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# Applying for an on-line construction access permit and notifying for a construction emergency

If you need to use a parkland access road for construction, equipment installation, or other related reasons, you'll need to apply for a construction access permit.

## Online filing for construction access permits and an emergency construction notification

(<https://eplace.eea.mass.gov/citizenaccess>)

## CONTACTS

### DCR Contacts for Construction Access Permits

#### Phone

For EEA ePLACE Portal help on technical issues, Call

[844-733-7522](tel:8447337522) (tel:8447337522)

Open M-F 7:30 am-5:00 pm, with the exception of all Commonwealth & Federally observed holidays.

For Construction Access permit questions, contact the  
DCR Permit Section

[617-626-1444](tel:6176261444) (tel:6176261444)

#### Online

Construction Access Permit email

[AccessPermits@mass.gov](mailto:AccessPermits@mass.gov) (mailto:AccessPermits@mass.gov)

### What you need

You need a permit to access areas managed by the Department of Conservation and Recreation if you are installing equipment, performing maintenance, or doing construction work. If you are applying for an online construction or vehicle access permit, you will need the following:

An account at the EEA ePLACE online permitting portal. Create and register for an account [here](https://eplace.eea.mass.gov/citizenaccess) (<https://eplace.eea.mass.gov/citizenaccess>).

Electronic versions of the following documents to upload with your application:

1. **Construction & Engineering plans** - Technical Drawings, drawn to scale, that show information about grading, landscaping, or other site details, the specifications focus on the materials, installation techniques, and quality standards. These drawings are intended to give a clear picture of all things in a construction site to a civil engineer.
2. **Photos of existing work location conditions** - A minimum of three (3) photos depicting the existing conditions of the work zone and immediate surroundings. Photos should show any areas that will be excavated, used as storage, or will have ongoing construction traffic.
3. **Locus plan of the area** - A map displaying the work zone with the surrounding area (i.e. Google Map screenshot).

You will also need the page-by-page instructions on how to go through the application. These instructions are found in the "Downloads" section below.

### Fees

\$50.00 Construction Access Application fee (**Please Note:** Additional fees/costs might apply after the review of your application, if applicable)

### How to apply

#### Online

Use the [EEA ePLACE Permitting Portal](https://eplace.eea.mass.gov/citizenaccess) (<https://eplace.eea.mass.gov/citizenaccess>) to create and register an account for any of the above permits. If you need assistance, refer to the Quick Guide instructions below. For technical assistance only, call the ePLACE help desk at (844) 733-7522 .

## Next steps

### **You will mail in a full-size paper copy of the Construction and Engineering plans.**

A hard copy of full-sized Construction and Engineering plans are needed to complete your application. Mail the plans to:

DCR PERMIT SECTION, 251 Causeway Street, 7th Fl. Boston, MA 02114, attn: Construction/Access Permits

### **The Department of Conservation and Recreation (DCR) will review your online permit application.**

DCR staff will review your online permit submissions and will contact you in the event more information is needed to process your application.

## Acceptance Form Process

DCR staff may need to request that an "Acceptance Form" be submitted for final approval of your permit. If you disagree with the conditions of the permit, DCR staff will contact you in order to go over your concerns. Step-by-step instructions on the "Acceptance Form" are located below.

### **Construction Access Permit Acceptance Form**

(<https://www.mass.gov/doc/construction-access-permit-acceptance-form/download>) (English, PDF 436.93 KB)

## More info

### **Emergency Notification Information**

In case of an emergency situation, you will need to contact the agency by filling out an electronic Emergency Notification form found on the ePLACE Permitting Portal.

### **Scope and Date Change Amendments**

You can change the scope and/or date for a **current** permit, if necessary. Please refer to the step-by-step instructions in the **Downloads** section below.

## Downloads

### **DCR Quick Guide for ePlace Portal Permits**

(<https://www.mass.gov/doc/dcr-quick-guide-for-eplace-portal-permits/download>) (English, PDF 921.8 KB)

## Screen-by-screen instructions for the Construction Access Permit

(<https://www.mass.gov/doc/screen-by-screen-instructions-for-the-construction-access-permit/download>)

(English, PDF 1.03 MB)

## Construction Access General Conditions

(<https://www.mass.gov/doc/construction-access-general-conditions/download>) (English, PDF 303.19 KB)

**Construction Access Fees** (<https://www.mass.gov/doc/construction-access-fees/download>) (English, PDF 53.26 KB)

## Instructions for submitting the Emergency Construction Notification

(<https://www.mass.gov/doc/instructions-for-submitting-the-emergency-construction-notification/download>)

(English, PDF 778.11 KB)

## Construction Access Permit Scope Change Amendment Instructions

(<https://www.mass.gov/doc/construction-access-permit-scope-change-amendment-instructions/download>)

(English, PDF 556.04 KB)

## Construction Access Permit Date Change Amendment

(<https://www.mass.gov/doc/construction-access-permit-date-change-amendment/download>) (English, PDF 553.01 KB)

## Contact

### DCR Contacts for Construction Access Permits

#### Address

251 Causeway Street, 7th Fl. , Boston, MA 02114

**Directions** (<https://maps.google.com/?q=251+Causeway+Street%2C+7th+Fl.+%2C+Boston%2C+MA+02114>)

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# Department of Conservation and Recreation Permits

You can get short-term and long-term permits to do a variety of activities in state parks.

The Department of Conservation and Recreation (DCR) issues short-term and long-term permits for a variety of activities at parks, beaches, forests, and reservations. These activities include 1-day walkathons, construction projects, 5-year commercial agreements, and more. Some permits are awarded through a competitive bidding process, and others you need to request.

## What would you like to do?

### Top tasks

#### **Applying for an online construction access permit and notifying for a construction emergency**

(<https://www.mass.gov/how-to/applying-for-an-on-line-construction-access-permit-and-notifying-for-a-construction>)

#### **Applying for temporary road access and moving permits**

(<https://www.mass.gov/how-to/applying-for-temporary-road-access-and-moving-permits>)

## **Apply for a Short-term Commercial Permit**

(<https://www.mass.gov/how-to/short-term-commercial-use-application-and-permit>)

## **All other tasks**

### **Apply for a photography or film/video production permit**

(<https://www.mass.gov/how-to/apply-for-a-state-parks-photography-or-a-filmvideo-production-permit>)

### **Submitting a research proposal**

(<https://www.mass.gov/how-to/submitting-a-research-proposal>)

### **Athletic field scheduling request**

(<https://www.mass.gov/how-to/athletic-field-scheduling>)

### **Apply for a special events permit**

(<https://www.mass.gov/how-to/apply-for-a-state-parks-special-use-permit>)

### **Small Cell License**

(<https://www.mass.gov/guidance/small-cell-license>)

### **Apply for a commercial dog walking permit**

(<https://www.mass.gov/how-to/apply-for-a-commercial-dog-walking-permit>)

## **What you need to know**