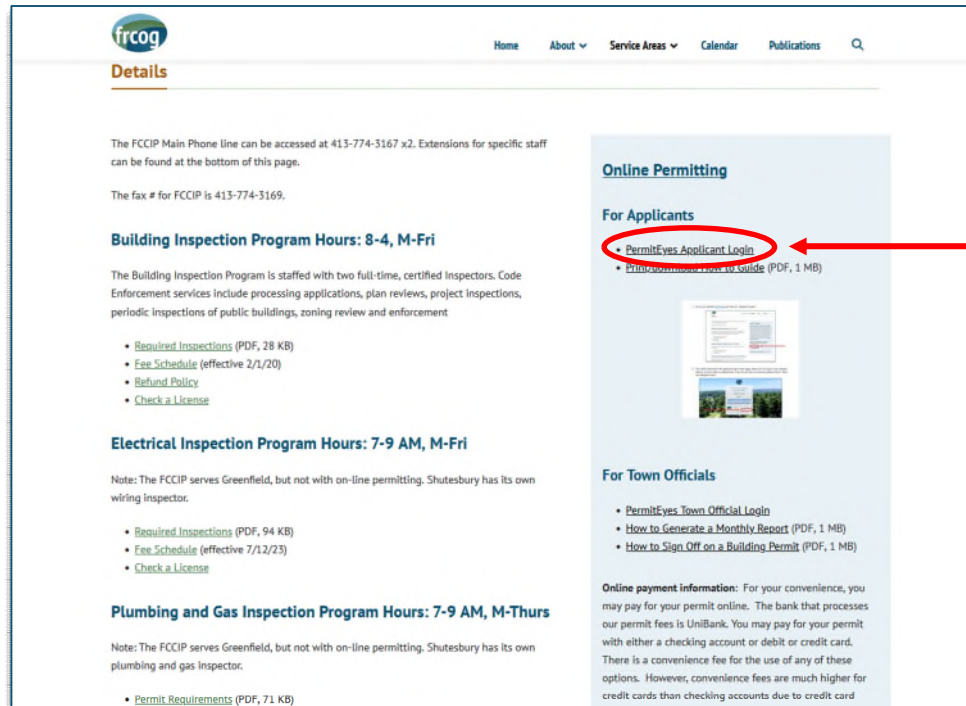


How to Apply for a Permit

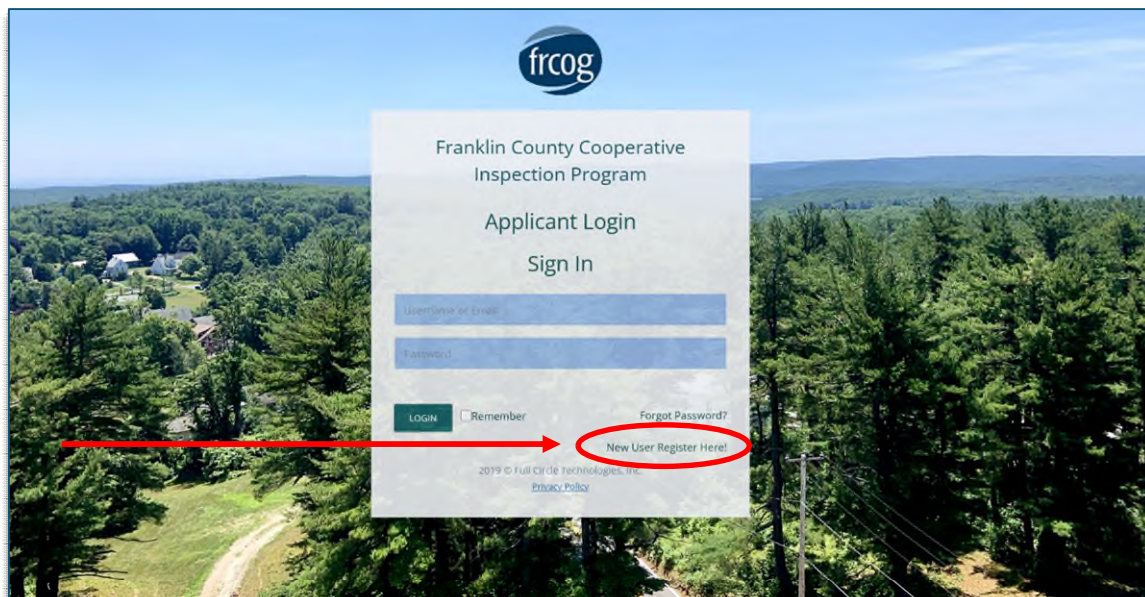
with the Franklin County Cooperative Inspection Program



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

* City * State * Zip

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 it, indicating there is a message.

