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# WW06 - Simplified License Application

Bureau of Water Resources, Waterways and Wetlands



**EEA ePLACE Portal**

# Overview

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- ❑ **WW06 – Simplified License Application** may only be submitted if you are eligible as determined through the **WW-Pre-Application Process**
- ❑ A WW06 certification provides owners of small residential docks, piers, seawalls and bulkhead with a simplified process for licensing their structures
- ❑ Chapter 91 of the Massachusetts General Laws requires licensing of all non-commercial, residential, water-dependent, small-scale docks, piers, and similar structures within tidelands, Great Ponds, and navigable rivers. The state legislature amended MGL Chapter 91 with a new Section 18c that allowed MassDEP to create a General License for these structures
- ❑ This document will take you through the ePlace online permitting application process



# General Navigation

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- 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. 
- We strongly suggest using Microsoft EDGE as a preferred browser



# How to Apply

## ❑ First time users:

- ❑ Click or type this address on your browser:

<https://eplace.eea.mass.gov/citizenaccess>

- ❑ Follow the prompts to create a new user account.
- ❑ Be sure to provide full name, address and contact information when you set up your account

## ❑ Return users: Log into your account in ePlace using your username/password

Announcements  Accessibility Support [Register for an Account](#) Reports (2)  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](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, Notification or Registration
- 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 to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration
- Renew a License, Permit, Certificate or Registration
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

**First Time Users:**

**Login**

User Name or E-mail:

Password:

Remember me on this computer

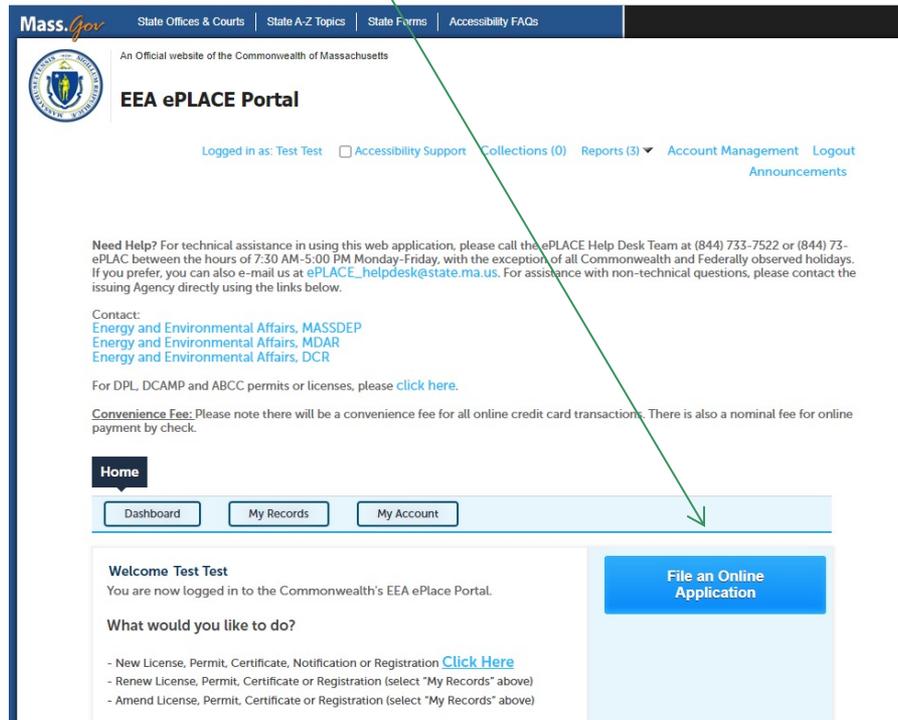
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

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



# File an Online Application

- ❑ Click “File an Online Application” to start



The screenshot displays the EEA ePLACE Portal interface. 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 portal title 'EEA ePLACE Portal' is visible, along with user information: 'Logged in as: Test Test', 'Accessibility Support', 'Collections (0)', 'Reports (3)', 'Account Management', and 'Logout Announcements'. A 'Home' button is located in the top left of the main content area. A horizontal menu contains 'Dashboard', 'My Records', and 'My Account' buttons. A green arrow points from the text 'Click “File an Online Application” to start' to a prominent blue button labeled 'File an Online Application' in the bottom right corner. The main content area also includes a 'Welcome Test Test' message, a list of actions like 'New License, Permit, Certificate or Registration', and contact information for technical assistance.



