
WW05 - Certificate of Compliance

MassDEP Bureau of Water Resources, Waterways & Wetlands





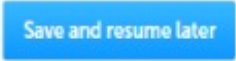

EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a new **WW05 – Certificate of Compliance**
- ❑ A Certificate of Compliance is required for most Chapter 91 authorizations and it verifies that a project licensed pursuant to Chapter 91 has been completed according to the plans, specifications, and conditions of that license.
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process



General Navigation

- ❑ Always Click  to move to the next page
- ❑ Do NOT use the Browser Back Button  as this will take you out of the system
- ❑ Any field with a red asterisk (*) is required before you can move off the page
- ❑ Click  to save your work and resume at a later time
- ❑ Click on the tool tips where applicable to get more details 
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



How to Apply

First time users:

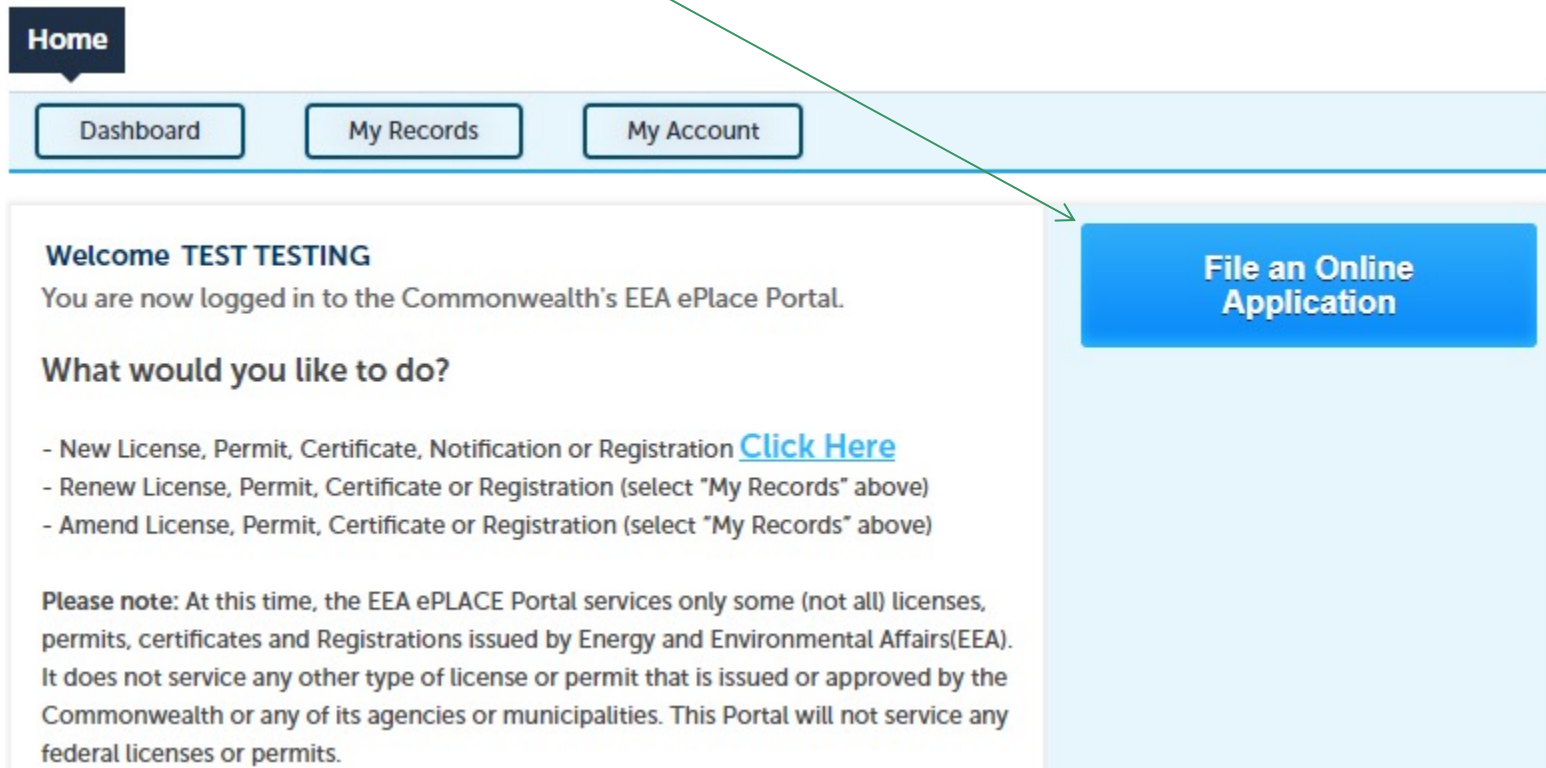
- ❑ Click or type this address on your browser:
[Mass.gov Licensing and Permitting Portal](https://www.mass.gov/Licensing-and-Permitting-Portal)
- ❑ Follow the prompts to create a new user account
- ❑ Log into your account in EEA ePlace using your username/password

