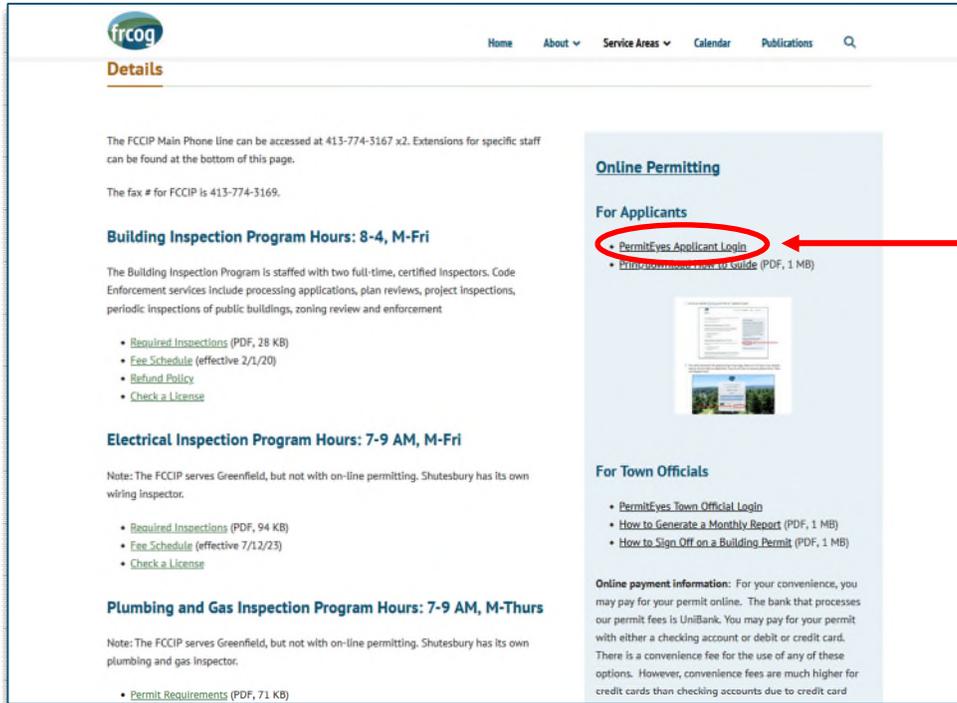


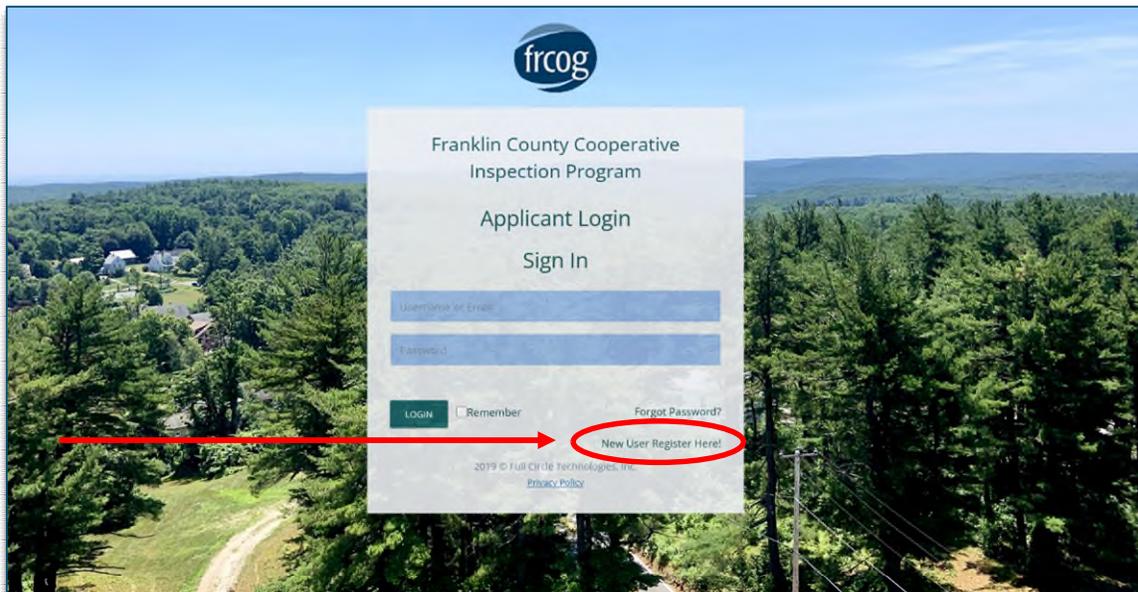
How to Apply for a Permit with the Franklin County Cooperative Inspection Program



1. Go to our website FCCIP.org and click on, "PermitEyes Applicant Login".



2. You will be directed to the applicant login home page, where you can log in if you already have an account with our department. If you do not have an account, please click on "New User Register Here!"



