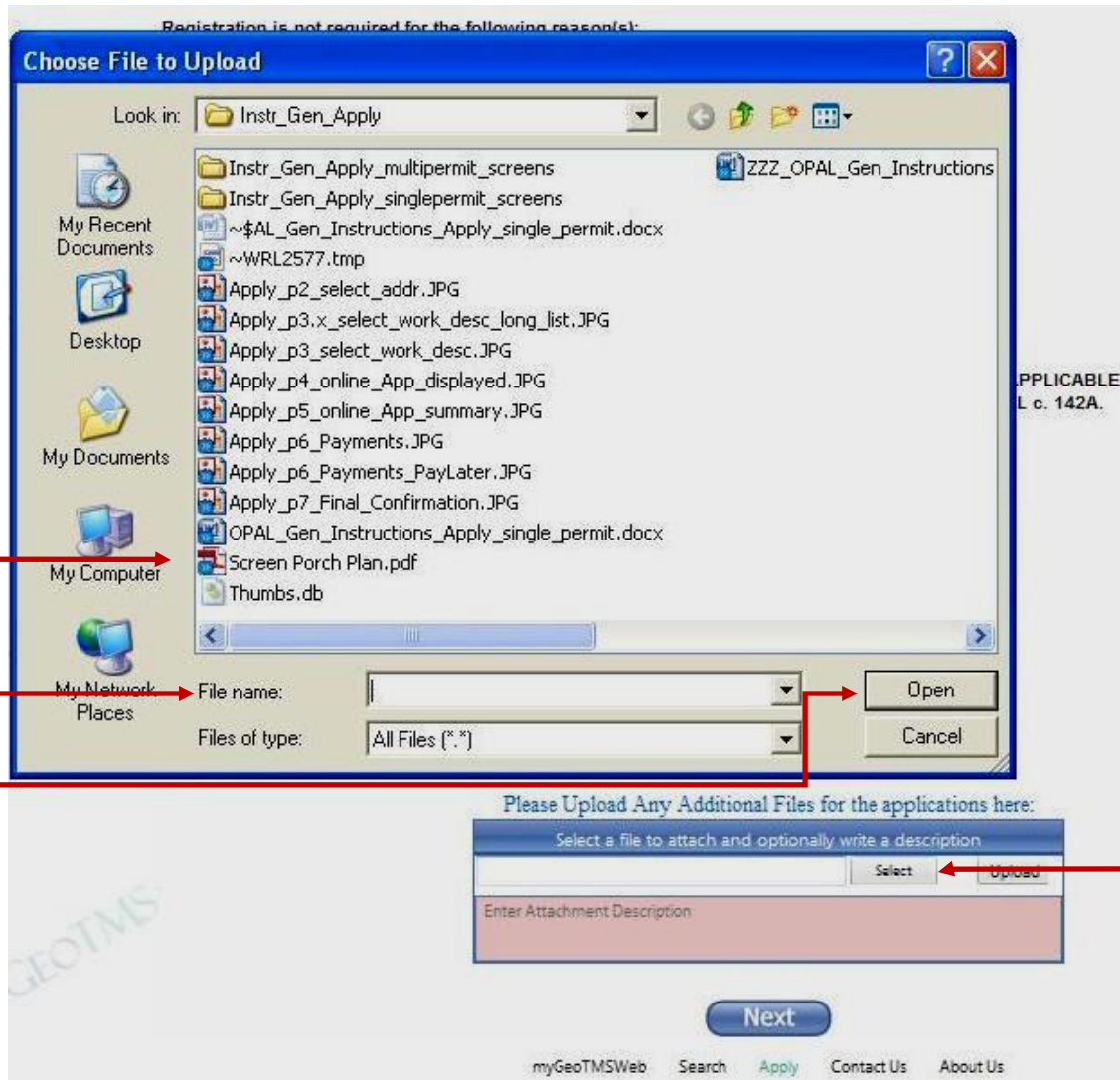
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*Tip: If your application requires additional documents you can attach them by using the upload feature at the bottom of the page. For more details see “Step 9 - (Optional)” below.*

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

Please Upload Any Additional Files for the applications here:

Select a file to attach and optionally write a description

Screen Porch Plan.pdf Select Upload

Enter Attachment Description

Next

myGeoTMSWeb Search Apply Contact Us About Us

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

Please Upload Any Additional Files for the applications here:

Screen Porch Plan.pdf was uploaded successfully.

Screen Porch Plan.pdf Select Upload

X Delete

Attachments

Screen Porch Plan.pdf

Next

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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

Cannot Be Edited

Provide if Appropriate

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.

[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 \_\_\_\_\_  
Date 10/16/2012



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

**TOWN OF BOLTON**  
COMMONWEALTH OF MASSACHUSETTS

**GeoTMS Web**  
Welcome, Jasper!  
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### GeoTMSWeb Payments

Please enter your payment information and click the Submit Payment button to complete your application.

