Pre-requisites to Completing the Online Application:

* **Permittee Certification** document to be completed and executed by the Permittee (Licensee). This form may not be completed by an attorney, consultant, or other representative.   
  [Permittee COC Certification](https://www.mass.gov/media/2358101/download)
* **P.E. Certification** by a registered professional engineer licensed to do business in the Commonwealth that the project was completed according to the plans, specifications, and conditions of the license.
* **Wetlands Protection Act Certificate of Compliance** (if the project was previously issued an Order of Conditions or Superseding Order of Conditions under said Act)
* **Recording Information**
* If the license subject to the COC application was issued through the ePlace portal, the Recording Information is required to be submitted online prior to initiating the COC application

[ePlace Waterways Recording Information Amendment](https://www.mass.gov/doc/eplace-waterways-recording-information-amendment/download)

* If the license subject to the COC application was issued through the paper process (pre-November, 2021), prior to submittal of a COC application the Permittee will need to “Claim” the license in the ePlace portal to create an online record. This process includes submittal of the Recording Information.

[Chapter 91 Claim Authorization Instructions](https://www.mass.gov/media/2223716/download)

[EEA ePLACE Claim Authorization Instructions](https://www.mass.gov/media/2278946/download)

Additional Information Required for a Partial COC Application:

* Information delineating the portion of the project for which the Partial COC is requested and describing the public benefits associated with such portion.
* Documentation that all public benefits associated with such portion have been provided.