

Annual Commercial Vehicle Permit

Instructions for Online Filing



Annual Road Use 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 the EEA ePlace Portal
- First time users click [here](#)
- Be sure to provide your full name, address, and contact information when setting up your account.

The screenshot displays the EEA ePLACE Portal homepage. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the page title is 'EEA ePLACE Portal'. A 'Home' button is visible. The main content area includes a 'Need Help?' section with contact information for the ePLACE Help Desk Team, a 'Contact:' section with links for Energy and Environmental Affairs, MDAR, and DCR, and a 'Convenience Fee:' section. On the right side, there is 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. Below the login section, there is a 'New Users: Register for an Account' link. A green arrow points from the text 'click here' in the list to this registration link.

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-ePLAC 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. 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 »](#)

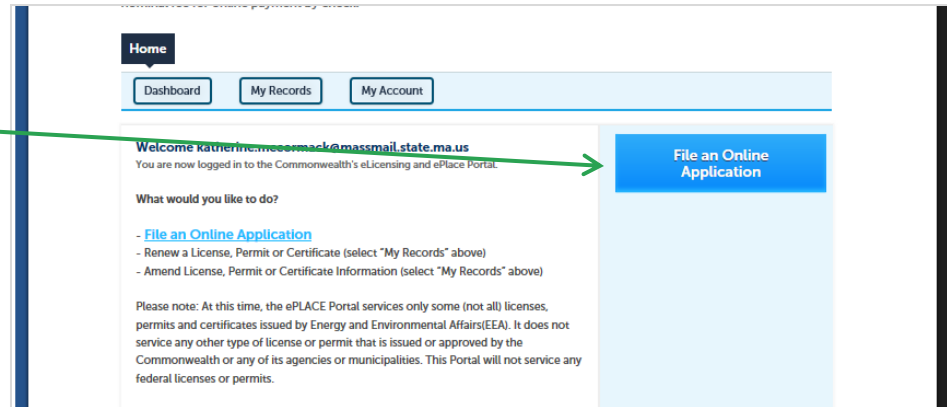
Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

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

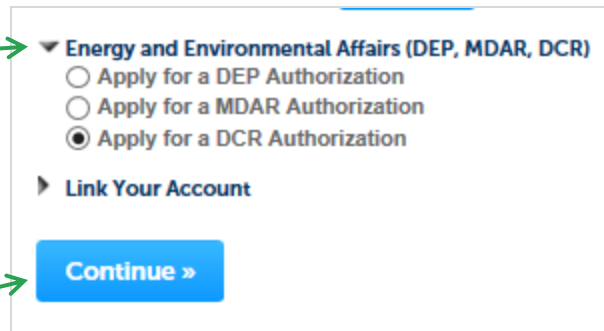


File an Online Application

- Click [here](#) to start



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

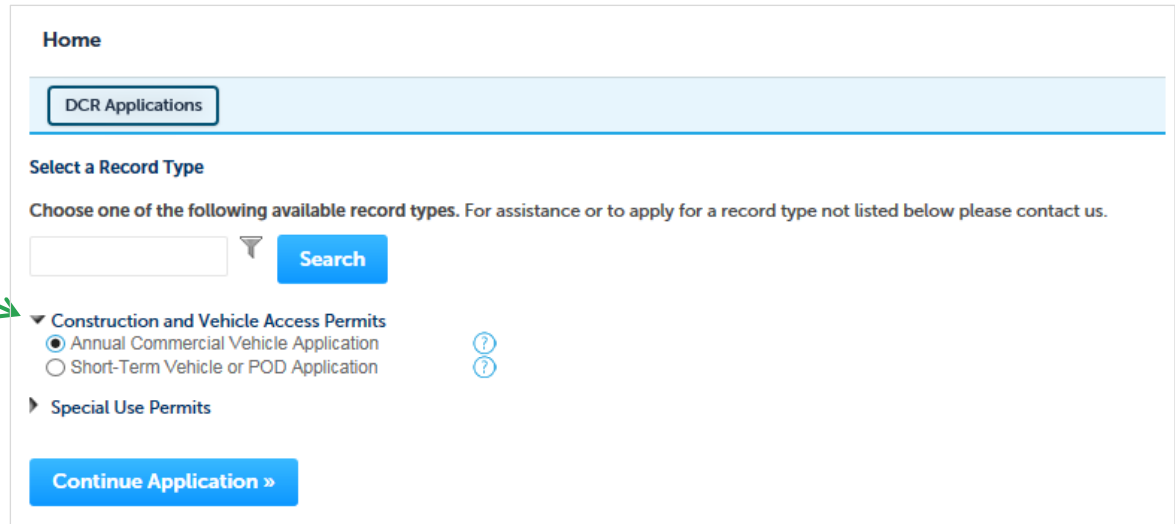


- Select 'Apply for a DCR Authorization' and click Continue



File an Online Application

- Expand “Construction and Vehicle Access Permits” list to see available applications



