

How to Apply For a Board of Health Permit or License

The screenshot shows the Town of Yarmouth website. On the left is a navigation menu with items like 'Online Assessed Values', 'Property Information Search', 'Online Services', 'GIS', 'Notify Me', 'Request Tracker', 'Online Services', 'Minutes & Agendas', and 'Channel 18 Videos'. The main content area has several sections: 'TAXES, WATER BILL & OTHER ONLINE PAYMENTS - CLICK HERE', 'Paying with your checking account (eCheck) is free...', 'Featured new information and payment types:' with a list of links, 'PERMITS & LICENSES' (highlighted with a red box), and 'TOWN RECORD SEARCH'. The 'PERMITS & LICENSES' section contains the text: 'Use this link 24/7 to apply for Building Permits, Business Licenses Health Permits & Licenses, Renewing Previous Licenses & Permits, or Septic Pumping Information'. There are also small images of a 'PAID INVOICE' and a person at a computer.

The first step is to click on the paragraph under the “Permits & Licenses” heading. This will bring you to our online permitting website.

The screenshot shows the Town of Yarmouth online permitting website. The URL is https://aca3.accela.com/yarmouth/Default.aspx. The page features the town's logo and navigation links: Home, Search, New, and Return to Town of Yarmouth. There are also links for Announcements, Accessibility Support, Register for an Account (highlighted with a red box), Reports (1), and Login. The main content area includes a search bar, a 'Please Login' section, a 'New Users' section, and a 'Login' form with fields for User Name or E-mail and Password, and a 'Login' button. There is also a 'Remember me on this computer' checkbox and a link for 'New Users: Register for an Account'. A red box highlights the 'Register for an Account' link in the top navigation bar.

Once at the permitting page, you can login if you have already created an account. Otherwise, click on the “Register for an Account” link as shown above.

YARMOUTH
Massachusetts

Home Search + New Return to Town of Yarmouth

Announcements Register for an Account Reports (1) Login

Welcome to the Town of Yarmouth's online permitting website!

Search...

Home Building Board Of Health Licenses

Advanced Search ▾

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Registration »](#)

For a new user, the first page you will see is the disclaimer portion of the account registration process. You can read the disclaimer, check the box and click “Continue Registration” at the bottom to progress.

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

[Add New](#)

[Continue Registration »](#)

On “Account Registration Step 2”, your first step is to fill in the top portion of the page. An important fact to note: Your password must be at least 8 characters.

Account Registration Step 2:
Enter/Confirm Your Account Information * indicates a required field.

Login Information

* User Name: ⓘ

* E-mail Address:

* Password: ⓘ

* Type Password Again:

* Enter Security Question: ⓘ

* Answer: ⓘ

Contact Information

Choose how to fill in your contact information.

Once the information is filled in, you should then click the “Add New” button.

Select Contact Type ×

From the drop down menu choose the type that most represents what task will be performing. For example a home owner is typically an Applicant but a realtor who is handling rentals might be a Rental Agent.

* Type: ▼

You will have two choices for the contact type. Pick the choice that corresponds to you and click continue.

Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

* City: * State: * Zip:

* Home Phone: Work Phone: Mobile Phone:

Fax: Preferred Channel:

* E-mail:

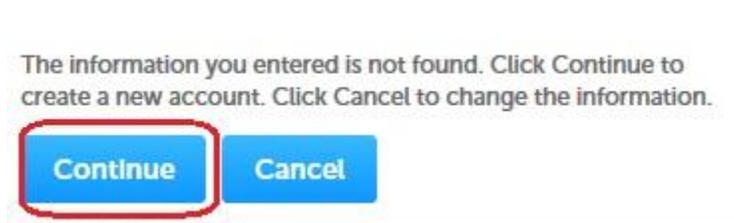
▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

On the contact info screen, enter the info you would like to have on file for any contact regarding the permit or license you are applying for. If you would like to add an additional contact you can click the “Add Additional Contact Address” button. If not, scroll down to the bottom of the page and click “Continue”.



You will get this message. Click “Continue”.

Contact Information

Choose how to fill in your contact information.

✔ Contact added successfully.

