

# How to Apply Online for Health Division License/Permit Renewal

Apply and pay via Online Permit Center at any time. Receive Permit within a week via e-mail.

Go to URL: [www.andoverma.gov/410/Online-Permit-Center](http://www.andoverma.gov/410/Online-Permit-Center)

Select “Apply/Renew Permit or License” Icon button.

**FOR NEW USERS:** Select “Don’t have an account? Click here to register”. Select “Homeowners, Contractor, or Business” as the Account Type. Follow instructions on site. Once setup, you will receive a confirmation email that must be selected to activate your Account.

1. When setup with an account, login to your Account:
  - a. Go to URL: [www.andoverma.gov/410/Online-Permit-Center](http://www.andoverma.gov/410/Online-Permit-Center)
  - b. Select “Apply/Renew Permit or License” Icon button.
  - c. Logon to your Account with Email Address and Password
2. To Create a Renewal Application and provide Payment:
  - a. Select “Renew a License” button.
  - b. Select Address or License Holder.
  - c. Provide either your Andover Business Establishment House # and Street Name; Licensee Name; or Establishment Name as required.
  - d. Review Map and verify location if applicable.
  - e. Select Renew Button next to License # to be Renewed (it is your current License #) with current year Date Issued and Date Expired. This Starts your Renewal Application.
3. Application -
  - a. Update License Information that may have changed from last year. Select “Next” Button after completion of each section.
  - b. To change any Phone # data, please erase/clear old number and enter new number fresh.
  - c. Provide any documents such as Allergen Awareness and Certified Food Manager Information for Restaurants, Worker’s Comp Insurance and/or Insurance Binder if required.
4. Preview Application, Select Submit Application button.
5. Finish Application - Provide Digital Signature, Click two acknowledgement check boxes, Select Submit Button.
6. Review Application submit page, write down application Permit tracking # ie TFM-17-XXX.
7. Pay for Application - Scroll down to Pay Now \$ button to pay for application with Credit Card.
  - a. Select either Pay with Credit Card or PayPal Account button.
  - b. Follow normal credit card payment instructions. Submit payment.
  - c. Don’t forget to sign off when renewal is completed by clicking on  in the upper right hand corner of the screen.

**\*NOTE:** You may still mail in your payment with a check as in the past - **or** - apply in person at the Andover Town Offices, Health Division, First Floor, 36 Bartlet St., Andover, MA 01810, between 8 AM and 3 PM, to pay by cash, check or credit card.