

Applying for DPW Permits through the Citizens Access Portal (CAP)

(Launch date is scheduled for 9/21/15)

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Starting September 21, 2015 the following DPW permits can only be applied for online using the City of Cambridge's Citizens Access Portal (CAP):

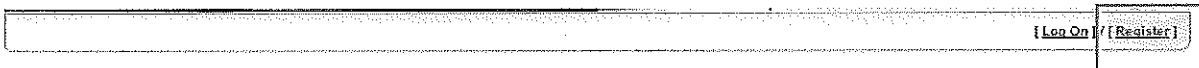
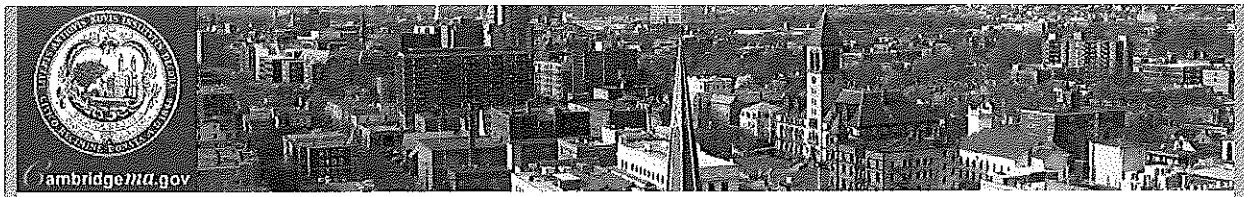
- Excavation and Trench
- Sidewalk Obstruction/Closure
- Crane, Boom and Pump Truck

These permits can be applied for here:

<http://permits.cambridgema.gov/CAPSite/Public/Main>

Step One: Registering

Before you can apply for permits, you must be a registered user. Click on  in the upper right corner of the webpage to begin this process. (If you are already registered skip to Step 2).



Links

- ▶ Building
- ▶ Electric
- ▶ Housing
- ▶ Plumbing
- ▶ Public Works
- ▶ Sanitary
- ▶ Zoning

Welcome to the City of Cambridge On-Line Permit Program

The City of Cambridge's goal is to make the permit process convenient for the applicant and reduce the amount of leg work currently required for some permits. *Inspectional Services Department* permits are available. *Excavation, Sidewalk Obstruction and Crane, Boom & Pump Truck Permits offered by the Public Works Department* are also available. Links to other Public Works permits can be found [here](#). Additional permits will be available in the future through this site.

To begin using the *On-Line Permit Program*, you will be required to register. Click on *"Register"* located on the right side of the grey bar above. After filling in the required information which will include your email address and a password, click submit. The City Departments will review for approval. Upon approval you will receive a notification. Following notification and using your email address and password to login, you may begin the permitting process.

Click on the *"Permitting"* link on the toolbar above. Click *"Begin Process"*. A list of permits available on-line will appear. Click on the permit type you would like to obtain.

You are now ready to begin.

The City of Cambridge recommends Internet Explorer 9 or later when using this application. For OS X users, the City of Cambridge recommends Safari when using this application.

Next you will be taken to the registration screen. Fill in all of the required information. Notice the red asterisks – these are required fields.

New User Registration

User Details	
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Company	<input type="text"/>
Phone *	<input type="text"/>
Address	
Street Number *	<input type="text"/>
Street Name *	<input type="text"/>
Suite/Unit	<input type="text"/>
Street Type	<input type="text" value="-Street Type-"/>
Address Type	<input type="text" value="-Address Type-"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Contact Preference *	<input type="text" value=""/>
City *	<input type="text"/>
State	<input type="text" value="-State-"/>
Zip Code	<input type="text"/>
County	<input type="text"/>

After entering in all of your information click the submit button. You will receive an email once your registration is approved and your account has been activated. You can now apply for permits. Your user name is your email address.

