# GEOTMS Web

## **Online Permit Applications**

Town of Walpole, MA



### GeoTMSWeb User Guide

Des Lauriers Municipal Solutions, Inc. 101 Constitution Boulevard - Suite D Franklin, MA 02038 Email: <u>Support@GeoTMS.com</u>

#### GETTING STARTED - Go to www.geotmsweb.com/towns/walpolema

Town of Walpole, Massachusetts		MS Web
emyGeoTMSWeb Search Apply Renew Pay Fees File Complaint Request Inspection	Contact Us About Us	
myGeoTMSWeb (Registration Required)		
With myGeoTMSWeb users can see all pending application information and history.	GEC	
Apply For A Permit Or License (Registration Required)		
GeoTIMSWeb allows residents and contractors to apply online.	-	
Renewals (Registration Required)		
Municipalities can allow Businesses to renew local licenses and commercial permits.	0,010	
Search Show Show	- TNS Web	
To check the status of an existing Permit or Inspection, please use our Search menu.	GEO'	
Contact Us		
Do you have questions or suggestions? Use our Contact Us page.	_	

Please Note: If you have previously used GeoTMSWeb then you may continue to use the same login credentials and skip to Login. You must be a registered user to apply for permits online.

#### REGISTERING (if needed)

- Click Register in the top right corner, fill in field and click submit

	Town of V	Walpole, N	GEOTMS Web Welcome to GeoTMSWeb! Home Login				
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#### - Check your email, and follow email directions

GeoTMSWeb.com: Please confirm your email From: Online Permits To: Support	
Dear New User,	
Thank you for registering with GeoTMSWeb.com. Before your account can be activated, we need you to confirm your email.	
Please click on this link.	
https://www.geotmsweb.com/register.aspx?confirm=support%40geotms.com&x=4957&y=2&1=645ae14c-777a-4478-9692-02f8c636a1eb&s=11	<u>43&amp;z=880331</u>
If the above link is not clickable, please copy and paste it into your browser's address bar.	
If you feel that you've received this email in error, please contact us via our website at https://www.geotmsweb.com/contact/	
© 2011 Des Lauriers Municipal Solutions, Inc.	
PLEASE DO NOT REPLY TO THIS MESSAGE. To obtain information on how to contact Des Lauriers Municipal Solutions, Inc., please visit http://www.geolms.com	our website at

Your privacy is important to us. To review our privacy policy, please visit GeoTMSWeb.com at https://www.geotmsweb.com/privacy/

#### LOGIN

- Enter username and password, click submit

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If you have lost your l	Username and/o	r Password, plea	ase enter your	email address bel	ow for assistance.	Gre		
		Email:			S	ubmit		

#### APPLYING

- Click Apply in the menu

myGeoTMSWeb Search Apply Renew Pay Fees File Complaint Request Inspection Contact Us About Us Site Mana	
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Apply For A Permit	
Select Applications	<u> </u>
Building, Electrical & Mechanical Permits     Permit Types   Queue	
WINDOWS Electrical	
SIDING GAS	
ROOFING	Novt
Select Owner and Location	Next

- Double click the permit types you wish to apply for

Please Note: You can apply for multiple permits at the same time, however they must be for a single work location

- Click Next

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Apply For A	Permit	<u> </u>		OTNE		103-			
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Select Owner and Loca	ation								
Enter Address Sch Work Description*				Sear	Ov	Unknown or Not Fou vner Information* ew User Account	nd		
Citter Work Description					13	5 School St			
					W;	alpole		MA	02081
					(5)	08) 660-7324			
						ork Location*			
					En	ter Work Location A	ddress		
									Next

- Enter your address and click search

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	Nork Description*				-			()			
1	CARNIVAL APRIL 16 T	TO APRIL	21, 2007					Work Location*			
								135 SCHOOL ST			
							]			(	Next

- Select your address

- Enter a work description for the permit(s) you are applying for or choose one from the work descriptions listed

- Fill out Owner Information and Work Location (if needed)

- Click Next

#### Your Online Application will be displayed

- Fill out Application

 If your Application required additional documents to be submitted, you may attach those documents using the upload feature at the bottom of the page
Click Next

- A summary will be provided, if changes need to be made use your browser's back button, otherwise click next

- Repeat process until you have completed all Applications (you may not skip an Application)

- If you do not complete the application process, you may finish completing an individual application using MyGeoTMSWeb in the main menu

	Тоw	n of Wal	pole, Ma	issachuse	etts	GEO	Welcome, <u>New User</u> ! Ome <u>My Account Log Out</u>
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		BOARD	Department OF FIRE PRE add zip cod	of Massach of Fire Servi VENTION REG es & electricia permit # if appl	Ces Bulations n's cell #;	Official Use O Permit No: walpolete: Occupancy and Fee O [Rev. 1/07] (leave	stma-3050 'hecked ✓
						ELECTRICAL	WORK
1	City or Town of: Wa				Date: 7/25/20		
	To the Inspector of V	Vires: undersigned giv				ectrical work described l	pelow.
	Owner or Tenant W	ALPOLE TOV	VN OF			Telephone No. (	)
	Owner's Address 13	35 SCHOOL S	Τ.				
	Is this permit in con Purpose of Building		building permi		No (Check Utility Author	Appropriate Box) ization No.	
	Existing Service	Amps	Volts	Overhead 🗌			
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4	Number of Feeders	and Ampacity					
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		Require	d Field				
		Optiona	l Field				
		Cannot I	Be Edited	b			
		Not Vali	d - Pleas	e fill out	field		

Payment will now be processed for permit applications

- Your payment options will be listed on the screen

- Make sure all information is valid, then process payment

Your permit application(s) will be submitted for review by the staff. You will receive a confirmation email for your payment. The staff will contact you after reviewing your application.

