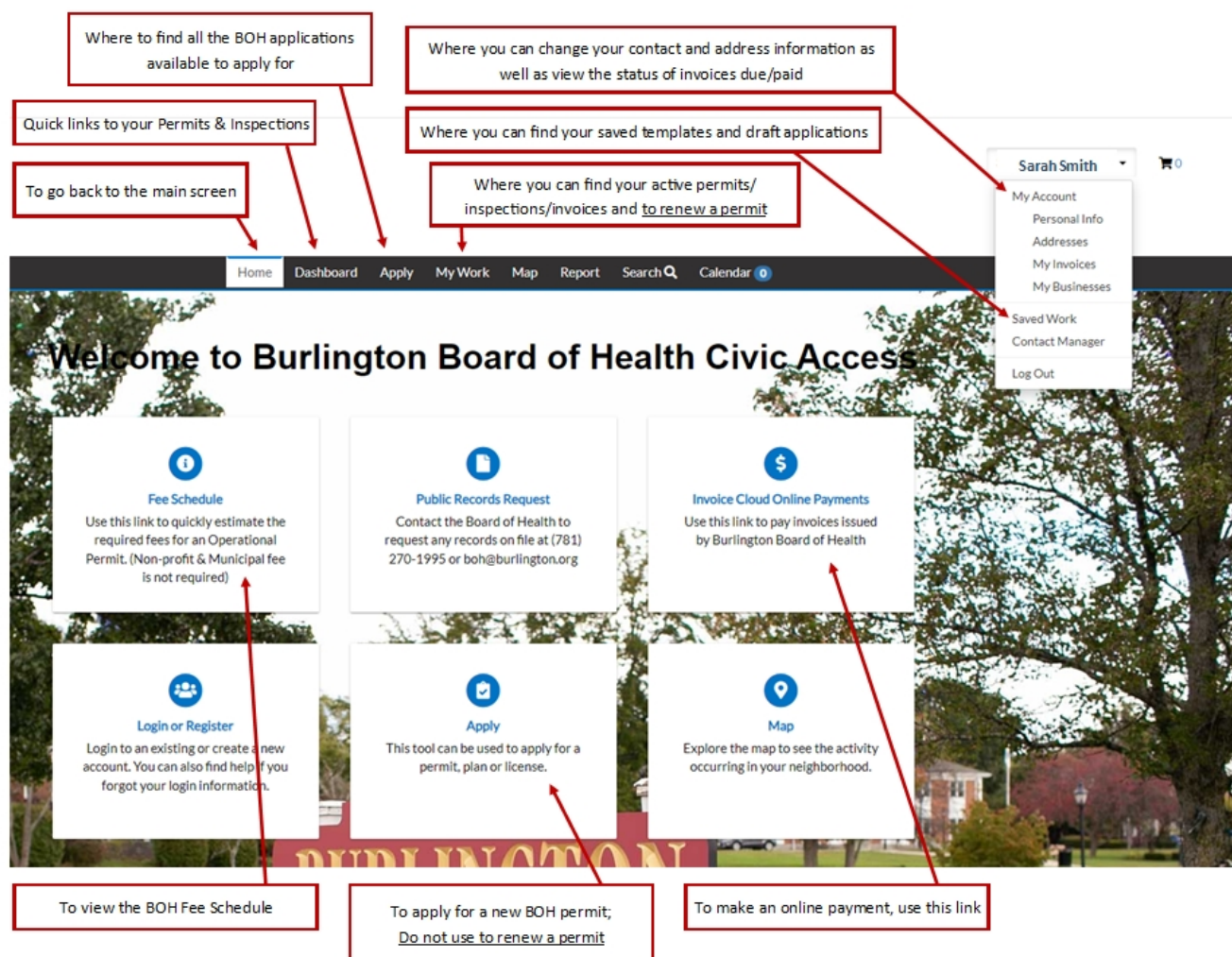


# Guide to Submitting a Board of Health Permit Application through Tyler Tech: Civic Access

1. Go to: <https://burlingtonboardofhealthma-energovweb.tylerhost.net/apps/selfservice#/home>
2. In the top right corner of this page, register for an account by clicking “Login or Register” (use this same button if you already have created an account to login with your chosen email address and password)<sup>1</sup>. Once registered and/or logged in, the top right text will say your name that was registered for the account.
3. Please see the below quick reference to summarize some helpful navigation on the Civic Access page



4. To start the application process, click on the middle bottom tile on the page called “Apply”. You will be directed to a new page listing the available applications<sup>2</sup>. Click on the button under the search bar titled “All” to see the available Board of Health applications. When you find the application that you desire, click on the blue “Apply” button to the right of the permit name.

