

# **Building Department electronic permitting with ViewPoint**

We are moving to an all electronic permitting program to streamline the process, for security, and to keep all of the information and data organized and easily accessible.

Luckily, it only takes a few minutes to register and applying online is easy! The first application may take a few additional steps because of registering and learning the new process but after that, it'll be even quicker!

## **Getting started:**

Go to <https://harvardma.viewpointcloud.com>

In our office you will see an icon Home Viewpoint cloud just click there.

If you're logging in for the first time:

- Select Sign up
- Enter in your email address
- Enter in what you'd like your password to be.  
(Note: passwords must have at least 8 characters and include 1 upper case letter, 1 lower case letter and 1 digit.)

If you've previously registered here or with another community:

- Enter in your email address and password  
(Note: If you do not remember your credentials, click on "Don't remember your password".)
- Once you're logged in, follow the steps on each page to complete the application.

**DO NOT FORGET TO LOG OUT WHEN YOU ARE DONE**

## **Paying for your permit**

Permits can be paid for online or by cash or check in the Building Department office.

## **What happens next?**

Since your application is electronic you can monitor the status online and you will also receive notifications via email as the application is reviewed and processed. Once the permit is issued you will be able to print it.

As a user you have the ability to login to ViewPoint from anywhere to view your application.