New User Registration

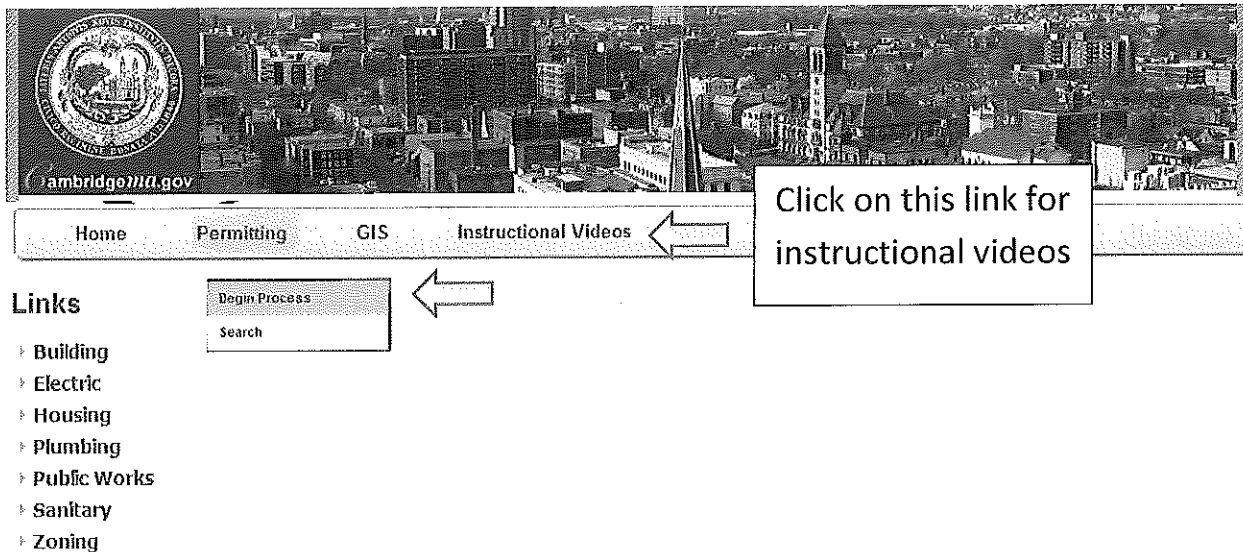
User Details	
First Name	<input type="text" value="Tamara"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Tatarinov"/>
Company	<input type="text"/>
Phone	<input type="text" value="617-349-4143"/>
Email	<input type="text" value="tamara.tatarinov@gmail.com"/>
Confirm Email	<input type="text" value="tamara.tatarinov@gmail.com"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>
Contact Preference	<input type="text" value="Email"/>
Address	
Street Number	<input type="text" value="17"/>
Street Name	<input type="text" value="Simpson Dr"/>
Suite/Unit	<input type="text"/>
Street Type	<input type="text" value="-Street Type-"/>
Address Type	<input type="text" value="Location"/>
City	<input type="text" value="Framingham"/>
State	<input type="text" value="-State-"/>
Zip Code	<input type="text"/>
County	<input type="text"/>

STEP 2 –Logging into CAP- Steps 2 thru 5 are the same for every DPW permit–Jump to the appropriate permit after step 5.

Registered users can apply for permits at:

<http://permits.cambridgema.gov/CAPSite/Public/Main>

To begin either log on or click on the Permitting > Begin Process button.



Next, you will be prompted to enter your user name and password. Your user name is the email address that you registered with. If you cannot remember your password, ask to resend it.

Log On

The image shows a 'User Login' form with the following fields and buttons:

- Email address:
- Password:
- Remember me?
- Log On button
- Forgot Password? link

To the right of the form is a 'Note' section with an exclamation mark icon and the text: 'Your username will be the email address you registered with!'

STEP 3 – Click on the type of permit you want to apply for

- Curb Cut
- Demolition (Entire Removal of Building)
- Dumpster
- Electrical
- Excavation**
- Food (Mobile Food Truck)
- Food Establishment
- Gas
- Mechanical

STEP 4 – Review application requirements and instructions, then click

NEXT

Welcome to the On-Line Excavation Permit Application.

The applicant will be required to supply all requested information. Please read each item below:

- Search address - This is the location where the work will be done. The address that you enter must be a validate address in the City of Cambridge Assessor's Database. If you are working on a larger area, like an intersection o an entire street, please use the nearest address and state the limits of your work location in the "Other Location Description" field on the main permit page.
- Once you select an address, click next on parcel number screen.
- Select the appropriate type of excavation permit -- "No Trench" is for work where excavating will be done, but the work is not considered to be a trench under the State of Massachusetts Trench Laws and Regulations, ie: sidewalk replacement.
- All fields with an ! are required fields. You will not be able to submit a permit when a required field is left blank.
- Make sure you select an infrastructure type in the "Work Detail" field on the main permit page as this will trigger the fee.
- Under the Street Cuts and Sidewalk Cuts sections, only fill in the size of the area that will need to be restored.
- Required attachments (Please note that a permit will not be reviewed until we have received these documents):

For work in the public way:

- a) Utility plans.
- b) Traffic/pedestrian management plan.

Cancel

NEXT



STEP 5 - Click on "Search Address" button

Addresses

←

You will be prompted to enter a street number and street name of the location that you will be working. You must select a valid address that exists in the City of Cambridge Assessors Database. If working in an intersection or an entire street enter the closest address. You can enter in additional location information on the main permit information page. **Click Search:**