- If you do not have an account, then you will be directed to the applicant registration form. Complete all required fields and create a username and password.

APPLICANT REGISTRATION FORM

PERSONAL DETAILS LOGIN DETAILS OTHER DETAILS PREVIEW

STEP 1 - PERSONAL DETAILS

* Name

Address

* Street No. * Street Name * State * Zip

* City

Contact

* Phone Alt. Phone

* Email Fax

EXIT NEXT

- You will then be prompted to go to your homepage. This is how your account homepage will appear. When you are ready to apply for a permit, click on "New Application" located in the top left corner of your screen.

HOME NEW APPLICATION Welcome To FRCOG Online Permitting System Christina Brothers

Instructions - Please read before proceeding!

- To work with a particular permit application, select it by clicking the eye icon. Then a screen will pop up to the left allowing you to pay online.
- After the inspector has reviewed your application, you might see the chat bubble icon, indicating there is a message.
- To upload document, click on the icon, select the file on your computer, and then click "Submit".
- If the application indicates "Waiting for Signoff", then other departments have been asked to approve via the online system.
- To make payment click on the "Pay Now" button.
- When you log back into your account be sure to refresh browser to see updated status of your permit application.

FRCOG BLDG

Search:

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number	Status
30051	06/23/22	06/27/22	57 Bald Mt Rd	Gomarilo, Jerel	Gomarilo, Jerel	RESI.	R-22-0522	Permit Issued
5106	05/30/13	06/01/13	51 Bridge St.	Edward Marcotti	Town Of Shelburne	FLECT.	E-13-0192	Permit Issued
5093	05/29/13	05/29/13	103 Montague Rd	Michael Leary	Finch Frederick + Crafts Calla	ELECT.	E-13-0191	Permit Issued
5073	05/24/13	09/20/13	17 Ashfield Road	Sumner, Stuart & Donna	Sumner, Stuart & Donna	RESI.	R-13-0747	Permit Issued
392	08/17/11	08/17/11	9 Moore St	Jeff Gale	Suddy Avis	RESI.	R-11-0115	Permit Issued
383	08/16/11	08/30/11	51 Bridge St.	Town Of Shelburne (Memorial Hall)	Town Of Shelburne (Memorial Hall)	COMM.	C-11-0168	Permit Issued