<sup>1</sup> **Helpful Tip:** if possible, use an email address that is consistently monitored; you will receive automated emails and reminder regarding renewals when the yearly renewals are occurring.

<sup>2</sup> You can search for a permit by entering the type of permit into the search bar under “Application Assistant” or you can click “Show Categories” below the “All” button, then click on the plus symbol in front of “Licenses” which will open a dropdown menu of applications sorted by type of permit.

> Show Categories

Show My Templates

**(Burlington) Biological Safety Permit**

Category Name: Biological Safety Permit

Description: An annual permit is required for Institutions utilizing any microorganism: (1) identified as a "Recombinant or Synthetic Nucleic Acid Molecules"; or, (2) is classified as a Risk Group 3 Agent in the NIH Guidelines or the BMBL; or, (3) is identified as a "select agent" by the HHS or USDA as listed at 42 C.F.R. §73.3 through 73.6, 7 C.F.R. §331.3 and 9 C.F.R. §121.4. See <https://www.burlington.org/1150/Board-of-Health-Regulations>

Apply

5. The first thing that you will need to select when applying for any permit is: "Select or create the business for this application"<sup>3</sup>. If you do not have existing information regarding your business in the system as an available option, use the dropdown menu to select the option that fits best in the "Create New Business During Application" tile. After selecting from the dropdown menu, click the plus sign under "Create New Business During Application".

Apply for Operational Permit - (Burlington) Biological Safety Permit

Select or create the business for this application

Residential/Non-Busine

Create New Business During Application

+

6. The next screen will be a seven step online form to complete. All required fields must be completed before moving to the next step, you will receive an error message if you have missed anything required. Click the next button to move through the applications steps.<sup>4</sup>
  - a. **(Step 1) Location:** Add one or more locations for your application. Selection from the dropdown menu what selection applies best to your information, billing address, mailing address, etc. Once the address(es) have been entered by clicking the plus sign under "Add Location", click "Next".
  - b. **(Step 2) Type:** Complete all the required fields on this page<sup>5</sup>, then click "Next".
  - c. **(Step 3) Contacts:** Add all the required contact types by clicking the plus sign in each of the blue tiles listed as required. You can also add as many other contacts, which are not required, as you'd like.<sup>6</sup>
  - d. **(Step 4) More Info:** Complete all the required fields on this page, then click "Next".
  - e. **(Step 5) Attachments:** Add all the required attachments by clicking the plus sign in each of the blue tiles listed as required. You can also add as many additional attachments, which are not required, as you'd like.
  - f. **(Step 6) Signature:** Type your name in the required text box to consent to electronic signature, then either click on the toggle switch to the right of "Enable Type Signature" to type your name into the signature box or draw your name onto the signature line in the signature box, then click "Next".
  - g. **(Step 7) Review and Submit:** You will see a preview of your information that you completed, which you can either go back to edit any of the steps above or if it looks accurate, you can click "Submit".

**Once an application has been successfully submitted, the Board of Health will receive an automated alert. We will review your application and contact the applicant with any questions or concerns that we have regarding your application. If you do not see the application that you would like to apply for listed, if you need further guidance, or have questions, please contact the Board of Health office at 781-270-1955 or [boh@burlington.org](mailto:boh@burlington.org).**

<sup>3</sup> If you are not affiliated with a business (ie. a resident applying for a Keeping of Animals permit, etc.), select "Residential/Non-Business" in the dropdown.

<sup>4</sup> At any point during the application steps before submission, you can "Create a Template" which will create a pre-filled out document that you can use for future submissions, the template will be filled out at whichever step you click on "Create Template". You can also "Save Draft" which you can complete as much information as you want of the application and save your work for a later date/time to finish.

<sup>5</sup> The "Company Name" should be the name of the establishment in Burlington, if your company has a different parent/known name, please enter it into the DBA section. If you are a resident applying for a permit, you can enter your name in as the "Company Name"

<sup>6</sup> One person can be the contact for multiple contact tiles (ie. Sarah Smith can be the "Applicant" as well as the "On-Site Person in Charge")