The screenshot shows the EEA ePLACE Portal website. 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 is the "EEA ePLACE Portal" header. A navigation menu includes "Announcements", "Accessibility Support", "Register for an Account", "Reports (2)", and "Login". A green arrow points from the "Register for an Account" link in the list to the "Register for an Account" link in the navigation menu. Below the navigation menu, there is a "Need Help?" section with contact information for the ePLACE Help Desk Team. A "Contact:" section lists "Energy and Environmental Affairs, MASSDEP", "Energy and Environmental Affairs, MDAR", and "Energy and Environmental Affairs, DCR". A "Home" button is visible. The main content area is divided into two columns. The left column contains a "Welcome to the Commonwealth of Massachusetts ePLACE Portal" message, "Options for Licensees and Applicants" (including "Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration" and "Make Payments Online"), and "ePLACE Portal Account Registration" information. A green arrow points from the "Follow the prompts to create a new user account" step to the "Options for Licensees and Applicants" section. The right column contains a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Remember me on this computer" checkbox, and a "Login" button. Below the login form are links for "I've forgotten my password" and "New Users: Register for an Account". A "Please note:" section at the bottom right explains that ePLACE Portal services only cover some licenses, permits, and certificates issued by Energy and Environmental Affairs (EEA).



File an Online Application

- ❑ Select here to start



The screenshot shows the EEA ePlace Portal interface. At the top left, there is a 'Home' button. Below it, a navigation bar contains three buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area on the left displays a welcome message for 'TEST TESTING', a list of actions to take, and a disclaimer. On the right side, a large blue button labeled 'File an Online Application' is highlighted with a green arrow pointing from the text 'Select here to start'.