Showing 1 to 6 of 6 entries

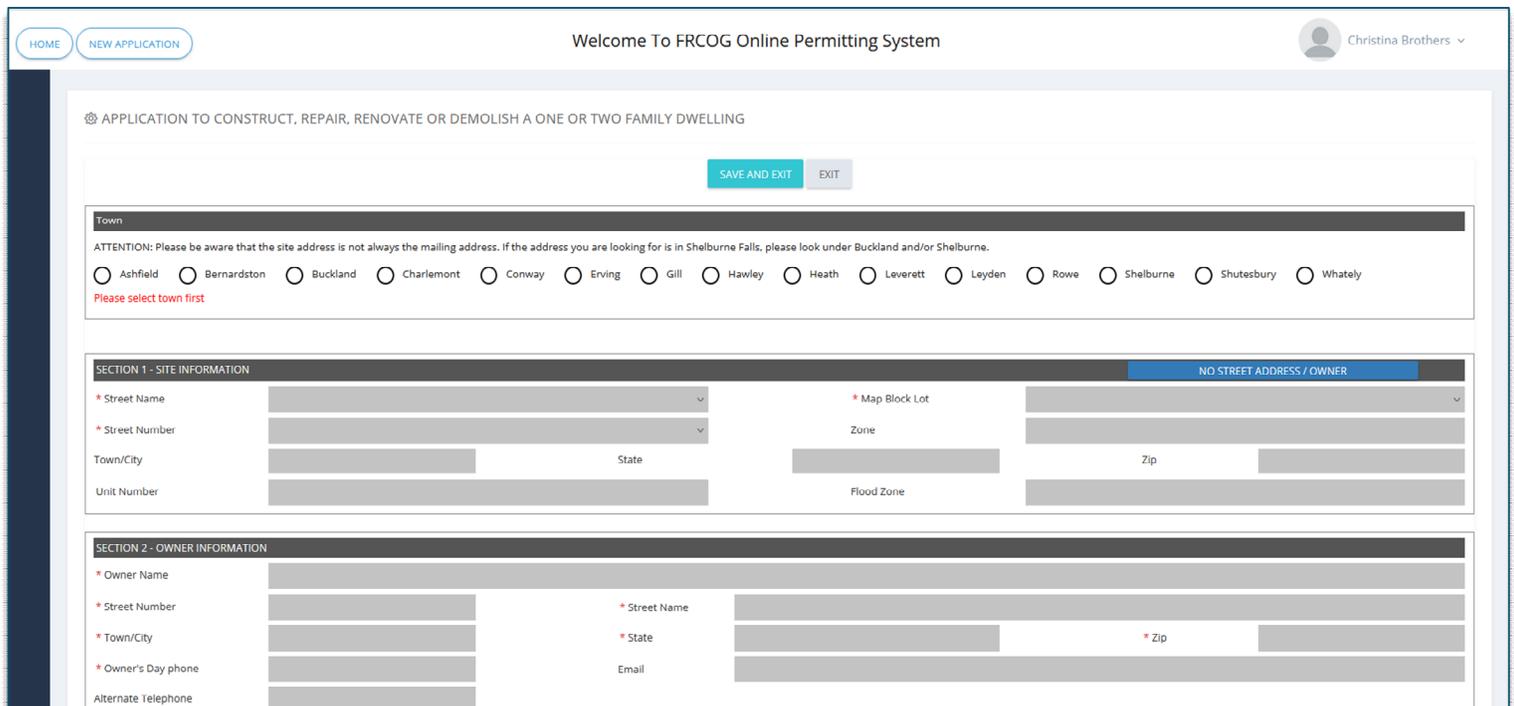
5. On the next screen, select the permit type you wish to apply for. In this example, I will be applying for a Residential Building Permit.



This is the residential building permit. Most of our forms follow a similar structure when selecting the address where the work will be performed.

First, choose the town where the work will be done. Next, the owner’s information should automatically populate. If the owner’s name is incorrect, you can edit the owner’s details. If you are applying for a permit and the property does not yet have an assigned address, select the option “No street address/owner,” where you can manually enter the information about the owner and the property.

Please complete all the required fields on the permit. If you are uncertain whether any information is required from you, please contact our office. Alternatively, we may send you a chat through the portal on your account asking for additional information.



6. After providing the applicant and owner information, please specify the type of work you will be doing under Section 5.

Welcome To FRCOG Online Permitting System

Christina Brothers

Telephone: 4133374087 | Email: chris@frcog.org

SECTION 4 - MAILING ADDRESS

Street Number: 66 | Street Name: ASHFIELD RD
 Town/City: Buckland | State: MA | Zip: []

SECTION 5 - WORK DETAILS

* 5.1 Description of Proposed Work

New 1 or 2 Family Dwelling should only be selected if you are applying for a permit for a new 1 or 2 Family dwelling. New Commercial / 3 or more Family Dwelling should only be selected if you are applying for a permit for a new 3 or more Family dwelling. An Existing Building should be selected for additions, renovations, solar panels, etc., and accessory structures such as sheds and garages.

New 1 or 2 Family Dwelling
 Addition
 Siding
 Shed

New Commercial / 3 or more Family Dwelling
 Accessory Structure
 Solar Panels
 Garage

Deck
 Weatherization
 Selective Demolition

Existing Building/Accessory Structure (Shed, Garage, etc.)
 Interior Renovation
 Windows
 Other
 Roof

* Explanation of work: (Be specific. For example: "Install new bath and kitchen," not "Interior Renovations") (186 characters remaining)

Replace siding: []

Construction Debris Affidavit
(For all renovation work)

In accordance with the provisions of MGL c 40, S 54, a condition of Building Permit Number [] is that the debris resulting from this work shall be disposed of in a properly licensed disposal facility as defined by MGL c 111, S 150A.

Street Number: 66 | Street Name: ASHFIELD RD
 Town/City: Buckland | State: MA | Zip: []

When you are adding to the footprint of your home, or you are adding an accessory structure on your property, you will need to give us setback information under section 5.3.

