

Registering for a View Permit Online Account Homeowner or Realtor

Registration is quick and easy. Use your email address as your username and create a unique password. This info will be required every time you log into the ViewPermit Online Center, so be sure to keep this info safe for future use. Registration is required prior to accessing any permits, inspections, or licenses.

Step 1

On the www.Andoverma.gov home page click on the “Permits” bubble



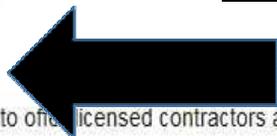
Step 2

Permits & Licenses

[Online Permit Center](#)

The Town of Andover is pleased to offer licensed contractors and home/property owners the ability to apply, pay for, and receive building, electrical, gas, plumbing, and mechanical permits online through ViewPermit, our permitting partner. This is the first of a multi-phase initiative for offering and issuing a wide range of municipal permits and licenses electronically in order to provide greater convenience, an enhanced level of service, and to improve the overall customer experience.

Click on the:
“ONLINE PERMIT CENTER”



Step 3

Click: “Continue to the Online Permit Center”

For more information, please contact the CDP Building Division at 978-623-8620 or [by email](#).

[Continue to the Online Permit Center](#)



Step 4

Next: "Click here to register"

Sign In

Email Address / User ID

Password



Don't have an account?
[Click here to register](#)

Step 5

Click on "Home Owners" or
"Businesses"

Select Account Type



Home Owners



Contractors

OR



Businesses



Utilities

Step 6

Fill in the fields as asked and click “Register”.

If you receive a red “Not Validated” please call our office for assistance (978-623-8620).

Account Registration

 Home Owners

Email Address / User ID

password

Re-type Password

First Name Last Name

Address City State Zip

Phone Number



Account Registration

 Businesses

Email Address / User ID

Password

Re-type Password

First Name Last Name DBA Business Type

Address City State Zip Phone Number

Emergency Contact Name Phone Number



Activating your Account

Once you register, you must activate the account through the link sent in an automated e-mail by ViewPermit before you can log in.

Viewing History of a Property

Once you register for an online account, you can view permit history for any property in Andover. For a permit summary report of any property click on **“Print Permit Report”**.

Search Permits & Addresses (Begin by typing your permit or address, then select from the list that appears)

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If you have specific questions regarding the permits, please call our office at 978-623-8620. Permits within the past 5 years are usually easily accessible in our office. If looking for permits prior to those years, it may require a Public Records request for an archive search.

Viewing Property Map

You can also research property maps online. Visit our website at: www.andoverma.gov and click on the GIS Viewer (bottom of site)

