

# 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

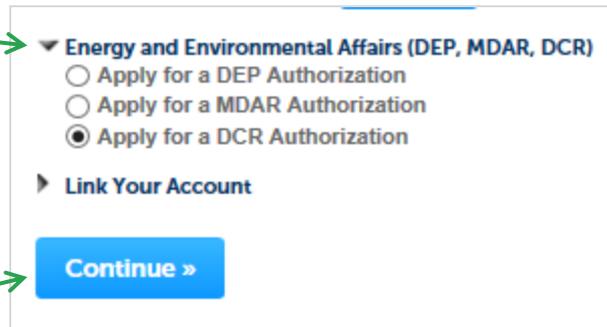
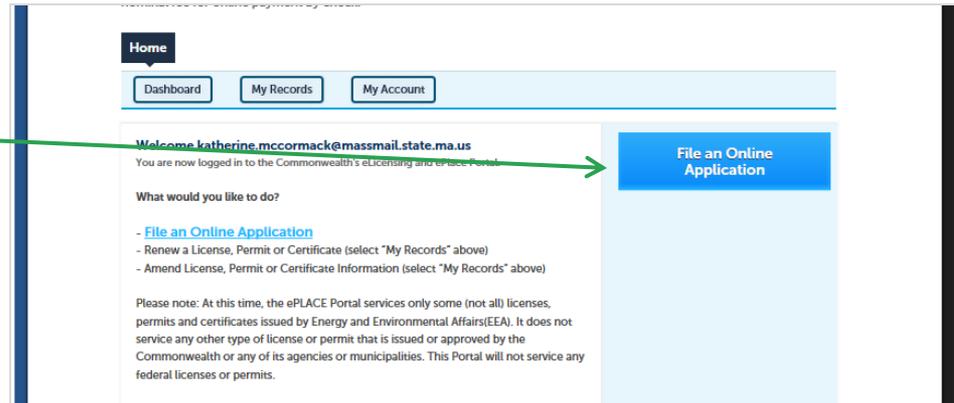
- Create or Log-in to your account in ePlace
- First time users click [here](#)
- Be sure to provide your full name, address, and contact information when setting up your account. This information will be used for your application.

The screenshot displays the EEA ePLACE Portal on the Mass.gov website. The page header includes navigation links for State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. The main content area features the EEA ePLACE Portal logo and a navigation menu with links for Announcements, Accessibility Support, Register for an Account, and Login. A green arrow points from the text 'here' in the list to the 'Register for an Account' link. Below the navigation menu, there is a 'Need Help?' section with contact information for the ePLACE Help Desk Team, including phone numbers and email addresses. A 'Contact:' section lists the Energy and Environmental Affairs, MASSDEP, MDAR, and DCR. A 'Home' button is visible below the contact information. The main content area is divided into two columns. The left column contains a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section, followed by 'Options for Licensees and Applicants' (Apply for, Renew, or Amend a License, Permit, Certificate or Notification; Make Payments Online) and 'ePLACE Portal Account Registration' information. The right column contains a 'Login' section with input fields for User Name or E-mail and Password, a 'Login »' button, and a 'Remember me on this computer' checkbox. A note at the bottom of the right column states: 'Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued.'



# 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

Home

DCR Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▼ Construction and Vehicle Access Permits

- Annual Commercial Vehicle Application
- Boylston Street September 1st Moving Application
- Construction Access Application
- Emergency Construction Notification
- Short-Term Vehicle or POD Application

▶ Special Use Permits

Continue Application »

- Select “Emergency Construction Notification” and Click “Continue Application”



# 1. Application Information

- Click on “Instructions” for more information about this permit

## Emergency Construction Notification

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

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

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\* 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

## Emergency Construction Notification

1 Application Information	2 Documents	3 Applicant Information	4 Review	5 Record Submitted
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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, and .exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update
No records found.			

#### 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.

- 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



# 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**

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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.com

[Edit](#)

[Continue Application »](#)

**Contact Information** ✕

\* Name of Business/Company/Organization

\* First:  Middle:  Last:

Country:

\* Address Line / P.O.Box:

\* City:  \* State:  \* Zip:

Home Phone:  Work Phone:  Mobile Phone:

Fax:  E-mail:

[Continue](#) [Discard Changes](#)



# 4. Review and Certification

- Review the application information to make sure it is correct

## Review and Certification

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- Click “Edit Application” to change any information

Edit Application

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

### General Information

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

- Click “Continue Application” to submit this notification

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*

## Emergency Construction Notification

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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

The screenshot shows a web application interface. At the top, there is a navigation bar with three tabs: 'Home', 'Dashboard', and 'My Records'. The 'My Records' tab is highlighted. Below the navigation bar, there is a section titled 'DCR' with a dropdown arrow. Underneath, there is a summary line: 'Showing 1-10 of 17 | [Download results](#) | [Add to collection](#)'. Below this is a table with the following columns: 'Date', 'Identifying Number', 'Record Type', 'Category', 'Expiration Date', 'Status', and 'Action'. The table contains three rows of data.

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	03/12/2019	<a href="#">19-ECN-0001-APP</a>	Emergency Construction Notification			Notification Received	
<input type="checkbox"/>	03/11/2019	<a href="#">19-CP-0005-APP</a>	Construction Access Application	Construction Access Application		In Review	
<input type="checkbox"/>	03/11/2019	<a href="#">19-CP-0004-APP</a>	Construction Access Application	Construction Access Application		Payment Pending	<a href="#">Pay Fees Due</a>

- 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*

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

