# Harvard Fire Department

13 Ayer Road Harvard, Massachusetts 01451 Business Phone: (978) 456-3648 Fax: (978) 456-3381



## **Fire Department On-Line Permitting Information**

On-line permitting is now available and effective December 1<sup>st</sup> 2023, the Harvard Fire Department is moving to all on-line permitting program to streamline the process and to keep all of the information and data organized and easily accessible.

Applying for permits is easy and only takes a few minutes to register.

Go to: https://harvardma.viewpointcloud.com

Click on "Fire Department"

Select your permit type. If you are unsure, please read the description of each permit type to confirm you are applying for the correct permit.

Click "Apply Online"

You will now need to either Log In if you've previously registered for ViewPoint (OpenGov) with Harvard OR another community, or Sign Up.

If you are logging in for the first time:

- Click "Sign Up"
- Enter your email address
- Enter a password (Note: passwords must have at least 8 characters and include 1 upper case letter, 1 lower case letter and 1 digit.)
- Follow the steps on each page to complete the application

If you've previously registered for ViewPoint (OpenGov) in Harvard or another community it will be even easier.

- Enter your email address and password (Note: if you do not remember your credentials, click on "Don't remember your password")
- Once you are logged in, follow the steps on each page to complete the application.
- Follow the steps on each page to complete the application

## Additional Documentation

Some permit types will require additional documents to be uploaded to the permit application. Examples include completed FORM 1 applications for Oil Burner and Oil Tank installations, Plot plans for underground storage tanks, etc.

#### Paying for your permit

Permit fees can be paid online. Once the payment is complete and approved, the Fire Department will be notified that your permit is active.

### **Scheduling an Inspection**

Please contact the Fire Department at 978-456-3648, then Option #2 to schedule an inspection for all permits **EXCEPT** the following: Oil Burner & Oil Tank installations, above ground LP tank installations and dumpster permits.

#### **Issuance of Permits**

After successful completion of the Fire Department inspection, the permit will be issued via the online portal and you will receive an email notifying you that a document is available. You will then be able to print your permit.