The screenshot shows a web interface for 'DCR Applications'. At the top, there is a 'Home' header and a 'DCR Applications' button. Below this is a section titled 'Select a Record Type' with a search bar and a 'Search' button. The text below the search bar reads: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' Underneath, there is a dropdown menu for 'Construction and Vehicle Access Permits' which is expanded to show two options: 'Annual Commercial Vehicle Application' (selected with a radio button) and 'Short-Term Vehicle or POD Application'. There are two question mark icons to the right of these options. Below the dropdown is a 'Special Use Permits' section with a right-pointing arrow. At the bottom of the form is a blue button labeled 'Continue Application »'.

- Select Annual Commercial Vehicle Application and Click “Continue Application”



1. Application Information – Company Information

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

Annual Commercial Vehicle Application

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

[Instructions](#)


If you are using a vehicle that is greater than 40 tons or 80,000 pounds, please apply for a Construction Access Permit instead.

* Indicates a required field.

Company Information

* Company or School Department :

* Contact Name :

* Contact Phone: 

* Email :

* Street Address Line 1 :

Street Address Line 2 :

* City/Town :

* State :

* Zip:



1. Application Information – Roadway Information

- Enter the Roadway Information



Roadway Information

• DCR Roads Used:

• List All Cities and Towns :

• Purpose of Vehicle Use:

• Frequency of Use:



1. Application Information – Vehicle Details

- Enter all Vehicles that are included in the application
- Add one row per vehicle by clicking “Add a row”
- You can add multiple rows by clicking the downward facing triangle on the “add a row” button

Vehicle Details

VEHICLE DETAILS

Showing 1-1 of 1

<input type="checkbox"/>	Make	Model	Registration Plate Number	Length (ft.)	Height (ft.)	Weight (lbs.)	
<input type="checkbox"/>	make	model	ABC123	20	8	4000	Actions ▾

Add a Row ▾ Edit Selected Delete Selected

Add 2 Rows
Add 3 Rows
Add 4 Rows
Add 5 Rows
Add 6 Rows
Add 7 Rows
Add 8 Rows

Save and resume later

2. Documents (Attaching)

- See the documents that must be attached (Route Map)
- To attach documents electronically, click “Add” to start

Home

DCR Applications

Annual Commercial Vehicle Application

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

* indicates a required field.

List of Documents

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. Route Map

Documents

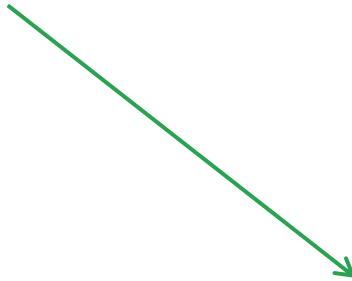
When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and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

Name	Type	Size	Latest Update	Action
No records found.				

