



# CITY OF REVERE

## E-Permitting Is Now Live in the Building Department!

You can now apply for a Building, Plumbing, Gas, or Electrical Permit, a Certificate of Occupancy, or for Site Plan Review through [CitizenServe](#), the City of Revere's online permitting system.

### To Get Started:

- Go to [www2.citizenserve.com/revere](http://www2.citizenserve.com/revere) or Click the **Apply for a Permit** button on the Building Department webpage. Click "Login" at the top-right of your screen. If you are a first-time user, click "Register Now."
- Choose your registration type and fill out the form. **We will need the details and an upload of each professional license you hold.** No permit can be processed without this information.
- Choose a User Name and Password you will remember. Click "Submit."
- If you are applying for a Building, Plumbing, Gas, or Electrical permit, click "Apply for a Permit" under "Permitting." If you need a Site Plan Review, click "Apply Now" under "Development Projects."
- Choose the permit type and then the property type.
- Provide a description of your project.
- Provide the address of the property. **Enter only the street number and street name.** Do not enter "ST," "RD," or any other suffix. Click "Search." *The system can only accept addresses from our Assessing database, which are sometimes different from street addresses. If the system does not find the address, use the links at the top of the screen to search property information and find the correct assessing address or parcel number.*
- Complete the form. **All fields marked with a red line are required.** Upload documents where necessary. No permit application will be processed without a signed owner authorization and your completed workers' compensation affidavit.
- Check the box and type your name at the bottom to signify that you understand and will comply with the statements in red.
- Click "Submit" or "Save for Later" if you need edit or upload documents before submitting.

**Next Steps:**

- After you submit your application, we will check it to make sure that we have everything we need to process your permit and that no fees or fines are owed to the City on the property. You will receive an email updating you with the status of your application.
- The inspectors and other city personnel who need to review your project will do so electronically. You will receive email notifications if they have questions about your application or require changes or additional materials.
- When your application is approved, you will receive an email with instructions for paying your permit fees.
- Once you pay your fees, you will receive an email that your permit has been issued. You will then be able to print your permit from your online account.