Welcome To FRCOG Online Permitting System

Christina Brothers

Sewage Disposal System: Municipal On Site Disposal System

Zone: [] LUC: 931

Sq. Ft. Living Space (New): [] Sq. Ft. Other Space (New): []

* Demolition Debris Disposal Location: [] No Demolition Debris

Use Group: --Select-- | Const. type: --Select Type--

5.3 Acreage/Frontage:

	Required	Actual
Acreage	80.000	32.50
Frontage	200	200
Front Yard Setback	20	30
Side Yard Setback	15	100
Rear Yard Setback	30	100

SECTION 6 - SEPTIC SYSTEM LOCATION

I have located and flagged the components of the septic system and attest that these will not be compromised during construction .

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

7. Under Section 7 please provide your Contractor's State License (CSL) and/or Home Improvement Contractor (HIC) license information if you are a contractor.

If you are the homeowner residing at this address, you can obtain a residential building permit as a homeowner. If you are unsure about the permits that require a license, please contact our office for clarification.

The screenshot shows the 'NEW APPLICATION' page in the FRCOG Online Permitting System. The user is logged in as Christina Brothers. The page is divided into sections. Section 6, 'SEPTIC SYSTEM LOCATION', is partially visible. Section 7, 'CONSTRUCTION SERVICES', is the focus, with a red oval highlighting the '7.1 Licensed Construction Supervisor' and '7.2 Home Improvement Contractor' fields, both with 'Applicable' checkboxes. Below these are radio buttons for 'Yes' and 'No' (selected), and a 'CSL Email Address' field. Another red oval highlights the '7.3 Homeowners Permit' field with an 'Applicable' checkbox. Section 8, 'ESTIMATED COST', shows an 'Estimated Cost' of \$20,000. Section 9, 'PROPERTY OWNER AUTHORIZATION', shows the user as the 'Owner' and provides an authorization statement for 'BUCKLAND TOWN OF'.

8. Please complete Section 8 by providing the estimated cost of your project. Additionally, fill out Section 9. If you have a signed contract with the homeowner, please attach it to the permit after you submit it.

This screenshot shows the same 'NEW APPLICATION' page, but with Section 8 and Section 9 completed. In Section 8, the 'Estimated Cost' is \$20,000. In Section 9, the user is identified as the 'Owner'. The authorization statement is: 'I, BUCKLAND TOWN OF [redacted] as owner of the subject property hereby authorize Christina Brothers [redacted] to act on my behalf, in all matters relative to work authorized by this building permit application.' Below this, the 'Property Owner's Email' is 'test@test.com' and the 'Telephone No.' is '123-456-7890'. There is an 'OR' option for 'Copy of Signed Contract to be attached after submitting application'.

9. The Workers' Compensation Affidavit must be completed by all applicants. Please review all the options and select the scenario that applies to you best.

10. Please select the type of project that applies to your application.

11. Complete the rest of the affidavit.

The screenshot shows the 'NEW APPLICATION' page of the FRCOG Online Permitting System. The user is logged in as Christina Brothers. The form includes fields for Job Site Address (Street Number, Street Name, City, State, Zip), a worker's compensation policy declaration, and a signature section for Christina Brothers with a telephone number and date. A 'DECLARATION' section for Buckland Town of is also present. At the bottom, there are three buttons: 'SUBMIT', 'SAVE AND EXIT', and 'EXIT'. A red asterisk indicates mandatory fields.

12. Once you have completed all the required fields, you will have three options: **1. Submit** will automatically send your application to our office for review. **2. Save and Exit** allows you to save your application to return to later. Our office will not be able to see this saved application. **3. Exit** will delete all the progress you have made.

If you are missing any information, the screen will automatically scroll to the required fields that need your attention.

This is a close-up of the 'DECLARATION' section of the application form. It shows the signature of I. BUCKLAND TOWN OF and a date of 04/23/2025. A red asterisk indicates a mandatory field. At the bottom, there are three buttons: 'SUBMIT', 'SAVE AND EXIT', and 'EXIT'.