Home

Dashboard My Records My Account

Welcome TEST TESTING
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

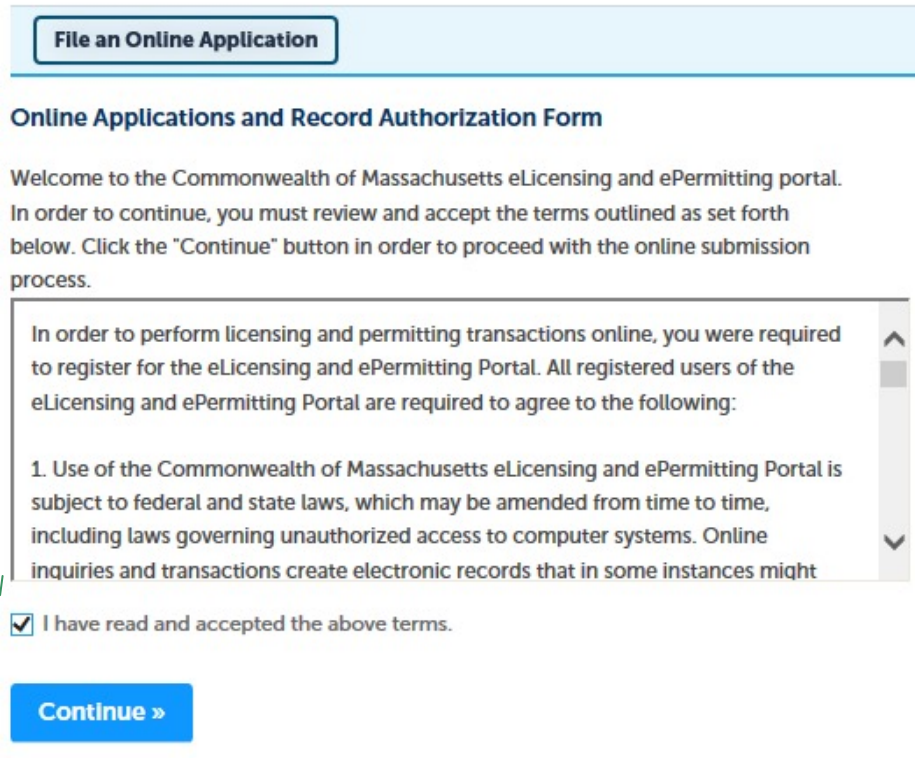
Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

File an Online Application



File an Online Application

- ❑ Read and accept the Terms and Conditions
- ❑ Click the checkbox and select “Continue”



File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

I have read and accepted the above terms.

Continue »



Apply for a WW05 Application

- ❑ Select “Apply for a DEP Authorization-Waterways Chapter 91 (WW) to expand the list of applications

- ❑ You can also search for the application on the search bar field

Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

New Applicants:

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

Existing Applicants:

Click Home and use the “My Records” tab to renew or amend a license, permit, certification or registration. If they are not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact 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.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ **Apply for a DEP Authorization - Waterways Chapter 91 (WW)**
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only

Continue »



Apply for a WW05 Application

- ❑ Select “**WW05 – Certificate of Compliance**” and select continue at the bottom of the page to start the application

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▼ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
 - Waterways Pre-Application for WW06 and WW24
 - WW01 - Water-Dependent License/Permit Application
 - WW04 - Determination of Applicability Application
 - WW05 - Certificate of Compliance**
 - WW06 - Simplified License Application
 - WW14 - Nonwater-Dependent License/Permit Application
 - WW16 - Nonwater-Dependent License/Permit in a MHP Area Application
 - WW17 - Nonwater-Dependent License/Permit Joint MEPA/EIR Application
 - WW24 - General License Certification Application
 - WW25 - Test Project Permit Application
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only

[Continue »](#)



Step 1: Authorization Information

❑ To submit a WW05 – Certificate of Compliance, you will need the Chapter 91 Authorization Number

❑ Please see instructions on how to enter the authorization number in the field

❑ Select “Continue Application” to proceed

WW05 - Certificate of Compliance

1 Authorization Information	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
-----------------------------	-----------------------	---------------------------	-------------	-------------------------	---	---

Step 1: Authorization Information > Page 1 of 1

Instructions

NOTE – Please do not proceed with a COC for a Combined Authorization. Please contact the agency at dep.waterways@mass.gov

Please enter your Chapter 91 Authorization Number (WWXX-XXXXXXX) below.

If the license subject to the COC application was issued through the paper process (pre-November, 2021), prior to submittal of a COC application the Permittee will need to “Claim” the license in the ePlace portal to create an online record. This process includes submittal of the Recording Information.

For additional information about Chapter 91 ePLACE Claim Authorization instructions, please visit - <https://www.mass.gov/doc/chapter-91-eplace-claim-authorization-instructions/download>

For additional information about EEA Claim Authorization instructions, please visit - <https://www.mass.gov/guides/general-information-about-the-eea-eplace-portal>

* indicates a required field.

