

# INSTRUCTIONS FOR ONLINE PERMITTING

[www.holdenma.gov](http://www.holdenma.gov)

1. FIND THE 'ONLINE PERMITTING' ICON ON THE HOMEPAGE OR CLICK THE ONLINE PERMITTING LINK ON THE GROWTH MANAGEMENT WEBPAGE
2. FILL IN STREET ADDRESS THEN STREET NUMBER
3. SELECT TYPE OF PERMIT – APPLY FOR PERMIT
4. OPEN EACH BLACK LINE / SECTION & COMPLETE EVERY QUESTION  
(Anything with an asterick \* must be filled out)
5. DO NOT HIT SUBMIT TILL ALL SECTIONS & QUESTIONS ARE COMPLETED
6. FOR PLUMBING, GAS & ELECTRIC PERMITS – YOU PAY IMMEDIATELY, PRINT YOUR RECEIPT & PERMIT (see instructions below)
7. **FOR BUILDING PERMITS:**
  - DEPARTMENT APPROVAL REQUIRED
  - YOU MAY GET AN EMAIL THAT MORE INFORMATION IS REQUIRED  
(ex: plans & specifications, plot plan, insurance, license, ResCheck 2012 iecc)
  - UPLOAD DOCUMENTS INTO 'RELATED DOCUMENTS'
  - THE APPLICATION WILL BE REVIEWED
  - REMEMBER TO CHECK YOUR EMAIL FOR CORRESPONDENCE
  - YOU WILL GET AN EMAIL THAT THE FEE HAS BEEN ESTABLISHED
  - GO BACK INTO THE APPLICATION TO PAY (see instructions below)

## TO PAY FOR A PERMIT

1. Enter street name and number
2. Click green arrow to the right of address
3. Select your permit - add to cart
4. Complete purchase (bottom right white box)
5. This will bring you to UNIPAY
6. To pay by check – fee \$.25
7. To pay by credit card: (see chart to the right)
8. On the right side of the page - fill out all information & hit **NEXT**
9. This will take you to the payment section
10. Fill in checking account number & routing number (found at the bottom of your check)
11. Or fill out the credit card information

**Credit Card Fee Schedule**

\$1.00	\$99.99	\$2.50
\$100.00	\$199.99	\$5.00
\$200.00	\$399.99	\$10.00
\$400.00	\$699.99	\$17.50
\$700.00	\$1,099.99	\$27.50
\$1,100.00	\$1,599.99	\$40.00
\$1,600.00	\$2,299.99	\$57.50
\$2,300.00	\$3,099.99	\$77.50
\$3,100.00	\$3,999.99	\$100.00
\$4,000.00	\$4,999.99	\$125.00

12. You may now print your receipt (*top right print icon*) & permit