13. After you press "submit," you will be directed to this screen. Click "Go to the homepage."

The screenshot shows the confirmation page after a preliminary application is received. It features the FRCOG logo and contact information for the Franklin County Cooperative Inspection Program. The message states: 'Thank You!! Your Preliminary Application is Successfully Submitted. You will shortly be taken to your personal home page. This page will always be yours, and will include information on any building permits that you submit over time.' It provides a list of four steps for the user to follow on their home page. At the bottom, there is a 'GO TO HOMEPAGE' button and a red instruction: 'Click on the above button to get to home page as you need to log out.'

14. After you click on "Go to Homepage", look for the "eye" icon next to the application you just completed and click on it. This will open a dashboard on the right side of the screen where you can view your permit application, pay the fee, initiate a chat with us, check the sign-off results, and more.

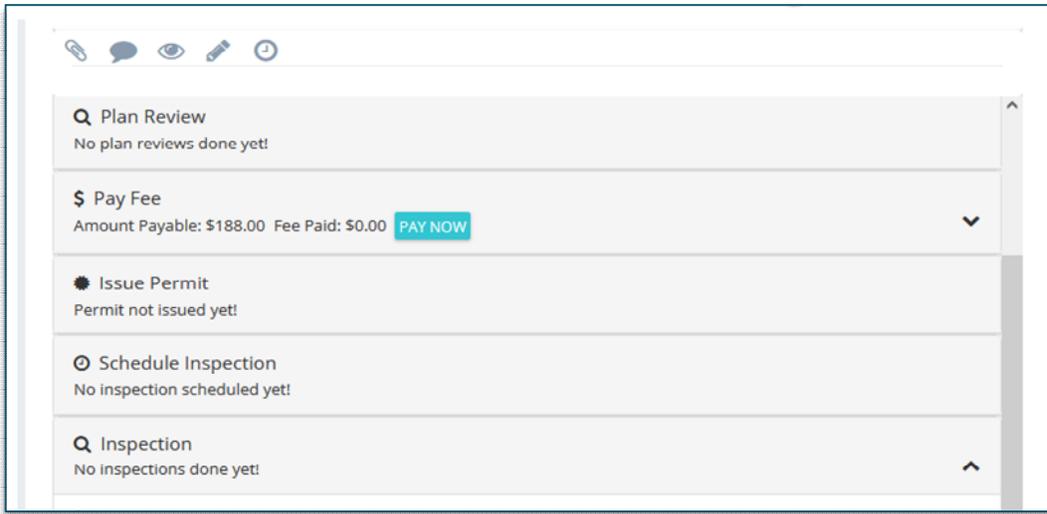
The screenshot shows the 'FRCOG BLDG' dashboard. At the top, there are navigation buttons for 'HOME' and 'NEW APPLICATION', and a user profile for 'Christina Brothers'. Below this is an 'Instructions - Please read before proceeding!' section with several lines of text. The main area is a table of permit applications. The first row, for application number 38409, has an eye icon circled in red. To the right of the table is a 'TRANSACTIONS MONITOR' panel for application 38409, showing various status items like 'Sign Off', 'Zoning', 'Plan Review', 'Pay Fee', 'Issue Permit', 'Schedule Inspection', 'Inspection', 'Occupancy Certificate', and 'COA'. The 'Pay Fee' section shows 'Amount Payable: \$0.00' and 'Fee Paid: \$0.00'.

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permi Num
38409	04/23/25		66 Ashfield Rd	Christina Brothers	Buckland Town Of	RESI.	
30051	06/23/22	06/27/22	57 Bald Mt Rd	Gomarlo, Jerel	Gomarlo, Jerel	RESI.	R-22-02
5106	05/30/13	06/01/13	51 Bridge St.	Edward Marcotti	Town Of Shelburne	ELECT.	E-13-01
5093	05/29/13	05/29/13	103 Montague Rd	Michael Leary	Finch Frederick + Crafts Calla	ELECT.	E-13-01
5073	05/24/13	09/20/13	17 Ashfield Road	Summer, Stuart & Donna	Summer, Stuart & Donna	RESI.	R-13-07
392	08/17/11	08/17/11	9 Moore St	Jeff Gale	Suddy Avis	RESI.	R-11-01
383	08/16/11	08/30/11	51 Bridge St.	Town Of Shelburne (Memorial Hall)	Town Of Shelburne (Memorial Hall)	COMM.	C-11-01