Authorization Information

*Please enter the Chapter 91 Authorization Number:

Continue Application »

Save and resume later



EEA ePlace Portal

Step 2: Contact Information

- ❑ The contacts are **auto-populated** from the Chapter 91 Authorization Record.
- ❑ **Permittee:** Verify the information. If you need to change the Permittee, first REMOVE the permittee and read instructions to enter a new “Permittee”.
- ❑ **Application Contacts:** Verify the information.
 - ❑ If you have additional contacts – Permittee(s), Property Owner(s) or other; Please read instructions, select “Add New” or “Look up” and follow the prompts
 - ❑ Select corresponding “Contact Type” and follow the prompts to enter additional information. Repeat for each contact type that is needed for the application.

1 Authorization Information	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
-----------------------------	-----------------------	---------------------------	-------------	-------------------------	---	---

Step 2: Contact Information > Page 1 of 1

INSTRUCTIONS

* indicates a required field.

Permittee

“Permittee” is the individual, or individual authorized by a company/organization submitting the application and the authorization will be issued in their name.
If you are the Permittee you may click on “Add New” button and select the checkbox on the top “Use Login Information” and click “Continue”.

If you are a consultant, engineer, attorney, or other representative who is preparing the application on behalf of the Permittee you are an “Application Contact”. Do not enter your name or contact information in the fields for the Permittee.

- If the Permittee has an EEA ePLACE account and they will be contributing to the Application process, click “Look Up” button, search and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and will not be contributing to the Application process, click “Add New” button and enter the Permittee information on their behalf.
- If there are multiple Permittees, please enter information for one primary Permittee here and any additional Permittees in the “Application Contact” section.

An application will not be processed without valid contact information for the Permittee that includes their mailing address and phone number or email address.

Permittee:

WW14 Permittee
2-234
Boston, MA, 23434
Telephone #: 222-222-2222 Email: test@test.com

[Edit or View](#) [Remove](#)

Application Contacts

An “Application Contact” is an individual or organization who is a party to the application (in addition to the Permittee), or who is contributing to the application. For example, a Property Owner, Additional Permittee, a consultant, an authorized representative etc.,

- If the Contact has an EEA ePLACE account and they will be contributing to the Application process, click “Look Up” button, search and select the appropriate Contact.
- If the Contact does not have an EEA ePLACE account and/or will not be contributing to the Application process, click “Add New” button and enter their Contact information.

Note – If a Contact who will be submitting information in the online Application process has not yet created an account, click on “save and resume later” button, advise the Contact to create an account in the EEA ePLACE Portal, and then resume the application and “Look Up” that person.

[Add New](#) [Look Up](#)

Showing 0-0 of 0

Contact Type	Name	Organization Name	Contact Person	Action
No records found.				

[Continue Application »](#)

Select Contact Type

* Contact Type:

- Select--
- Additional Permittee
- Additional Property Owner
- Application Prepared By
- Permittee Company
- Property Owner

[Continue](#)



EEA ePlace Portal

Step 3: Application Information

- ❑ The primary project location information is auto-populated from the Chapter 91 Authorization

- ❑ Please review the information on the **Primary Project Location**

Step 3: Application Information > Page 1 of 1

Instructions

* indicates a required field.

Primary Project Location

Please review the Primary Project Location Information. This information cannot be edited, if there are any inaccuracies please select "Save and Resume" and contact the Waterways Program at dep.waterway@mass.gov.

Name of the Waterbody:
Lake Wonderful

* Street # 100 * Street Name: Lake st Street Name 2

* City: Somewhere * State: MA * Zip: 01234-

Latitude* 12345 Longitude* 12345

Clear



Step 3: Application Information

- ❑ Select the appropriate information in the General Information section
 - ❑ **Note:** Depending on the selection the appropriate documents will be required by the system
- ❑ Depending on the authorization type, appropriate fees will be assessed by the system
- ❑ Select “Continue Application” to proceed

General Information

The Department may issue a partial Certificate of Compliance for a portion of a project if all public benefits associated with such portion have also been provided. If a partial Certificate is requested, please attach supplemental information delineating the portion of the project for which the Partial Certificate is requested and describing the public benefits associated with such portion which have been provided.