To upload document, click on the , 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	Gomarlo, Jerel	Gomarlo, Jerel	RESL	R-22-0522	Permit Issued			
	5106	05/30/13	06/01/13	51 Bridge St.	Edward Marcotti	Town Of Shelburne	ELECT.	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	RESL	R-13-0747	Permit Issued			
	392	08/17/11	08/17/11	9 Moore St.	Jeff Gale	Suddy Avis	RESL	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.

The screenshot shows the 'Select Permit to Begin' screen of the FRCOG Online Permitting System. At the top, there are navigation links for 'HOME' and 'NEW APPLICATION', and a user profile for 'Christina Brothers'. The main area displays a grid of permit options: Certificate of Inspection, Residential Building Permit, Commercial Building Permit, Sheet Metal Permit, Commercial Fire Protection System, Sign Permit, Electrical Permit, Solid Fuel Burning Appliance, Gas Permit, Tent Permit, and Plumbing Permit. The 'Residential Building Permit' is highlighted.

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.

The screenshot shows the application form for a residential building permit. At the top, there are navigation links for 'HOME' and 'NEW APPLICATION', and a user profile for 'Christina Brothers'. The main heading is 'APPLICATION TO CONSTRUCT, REPAIR, RENOVATE OR DEMOLISH A ONE OR TWO FAMILY DWELLING'. Below this, there are 'SAVE AND EXIT' and 'EXIT' buttons. The form is divided into two sections: 'SECTION 1 - SITE INFORMATION' and 'SECTION 2 - OWNER INFORMATION'. Section 1 includes fields for Town (with a dropdown menu), Street Name, Street Number, Town/City, State, Map Block Lot, Zone, Flood Zone, and Zip. Section 2 includes fields for Owner Name, Street Number, Town/City, Owner's Day phone, Alternate Telephone, Street Name, State, and Zip. A note at the top of Section 1 states: 'ATTENTION: Please be aware that the site address is not always the mailing address. If the address you are looking for is in Shelburne Falls, please look under Buckland and/or Shelburne.' A red error message 'Please select town first' is displayed below the Town dropdown menu.

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

HOME NEW APPLICATION Welcome To FRCOG Online Permitting System Christina Brothers

* Telephone 4133374087 * Email chris@frcog.org

SECTION 4 - MAILING ADDRESS Same As Site Information

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 ☐ New Commercial / 3 or more Family Dwelling ☒ Existing Building/Accessory Structure (Shed, Garage, etc.)

☐ Addition ☐ Accessory Structure ☐ Deck ☐ Interior Renovation

☒ Siding ☐ Solar Panels ☐ Weatherization ☐ Windows

☐ Shed ☐ Garage ☐ Selective Demolition ☐ Other

* 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.

HOME NEW APPLICATION 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	Acreage	32.50
Frontage	200	Frontage	200
Front Yard Setback	20	Front Yard Setback	30
Side Yard Setback	15	Side Yard Setback	100
Rear Yard Setback	30	Rear Yard Setback	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 'FRCOG Online Permitting System' interface. At the top, there are 'HOME' and 'NEW APPLICATION' buttons, and a user profile for 'Christina Brothers'. The main content area is divided into sections. Section 6, 'SEPTIC SYSTEM LOCATION', includes a statement and a checkbox for certification. Section 7, 'CONSTRUCTION SERVICES', contains fields for '7.1 Licensed Construction Supervisor' and '7.2 Home Improvement Contractor', both with 'Applicable' checkboxes. Below these is a question about whether the supervisor is different from the applicant, with 'Yes' and 'No' radio buttons. A 'CSL Email Address' field is also present. Section 8, 'ESTIMATED COST', shows an 'Estimated Cost' of '\$ 20000'. Section 9, 'PROPERTY OWNER AUTHORIZATION', includes a question 'I am the' with 'Owner' and 'Contractor / Agent' radio buttons. Below this is a statement authorizing 'Christina Brothers' to act on behalf of the property owner. There are fields for 'Property Owner's Email' and 'Telephone No.', and a checkbox for 'Copy of Signed Contract to be attached after submitting application'.

HOME NEW APPLICATION Welcome To FRCOG Online Permitting System Christina Brothers

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.

SECTION 7 - CONSTRUCTION SERVICES

7.1 Licensed Construction Supervisor: ☐ Applicable

7.2 Home Improvement Contractor: ☐ Applicable

Is the Licensed Construction Supervisor different from the applicant or the Home Improvement Contractor?

