

**Online Permitting Instructions -- Board of Health Permits
Adams, Becket, Dalton, Egremont, Great Barrington, Lanesborough,
Middlefield, New Marlborough, Peru, Richmond, Washington, and Windsor**

Below are the instructions for applying for a permit through the BOH in Adams, Becket, Dalton, Egremont, Great Barrington, Lanesborough, Middlefield, New Marlborough, Peru, Richmond, Washington, and Windsor. While this is the same online vendor that Tri-Town and Pittsfield use, you cannot apply for a permit for Adams, Becket, Dalton, Egremont, Great Barrington, Lanesborough, Middlefield, New Marlborough, Peru, Richmond, Washington, and Windsor through the other logins and will need a separate account.

NEW USER (First time only) ***Note: This system serves Adams, Becket, Dalton, Egremont, Great Barrington, Lanesborough, Middlefield, New Marlborough, Peru, Richmond, Washington, and Windsor, so you may already have login information

1. Click on renewal permitting link:
http://fctpermit.com/sites/alliance/boh/user_login_new.asp
2. This link will take you to a Login Page where you will register as a new user by clicking “New User? **Create your account**” (Only if you haven’t registered previously).
3. Once you create your Username and Password and then log in, you will be taken to your Homepage and you can follow the directions below.

REGISTERED USERS: *After you have registered with this system*




The username and password you registered at the beginning of this process is what you will use to access your account going forward. After the first time, you can access your login using the following link:

http://fctpermit.com/sites/alliance/boh/user_login.asp

Apply for a NEW PERMIT by pressing  and then select the Town Name and Application Name that corresponds with your desired permit.

Renew an existing permit by selecting [Renew](#) located to the left of an existing permit.

Fill out all the required information (marked with a red *) and press submit. Note that the Workman’s Comp Affidavit is embedded in the application, and you will need to click on through. Once the permit is submitted, you will see these icons at the top left-hand corner of the page:

- Press  to view and revise your permit application.
- Press  to attach required documents to your permit.
- Press  to pay online for your permit (you can also mail or drop off payment directly to your BOH office payable to the Town) You may want to contact your Board if you are planning on paying directly so that they know.

Questions? Contact your BOH Office or Lydia Shulman at Ishulman@berkshireplanning.org Or Full Circle at 617 722 0100