*Are you applying for a Full or Partial COC?:

- Select--
- Full COC
- Partial COC

*Type of Waterways License Applicability and Compliance Certifications: 

- Select--
- Cert Of Compliance - Extended Term
- Cert Of Compliance - Nonwater Dependent
- Cert Of Compliance - Water Dependent

[Continue Application >](#)



Step 4: Document

- ❑ Upload all required documents for the application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, select “Browse”

WW05 - Certificate of Compliance

1	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
---	-----------------------	---------------------------	-------------	-------------------------	----------	---

Step 4: Documents > Page 1 of 1

Instructions

* indicates a required field.

Documents

The Permittee COC Certification may be accessed at <https://www.mass.gov/how-to/ww-05-certificate-of-compliance>, please have this form completed and signed by the Permittee (Licensee) and upload here. Please note that this form may not be completed by a consultant, attorney, or other representative of the Permittee.

Documents:

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

1. COC Wetlands Order of Conditions
2. PE COC Certification
3. Permittee COC Certification

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.
.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .mst; .php; .pif; .scr; .sct; .shb; .sys; .vb; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

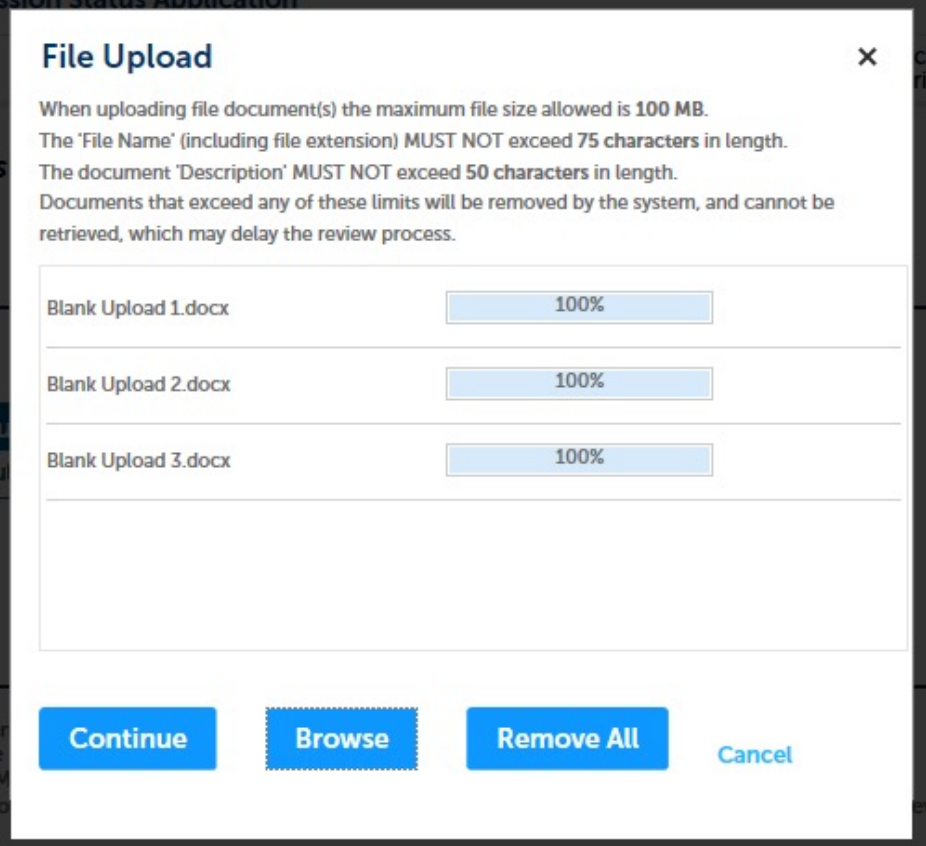
Continue Application >

Save and resume later



Step 4: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Select “Browse”
- ❑ Choose the file(s) you want to attach.
- ❑ When all files reach 100%, click “Continue”