# File an Online Application

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- Read and accept the Terms and Conditions
- Click the checkbox and click “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

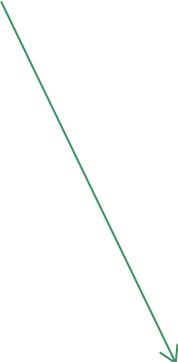
I have read and accepted the above terms.

**Continue »**



# File an Online Application

- ❑ Click on **“Apply for a DEP Authorization – Waterways Chapter 91 (WW)”**



- ▶ 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 - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ 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



# How to Apply: Pre-Application step

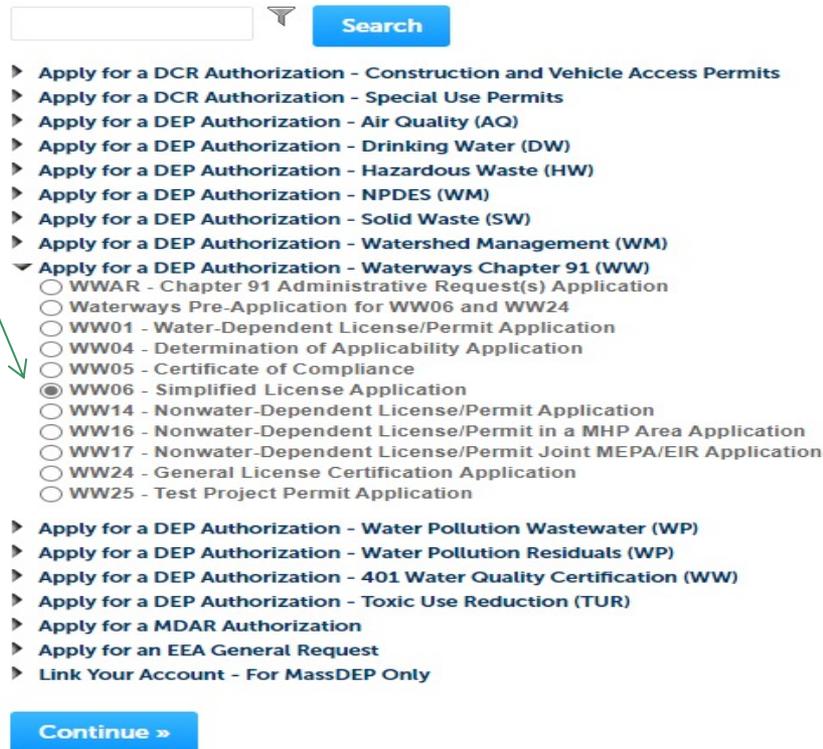
- ❑ Prior to applying for a WW24:
- ❑ Submit a **Pre-Application for WW06 and WW24** to determine your eligibility for a WW24
- ❑ Second, if you are eligible, note the record number you will receive via notification. This **Pre-Application Record Number** must be added during the WW24 application submission
- ❑ If you have already completed the Pre-application process, go to the next slide

The screenshot shows a search bar with a dropdown arrow and a 'Search' button. Below the search bar is a list of application categories. The 'Apply for a DEP Authorization - Waterways Chapter 91 (WW)' category is expanded, showing a list of options. The 'Waterways Pre-Application for WW06 and WW24' option is selected with a radio button. Below the list is a 'Home' link and a 'DEP Applications' button. A progress bar shows six steps: 1. WW24 Information, 2. WW06 Information, 3. Status Information, 4. Review, 5. Application Submitted, and 6. Application Submitted. The sixth step is highlighted in green. Below the progress bar is a green box with a checkmark icon and the text: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' Below this is a thank you message: 'Thank you for using our online services. Your Record Number is 22-WW-PRE-0014-APP. You will need this number to check the status of your application.'