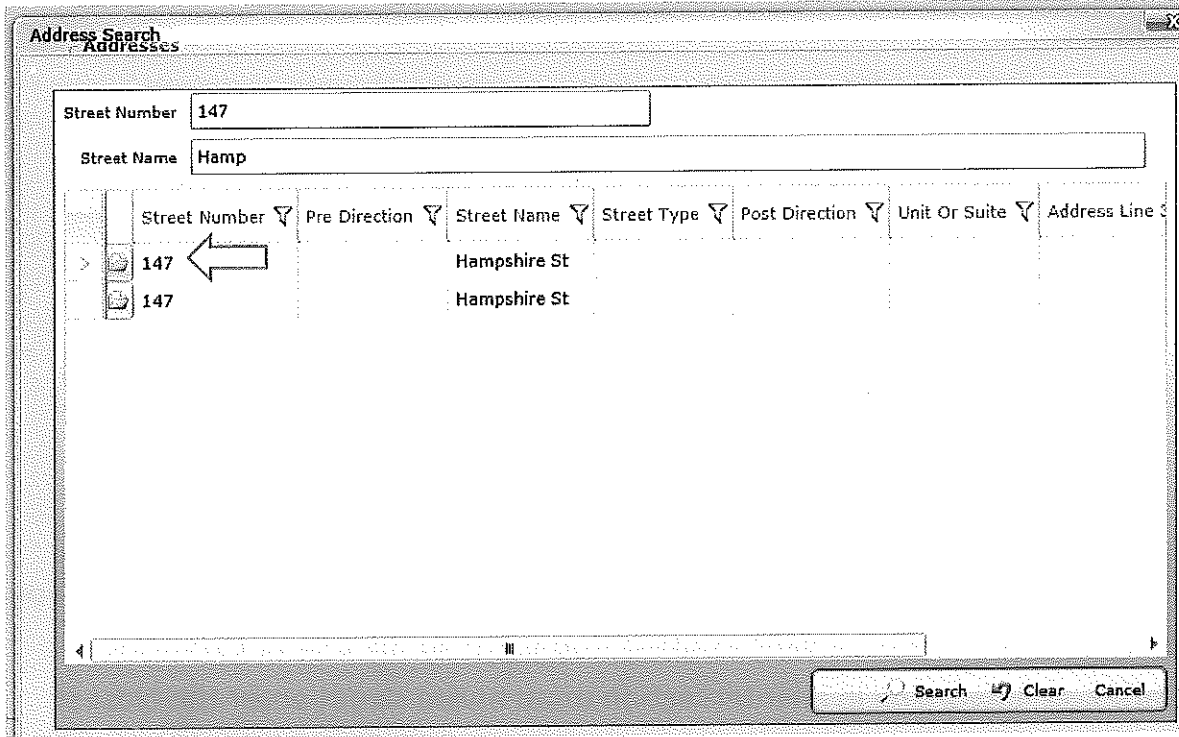
Street Number	147
Street Name	Hamp

Street Number	Pre Direction	Street Name	Street Type	Post Direction	Unit Or Suite	Address Line 3	City	State	Postal
---------------	---------------	-------------	-------------	----------------	---------------	----------------	------	-------	--------

Search Clear Cancel ←

Note: Partial street names are OK.

Select the address by clicking on the file folder  :



Address Search
Addresses

Street Number

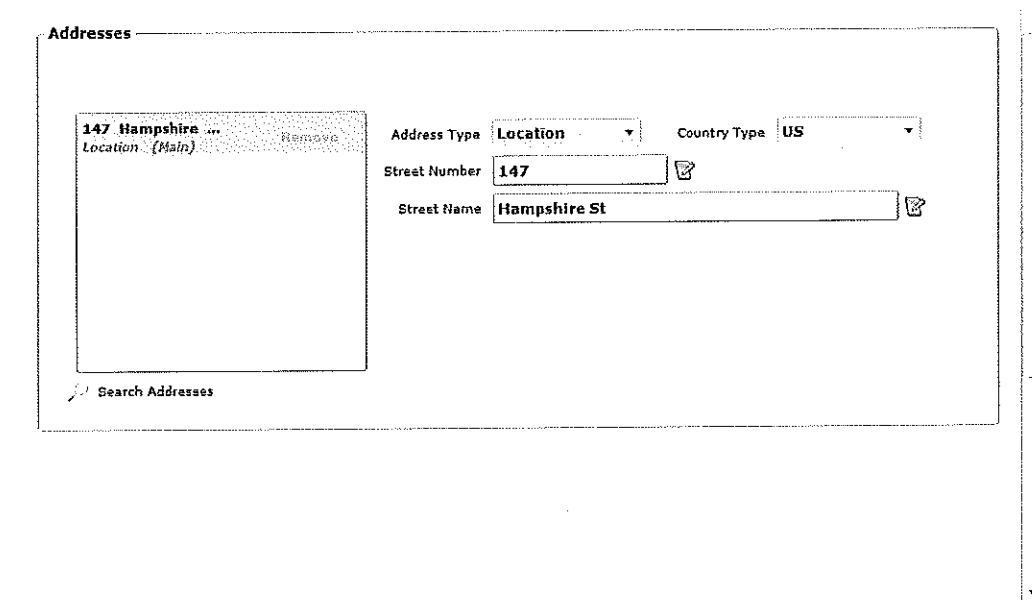
Street Name

Street Number	Pre Direction	Street Name	Street Type	Post Direction	Unit Or Suite	Address Line 3
147		Hampshire St				
147		Hampshire St				

Search Clear Cancel

Verify that you have the right location and click

NEXT



Addresses

147 Hampshire St
Location (Main) Remove

Address Type Country Type

Street Number

Street Name

Search Addresses

Cancel Previous

NEXT



Click **NEXT** on the Parcel Number screen:

The screenshot shows a web interface for entering parcel information. At the top left is a magnifying glass icon and a 'Search' button. Below this is a table with two columns: 'Parcel Number' and 'Main'. The 'Parcel Number' column contains the value '85-63' and has a small 'x' icon to its left. The 'Main' column has a checked checkbox. Below the table is a large empty space. At the bottom right of the interface is a 'NEXT' button.

