

Registering for a View Permit Online Account - Contractor

Registration is quick and easy. Use your email address as your username and create a unique password. This info will be required every time you log into the ViewPermit Online Center, so be sure to keep this info safe for future use. Registration is required prior to accessing any permits, inspections, or licenses.

Step 1

On the www.Andoverma.gov home page click on the “Permits” bubble



Step 2

Permits & Licenses

[Online Permit Center](#)

The Town of Andover is pleased to offer licensed contractors and home/property owners the ability to apply, pay for, and receive building, electrical, gas, plumbing, and mechanical permits online through ViewPermit, our permitting partner. This is the first of a multi-phase initiative for offering and issuing a wide range of municipal permits and licenses electronically in order to provide greater convenience, an enhanced level of service, and to improve the overall customer experience.

Click on the:
“ONLINE PERMIT CENTER”



Step 3

Click: “Continue to the Online Permit Center”

For more information, please contact the CDP Building Division at 978-623-8620 or [by email](#).

[Continue to the Online Permit Center](#)



Step 4

Next: "Click here to register"

Sign In

Email Address / User ID

Password



[Don't have an account?
Click here to register](#)

Step 5

Click on "Contractors"

Select Account Type



Step 6

The screenshot shows a web form titled "Contractor Registration" with three distinct steps:

- Step 1: Validate your license**
 - Business Name (DBA): [Text input field]
 - License Type: [Dropdown menu with "AST" selected]
 - License Number: [Text input field]
 - Expires on: [Text input field]
 - Validate: [Submit button]
- Step 2: Fill Login Information**
 - Email Address / User ID: [Text input field]
 - Password: [Text input field]
 - Re-type Password: [Text input field]
 - Contact Email Address (if different than user id): [Text input field]
- Step 3: Fill Contact Information**
 - First Name: [Text input field]
 - Last Name: [Text input field]
 - Address: [Text input field]
 - City: [Text input field]
 - State: [Dropdown menu]
 - Zip: [Text input field]
 - Phone Number: [Text input field]
 - Register: [Submit button]
 - Clear: [Reset button]

Step 1:

- Business Name (DBA) to be used is the Contractor's name. The information must be entered as follows (IN CAPS):
LAST NAME, FIRST NAME MIDDLE INITIAL
For example: SMITH, JOHN B
- Choose "License Type"
- Type in "License Number" (without the letter)
- Fill in "Expires on" date
- Click on "**Validate**" if you receive a "Validated" box in green you are all set! If you receive a red "Not Validated" please call our office for assistance 978-623-8620

Step 2 & 3:

Continue to fill in the fields as required and click "Register"

Activating your Account

Once you register, you must activate the account through the link sent in an automated e-mail by ViewPermit before you can log in.

Managing a Permit

Most permits require a licensed professional or designated representative to pull permits. In this case, you must have a valid license number for the trade in which you wish to perform work. (i.e. contractor, architect, engineer...). The license will be verified with our database.

Town of Andover Permit Fees/Payment Options

When applying for a permit online, you may “Pay Now” or “Pay Later”.

“Pay Now” with credit card or PayPal: Transaction fees associated with PayPal or credit card usage are paid by the applicant. On-line payments create a temporary permit that comes directly to our office. The permit is then reviewed and approved by the inspector for issuance.

Please consider saving time, gas and postage by using the “Pay Now” option. A permit cannot be issued until payment in full is received.

“Pay Later” : submit check to “Town of Andover”

Mail payment to: Department of Community Development and Planning (Attn. Building, Electrical, Gas or Plumbing), Town Offices, 36 Bartlet Street, Andover, MA 01810 (Please include the temporary permit number in the memo portion of your check) or by paying in person in our office on the 1st floor at 36 Bartlet St.

The contact for View Permit is: support@viewpointssupport.zendesk.com

This email can help delete an account if it was set up incorrectly or reset a password.