# File an Online Application

**Select WW06 Simplified License Application and Click “Continue”**



- ▶ 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)
  - WWAR - Chapter 91 Administrative Request(s) Application
  - 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



# File an Online Application

- ❑ Enter the Pre- Application Record number
- ❑ Click “Continue Application” to proceed

Home

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**Step 1: Pre-Application Information > Page 1 of 1**

[Instructions](#)

\* indicates a required field.

**Pre-Application Information**

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Prior to initiating this application, you are required to complete a Pre-Application form to verify the project's eligibility for a Simplified License.

If you have not yet completed that process, please exit this application, and complete the Pre-Application form. For instructions please visit [mass.gov](http://mass.gov).

\* Please enter the Pre-Application Record Number:

22-WW-PRE-0008-APP

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



# Step 2: Contact Information

- ❑ **Permittee:** Read instructions to enter “Permittee” then Click “Add New” or “Look up”.
- ❑ **Application Contacts:** If you have additional contacts – Permittee(s), Property Owner(s) or other; Please read instructions then click on “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 your application

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.

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

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

Note – If a Contact who will be submitting information in the online Application process, click the “save and resume later” button, advise the Contact to create an account in the EEA ePLACE system and “Look Up” that person.

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

Select Contact Type

\* Contact Type:

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

[Continue](#)



# Step 2: Contact Information

Select the appropriate answer to each of the questions

Click “Continue Application” to proceed

## Additional Contacts Info

\* Please provide the Name of the Permittee(s) exactly as it should be listed in the license/permit that will be recorded at the Registry of Deeds (the name(s) listed here need to match the name(s) listed on the plans or the license may be rejected by the Registry of Deeds):

test

\* I hereby attest that I have listed all the Permittees in the Application Contacts section (each Permittee entered as a separate contact - do not list 2 names in 1 field): [?](#)



\* Is the project site within a right of way? :

Yes  No

Are you the sole owner of right of way? : \*

Yes  No

\* Are you submitting evidence of legal authority to apply in lieu of the Property Owner's Signature? If yes, please attach a document 'Evidence of Legal Authority' in the document section: [?](#)



\* I hereby attest that I have listed all the Property Owners in the Application Contacts section: [?](#)



[Continue Application »](#)

[Save and resume later](#)



# Step 3: Application Information

- ❑ Click on “Add a Row” to List all components of the structure/structures that are included in the subject application
- ❑ Follow the prompts to select further answers
- ❑ Read instructions on how to enter information on your **Primary Project Location**

The screenshot shows the 'Project Details' section of the EEA ePLACE Portal. It includes a table for listing structure components, a 'Primary Project Location' section with address and coordinate fields, and a 'PROJECT DETAILS (EEA)' section for providing application information. Three red callout boxes highlight specific areas:

- Top Callout:** 'Select Apply for (Select only one)' with radio button options: 'Construct a new post - 1984 structure', 'Maintain and/or modify an existing post - 1984 structure', and 'Maintain and/or modify an existing pre-1984 structure/fill'. It includes 'Next »' and 'Cancel' buttons.
- Middle Callout:** 'Select Please select the structure / fill (Select only one)' with radio button options: 'Boat Lift', 'Float(s)', 'Gangway', 'Pier/ Dock', and 'Pile-Supported Boat House'. It includes '« Back', 'Finish »', and 'Cancel' buttons.
- Bottom Callout:** 'PROJECT DETAILS (EEA)' section with instructions and input fields for 'Apply for:', 'Please select the structure / fill:', 'Length of the structure (in ft):', and 'Width of the structure (in ft):'. It includes 'Submit' and 'Cancel' buttons.



# Step 3: Application Information

- Please read instructions for more details
- Enter your Project Information
- Select the appropriate answer to the question
- Click “Continue Application” to proceed



## Project Information

Please use the text box to describe the project.

Please use the text box to describe the location(s) that is the subject of this application if it involves multiple properties/locations and/or if there is not a traditional physical address for the property. Please see the help text for examples.

If the project location is a single property with a traditional physical address, please enter N/A in this text box and only complete the “Primary Property Location”.