Cancel Previous

NEXT




Excavation Permits:

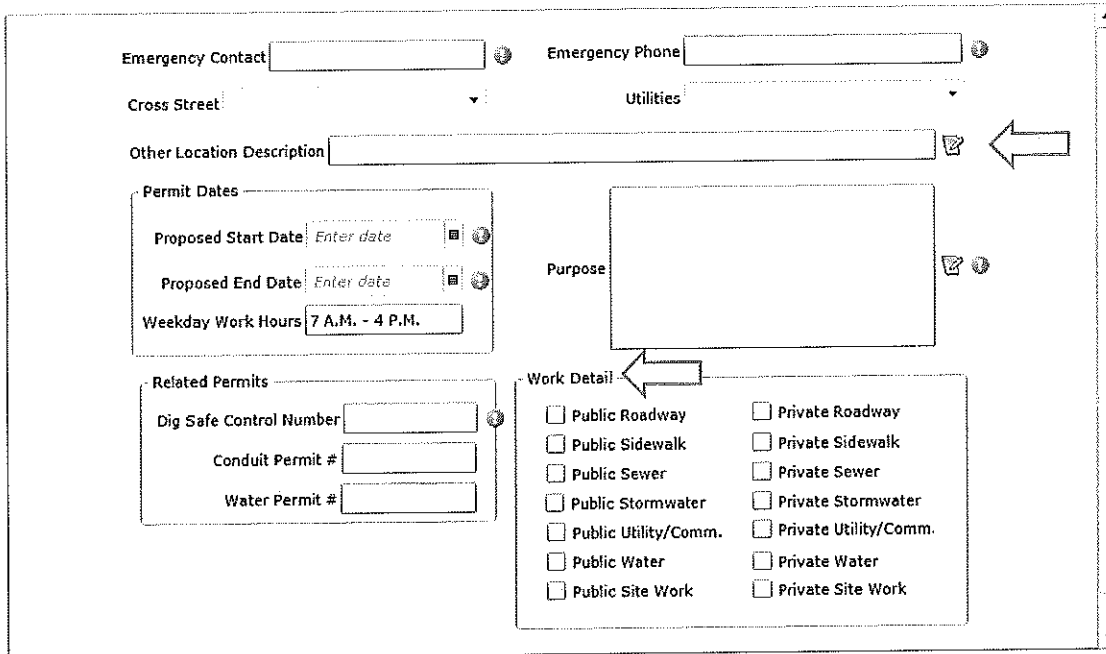
STEP 6 – Type of excavation



Once you have entered in the permit address information, select the appropriate permit class from the dropdown. “No Trench” is for work where excavating will be done, but the work is not considered to be a trench under the State of Massachusetts Trench Laws and Regulations. Click **NEXT**.

The screenshot shows a dropdown menu titled 'What Type of Permit?'. The menu is open, showing four options: 'Trench', 'No Trench', 'City Contract - Trench', and 'City Contract - No Trench'. The 'No Trench' option is highlighted.



Step 7 – Permit Information

In this section please provide us with as much information as possible. All fields with an  are required fields. You will not be able to submit a permit when a required field is left blank. If you are working in an intersection or on an entire street you can enter this information in the Other Location Description Field and select a cross street.







Emergency Contact  Emergency Phone 

Cross Street Utilities

Other Location Description  


Permit Dates

Proposed Start Date: Enter date  

Proposed End Date: Enter date  


Weekday Work Hours: 7 A.M. - 4 P.M.


Related Permits

Dig Safe Control Number: 


Conduit Permit #:

Water Permit #:


Purpose 

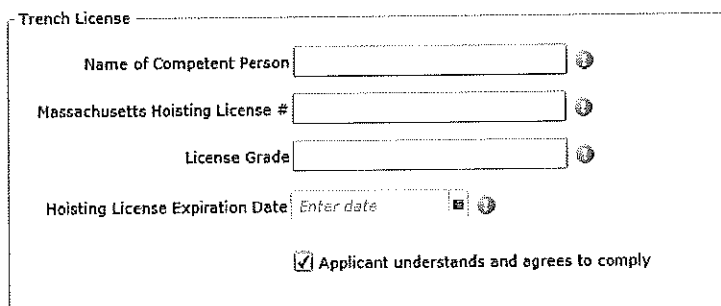
Work Detail 

<input type="checkbox"/> Public Roadway	<input type="checkbox"/> Private Roadway
<input type="checkbox"/> Public Sidewalk	<input type="checkbox"/> Private Sidewalk
<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Private Sewer
<input type="checkbox"/> Public Stormwater	<input type="checkbox"/> Private Stormwater
<input type="checkbox"/> Public Utility/Comm.	<input type="checkbox"/> Private Utility/Comm.
<input type="checkbox"/> Public Water	<input type="checkbox"/> Private Water
<input type="checkbox"/> Public Site Work	<input type="checkbox"/> Private Site Work


Make sure you select an infrastructure type in the “Work Detail” field on the main permit page as this will trigger the permit fee. Click  when done.


Step 8 – Competent Person Information (this screen only comes up for trench work)


Enter in the name of the competent person and his or her hosting license information. Be sure to click on the box that indicates you understand and agree to comply with the State of Massachusetts trench laws. Click .





