

TOWN OF FAIRHAVEN

Building Department • Online Permitting Guide

PERMIT FLOW CHART

STEP 1 — ACCESS PERMITTING PORTAL

Go to www.fairhaven-ma.gov/building-department/

STEP 2 — ONLINE SERVICES

click on the icon Permit Eyes

DO YOU HAVE A PROFILE WITH THE TOWN OF FAIRHAVEN?

YES

Log in by entering your **username** and **password** on the left side of the screen.

NO

Click on "**Register Now**" on the right side of your screen. Be prepared to upload any insurance information and required licenses.

STEP 3 — SUBMIT APPLICATION

Follow prompts through the permit process. Pay for permit through our banking system.

Administrative Requirement: For a PRELIMINARY administrative REVIEW, as a contractor, we will need payment of permit, any licenses needed for the job, and Certificate of Insurance.

ARE ALL 3 NECESSARY ITEMS IN YOUR PERMIT APPLICATION?

YES

Your permit request is reviewed within **2-5 business days**, then sent to the respected inspector. You'll be notified if the inspector requires any additional documentation.

NO

Your permit will sit until received. *Note: Submitting an application does not constitute having a permit to perform work as requested.*

Note on Processing Times: Sometimes other departments (such as the Board of Health, Conservation Commission, etc.) have to get involved, which may take a little longer.