☐ Yes ☒ No

CSL Email Address

7.3 Homeowners Permit: ☐ Applicable

SECTION 8 - ESTIMATED COST

* Estimated Cost \$ 20000

SECTION 9 - PROPERTY OWNER AUTHORIZATION

I am the ☐ Owner ☐ Contractor / Agent

I, BUCKLAND TOWN OF, as owner of the subject property hereby authorize Christina Brothers to act on my behalf, in all matters relative to work authorized by this building permit application.

* Property Owner's Email OR ☐ Copy of Signed Contract to be attached after submitting application

Telephone No. 123-456-7890

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 FRCOG Online Permitting System interface, but with more information filled out in Section 9. The 'Estimated Cost' in Section 8 remains '\$ 20000'. In Section 9, the 'I am the' radio button is now selected for 'Owner'. The 'Property Owner's Email' field is filled with 'test@test.com', and the 'Telephone No.' field is filled with '123-456-7890'. The 'Copy of Signed Contract' checkbox remains unchecked.

HOME NEW APPLICATION Welcome To FRCOG Online Permitting System Christina Brothers

SECTION 8 - ESTIMATED COST

* Estimated Cost \$ 20000

SECTION 9 - PROPERTY OWNER AUTHORIZATION

I am the ☒ Owner ☐ Contractor / Agent

I, BUCKLAND TOWN OF, as owner of the subject property hereby authorize Christina Brothers to act on my behalf, in all matters relative to work authorized by this building permit application.

Property Owner's Email test@test.com OR ☐ Copy of Signed Contract to be attached after submitting application

Telephone No. 123-456-7890

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.

HOME NEW APPLICATION Welcome To FRCOG Online Permitting System Christina Brothers

WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152 § 25C(6))

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers

TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information:

Name (Business / Organization / Individual) Test

Street Number 12 Street Name Olive Street

City Greenfield State MA Zip 01301

Telephone 123-456-7890

Are you an employer? Check the appropriate box. *

☐ I am an employer with employees (full and/or part-time).*

☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]

☒ I am a homeowner doing all work myself. [No workers' comp. insurance required.]*

☐ I am a homeowner and will be hiring contractors to conduct all work on my property. I will ensure that all contractors either have workers' compensation insurance or are sole proprietors with no employees.

☐ I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance.**

☐ We are a corporation and its officers have exercised their right of exemption per MGL c. 152, § 1(4) and we have no employees. [No workers' comp. insurance required.]

Type of Project *

☐ New Construction ☐ Remodeling ☐ Demolition ☐ Building Addition

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

HOME NEW APPLICATION Welcome To FRCOG Online Permitting System Christina Brothers

Are you an employer? Check the appropriate box. *

☐ I am an employer with employees (full and/or part-time).*

☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]

☒ I am a homeowner doing all work myself. [No workers' comp. insurance required.]*

☐ I am a homeowner and will be hiring contractors to conduct all work on my property. I will ensure that all contractors either have workers' compensation insurance or are sole proprietors with no employees.

☐ I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance.**

☐ We are a corporation and its officers have exercised their right of exemption per MGL c. 152, § 1(4) and we have no employees. [No workers' comp. insurance required.]

Type of Project *

☐ New Construction ☐ Remodeling ☐ Demolition ☐ Building Addition

☐ Electrical Repairs or Additions ☐ Plumbing Repairs or Additions ☐ Gas repairs or additions ☐ Roof Repairs

☒ Other Siding

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.

+Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

**Contractors that check this box must attach an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their worker's comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.

Insurance Company Name

Policy # or Self-ins. Lic. # Expiration Date

Job Site Address

Street Number Street Name

11. Complete the rest of the affidavit.

The screenshot shows the 'NEW APPLICATION' page of the FRCOG Online Permitting System. The header includes 'HOME', 'NEW APPLICATION', and 'Welcome To FRCOG Online Permitting System'. A user profile for 'Christina Brothers' is in the top right. The form contains several input fields: 'Job Site Address', 'Street Number', 'Street Name', 'City', 'State', and 'Zip'. Below these is a section for attaching a worker's compensation policy declaration page. A disclaimer states that failure to secure coverage under Section MGL c. 152, 25A is a criminal violation. The user, Christina Brothers, has filled in their telephone number (413)374-087 and the date 04/23/2025. A green checkmark and the text '* I have read the instructions and agreed.' are visible. At the bottom, there is a 'DECLARATION' section where 'I, BUCKLAND TOWN OF' has been entered, followed by a declaration statement and the date 04/23/2025. A red asterisk indicates a mandatory field. At the very bottom are three buttons: 'SUBMIT', 'SAVE AND EXIT', and 'EXIT'.