File Upload ✕

When uploading file document(s) the maximum file size allowed is **100 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.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

Continue **Browse** **Remove All** **Cancel**



Step 4: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Select “Browse” to add more documents
- ❑ When all documents are uploaded and described, select “Save”

The screenshot displays a web interface for uploading documents. It features three identical document entry forms stacked vertically. Each entry includes:

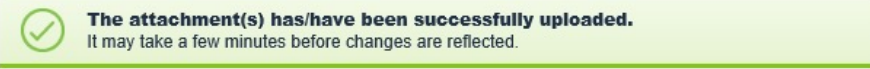
- File:** Blank Upload 1.docx, Blank Upload 2.docx, and Blank Upload 3.docx respectively.
- Progress:** A blue progress bar indicating 100% completion.
- Description:** A text area with the placeholder text "A maximum of 50 characters."
- Type:** A dropdown menu currently set to "--Select--".
- Action:** A blue "Remove" button to the right of the type dropdown.

At the bottom of the interface, there are four main buttons: "Save", "Browse", "Remove All", and "Continue Application >". A "Save and resume later" button is also present in the bottom right corner.



Step 4: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ When ready, select “Continue Application” to proceed



WW05 - Certificate of Compliance

1	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
---	-----------------------	---------------------------	-------------	-------------------------	----------	---

Step 4: Documents > Page 1 of 1

[Instructions](#)

* indicates a required field.

Documents

The Permittee COC Certification may be accessed at <https://www.mass.gov/how-to/ww-05-certificate-of-compliance>, please have this form completed and signed by the Permittee (Licensee) and upload here. Please note that this form may not be completed by a consultant, attorney, or other representative of the Permittee.

Documents:

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

1. COC Wetlands Order of Conditions
2. PE COC Certification
3. Permittee COC Certification

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.
*.bat; *.bin; *.dll; *.exe; *.js; *.msi; *.sql; *.vbs; *.ade; *.adp; *.chm; *.cmd; *.com; *.cpl; *.hta; *.ins; *.isp; *.jar; *.jse; *.lib; *.lnk; *.mde; *.msc; *.msp; *.mst; *.php; *.pif; *.scr; *.sct; *.shb; *.sys; *.vb; *.vbe; *.vxd; *.wse; *.wsf; *.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
invite_1 - Copy - Copy (2).png	PE COC Certification	88.12 KB	08/19/2021	TEST	Actions ▼
invite_1 - Copy - Copy.png	Permittee COC Certification	88.12 KB	08/19/2021	TEST	Actions ▼
invite_1 - Copy - Copy - Copy.png	COC Wetlands Order of Conditions	88.12 KB	08/19/2021	TEST	Actions ▼

[Browse](#)

[Continue Application](#) ▶

[Save and resume later](#)



Step 5: Special Fee Provision

- ❑ If a Special Fee Provision is applicable, check the appropriate box and provide requested information
- ❑ Select “Continue Application” to proceed

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
---	---	---------------------------	-------------	-------------------------	----------	-------------------------

Step 5: Special Fee Provision > Page 1 of 1

[Instructions](#)

Do not check any of these boxes unless the applicant meets the criteria identified in the help text below for a special fee provision.

* indicates a required field.

Special Fee Provision

Check if applicable:

Exemption: [?](#)

Exclusion (special agreement or policy): [?](#)

Substitution (ASP/IRP): [?](#)

Double Fee for Enforcement: [?](#)

Hardship payment extension request: [?](#)

[Continue Application >](#) [Save and resume later](#)



Step 6: Review

- ❑ The entire application is shown on a summary page for your review
- ❑ If you need to make any changes, select “Edit Application”
- ❑ Continue to the bottom of the page

Home

DEP Applications

1 2 3 Application Information 4 Documents 5 Special Fee Provision 6 Review 7 Application Submitted

Step 6: Review

[Continue Application »](#) [Save and resume later](#)

Please review all the information before submitting. Once this application has been submitted, you will not be able to make changes. To make changes you will need to contact the agency directly.

