

# Construction Access Permit

Instructions for Online Filing



# Construction Access Permit

- How to create an account on ePLACE
- How to file an online application
- How to pay the application fee
- How to check your permit status
- 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.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

## EEA ePLACE Portal

[Announcements](#)  [Accessibility Support](#) [Register for an Account](#) [Login](#)

**Need Help?** For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

**Contact:**  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)  
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

### Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

**ePLACE Portal Account Registration:**

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

**Login**

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued.

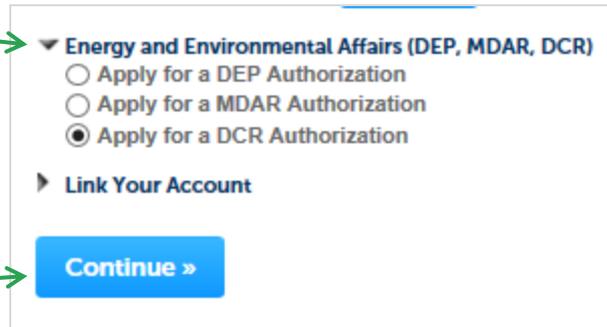
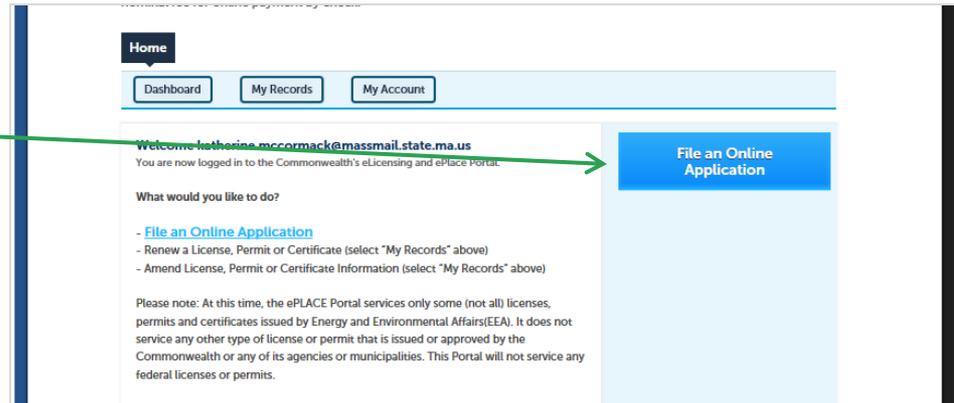


# File an Online Application

- Click [here](#) to file an online application and follow 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 Construction Access Application and Click “Continue Application”



# 1. Contact Information – Permittee

- If you are completing this application on behalf of the Permittee, Look up and select the Permittee

- If you are the Permittee, select I'm Permittee

- *Note: Permittee will need to be registered in the EEA ePlace Portal prior to starting this application so they can be selected from the list.*

Home

DCR Applications

Construction Access Application

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Submitted
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Step 1: Contact Information > Page 1 of 1

\* indicates a required field.

Permittee

Permittee is the person or signatory authority whom is responsible for signing and accepting all conditions of the Permit. If you are the Permittee, please select "I'm Permittee".

If you are preparing the application on behalf of the Permittee, click on "Look Up", search and select the appropriate Permittee.

Note – If you are unable to find the correct Permittee, click on "save and resume later" button. Advise the Permittee to create an account in the EEA ePLACE Portal and then resume the application.

I'm Permittee    Look Up

Look Up Contact

First:     Middle:     Last:

E-mail:

Look Up    Clear    Cancel



# 1. Contact Information – Permittee Company

- If applicable, Add the Permittee Company. This information is for the company that has requested this application

## Permittee Company

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

**Add New**

## Contact Information

\* Individual/Organization:

Organization ▼

\* Name Of Organization

Contact Person

\* Country:

United States ▼

\* Address Line / P.O.Box:

\* City:

\* State:

--Select-- ▼

\* Zip:

E-mail:

Telephone #

**Continue**

**Clear**

Discard Changes

- Click Add New to enter the information, once the information has been entered click Continue



# 1. Contact Information – Application Contributors

- If you are going to have prepares help you fill out this application, please Look up and select them in this section

## Application Contributors/Prepares

If multiple prepares will be part of filling out this application, you will need to add them below.

Note – If you are unable to find the correct Preparer, click on “save and resume later” button. Advise the Preparer to create an account in the EEA ePLACE Portal and then resume the application.

Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application »

Save and resume later

- *Note: All Prepares will need to register in the EEA ePlace Portal, so that you are able to select them from the list*
- Click “Continue Application” to go to the next page



## 2. Application Information

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

- Click “Fee Schedule” of more information on the calculation of the constructions fees

- Note: Additional Construction fees may apply and will be assessed at a later time, by the agency*

Home

DCR Applications

Construction Access Application

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Step 2: Application Information > Page 1 of 3

Instructions

Fee Schedule

\* indicates a required field.



## 2. Application Information – Project Location

- Enter Project Location of where the construction will take place
- Latitude and Longitude are required, to find that information, please click the ? mark
- Click “Continue Application” to go to the next page

### Project Location

Name the DCR property or properties; Park and/or Parkway, plus specific location and municipality the access and/or construction is sought, address of work site.

\*DCR Property Affected :

\* Latitude (If you need help finding the correct information, please click on the questions mark) : ?

\* Longitude (If you need help finding the correct information, please click on the questions mark) : ?

Provide detailed locations if multiple DCR locations are affected:

\* Address Line 1 :

Address Line 2 :

\* City :

State :

\* Zip :

Continue Application »

Save and resume later



# 2. Application Information

## Construction Access Application

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Submitted
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Step 2: Application Information > Page 2 of 3

\* indicates a required field.

### Emergency Notification

If you previously completed an Emergency Construction Notification for this project, please enter the number below.

ECN Number: 

### Construction Dates

Requested dates are subject to DCR approval and are not guaranteed.

\*Requested Start Date:  
 

\*Requested End Date:  
 

### Operating Hours

Requested hours are subject to DCR approval and are not guaranteed.

\*Requested operating hours and days:

- If this application is a follow up of a prior notified Emergency, please enter that record number here



- Enter your construction dates. These dates are not guaranteed and are subject to Agency approval
- Enter your operating hours and days. These are not guaranteed and are subject to Agency approval



# 2. Application Information

## GC or Sub. Information

If the contractor changes throughout the project, please notify the agency.

Company Name :

Primary Contact Name :

Office Phone:

Mobile Phone:

Email :

Address Line 1 :

Address Line 2 :

City :

State :

Zip :

Continue Application »

Save and resume later

- Enter your general contractor or sub-contractor information
- If you don't have this information at time of filling out this application, please provide it to the agency once known
- Click "Continue Application" to go to the next page



# 2. Application Information – Project Information

## Construction Access Application

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Submitted
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Step 2: Application Information > Page 3 of 3

\* indicates a required field.

### Project Information

\* Describe the Purpose of the Project :

\* Company Project Number/Work Order (If this is not applicable, please enter N/A):

\* Do you have a detailed project schedule? :

Yes  No

\* Is a trench required for this project? :

Yes  No

\* Will this project use trucks that are over 40 tons in weight? :

Yes  No

\* Will a crane be set up on DCR property?:

Yes  No

\* Is this request for a lay-down area? :

Yes  No

\* Will this project impact roadway or pedestrian traffic? :

Yes  No

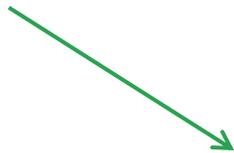
\* Are there other environmental permits or licenses that are needed for this project? :

Yes  No

Continue Application »

Save and resume later

- Enter the project information and answer to all the questions accordingly
- *Note: Some additional documentation will be required depending on the answers of the questions*
- Click “Continue Application” to go to the next page



# 3. Documents

## Construction Access Application

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Submitted
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Step 3: Documents > Page 1 of 1

\* indicates a required field.

### List of Documents

Please upload 3 Required Document(s) which are mandatory to Submit this Application:

1. Construction and Engineering Plans
2. Locus Plan of the Area
3. Photo of Existing Work Location Conditions

### Attachment

When uploading file document(s) the maximum file size allowed is 50 MB. The 'File Name' (including file extension) MUST NOT exceed 71 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.

Name	Type	Size
No records found.		

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.

