

**BRIAN F. MORIARTY**  
Chief of Department



**KEVIN LOUGHLIN**  
Deputy Chief

**JOHN W. MEANEY**  
Deputy Chief

## **LAWRENCE FIRE DEPARTMENT CODE ENFORCEMENT DIVISION**

65 Lowell Street Lawrence, MA 01840  
TEL: (978) 620-3400  
FAX: (978) 722-9400

**JOHN MCINNIS**  
Deputy Chief

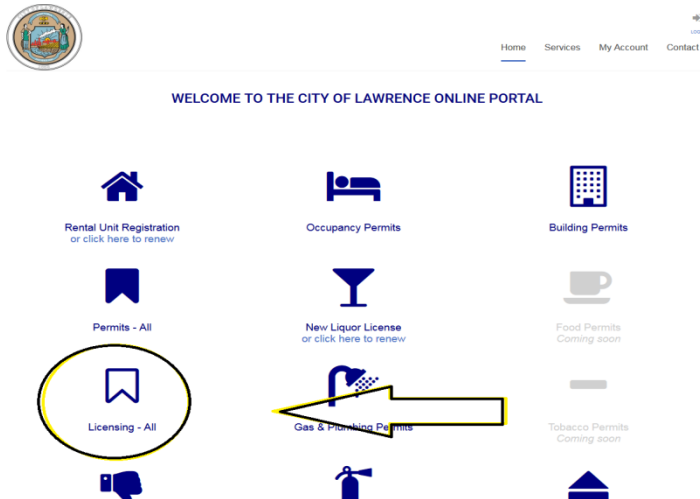
**ROBERT WILSON**  
Deputy Chief

### **“BLANKET” PERMIT CHANGES**

Due to changes in the City of Lawrence permitting process, we will no longer be issuing the standard blanket permits for any work done within the city. Any blanket permits already given out will be accepted until June 1<sup>st</sup> of 2020. All permits given out will now be done so through our CitizenServe platform. We have created a protocol that will mimic the same procedures, to some extent, and simplify the process for contractors. To begin the process please follow the directions below:

1. Go to [www.cityoflawrence.com/permitsapplication](http://www.cityoflawrence.com/permitsapplication)

2. Click on “Licensing – All”



3. Click “Apply Online” at the top. You will now be required to create a citizenserve account. Under “New to our Portal” click on register now and select contractor as registration type.

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4. After successfully creating an account you will arrive back at the “apply for a license” screen. Select Contractor and Professional License Business as a registration. The subtype depends on your companies scope of work. Complete the application and make sure to upload licenses& certifications of contractors using the permits.

5. You will receive notification when your registration has been accepted. Fire Protection Registration only needs to be done once and then renewed each year after. Registration allows you to pull emergency fire permits.

6. Once registered, you can now apply for a new permit for each job worked at. Simply login into the citizenserve platform using your account credentials. At the top of the screen is a dropdown menu that says “Navigate to”. Click on that and select permits. Then choose the Fire Dept. Permits extinguisher logo.

7. Now choose “Fire Emergency Permit” as your application type and fire or sprinkler as your subtype. You are then only required to give the address you will be working at and a brief explanation of work being done.

APPLY FOR A PERMIT  
Home / Services / Permits / Apply for a permit

Application Type: Fire Emergency Permit (FD)  
Sub-Type: Alarm

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8. Emergency fire permits are all auto-approved when applied for by a registered fire protection contractor.
9. It is your responsibility to enter each job into the system within 24 hours. Failure to do so can result in punitive actions or stoppage of work.

**FIRE ALARM PROCEDURES HAVE NOT CHANGED. MAKE SURE TO NOTIFY FIRE ALARM BEFORE WORKING ON ANY SYSTEM (978-620-3403)**

Contact Fire Prevention for any questions at 978-620-3419 or [fireprevention@cityoflawrence.com](mailto:fireprevention@cityoflawrence.com)