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 form. It shows the text 'I, BUCKLAND TOWN OF' followed by a declaration statement. A green checkmark and the text '* I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.' are visible. The date '04/23/2025' is entered in the 'Date' field. A red asterisk indicates a mandatory field. At the bottom 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 submitting an application. The header includes the FRCOG logo and contact information for the Franklin County Cooperative Inspection Program. The main heading is 'New Preliminary Application Received'. Below this, it says 'Thank You!' and 'Your Preliminary Application is Successfully Submitted.' It informs the user that they will be taken to their personal home page, which will include information on any building permits they have submitted over time. A list of instructions is provided: 1. Upload or view any attachments. 2. Follow the approval process for your permit online. 3. Click the eye icon to open the transaction panel where you can pay fees, attach documents, and complete other steps in the application process. 4. Once it is approved, you may print your permit and any of the attachments. A note states that the office will attempt to review permit applications as soon as possible and thanks the user for their patience. At the bottom, there is a 'GO TO HOMEPAGE' button and a red text prompt: '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 "Welcome To FRCOG Online Permitting System" dashboard. On the left, there are navigation tabs for "HOME" and "NEW APPLICATION". Below them are instructions: "Instructions - Please read before proceeding!" followed by steps on how to work with a permit application, including clicking the eye icon, uploading documents, and making payments. A table titled "FRCOG BLDG" lists applications with columns for Ap. No., Appl. Date, Issue Date, Site Address, Applicant, Owner Name, Appl. Type, and Permi Num. The first row is highlighted with a red circle. On the right, the "TRANSACTIONS MONITOR" panel shows details for application 38409, including a "Sign Off" section with a "No sign off assigned yet!" status and a "Pay Fee" section with a "Pay Now" button.

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-22-05
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	Sumner, Stuart & Donna	Sumner, 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 with application 38409 selected. The "TRANSACTIONS MONITOR" panel now shows a "Sign Off" section with a "Waiting for signoff" status and a "Pay Fee" section with a "Pay Now" button. The "Sign Off" section also includes a "History" table with columns for No., SignOff Date, Comment, and Result. The "Pay Fee" section shows a "Pay Now" button. The "Sign Off" section also includes a "Treasurer or Collector" field.

No.	SignOff Date	Comment	Result
No records.			

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

The screenshot shows a web interface with a sidebar on the left containing icons for a link, chat, eye, pencil, and clock. The main content area has a 'Plan Review' section with the text 'No plan reviews done yet!'. Below this is a 'Pay Fee' section with 'Amount Payable: \$188.00' and 'Fee Paid: \$0.00'. A blue 'PAY NOW' button is visible next to the fee paid amount. Further down are sections for 'Issue Permit' (Permit not issued yet!), 'Schedule Inspection' (No inspection scheduled yet!), and 'Inspection' (No inspections done yet!).

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

The screenshot shows a window titled 'Online Payment Transaction Interface'. It displays application details: Application Id: 38409, Customer Name: Christina Brothers, Location: 66 ASHFIELD RD, and Permit: Residential Building Permit. Below this is a table with columns: No., Amount, Action, and Pay Fee. The table contains one row with '1' in the No. column, '\$188.00' in the Amount column, a 'VIEW' button in the Action column, and a checkmark in the Pay Fee column. Below the table, the text 'Amount: \$188.00' is displayed. At the bottom right, there are 'SUBMIT' and 'CLOSE' buttons.

No.	Amount	Action	Pay Fee
1	\$188.00	VIEW	✓

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".

The screenshot shows the UniPay checkout page. At the top, the UniPay logo is on the left, and contact information 'Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com' is on the right. Below the header is a 'Cart' section with a table showing one item: 'FRCOG - Permits' with a price of \$188.00, a quantity of 1, and a total of \$188.00. The total for the cart is also shown as \$188.00. Below the cart, there are 'Accepted payment types' listed: Check, Credit, Debit, and PayPal/Venmo. A 'Checkout' button is located at the bottom right.

Description	Price	Qty	Total
FRCOG - Permits	\$188.00	1	\$188.00
			Total: \$188.00

Applicant Transaction Monitor Key:

TRANSACTIONS MONITOR

Application No. 38409

Application Type Residential Building

Applicant Name TEST

Site Address 66 ASHFIELD RD

	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