Desert.jpg	100%
------------	------

Continue

Add

Remove All

Cancel

- Attach all the required documents in order to move forward with the application
- To upload the documents, click ADD and select from your list and click Continue
- *Note: You will not be able to move forward until these documents have been added. For description on what these documents are, please go to back to the Mass.gov page*



# 3. Documents

## List of Documents

Please upload 3 Required Document(s) which are mandatory to Submit this Application:

1. Construction and Engineering Plans
2. Locus Plan of the Area
3. Photo of Existing Work Location Conditions

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

Name	Type	Size	Latest Update	Action
<a href="#">Desert.jpg</a>	Construction and Engineering Plans	826.11 KB	03/11/2019	<a href="#">Actions ▼</a>
<a href="#">Jellyfish.jpg</a>	Photo of Existing Work Location Conditions	757.52 KB	03/11/2019	<a href="#">Actions ▼</a>
<a href="#">Hydrangeas.jpg</a>	Locus Plan of the Area	581.33 KB	03/11/2019	<a href="#">Actions ▼</a>

Add

Continue Application »

Save and resume later

- Upload all the required types as displayed. There could be more required documents depending on your project
- *Note: Name of document should not exceed 75 characters. Please read the instructions*
- Click “ Continue Application” to go to the next page



# 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

Permittee

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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:

- Click “Continue Application” to go to the next page

Continue Application »

Save and resume later



# 5. Pay Fees

- You have two options to pay the application fee, Pay Online or Pay by Mail
- If you select Pay by Mail, your application will be submitted and you will need to send a check to the Agency, instructions on where to send the check will be emailed
- *Note: The agency will start the review of the application once the application fee has been paid. We encourage you make this payment online*

## Construction Access Application

1	2 Application Information	3 Documents	4 Review	5 Pay Fees	6 Record Submitted
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### Step 5: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will receive a payment confirmation.

Payment may also be made by mail. Instructions on how to make a payment will be included in your email notification.

**NOTE** - If your permit requires additional costs, they will be accessed at a later date.

### Application Fees/Costs

Fees	Amount
Construction Access Application Fee	\$50.00

### TOTAL FEES

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\$50.00

[Pay Online »](#)

[Pay by Mail»](#)



# 5. Pay Online

- If you select “Pay Online” you will be redirected to a third party payment page.
- Provide the information required on this page and click on “I accept” to indicate your acceptance of the Commonwealth of Massachusetts Terms of Agreement and nCourt Terms Agreement.
- At the bottom of the page is the button to “submit Payment” or, if you wish to change your mind and pay by mail, Click the “Back” button to return to the application

Payment → Receipt

### Payment

You have elected to pay for the following item(s).

Description	Attendee	Service Fee	Amount
DCR/CAP/Construction Access Permit/Application	19TMP-003398	\$1.18	\$50.00
			<b>\$1.18</b>
			<b>\$50.00</b>

**Total Amount Due: \$51.18**

#### Billing Information

Same As Previous Information

First Name: test

Last Name: tester

Street: 1 test rd

City: boston

State/Territory: Massachusetts

Zip: 02108

Phone Number: (111) 111-1111

Email: test@test.com

Confirm Email: test@test.com

[Back](#)

#### Payment Information

Credit/Debit Card  Electronic Check/ACH

Card Type: VISA

Card Number: 11111111111111111111

CVV Code: 000

Expiration: 01 / 2020

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
 I Accept

#### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.

[Submit Payment](#)



# 6. Record Issuance

- Once your application is submitted you will receive a Record number. Please keep this number as reference to check the status
- You will receive two notifications after submission. A Proof of Record, which is a copy of your application and successful submission email.
- *Note: If you Pay Online, you will receive a payment receipt from the payment vendor nCourt*

## Construction Access Application

1	2 Application Information	3 Documents	4 Review	5 Pay Fees	6 Record Issuance
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### Step 6: Record Issuance



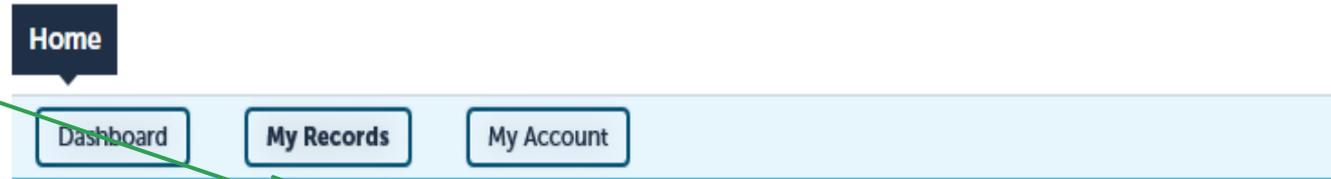
Successfully Completed.

Thank you for using our online services for your submission.  
Your Record Number is 19-CP-0005-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 of application

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



- A list of all your applications will be displayed here

▼ DCR

Showing 1-10 of 15 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<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>

- 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)