Trench License

Name of Competent Person 

Massachusetts Hoisting License # 

License Grade 

Hoisting License Expiration Date: Enter date  

Applicant understands and agrees to comply

STEP 9–Street cut information

Under the Street Cuts and Sidewalk Cuts sections, only fill in the size of the area that will need to be restored – For instance if you are cutting a 5'x4' section of asphalt and need to take out one sidewalk panel to do your trench work, these are the dimensions that you enter in the next two sections.

Enter the size of all street cuts:



Street Cut #	Length	Width	Depth
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Cancel  Previous

NEXT

Enter the size of all sidewalk cuts:

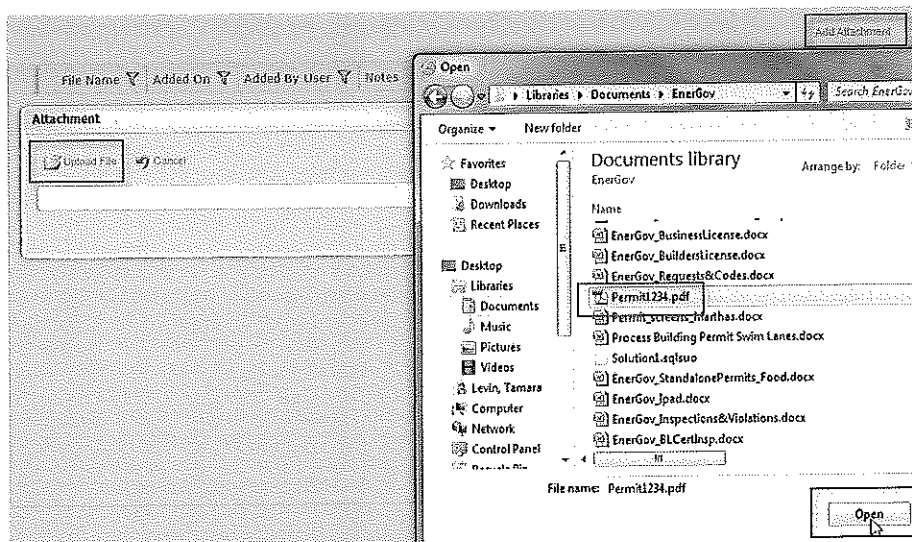
Sidewalk Cut #	Length	Width	Material
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Cancel  Previous

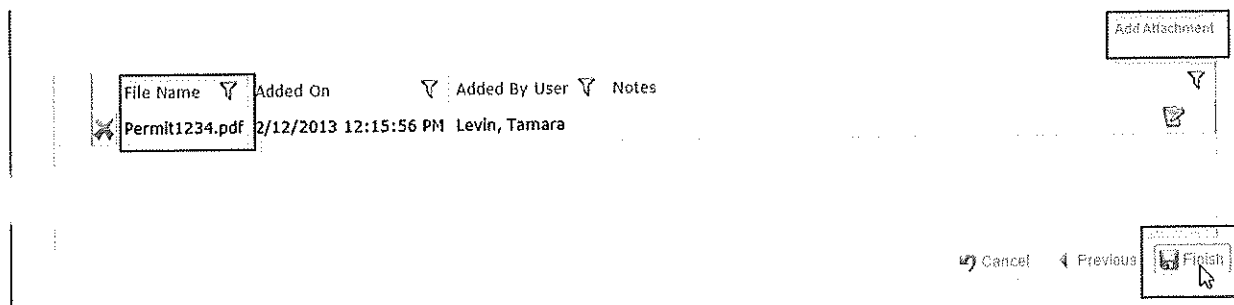
NEXT

STEP 10 – Add required attachments

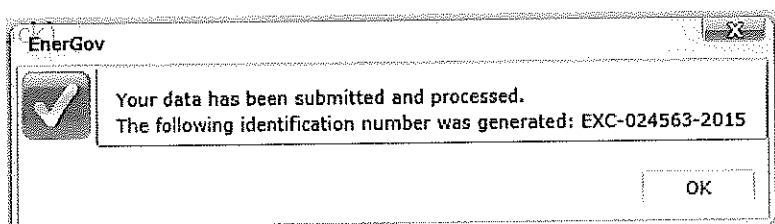
On the Required Attachments page attach utility plans, traffic/pedestrian management plans, bond information and a copy of your company's certificate of insurance that lists the City of Cambridge as an additional insured and the certificate holder on your policy. Also submit and any Water Department or utility (conduit) permits.



Click "Finish" once all attachments have been uploaded.




