



TOWN OF IPSWICH
BUILDING DEPARTMENT
25 GREEN STREET
IPSWICH MA 01938
978-356-6605

James Bone, CBO
Building Commissioner

ONLINE PERMITTING INSTRUCTIONS

- Go to the **Town of Ipswich** website at www.ipswichma.gov
- Under "**Government**" click "**Building**" which will bring you to the Building Department's web page.

HOW TO REGISTER

- Click on "**Online Permitting**" at the top left hand (blue menu section).
- Create a new account by clicking on "[New User Registration](#)".
- At the top select whether you are a **Homeowner** or **Contractor**.
- Fill out the registration application completing all mandatory fields. Click "**Register**"

APPLYING FOR A PERMIT

- Click on "**Online Permitting**" at the top left hand (blue menu section), then click "[Registered User Login](#)"
- Enter the username and password created during registration.
- Click on "**New Permit Application**" top right above bar.
- Choose the **Street Name** and then the **street number** from the drop down menus.
- Select the **Type of Application** from the drop down menu, then click **Next**, that application opens.
- Complete the **Application**, Brief description of work, workers compensation affidavit and then click **Submit**.

BRIEF DESCRIPTION OF WORK

- **Repairs:** WHAT YOU'RE DOING + QUANTITY + MATERIALS + LOCATION.
Example: Roofing: Strip and re-roof with (18sqsq) architectural asphalt shingles, main house.
- **Alteration / Renovations:** WHAT YOU'RE DOING + WORK AREA
Example: Alteration / Renovations of kitchen and 1st floor half bathroom
- **Additions:** SIZE, STORIES, ROOMS OR SPACE ADDED BY FLOOR
Example: 24' x 24', 1-story addition with 2-car garage under, 1st floor family room and unfinished attic storage.
- **New Construction:** USE, SIZE, STORIES, ROOMS, BEDS, BATHS, GARAGE
Example: Single family, 2800sf, 2 ½ story, 7 room, 4 bedroom, 2 ½ bath, unfinished basement with attached 2-car garage.

ALL PERMIT APPLICANTS

- **All plans, specifications and supporting documents must be uploaded to online permitting.**
- Interdepartmental approvers will not be assigned until all documents are uploaded.
- Building permit applicants will submit one hard copy plan set to the Building Department. This must match the uploaded online version. It will be stamped and returned as the "Approved" job set copy.

REQUIRED DOCUMENTS see Checklist for Permit Applications

FILE NAMES FOR DOCUMENTS TO BE UPLOADED

- The format for file names: STREET ADDRESS_DOCUMENT NAME_DATE
Examples: 54 Maple St_ZBA Decision_07.12.18, 54 Maple St_Addition & Renovation Plans_10.15.18
- The format for License and insurance: NAME_DOCUMENT
Examples: Smith Electric_COI Liability or TJohnson_CSL_HIC
- Online permitting assigns the pdf number at the end.

UPLOADING DOCUMENTS

- Login and select the permit you want to upload documents to by clicking the circle to the left.
- Under **My Options** pull down menu click **Add Attachment(s)**, then click **Choose File** to browse your computer.
- Select a document (one at a time) and click **Open**.
- The file name appears next to **Choose File** click **Submit**.
- Repeat until all documents are uploaded.

APPLICATION REVIEW

- Applications are reviewed for completeness and that all required documents have been uploaded.
- Requests for additional information are made using email **Chat** bubble feature within the permitting program.
- When you have fulfilled a request or have a question use the **Chat** to alert us.
- Interdepartmental approvers are assigned, Treasurer & Utilities - property owners must be current with municipal payments. Cons-Com, DPW, Fire, Health, Water & Electric Departments are assigned depending on the project.
- The amount due for the permit fee is emailed to you using the **Chat** feature as well.

PAYMENT

- **Pay Online with Debit or Credit Card**
 - Login to your account and select the **permit** by clicking the circle to the left.
 - Under **My Options** pull down menu click **Make Payment**, this opens the payment portal.
- **Pay in Person with Cash or Check:** Make check payable to the **Town of Ipswich**
- **Pay by Mail with check:** Building Department, Town of Ipswich, 25 Green Street, Ipswich, Ma 01938

PERMIT APPROVAL

- Once the permit is approved and issued you will receive an email notification that the permit can be picked up.
- Plumbing, gas, and electric permits are not printed out, email notifications only.

SPECIAL NOTES

1. **BUILDING PERMITS ARE NOT VALID UNTIL PAID, APPROVED, PICKED UP AND POSTED ON THE JOB SITE.**
2. It is the responsibility of the permit holder to schedule all required inspections.
3. Work covered without an inspection maybe required to be dismantled.
4. **IT IS REQUIRED OF ALL PERMIT HOLDERS to schedule a final inspection to close out the permit at jobs end.**
An open permit is leaving behind unfinished business and problems for property owners.