Review and Certification

[Edit Application](#)

Permittee

Individual
JONA KUCl
1 Winter St.
Boston, MA, 01208
United States
Use Login Information: Yes

Telephone #: 111-111-1111
E-mail: jona.kuci@mass.gov

Permittee Company

Application Contributors

Showing 0-0 of 0

Contact Type	Name	Organization Name	Contact Person	Action
No records found.				

Facility Information

TEST | 1 Winter Street Boston MA 11111
DEP Facility ID: null
DEP Region: NE
Message: null
Facility Record ID: 21-FAC-017276

Additional Information

Additional Information:

Documents

Documents:

Please upload 3 Required Document(s) which are mandatory to submit this Application: 1. Local Authority Approval 2. MassDEP Application Form 3. Site Plan

Attachment



Step 6: Review

- ❑ Read the Certification Statement
- ❑ Click the check the box to complete the certification
- ❑ Select “Continue Application” to proceed with the submittal of the application

Application Submitter

Individual
Testing Eipas
Melrose, MA, 01928

Telephone #:123-123-2323
E-mail:testing@eipas.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)



Step 7: Pay Fees

- ❑ Both online payment and pay by mail are available
- ❑ Online payment also requires payment of a service charge
- ❑ Select the appropriate box to continue

WW05 - Certificate of Compliance

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Application Submitted
---	---	---	-------------	-------------------------	----------	------------	-------------------------

Step 7: 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 be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit 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

Fees	Amount
WW05 Application Fees	\$215.00
Total Fees:	\$215.00

[Pay Online »](#)

[Pay by Mail »](#)



Pay Online

- ❑ If you choose “Pay Online”, you will be brought to this screen
- ❑ Provide all payment and billing information
- ❑ Accept the terms and conditions and select submit
- ❑ You will be e-mailed a receipt

The screenshot shows a payment form with two main sections: Billing Information and Payment Information. The Billing Information section includes fields for First Name, Last Name, Street, City, State/Territory, Zip, Phone Number, Email, and Confirm Email. The Payment Information section includes a Card Type dropdown (with 'Credit/Debit Card' and 'Electronic Check/ACH' options), a Card Number field (containing 'TEST MODE'), a CVW Code field (containing '123'), and an Expiration date selector (set to '01' and '2011'). Below the Payment Information section is a checkbox labeled 'I Accept' and a link to the 'Commonwealth of Massachusetts Terms Agreement'. A blue 'Back' button is located at the bottom left of the form area.

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



Pay by Mail

- ❑ If you choose “Pay by mail”
 - ❑ Check your email for instructions
- ❑ The application will not be reviewed until payment is received

To Pay Online: If you have paid online by credit or ACH you will receive an additional notification from the epayment vendor that your payment is complete. Review of your application will begin. That notification will include a Reference ID # for your records.

To Pay by Mail: If you choose to "Pay by Mail", please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Record Number 21-WW13-0005-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.



Step 8: Submission Successful!

- ❑ When you submit the application, you will receive a Record ID so you can track the status of the application online
- ❑ Upon submission of the application please check your email for system notifications


Home

DEP Applications

WW05 - Certificate of Compliance

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Record Issuance
---	---	---	-------------	-------------------------	----------	------------	-------------------

Step 8: Record Issuance

 Successfully Completed.