Chad Deschamps
noreply@yarmouth.ma.us
Home phone:508-398-2231
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

[Continue Registration »](#)

Once back on this page, you can click “Continue Registration” to continue with the process.

The screenshot shows the Town of Yarmouth website header with the logo and navigation menu. The navigation menu includes Home, Search, New, Return to Town of Yarmouth, Announcements, Register for an Account, Reports (1), and Login. A search bar is located below the navigation menu. The main content area displays a green success message: "Your account is successfully registered." Below this message, a congratulatory message reads: "Congratulations. You have successfully registered an account." The "Account Information" section is visible, showing fields for User Name, E-mail, Password, and Security Question, with corresponding instructions.

YARMOUTH
Massachusetts

Home Search + New Return to Town of Yarmouth
Announcements Register for an Account Reports (1) Login

Welcome to the Town of Yarmouth's online permitting website!

Home Building Board Of Health Licenses
Advanced Search

✔ Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name:	Instruction
E-mail:	noreply@yarmouth.ma.us
Password:	*****
Security Question:	What is my favorite food?

You have now created an account and are ready to apply for permits and licenses. Click “Login” in the top right of the page to get started.

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

In the Login area on the right side of the screen, please enter you Username or Email and the password that you have created. Then hit “Login”.

Welcome to the Town of Yarmouth's online permitting website!

Home Building **Board Of Health** Licenses

Create an Application Search Applications

Records

Show on Map

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
No records found.							

Search for Records

Once you have logged in, click “Board of Health” first, and then “Create an Application”.

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

[Click to get Septic As Builts](#). Once on the website choose "Search for Parcel Info". Enter the Street Name and Number. Choose the Health Department and then click Submit.

For Septic system pumping history click on the "Reports" link toward the top right of this screen.

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I have read and accepted the above terms.

[Continue Application »](#)

Click the checkbox to acknowledge the disclaimer and then click "Continue Application"

Welcome to the Town of Yarmouth's online permitting website!

Search... 

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 [Search](#)

- [▶ BOARD OF HEALTH APPLICATIONS](#)
- [▶ BOARD OF HEALTH OTHER](#)

[Continue Application »](#)

On this screen you will be choosing the type of application you want to apply for. Click on "Board of Health Applications" to see a list of the possible types.

Home Building **Board Of Health** Licenses

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▼ BOARD OF HEALTH APPLICATIONS

- Disposal Installer Application
- Food Establishment Application
- Funeral Director Application
- Lodging Application
- Poultry Application
- Refuse Collector Application
- Rental Certificate Application
- Septage Haulers Application
- Sheep Goats Application
- Stables Application
- Sun Tanning Establishments Application
- Swimming Pool Operations Application
- Tobacco Product Sales Application
- Toxic or Hazardous Materials Application

▶ BOARD OF HEALTH OTHER

Continue Application »

Here you will choose the application type that pertains to the license you would like to apply for. For a rental lease registration, select "Rental Certificate Application". Once you have selected a license type, click "Continue Application" at the bottom of the page.

Rental Certificate Application

1 Address and Owner	2 People	3 Permit Information	4 Review	5 Pay Fees	6
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Step 1: Address and Owner > Location

Enter information about the location and owner of the property.

Show Map

* indicates a required field.

Address

* WHEN SEARCHING FOR THE ADDRESS YOU ARE APPLYING FOR, PLEASE ONLY ENTER THE STREET NUMBER AND FIRST FEW LETTERS OF THE STREET NAME.

* DO NOT ENTER A SUFFIX (AVE, ST, RD, LANE, ETC.)

* LESS INFORMATION ENTERED IS BETTER BEFORE CLICKING SEARCH

* If you are searching on Route 28 or Route 6A please fully type out Route.

* If your property is a duplex, search for the first of the two addresses and enter '2' as the number of units on part three of this process.

* Street No.: * Street Name:

City: State: * Zip:

Search **Clear**

This particular example is for a Rental Certificate. However, the only difference between this and other permit types is part 3 of the process. On this screen, it is very important that you read all of the instructions at the top of the Address section. Enter the street number and street name (without a suffix), and then click search. If a result is returned, it should have filled in the rest of this page for you. It may give you a list of addresses to pick from, which you can then pick the correct address from to continue. Scroll down the page to verify that the information is correct. In the owner section, you can edit the info if it is incorrect. Otherwise, click "Continue Application" at the bottom of the page.