\* Brief Description of Project (e.g., dock, seawall, boat ramp, Harborwalk – if a longer narrative is to be provided, please upload a separate document):

\* Brief Description of Project Location - Non-Traditional Address(e.g., “west end Toronto Avenue right-of-way at Gloucester Harbor” DO NOT complete this field if your project has a traditional address –enter N/A):

\* Tax Assessor’s ID Number:

\* Is the Project site in an Environmental Justice Community?:

Yes  No

Which Wetlands Protection Act process document are you attaching?:

--Select--

Continue Application >

Save and resume later



# Step 3: Application information

- Please read the disclaimer, confirm you have completed this important step
- Enter publication notification date
- Enter the publication name
- Select all the eligible parties you have notified about your project
- Click “Continue Application” to proceed

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Step 3: Application Information > Page 2 of 2

[Instructions](#)

I hereby certify that I have submitted the Public Notice to the Municipal Official, Planning Board, Zoning Enforcement Officer (if applicable) and Conservation Commission, and sent the Public Notice via certified mail, return receipt requested, to all property owners, interested parties, and abutters. I further certify that the Public Notice was published in accordance with 310 CMR 9.10(3)(e) on the date specified below.

\* indicates a required field.

Attestation

Public Notice Newspaper Publication Notification Date: \*

MM/DD/YYYY

Name of the publication where the public notice was published: \*

Municipal Official:

Planning Board:

Zoning Enforcement Officer (for Coastal Structures only):

Conservation Commission:

All Property Owner:

Interested Parties:

Abutters:

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



# Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table and details here
- ❑ To begin attaching documents, click “Browse”

WW06 - Simplified License Application

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Step 4: Documents > Page 1 of 1

[Instructions](#)

Please upload the required documents which are mandatory for submission of this application, in addition to any supplemental information that may be required for your specific project.

One of the WPA Documents and Plans are mandatory for most of the applications.

\* indicates a required field.

List of Documents

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Documents:

**Please upload 5 Required Document(s) which are mandatory to submit this Application:**

1. Chapter 91 Plans
2. Copy of Public Notice
3. Evidence of Legal Authority
4. WPA Notice of Intent
5. WPA Plans

Documents

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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](#)

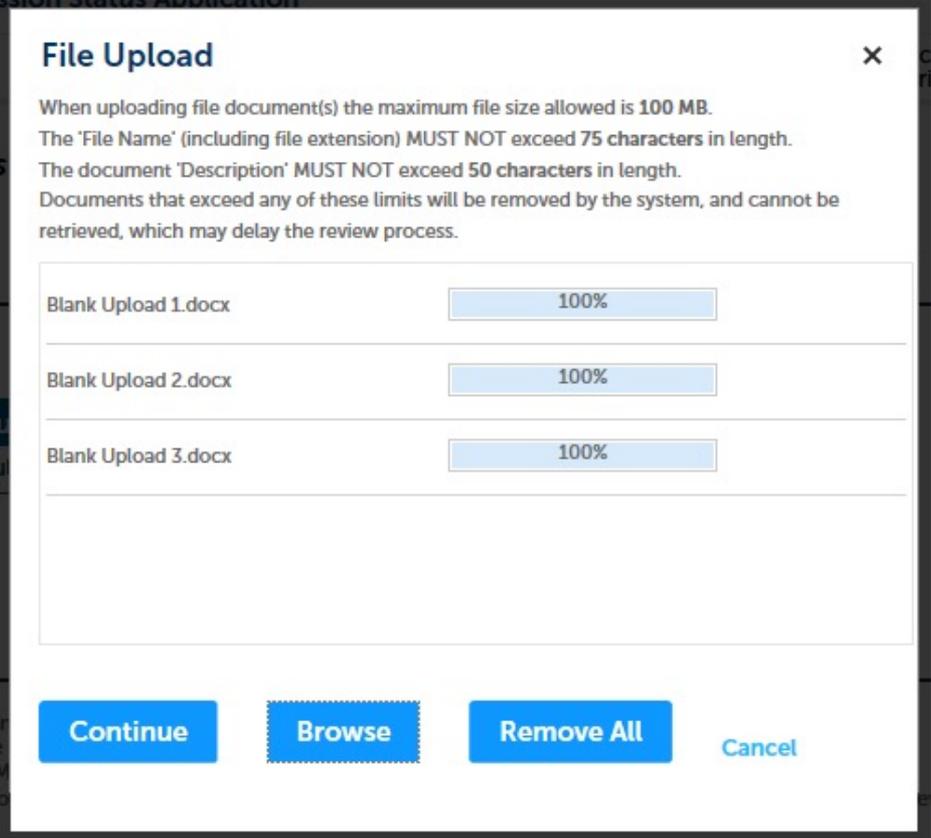
[Continue Application »](#)

