

Construction Access Date Change Amendment

Instructions for Online Filing



Construction Access Date Change Amendment Instructions Guide

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Log-in to EEA ePlace Account

- Log-in to your account on eLicensing website
- Once logged in, click on the “My Records” Tab
- A list of all your records will display

The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with 'Mass.gov' and links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the page title is 'EEA ePLACE Portal' and it identifies the user as 'jonak'. A navigation menu includes 'Announcements', 'Logged in as: jonak', 'Accessibility Support', 'Collections (2)', 'Account Management', and 'Logout'. A 'Home' button is positioned above a row of tabs: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A green arrow points from the 'My Records' tab in the list on the left to the 'My Records' tab in the interface. Below the tabs, a 'Welcome jonak' message is displayed, along with a 'File an Online Application' button and a list of actions: 'New License, Permit, Certificate, Notification or Registration', 'Renew License, Permit, Certificate or Registration', and 'Amend License, Permit, Certificate or Registration'. A 'Convenience Fee' notice is also present.



File Date Change Amendment

- To file the Date change amendment, identify the permit and click on the 'Amendment' link. If your permit has expired, you will be unable to see the amendment link

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/10/2019	CP-00060	Construction Access Authorization	Construction Access Application	10/11/2019	Active	Amendment

- The available amendment options will display
- Select 'Construction Access New Date Request Amendment' and 'Continue Application'

Home

[DCR Applications](#)

Select an Amendment Type

Choose one of the following available amendment types. For contact us.

 Construction Access New Date Request Amendment
 Construction Access Scope Change Amendment

[Continue Application »](#)

1. Amendment Information

- Your current permit information will display on the first page
- Click on 'Continue Application' to go to the next page

Construction Access New Date Request Amendment

1 Amendment Information	2 Documents	3 Review	4 Record Submitted
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Step 1: Amendment Information > Existing Permit Information

Please see below details regarding your current Permit. The purpose of this Amendment is only to request new construction dates.

If you need to request a scope change on your permit, you will need to complete a "Scope Change Amendment". To do so, please select "DCR Applications" button and leave the page. Click on the "Amendment" link again and pick the appropriate Amendment.

* Indicates a required field.

Permittee Company

If applicable, below is the company information that the Permittee is affiliated with.

Project Location

*DCR Property Affected :
test

*Latitude :

*Longitude :

Provide detailed locations if multiple DCR locations are affected:
test

*Address Line 1 :
1 winter

Address Line 2 :

*City :
boston

State :
MA

*Zip :
02108

Approved Construction Dates

Approved Start Date:
01/21/2019

Approved End Date:
01/21/2019

[Continue Application »](#) [Save and resume later](#)



1. Amendment Information

- Click on 'Instructions' for more information about the application
- Current constructions dates will display. Modify the date/dates as needed
- Click 'Continue Application' to continue

Construction Access New Date Request Amendment

1 Amendment Information	2 Documents	3 Review	4 Record Submitted
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Step 1: Amendment Information > New Construction Dates


[Instructions](#)

* indicates a required field.

Construction Dates

Please enter the new requested construction dates.
Note - DCR Agency needs to review and approve these dates. Additional fees may apply at a later time.

* Requested Start Date:
 

* Requested End Date:
 

[Continue Application »](#) [Save and resume later](#)



2. Document Page

- Document page will display. You have the option to attach any new documents if necessary
- Click 'Continue Application' to continue

Construction Access New Date Request Amendment

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Step 2: Documents > Page 1 of 1 * indicates a required field.

Documents

Please upload the following Required Document(s) which are mandatory to Submit this Application:

No Required documents

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Continue Application >](#) [Save and resume later](#)



3. Review and Certification

- Review the application information
- Click 'Edit Application' to make changes
- If all the information is correct, select the checkbox and click 'Continue Application'

Construction Access New Date Request Amendment

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Step 3: Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Review and Certification

[Edit Application](#)

Permittee

Individual
JOHN DOE
1 WINTER ST
BOSTON, MA, 02108
United States

Telephone #111-111-1111
E-mail:JOHNDOE@TEST.COM

I certify that I have read and understand the instructions that accompany this application:

- a. I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement;
- b. The information contained in this submittal is, to the best of my knowledge, true, accurate, and complete and that no material information has been omitted;
- c. I am aware that there are significant penalties for submitting false information including, but not limited to, possible administrative and civil penalties.

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: _____

[Continue Application »](#) [Save and resume later](#)




4. Record Issuance

- A message indicating that the application has been submitted will be displayed followed by the record number
- You will be receiving email confirmation after the submission

Construction Access New Date Request Amendment

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Step 4: Record Issuance

 Successfully Completed.

Thank you for using our online services for your submission.
Your Record Number is 19-CP-00051-AMD.

Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission please contact the HelpDesk service, contact information provided above.



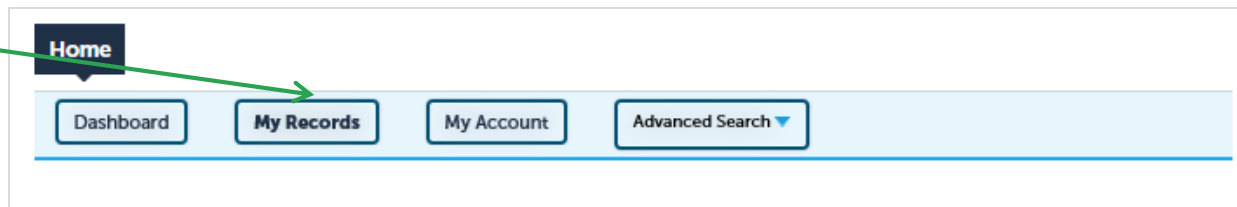
4. Record Issuance

- Please note that the agency may additionally request a record of conditions from you. You will be asked to submit an acceptance form. You will receive an email with details on how to review and submit the acceptance form
- The instructions for submission of an acceptance form are available on the MASS.GOV site
- Once the agency completes their review, you will receive an email notification indicating the agency's decision



Status

- Go to the 'My Records' tab to check the status of your notification/application



- A list of all your applications will be displayed here

- Note: If you have any questions about your application status please call the DCR agency*

A screenshot of the 'My Records' page. At the top, there is a dropdown menu labeled 'DCR'. Below it, the text 'Showing 1-10 of 17' is followed by links for 'Download results' and 'Add to collection'. A green arrow points from the 'Add to collection' link to the 'Status' column header in the table below. The table has columns for Date, Identifying Number, Record Type, Category, Expiration Date, Status, and Action.

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/11/2019	19-CP-0020-AMD	Construction Access Scope Change Amendment	CP Scope Change Amendment		Accepted	
<input type="checkbox"/>	10/11/2019	19-CP-0019-AMD	Construction Access New Date Request Amendment	CP Date Change Amendment		Approved	
<input type="checkbox"/>	10/10/2019	19TMP-014763	Acceptance Form	Permit Approval for 19-CP-0110-APP			Resume Application
<input type="checkbox"/>	10/10/2019	CP-00060	Construction Access Authorization	Construction Access Application	10/11/2019	Amendment In Progress	
<input type="checkbox"/>	10/09/2019	19-CP-0110-APP	Construction Access Application	Construction Access Application		Approved	



To Get Help

If you have questions about your ePLACE Account (account set up, password, find a form, make payment, My Records), please contact us at:

ePLACE_helpdesk@state.ma.us or call (844) 733-7522 (7:30 am –5pm, M-F)