Rental Certificate Application

1 Address and Owner	2 People	3 Permit Information	4 Review	5 Pay Fees	6
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Step 2: People > People

* indicates a required field.

Applicant

* THIS SHOULD BE THE PERSON APPLYING FOR THE LICENSE.

* IF YOU ARE THE PROPERTY OWNER - CLICK [SELECT FROM ACCOUNT BELOW](#)

* IF YOU ARE ANOTHER TYPE OF APPLICANT - CLICK [ADD NEW BELOW](#)

Select from Account

Add New

Continue Application »

Save and resume later

On this page, you should read the directions and make a choice based on who you are in relation to what you are applying for. Most people will be clicking the "Select from Account".

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input type="radio"/> Associated Contact	Individual	Chad Deschamps
<input type="radio"/> Associated Owner		TOWN OF YARMOUTH

Continue

[Discard Changes](#)

You should select the "Associated Contact" and then hit "Continue".

Applicant

* THIS SHOULD BE THE PERSON APPLYING FOR THE LICENSE.

* IF YOU ARE THE PROPERTY OWNER - CLICK SELECT FROM ACCOUNT BELOW

* IF YOU ARE ANOTHER TYPE OF APPLICANT - CLICK ADD NEW BELOW

✔ Contact added successfully.

Chad Deschamps

noreply@yarmouth.ma.us
Home phone:508-398-2231
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

[Continue Application »](#)

[Save and resume later](#)

Once you have selected a contact, you can click “Continue Application” at the bottom of the page.

Rental Certificate Application

1 Address and Owner	2 People	3 Permit Information	4 Review	5 Pay Fees	6
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Step 3: Permit Information > Permit Information

MAKE SURE TO CALL THE HEALTH OFFICE (508) 398-2231 Ext. 1240 TO SCHEDULE YOUR RENTAL INSPECTION. A RENTAL LICENSE WILL NOT BE ISSUED UNTIL THE INSPECTION HAS BEEN COMPLETED.

*If you are registering a duplex, please enter "2" to specify the number of units at the selected address.

* indicates a required field.

Permit Detail

RENTAL UNIT INFORMATION

Rental Type: *

--Select--

House Type: *

--Select--

Smoke Detectors Installed:

Yes No

Carbon Monoxide Detectors Installed:

Yes No

Trash Pickup: *

--Select--

* If this is a blanket permit then enter the number of units for this address.:

1

[Continue Application »](#)

[Save and resume later](#)

Step 3 of the process is info specific to the license or permit you are applying for. Please not the information at the top of the section. You should fill in all questions on the page and then click “Continue Application” at the bottom of the page.

Rental Certificate Application

1	2 People	3 Permit Information	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Rental Certificate Application

Address [Edit](#)

1146 ROUTE 28
SOUTH YARMOUTH MA 02664

Parcel [Edit](#)

Parcel Number: 059.180
Block: 180
Book: 849
Page: 192
Parcel Area: 134165

Step 4 is a review of all the information that you have entered. If it all looks good, you can click "Continue Application" at the top or bottom of the page.

Rental Certificate Application

1	2 People	3 Permit Information	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Rental Certificate fee with online discount	<input type="text" value="1"/>	\$70.00

[Recalculate](#)

TOTAL FEES: \$70.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#) [Continue Shopping »](#)

In Step 5, you will decide to keep shopping or to check out. If you have more units or would like to apply for more permits or licenses, click "Continue Shopping". If you would like to finish and pay, click "Check Out".

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

1146 ROUTE 28, SOUTH YARMOUTH MA 02664

1 Application(s) | \$70.00

▶ Rental Certificate Application
18TMP-001508

Total due: \$70.00

Total amount to be paid: \$70.00

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

This is your shopping cart. If you are finished and would like to pay, click "Checkout". The only thing left to do is to enter your payment info on the screens ahead.

This concludes the instructions on how to apply for a permit or license.