



Enter your transmittal number →

Transmittal Number

Your unique Transmittal Number can be accessed online:
https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment

Massachusetts Department of Environmental Protection
Transmittal Form for Permit Application and Payment

1. Please type or print. A separate Transmittal Form must be completed for each permit application.

2. Make your check payable to the Commonwealth of Massachusetts and mail it with a copy of this form to: MassDEP, P.O. Box 4062, Boston, MA 02211.

3. Three copies of this form will be needed.

Copy 1 - the original must accompany your permit application. Copy 2 must accompany your fee payment. Copy 3 should be retained for your records

4. Both fee-paying and exempt applicants must mail a copy of this transmittal form to:

MassDEP
P.O. Box 4062
Boston, MA
02211

* Note: For BWSC Permits, enter the LSP.

A. Permit Information

1. Permit Code: 4-to-7-character code from permit instructions
2. Name of Permit Category
3. Type of Project or Activity

B. Applicant Information - Firm or Individual

1. Name of Firm - Or, if party needing this approval is an individual enter name below:
2. Last Name of Individual
3. First Name of Individual
4. MI
5. Street Address
6. City/Town
7. State
8. Zip Code
9. Telephone #
10. Ext. #
11. Contact Person
12. e-mail address

C. Facility, Site or Individual Requiring Approval

1. Name of Facility, Site or Individual
2. Street Address
3. City/Town
4. State
5. Zip Code
6. Telephone #
7. Ext. #
8. DEP Facility Number (if Known)
9. Federal I.D. Number (if Known)
10. BWSC Tracking # (if Known)

D. Application Prepared by (if different from Section B)*

1. Name of Firm or Individual
2. Address
3. City/Town
4. State
5. Zip Code
6. Telephone #
7. Ext. #
8. Contact Person
9. LSP Number (BWSC Permits only)

E. Permit - Project Coordination

1. Is this project subject to MEPA review? [] yes [] no
If yes, enter the project's EOEA file number - assigned when an Environmental Notification Form is submitted to the MEPA unit:
EOEA File Number

F. Amount Due

Special Provisions:

- 1. [] Fee Exempt: city, town, county, or district of the Commonwealth; federally recognized Indian tribe housing authority; municipal housing authority; the MBTA; or state agency if fee is \$100 or less. There are no fee exemptions for BWSC permits, regardless of applicant status.
2. [] Hardship Request - payment extensions according to 310 CMR 4.04(3)(c).
3. [] Alternative Schedule Project (according to 310 CMR 4.05 and 4.10).
4. [] Homeowner (according to 310 CMR 4.02).

DEP Use Only

Permit No:

Rec'd Date:

Reviewer:

Check Number Dollar Amount Date