[Save and resume later](#)



# Step 4: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “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
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”
- ❑ Click “Continue Application” to proceed

The screenshot displays a web interface for attaching documents. It features three identical document entry forms stacked vertically. Each form includes a 'Type' dropdown menu (currently showing '--Select--'), a 'File' name (e.g., 'MDAR\_Pesticide\_Approval\_v1.1\_20220314\_145608 (1).pdf'), a progress indicator at 100%, and a 'Description (Maximum 50 characters)' text area. A 'Remove' link is positioned to the right of each form. At the bottom of the interface, there are five buttons: 'Save', 'Browse', 'Remove All', 'Continue Application', and 'Save and resume later'.



# Step 4: Documents (Attaching)

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

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

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Step 4: Documents > Page 1 of 1

[Instructions](#)

Documents:

**Please upload 5 Required Document(s) which are mandatory to submit this Application:**

1. Chapter 91 Plans
2. Copy of Public Notice
3. Evidence of Legal Authority
4. WPA Notice of Intent
5. WPA Plans

Documents

When uploading file documents(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;.cpt;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.waf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
Bragga Insurance.pdf	WPA Plans	26.46 KB	03/15/2022	test	<a href="#">Actions</a>
MDAR_Pesticide_Approval_v1_1_20210102_160712.pdf	WPA Notice of Intent	155.02 KB	03/15/2022	test	<a href="#">Actions</a>
MDAR_Pesticide_Approval_v1_1_20220314_145608.pdf	Evidence of Legal Authority	155.22 KB	03/15/2022	test	<a href="#">Actions</a>
MDAR_Pesticide_Approval_v1_1_20220314_145608 (1).pdf	Copy of Public Notice	155.22 KB	03/15/2022	test	<a href="#">Actions</a>
MDAR_Pesticide_Approval_v1_1_20220202_153357.pdf	Chapter 91 Plans	154.14 KB	03/15/2022	test	<a href="#">Actions</a>

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



# Step 5: Special Fee Provision

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

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Home

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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

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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 single page for your review
- ❑ If you identify something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

WW06 - Simplified License Application

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**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](#)

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#### Pre-Application Information

Please enter the Pre-Application Record Number: 20-WW-PRE-0036-APP

#### Permittee

Individual  
TESTING TESTING  
1 main st  
Boston, MA, 01752  
United States  
Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.com  
Use Login Information: Yes

#### Application Contributors

Showing 0-0 of 0

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



# Step 6: Review

- Read the Certification Statement
- Click the check box to complete your certification
- Click “Continue Application” to proceed with your submittal

BOSTON, MA, U.S./U.S.

I hereby certify that the information submitted in this application and on the attached plans is true and accurate to the best of my knowledge and is in conformance with the eligibility requirements as outlined in the Simplified License.

By checking this box, I agree to the above certification. Date: 03/15/2022

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



# Step 7: Pay Fees

- You will have the option to select the payment method:
  - Pay Online
  - Pay by Mail
- Online payment will require a service charge
- Select the payment method you prefer to continue

## WW06 - Simplified License Application

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### 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
WW06 Application Fees	\$75.00

\$75.00

[Pay Online »](#) [Pay by Mail »](#)



# Pay Online

- If you choose “Pay Online”, you will be redirected to the payment site
- Provide all payment and billing information
- Accept the terms and conditions and click submit
- You will receive an email receipt from nCourt the payment provider

### Billing Information

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

### Payment Information

Card Type

Card Number

CVV Code

Expiration  
01  2011

I Accept

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

#### 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.



# Pay by Mail

## If you choose “Pay by Mail”

### Check your email for instructions

## Note - The review of your application by they agency will not start until payment has been received

Thank you for submitting your online authorization application form for authorization type: WW06 - Simplified License Application. Your Application Number is: 20-WW06-000079-APP. In order to complete your payment for the application please follow the below instructions. You have the option to Pay Online or Pay by Mail.

