Emergency Construction Notification

Instructions for Online Filing

Emergency Construction Notification

❑ How to create an account on ePLACE

❑ How to file an online application

❑ How to get help

Register for an Account

- Create or Log-in to your account in ePlace

- First time users click here

- Be sure to provide your full name, address, and contact information when setting up your account. This information will be used for your application.

File an Online Application

- Click here to file an online application and continue on the pages accordingly

- Expand the EEA list by clicking on the ▶ to the right

- Select 'Apply for a DCR Authorization' and click Continue
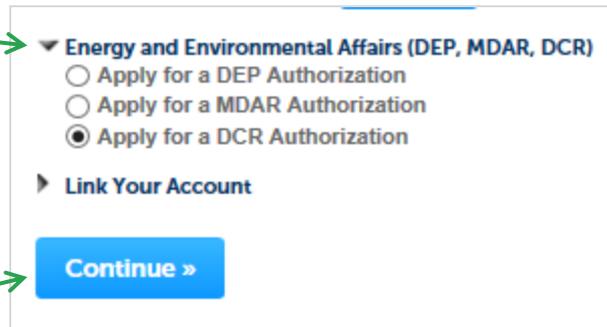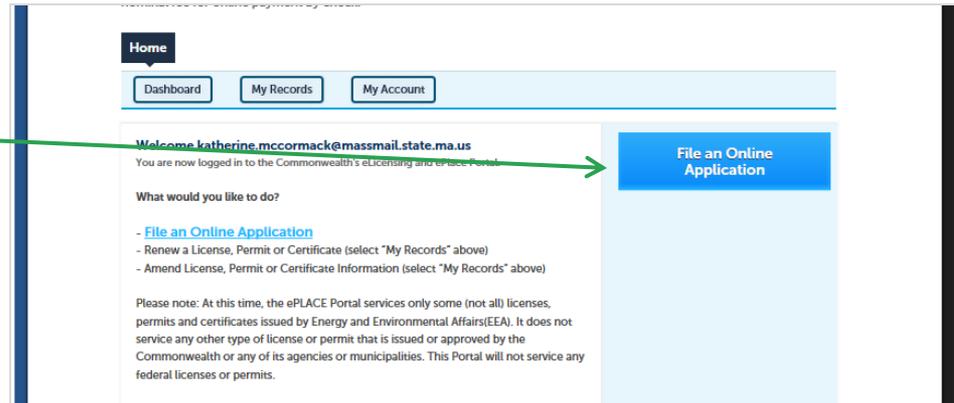
File an Online Application

- Click the "Construction and Vehicle Access Permits" to see available applications

- Select "Emergency Construction Notification" and Click "Continue Application"

1. Application Information

- Click on "Instructions" for more information about this permit

- *Note: Purpose of this application is to only notify the agency in a case of an Emergency, you will still need to file a Construction Access Application afterwards*

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1 Application Information	2 Documents	3 Applicant Information	4 Review	5 Record Submitted

Step 1: Application Information > Page 1 of 1

Instructions

Due to the emergency nature of this request, a police detail is required before you mobilize on site.

This form is for notification purposes only. Applicant/Permitee must also fill out a full Construction Access Permit.

* indicates a required field.

1. Application Information – General Information

- Enter all the required information for the Emergency

- Include all the locations effected by this Emergency

- Provide a brief Description of the Emergency

- Click "Continue Application" to go to the next page

General Information

*Company or Permittee Name :

*Onsite Contact Name:

*Onsite Contact Phone: ⓘ

*Location (Include nearest street/intersection/landmark):

*Construction Start Date :

*Construction End Date :

*Description of Emergency :

*Was there or will there be lane closures? :
○ Yes ○ No

Continue Application »

Save and resume later

2. Documents

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Step 2: Documents > Documents

*indicates a required field.

Documents

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, an~
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update
No records found.			

- You have the option to attach any documents related to this Emergency (e.g a photo of the emergency location)

- To upload the documents, click ADD and select from your list and click Continue

- Click "Continue Application" to go to the next page

Add

Continue Application »

File Upload   ×

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.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Continue   **Add**   **Remove All**   **Cancel**

3. Applicant Information

- A company or organization name is required in the applicant information

- Click "Edit"

- A pop-up box will appear

- Enter the name of business/company/ organization (if you don't have one please enter NA)

- Click "Continue"

- Click "Continue Application" to go to the next page

Applicant Information

Please click the EDIT button to verify your information and to add your Business/Company/Organization Name.

If you are NOT a Business/Company/Organization, please enter NA.

Note - You will NOT be able to continue the application until this step is completed.

Press on the "Continue Application" button to review or certify this application. Press "Save and Resume Later" button only if exiting the application at this time.

⊗ **An error has occurred.**
Some of the required fields have not been completed.
Please edit the contact and complete the required information.

Applicant Information:

Test Tester

1 Winter Street

Boston, MA, 02108

Telephone #: 617-111-1111 Email: test@test

Edit

Continue Application »

Contact Information

* indicates a required field

* Name of Business/Company/Organization

* First: Test   Middle: * Last: Tester

Country: United States

* Address Line / P.O.Box: 1 Winter Street

* City: Boston   * State: MA   * Zip: 02108

Home Phone: 617-111-1111   Work Phone: Mobile Phone:

Fax: E-mail: test@test.com

Continue Discard Changes

4. Review and Certification

- Review the application information to make sure it is correct

- Click "Edit Application" to change any information

- If all information is correct, click the checkbox and agree

- Click "Continue Application" to submit this notification

Review and Certification

Edit Application

General Information

Company or Permittee Name :	ABC123
Onsite Contact Name:	Test Tester
Onsite Contact Phone:	1111111111
Location (Include nearest street/intersection/landmark):	Test location

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**

5. Record Issuance

- Once your application is submitted you will receive a Record number

- Upon the submission of this notification the DCR agency will be notified immediately by email, along with a copy of your Emergency information. You will receive the same notification

- *Note: You will need the record number provided at this submission page to apply for a Construction Access Application*

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Step 5: Record Issuance

✓ Successfully Completed.

Thank you for using our online services for your submission.
Your Record Number is 19-ECN-0001-APP.

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.

7. Status

- To Check status of your notification/application, please click on My Records tab

- 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*

Home

| Dashboard | **My Records** | My Account |

▼ DCR

Showing 1-10 of 17 | Download results | Add to collection

	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
☐	03/12/2019	19-ECN-0001-APP	Emergency Construction Notification			Notification Received	
☐	03/11/2019	19-CP-0005-APP	Construction Access Application	Construction Access Application		In Review	
☐	03/11/2019	19-CP-0004-APP	Construction Access Application	Construction Access Application		Payment Pending	Pay Fees Due

To Get Help

Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records) or any technical issues, please call the HelpDesk services:

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