Please Select a Payment Type

Available Payment Methods: ☒ ACH (Electronic Check) ☐ Credit Card ☐ Pay Later

Invoice Information	
Transaction Number: <u>jp20121018125132</u>	
Fee Details	
Building (boltontestma-5050)	\$50.00 USD
Sub Total	\$50.00 USD
Convenience Fee	\$0.25 USD
<b>Total Fee</b>	<b>\$50.25 USD</b>

ACH (Electronic Check) Information	
Please fill in the required information below	
Name	<input type="text"/>
Name of Bank	<input type="text"/>
Routing Number	<input type="text"/>
Account Number	<input type="text"/>
Account Type	<input type="radio"/> Checking <input type="radio"/> Savings (Not Passbook)

Online Payment Agreement

ACH DEBIT/CREDIT CARD AUTHORIZATION

I have completed this payment form and everything I have stated is true.

I am at least 18 years of age and a United States resident.

I authorize Metropolitan Communications, LLC to review my information in order to process this payment, service my account, and manage its relationship with me.

I consent to MCC (Metropolitan Communications LLC) to use my payment information for the purpose of executing payment transactions with the financial institution endorsing this payment program. If I accept or use this password on my account, I do so subject to the terms and conditions stated. I also agree to pay all charges incurred under such terms.

☐ I agree to the terms above

**Submit**

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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:

**TOWN OF BOLTON**  
COMMONWEALTH OF MASSACHUSETTS

**GeoTMS Web**  
Welcome, Jasper!  
[Home](#) [My Account](#) [Log Out](#)

[myGeoTMSWeb](#) [Search](#) [Apply](#) [Contact Us](#) [About Us](#)

### GeoTMSWeb Payments

Please enter your payment information and click the Submit Payment button to complete your application.

Please Select a Payment Type

Available Payment Methods: ☐ ACH (Electronic Check) ☐ Credit Card ☒ Pay Later

Invoice Information	
Transaction Number: <a href="#">jp20121018125132</a>	
Fee Details	
Building (boltontestma-5050)	\$50.00 USD
Sub Total	\$50.00 USD
Convenience Fee	\$0.00 USD
Total Fee	\$50.00 USD

Pay Later Information
No additional information is necessary. You will need to either mail a payment or pay in person.

**Submit**

[myGeoTMSWeb](#) [Search](#) [Apply](#) [Contact Us](#) [About Us](#)



You'll get a final confirmation screen:

The screenshot shows the Town of Bolton GEOTMS Web interface. At the top, there are logos for the Town of Bolton and GEOTMS Web, along with a 'CHAT NOW WE ARE ONLINE' button and a welcome message for 'Jasper!'. Below the navigation bar, a message states: 'Your order has been placed successfully! You will receive an e-mail shortly with details of this transaction for your records.' The main heading is 'Your Online Application Has Been Received.' followed by a test message: 'This is a test message: Your Online Permit Application has been accepted! See below for your itemized details.' Below this, under 'Items Requested:', there is a table with three columns: Department Name, Item Name, and Amount Owed. The table lists 'Building, Electrical & Mechanical Permits' for 'Building (boltontestma-5050)' with an amount of '\$50.00'. The total is highlighted as '\$50.00'. At the bottom, the 'Transaction Number' is 'jp20121018125132'.

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Your order has been placed successfully! You will receive an e-mail shortly with details of this transaction for your records.

**Your Online Application Has Been Received.**

This is a test message: Your Online Permit Application has been accepted! See below for your itemized details.

**Items Requested:**

Department Name	Item Name	Amount Owed
Building, Electrical & Mechanical Permits	Building (boltontestma-5050)	\$50.00
		<b>Total: \$50.00</b>

**Transaction Number:** jp20121018125132

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):

The screenshot shows an email confirmation from onlinepermits@geotms.com. The header includes the sender's email, the date and time (Thursday, October 18, 2012 1:00 PM), and the subject: 'Your Online Application Has Been Received.' The body of the email repeats the confirmation message: 'Your Online Application Has Been Received.' followed by a test message: 'This is a test message: Your Online Permit Application has been accepted! See below for your itemized details.' Below this, under 'Items Requested:', there is a table with three columns: Department Name, Item Name, and Amount Owed. The table lists 'Building, Electrical & Mechanical Permits' for 'Building (boltontestma-5050)' with an amount of '\$50.00'. The total is highlighted as '\$50.00'. At the bottom, the 'Transaction Number' is 'jp20121018125132'.

**From:** onlinepermits@geotms.com [mailto:onlinepermits@geotms.com]  
**Sent:** Thursday, October 18, 2012 1:00 PM  
**To:**  
**Subject:** Your Online Application Has Been Received.

**Your Online Application Has Been Received.**

This is a test message: Your Online Permit Application has been accepted! See below for your itemized details.

**Items Requested:**

Department Name	Item Name	Amount Owed
Building, Electrical & Mechanical Permits	Building (boltontestma-5050)	\$50.00
		<b>Total: \$50.00</b>

**Transaction Number:** jp20121018125132

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.