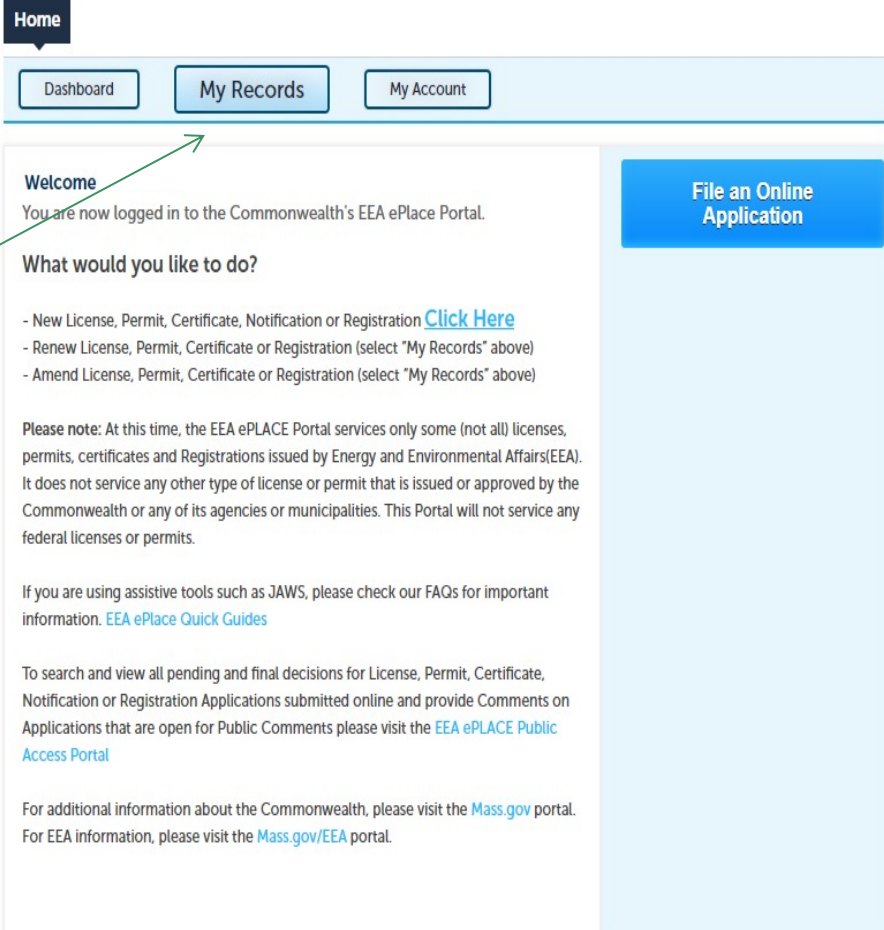
Thank you for using our online services.
Your Record Number is 21-WW05-0006-APP.

You will need this number to check the status of your application.



To check the status of an application

- ❑ Log on to EEA ePlace portal
- ❑ [Mass.gov Licensing and Permitting Portal](#)
- ❑ Go to your “My Records” page to see and/or track the status of an application



The screenshot displays the EEA ePlace Portal interface. At the top, there is a navigation bar with three tabs: 'Dashboard', 'My Records', and 'My Account'. The 'My Records' tab is currently selected. Below the navigation bar, the main content area is titled 'Welcome' and includes a message: 'You are now logged in to the Commonwealth's EEA ePlace Portal.' Underneath, there is a section titled 'What would you like to do?' with three bullet points: '- New License, Permit, Certificate, Notification or Registration [Click Here](#)', '- Renew License, Permit, Certificate or Registration (select "My Records" above)', and '- Amend License, Permit, Certificate or Registration (select "My Records" above)'. A 'Please note' section follows, stating that the portal only services some licenses, permits, certificates, and registrations issued by Energy and Environmental Affairs (EEA). Below this, there is a note about assistive tools like JAWS and a link to 'EEA ePlace Quick Guides'. The next section provides instructions on how to search for pending and final decisions and provides a link to the 'EEA ePLACE Public Access Portal'. Finally, there is a note about additional information, linking to the 'Mass.gov' portal and the 'Mass.gov/EEA' portal. On the right side of the page, there is a blue button labeled 'File an Online Application'.



Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: ePLACE_helpdesk@state.ma.us

For business related questions, please visit the link below
or email dep.waterways@mass.gov

<https://www.mass.gov/lists/chapter-91-forms-massdep>



EEA ePlace Portal