

Registering for a View Permit Online Account - Contractor

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

Click on the:
“ONLINE PERMIT CENTER”

[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 select Fire 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

Step 3

Click: “Continue to the Online Permit Center”

For more information contact Fire Prevention at: 978-623-8660

Continue to Online Permit Center



Step 4

Next: "Click here to register"

Sign In

Email Address / User ID

Password

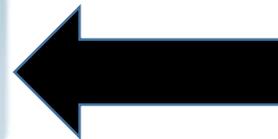


Don't have an account?
[Click here to register](#)

Step 5

Click on "Contractors"

Select Account Type



Step 6

Contractor Registration

Step 1: Validate your license

Business Name (DBA) License Type License Number Expires on

Step 2: Fill Login Information

Email Address / User ID

Password

Re-type Password

Contact Email Address (if different than user id)

Step 3: Fill Contact Information

First Name Last Name

Address City State Zip Phone Number

Step 1:

- Business Name (DBA) to be used is the Contractor's name. The information must be entered as follows (IN CAPS):
LAST NAME, FIRST NAME MIDDLE INITIAL
For example: SMITH, JOHN B
- Choose "License Type"
- Type in "License Number" (without the letter)
- Fill in "Expires on" date
- Click on "**Validate**" if you receive a "Validated" box in green you are all set! If you receive a red "Not Validated" please call our office at Fire Prevention for assistance 978-623-8660

Step 2 & 3:

Continue to fill in the fields as required and click "Register"

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.

Managing a Permit

Most permits require a licensed professional or designated representative to pull permits. In this case, you must have a valid license number for the trade in which you wish to perform work. (i.e. contractor, architect, engineer...). The license will be verified with our database.

Town of Andover Permit Fees/Payment Options

When applying for a permit online, you may “Pay Now” or “Pay Later”.

“Pay Now” with credit card or PayPal: Transaction fees associated with PayPal or credit card usage are paid by the applicant. On-line payments create a temporary permit that comes directly to our office. The permit is then reviewed and approved by the inspector for issuance.

Please consider saving time, gas and postage by using the “Pay Now” option. A permit cannot be issued until payment in full is received.

“Pay Later” : submit check to “Town of Andover”

Mail payment to: Fire Prevention, 32 North Main Street, Andover, MA 01810 (Please include the temporary permit number in the memo portion of your check) or by paying in person in our office on the 1st floor of Town Offices located at 36 Bartlet Street.

Regarding Permits 26F & 26F ½ Smoke & CO Fire Alarm Inspections ONLY – you may pay on-site at the time of the inspection. Make check payable to “Town of Andover”

The contact for View Permit is: support@viewpointsupport.zendesk.com

This email can help delete an account if it was set up incorrectly or reset a password.