Add

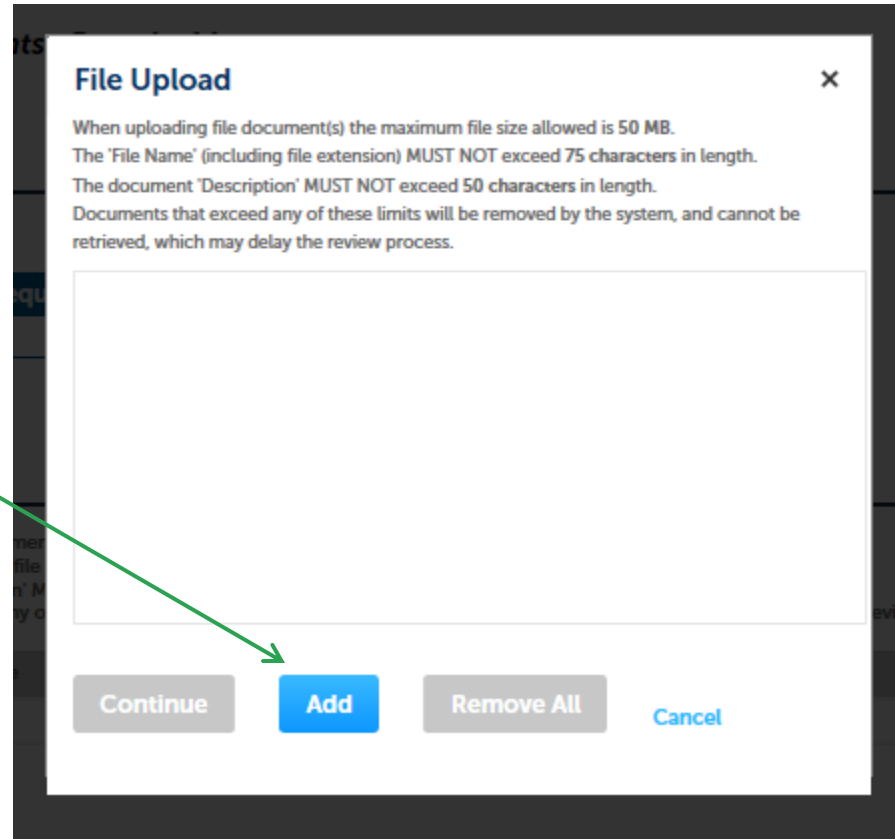
Continue Application »

Save and resume later




2. Documents (Attaching)

- You will get a pop up box
- Click “Add” on the pop up
- Find you’re the document you wish to attach from your computer
- Click on the file name then click “open”
- Once the document uploads in the file upload box, click “Continue”



2. Documents (Attaching)

- Pick a document type from the drop down list and type in a description of the document you attached
- Click “Save”
- The document will take a minute to load. When complete you will get the following message

 The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

List of Documents

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. Route Map

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 cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove

Route Map

File:

Desert.jpg

100%

*Description (Maximum 50 characters):

description

Save Add Remove All

- Click “Continue Application”



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
- Click “Continue”
- Click “Continue Application”

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: tes

[Edit](#)

[Continue Application »](#)

Contact Information

* Name of Business/Company/Organization

* First:

Middle:

* Last:

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.
- Click “Edit Application” to change any information
- If all information is correct, click the checkbox and click “Continue Application”
- After you’ve continued, the screen indicates the application has been successfully completed.
- You will receive a record number

Review and Certification

If you arrive at this Review page after selecting “Resume Application” from your dashboard, (and then select “Pick up where I left off”), you will need to click on the “Applicant Information” tab at the top of this page, and then click “Continue” to finish submitting this application.

[Edit Application](#)

Company Information

Company or School Department :	A
Contact Name :	A
Contact Phone:	2222222222
Email :	A@b.c
Street Address Line 1 :	1
Street Address Line 2 :	
City/Town :	1
State :	AR
Zip:	11111

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. 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. Pay Fees Due

- When the application has been approved, you will receive an email notification that the fee is ready to be paid.
- Log-in to the ePLACE portal
- Find your application record on the “My Records” page and click “Pay Fees Due”

Home

Dashboard My Records My Account

▶ DEP

▼ DCR

Showing 1-10 of 54 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	06/14/2018	18-AP-0026-APP	Annual Commercial Vehicle Application	Annual Commercial Vehicle		Payment Pending	Pay Fees Due



5. Pay Fees Due

- Both “Pay Online and “Pay by Mail” are available.
- To pay by mail you can send a check
- You are encouraged to pay online.

DCR Applications

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 be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees/Costs

Fees		Amount
Annual Commercial Vehicle Application Fee	1	\$150.00

TOTAL FEES
Note: This does not include additional costs which will be billed at a later date.

\$150.00

[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

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

Description	Attendee	Amount
DCR/CAP/Annual Permit/Application	18TMP8001013	\$150.00
		\$150.00

Total Amount Due: \$153.53

Billing Information

Same As Previous Information

First Name
test

Last Name
tester

Street
1 winter st

City
boston

State/Territory
Massachusetts

Zip
02108

Phone Number
(817) 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
1111111111111111

CVV Code
111

Expiration
01 2017

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

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

[Submit Payment](#)



To Get Help

Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records)

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