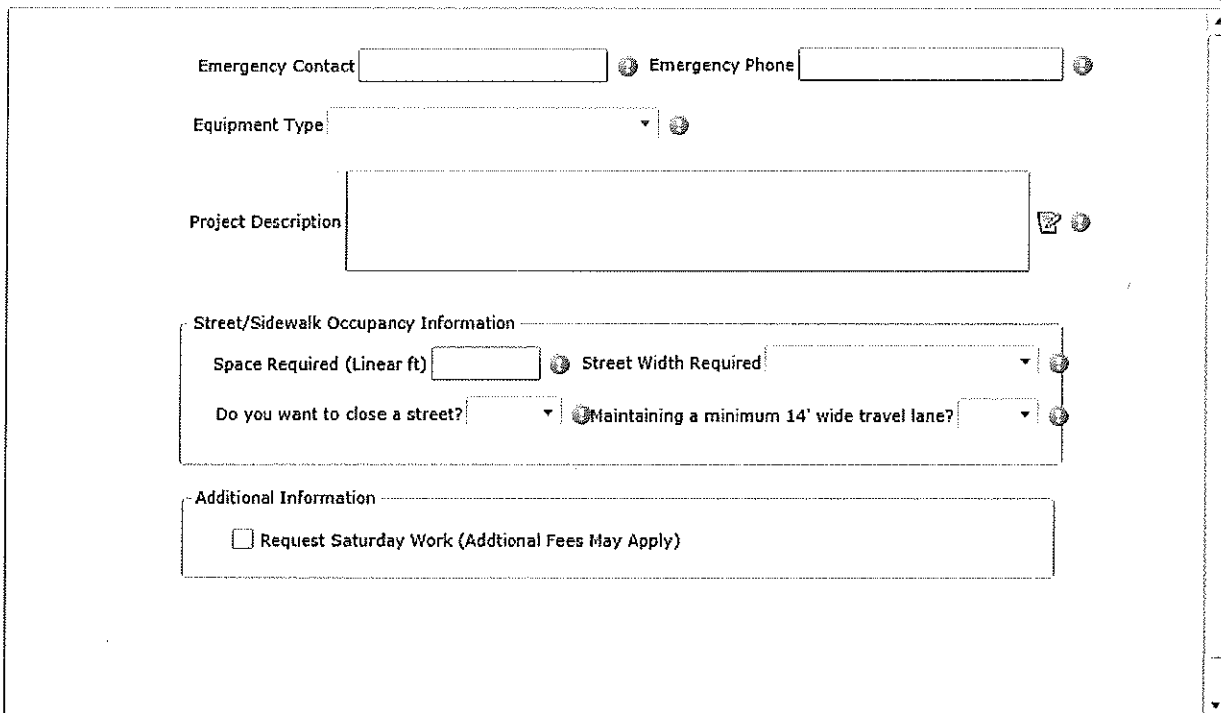
A pop-up lets you know your permit number that that your permit has been submitted. Click OK:











Crane, Boom and Pump Truck Permits

STEP 6 – Enter in permit information

Once you have entered in the permit address information you will be taken to the following screen. In this section please provide us with as much information as possible. All fields with an  are required fields. You will not be able to submit a permit when a required field is left blank.



The screenshot shows a web form with the following fields and sections:

- Emergency Contact**  **Emergency Phone** 
- Equipment Type** 
- Project Description** 
- Street/Sidewalk Occupancy Information**
 - Space Required (Linear ft)**  **Street Width Required** 
 - Do you want to close a street?**  **Maintaining a minimum 14' wide travel lane?** 
- Additional Information**
 - Request Saturday Work (Additional Fees May Apply)

STEP 7 – Enter in proposed work days

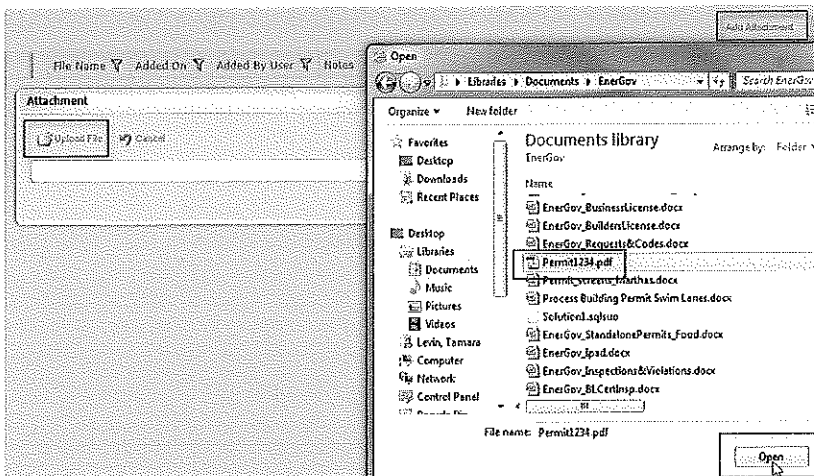
Requested Permit Dates

Work Day 1	<input type="text" value="Enter date"/>	Work Day 6	<input type="text" value="Enter date"/>
Work Day 2	<input type="text" value="Enter date"/>	Work Day 7	<input type="text" value="Enter date"/>
Work Day 3	<input type="text" value="Enter date"/>	Work Day 8	<input type="text" value="Enter date"/>
Work Day 4	<input type="text" value="Enter date"/>	Work Day 9	<input type="text" value="Enter date"/>
Work Day 5	<input type="text" value="Enter date"/>	Work Day 10	<input type="text" value="Enter date"/>