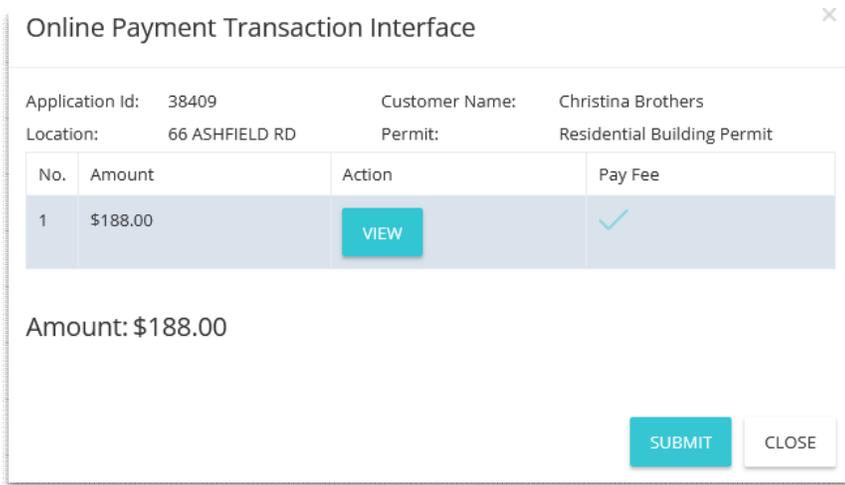
15. Once we receive your permit application, we will send a sign-off email to the officials in your town to review the permit, if applicable. We will also assign a fee at that time. If we require additional information, we will reach out to you via chat. If you need to edit your application, you can do so by clicking the pencil icon.

This screenshot shows the same dashboard as the previous one, but the 'TRANSACTIONS MONITOR' panel is expanded to show the 'Sign Off' section. The 'Sign Off' status is 'Treasurer or Collector: Waiting for signoff.'. Below this is a 'History' table with columns for 'No.', 'SignOff Date', 'Comment', and 'Result'. The table is currently empty with the message 'No records.'. The 'Pay Fee' section now shows 'Amount Payable: \$188.00' and 'Fee Paid: \$0.00', with a 'PAY NOW' button highlighted in blue. The eye icon in the application list is also circled in red.

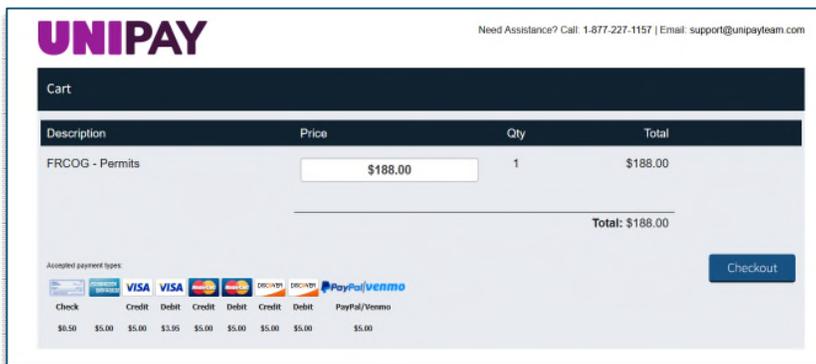
16. When the permit fee is ready for payment, you can click "Pay Now".



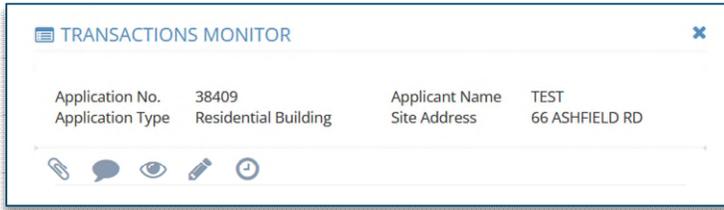
Another screen will confirm your payment choice, after which you will be directed to UniPay.



17. After you hit "Submit" this will be the next screen. Please follow the prompts of Unipay. Alternatively, you can mail a check to our office. Please make checks payable to "FRCOG".



Applicant Transaction Monitor Key:



	Paperclip: Add attachments
	Chat bubble: Message the FCCIP office
	Eye: View permit application
	Pencil: Edit permit application
	Clock: Request inspection Do not assume that submitting a request guarantees an inspection with our inspectors. To confirm that we have received your request or to schedule an inspection as soon as possible, call the Building Department at 413-774-3167.

Chat color indicators	
	Grey: No chat
	Green: Applicant sent a chat
	Red: Office staff or town official has sent applicant a message