**To Pay Online:** Please log in to your account in EEA ePLACE Portal <https://testaca.eea.mass.gov/AccelaACA/> go to My Records and Click “Pay Fee Due” link against the Application Number 20-WW06-000079-APP. Click pay online button and the system will redirect you to the Payment website, you can make the payment by credit card or ACH. Once it's processed you will receive a notification from the epayment vendor that your payment is complete. That notification will include a Reference ID # for your records.

**To Pay by Mail:** If you chose the "Pay by Mail" option, 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 Application Number 20-WW06-000079-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.*



# Submission Successful!

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

Home

DEP Applications

## WW06 - Simplified License Application

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



Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

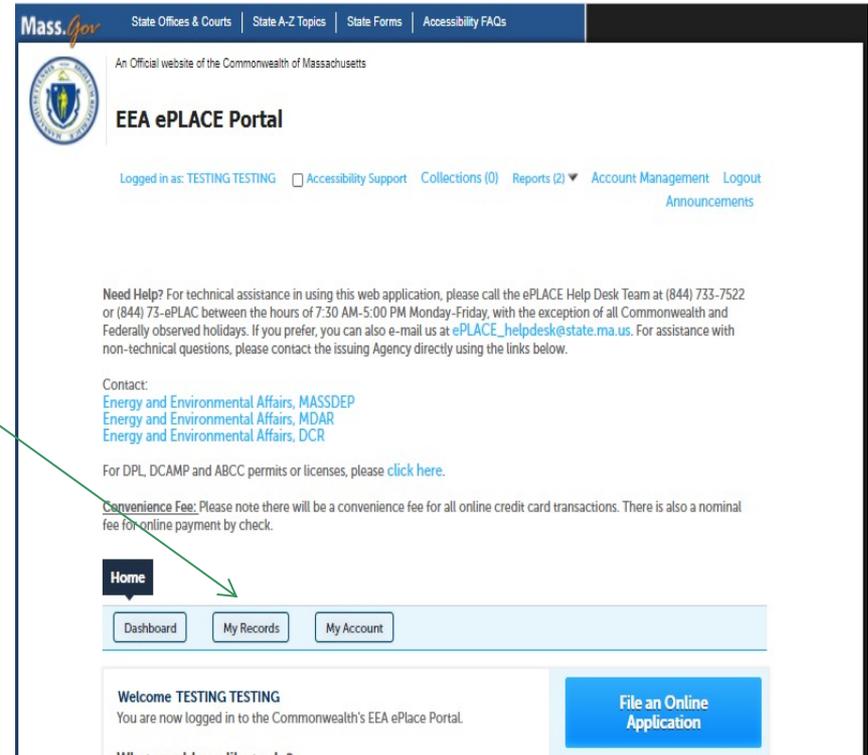
Thank you for using our online services.  
Your Record Number is 22-WW06-0003-APP.

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
  - ❑ <https://eplace.eea.mass.gov/citizenaccess>
- ❑ Go to your “My Records” page in ePlace to see or track the status of an application



The screenshot shows the EEA ePLACE Portal interface. 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 Massachusetts state seal and the text 'An Official website of the Commonwealth of Massachusetts'. The main heading is 'EEA ePLACE Portal'. A user is logged in as 'TESTING TESTING'. There are links for 'Accessibility Support', 'Collections (0)', 'Reports (2)', 'Account Management', and 'Logout Announcements'. A 'Need Help?' section provides 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 'Convenience Fee' notice is also present. At the bottom, there is a navigation bar with buttons for 'Home', 'Dashboard', 'My Records', and 'My Account'. A green arrow points from the 'My Records' button in the navigation bar to the 'My Records' button in the main content area. Below the navigation bar, there is a 'Welcome TESTING TESTING' message and a 'File an Online Application' button.



# Questions?

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- ❑ For technical assistance:
  - ❑ Contact the ePlace Help Desk Team at (844) 733-7522
  - ❑ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
  
- ❑ For business related questions, please visit the link below:  
<https://www.mass.gov/how-to/ww-06-12-chapter-91-simplified-license-license-renewal>