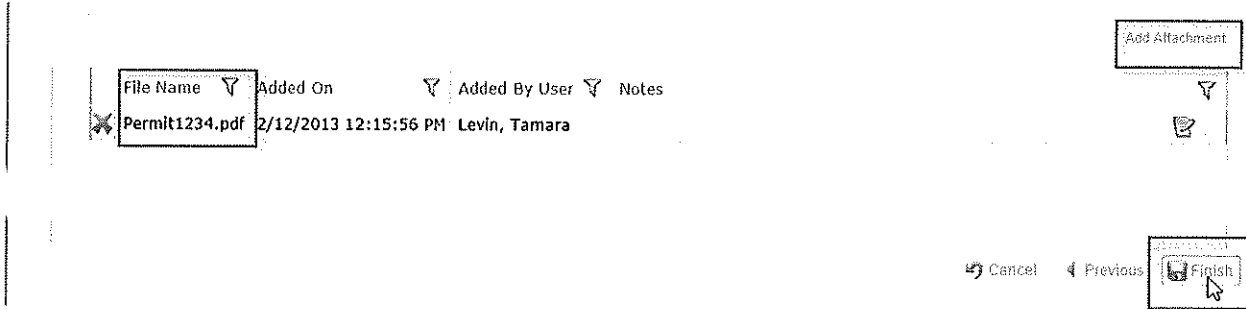
Weekday Work Hours

STEP 8 – Add required attachments

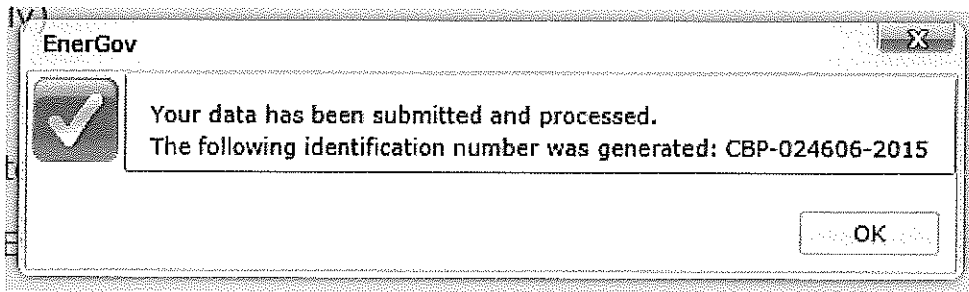
On the Required Attachments page attach traffic/pedestrian management plans, bond information and a copy of your company's certificate of insurance that lists the City of Cambridge as an additional insured and the certificate holder on your policy.



Click "Finish" once all attachments have been uploaded.




A pop-up lets you know your permit number that that your permit has been submitted. Click OK:



Sidewalk Obstruction Permits

STEP 6 – Enter in permit information

Once you have entered in the permit address information you will be taken to the following screen. In this section please provide us with as much information as possible. All fields with an  are required fields. You will not be able to submit a permit when a required field is left blank.

Emergency Contact Emergency Phone

Permit Dates

Proposed Start Date: Proposed End Date:

Weekday Work Hours

Project Description

Location Description

Sidewalk Occupancy Information

Staging (Walkthrough) Staging (No Walk Through/Partial Obstruction) Ladders

Sidewalk Closure Other (Please Provide Description)

Obstruction Width (ft) Obstruction Length (ft) Total SF

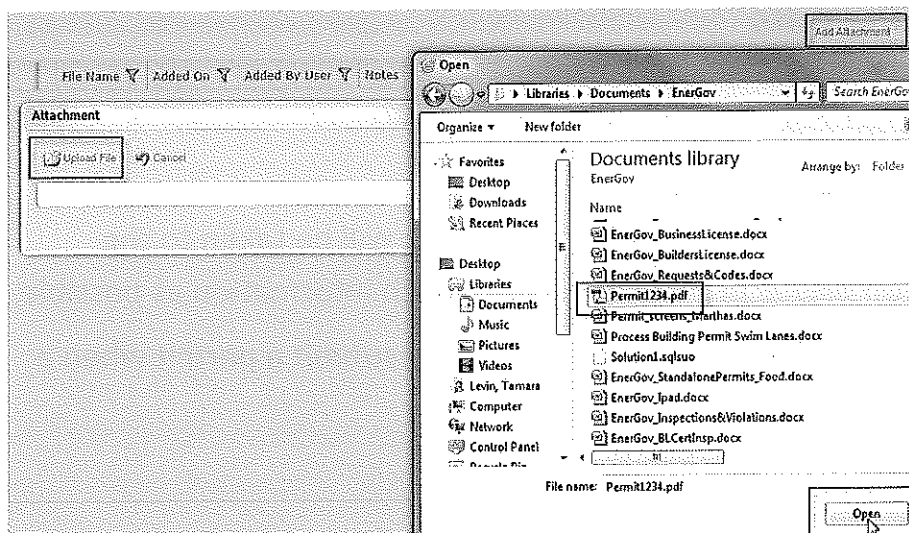
Additional Information

Will the street next to the curb be obstructed?

