

Guide to Renewing a Board of Health Permit

Create an Account

1. Go to: <https://burlingtonboardofhealthma-energovweb.tylerhost.net/apps/selfservice#/home>
2. In the top right corner of this page, click on “Login or Register”. Create an account using the email address provided to the BOH on last year’s permit submission and create a password for your account (NOTE: In order to renew an application, you must use an email address previously provided to the BOH. If you are no longer responsible for renewing permit applications for your establishment, please email boh@burlington.org). Once registered and/or logged in, the top right text will display your name. Your email address will now receive automated email reminders regarding permitting deadlines.

Renew an Application

1. Click on “My Work” in the top navigation bar where you will see a list of all the permits associated with your Business. If the permit type is within the renewal window, a blue “Renew” button will show next to the Permit number, click “Renew”. (If you do not see the blue “Renew” button, email boh@burlington.org).
2. You will be brought to a new screen where you will need to complete 3-5 steps (depending on the permit type). Complete all the required information until you reach the last step, review and submit. If all the information that you input looks accurate, click the blue “Submit” button.
3. To pay the application fee, go to www.burlington.org and click on “Online Payments”, “Board of Health”.
4. Once an application has been successfully submitted and the fees have been received, the Board of Health will review your application and contact you with any questions/concerns. If you need further guidance or have questions, please email boh@burlington.org.

Where to find all the BOH applications available to apply for

Where you can change your contact and address information as well as view the status of invoices due/paid

Quick links to your Permits & Inspections

Where you can find your saved templates and draft applications

To go back to the main screen

Where you can find your active permits/inspections/invoices and to **renew a permit**

Sarah Smith

- My Account
- Personal Info
- Addresses
- My Invoices
- My Businesses
- Saved Work
- Contact Manager
- Log Out

Home Dashboard Apply My Work Map Report Search Calendar

Welcome to Burlington Board of Health Civic Access

Fee Schedule

Use this link to quickly estimate the required fees for an Operational Permit. (Non-profit & Municipal fee is not required)

Public Records Request

Contact the Board of Health to request any records on file at (781) 270-1995 or boh@burlington.org

Invoice Cloud Online Payments

Use this link to pay invoices issued by Burlington Board of Health

Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.

Apply

This tool can be used to apply for a permit, plan or license.

Map

Explore the map to see the activity occurring in your neighborhood.

To view the BOH Fee Schedule

To apply for a new BOH permit; Do not use to renew a permit

To make an online payment, use this link

My Work

MY INVOICES

MY EXISTING INSPECTIONS

OPERATIONAL PERMITS

Search...							Export to Excel
Permit Number	Renew	Name	Address	Status	Type	Applied Date	
FSE-000195-2025	Renew	Test Business	61 CENTER STREET BURLI...	Pending	(Burlington) Food - Restaura...	01/27/2025	
POOL-000200-2025		Test Business	61 CENTER STREET BURLI...	Submitted	(Burlington) Swimming Pool	01/27/2025	

Other Important Information

- **Insurance:** The required insurance information is **NOT** a Certificate of Insurance Liability. The required insurance information is a **Worker's Compensation Affidavit** which can be found at <https://www.burlington.org/DocumentCenter/View/346/Workers-Compensation-Insurance-Affidavit-Form-PDF?bidId=>.
- **Payment:** Payment is NOT made through the online system. To make an online payment, follow the steps below:
 - Go to: www.Burlington.org
 - On the Home Page, click the "Online Payment" icon in the middle of the page.
 - You will be directed to another new page; select "Board of Health" out of the options listed.
 - Fill out all the information required, and select your payment then click "confirm your information"
 - Once you get through the steps of the payment process, you should receive a confirmation that you've successfully paid (we will also receive a confirmation once it is paid).