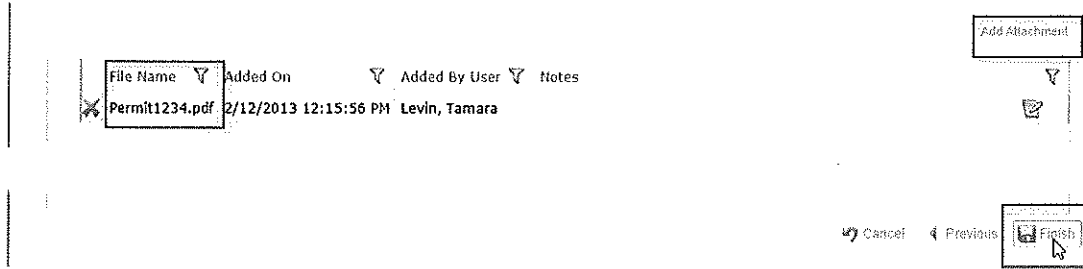
Request Saturday Work (Additional Fees May Apply)

STEP 7 – Add required attachments

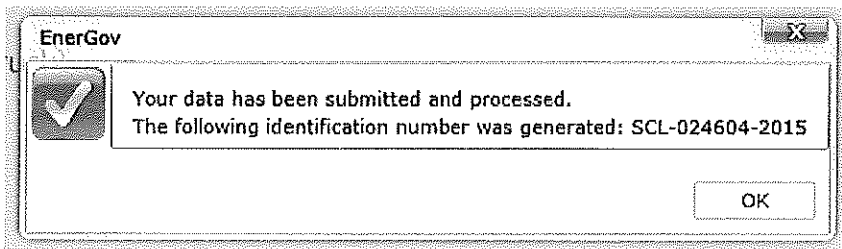
On the Required Attachments page attach traffic/pedestrian management plans, bond information and a copy of your company's certificate of insurance that lists the City of Cambridge as an additional insured and the certificate holder on your policy.



Click "Finish" once all attachments have been uploaded.



A pop-up lets you know your permit number that that your permit has been submitted. Click OK:



Paying permit fees

Click on the **Home** button in the upper left and scroll down to find the invoice number for the permit you just applied for. If the invoice does not show on your home page, hit **Refresh** on bottom left. Click on the Invoice Number to open it.

Invoice Number	Status	Invoice Total	Invoice Date	Due Date
00033419	Invoiced, Past Due	\$600.00	7/28/2015	7/28/2015
00033435	Partial Payment, Past Due	\$100.00	8/13/2015	8/13/2015

Review your invoice, then click in the "Make Payment" button:

Invoice Number: 00033419



Invoice Details					
Billing Contact:	City of Cambridge (Linke, Rob)	Invoice Status:	Invoiced, Past Due		
Invoice Date:	7/28/2016	Invoice Number:	00033419		
Invoice Due Date:	7/28/2016	Invoice Description:			
		Invoice Total:	\$600.00		

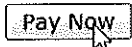
Primary Fees					
Fee Name	Fee Total	Amount Due	Reference Entry #	Entry	Notes
DPW - Crane Work Day 1	\$200.00	\$200.00	CBP-024537-2015	Permit	
DPW - Crane Work Day 2	\$200.00	\$200.00	CBP-024537-2015	Permit	
DPW - Crane Work Day 3	\$200.00	\$200.00	CBP-024537-2015	Permit	

Displaying Items 1 - 3 of 3

Follow the prompts:

Please choose the method of payment.

- Pay by Credit or Debit Card
- Pay by Personal Check
- Pay by Business Check



Enter in required credit card information:

Required fields are highlighted with an asterisk.

Payment Information:

Amount:* \$600.00
 Invoice Number:* 00033419
 Case Number:* 00033419

Please enter the following information about your payment method:

Cardholder's Name:*
 Cards Accepted:
 Card Number:*
 Expiration Date:* MM YY

Billing Information:

Address Line 1:*
 Address Line 2:*
 Country:* United States
 ZIP Code:*
 City:
 State: --Select One--

Receipt information:

Email Address:

Verify Information and confirm payment:

Please verify the following information:

Amount: \$600.00
Invoice Number: 00033419
Case Number: 00033419

Card information:

Cardholder's Name: RI
Card Type: MasterCard
Card Number: **** * 0015
Expiration Date: 6/2021

Billing information:

Address Line 1: TEST
Country: United States
City: CAMBRIDGE
State: Massachusetts
ZIP Code: 02139

Email Address: TEst@testtesttest.org

Is this information correct?

You will be notified of the 2.5% convenience fee on credit card transactions (A \$2 flat fee is charged for electronic checks):

This transaction is subject to a Service Fee of \$15.00.

Payment Amount: \$600.00
Service Fee: \$15.00

Total Amount: \$615.00

Two transactions will appear on your bank statement, one in the amount of \$600.00 and one in the amount of \$15.00.

The last notification is your receipt:

Successful Payment Receipt

Please print this receipt for your records

Remittance ID: DF4AABBC009046AA9FBB58EF62907A
Received: August 24, 2015 07:21PM EDT
Invoice Number: 00033419
Case Number: 00033419
Amount: \$600.00
Service Fee: \$15.00
Service Fee Type: Dual Transaction
Total Amount: \$615.00
Transaction Type: Authorization and Capture
Card Information: MasterCard
RL
*****0015
Billing information: Address Line 1: TEST
Country: United States
City: CAMBRIDGE
State: Massachusetts
ZIP Code: 02139

Note: Payment doesn't result in issuance. An additional email will be sent out at the time of issuance.