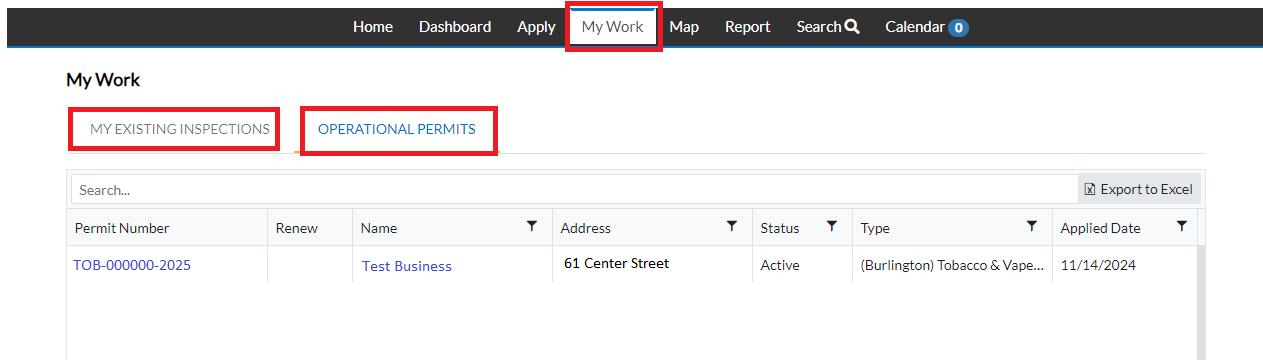


To View the details of your operational permit(s) outside of the renewal window, follow the below steps to view the details and add additional attachments. There are a few different ways to get to the same page to view your permit/inspection details.

Option 1 (Renewals):

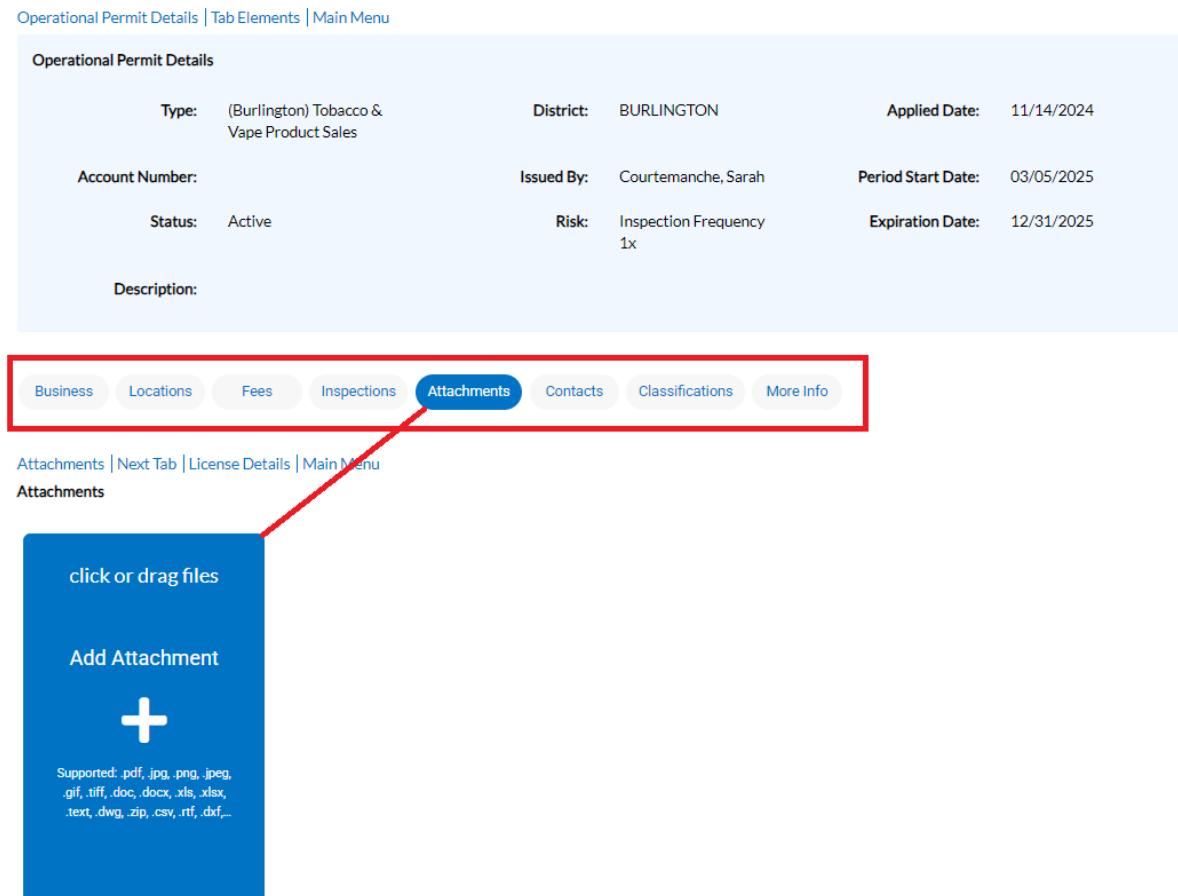
1. After logging in, click on the tab called “My Work” where you went to submit your renewal. If you have recently renewed or you are not within the renewal timeframe, you will not see the blue renewal button under the renewal header. However, you may see two tabs named “My Existing Inspections” and “Operational Permits”.



The screenshot shows a navigation bar with tabs: Home, Dashboard, Apply, My Work (highlighted with a red box), Map, Report, Search (with a magnifying glass icon), and Calendar (with a blue circle icon). Below the navigation bar is a section titled "My Work" with two tabs: "MY EXISTING INSPECTIONS" and "OPERATIONAL PERMITS", both highlighted with red boxes. A search bar and an "Export to Excel" button are also present. A table below lists a single permit entry:

Permit Number	Renew	Name	Address	Status	Type	Applied Date
TOB-000000-2025		Test Business	61 Center Street	Active	(Burlington) Tobacco & Vape...	11/14/2024

2. Click on the linked “Permit Number” or “Inspection Number” that you desire to view. It will bring you to a new page where you will see all the details of your permit or inspection. You can click through the tabs under the light blue details box to view different aspects of your permit. Most of the information will not be editable, except for the button labeled “Attachments”. Here is where you can upload any additional attachments or attachments that needed to be resubmitted. You will also see a copy of your permit appear in this tab once it is issued.



The screenshot shows the "Operational Permit Details" page. At the top, there are tabs: Business, Locations, Fees, Inspections, **Attachments** (highlighted with a red box), Contacts, Classifications, and More Info. Below the tabs, there is a "Description:" field. The main content area displays permit details:

Type: (Burlington) Tobacco & Vape Product Sales	District: BURLINGTON	Applied Date: 11/14/2024
Account Number:	Issued By: Courtemanche, Sarah	Period Start Date: 03/05/2025
Status: Active	Risk: Inspection Frequency 1x	Expiration Date: 12/31/2025

At the bottom, there is a "Attachments" section with a blue background. It contains a "click or drag files" text field, an "Add Attachment" button with a plus sign, and a list of supported file types: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Option 2 (Renewals):

1. After logging in, click on the tab called “Dashboard”. If you click on “View My Inspections” or “View My Licenses”, you will be brought to the “My Work” tab. If you click on this, follow the steps listed in Option 1 to get to the Permit/Inspection Details page. If you see a linked inspection listed under the closed column of “My Inspections” box, you can click on that link to go directly to the inspection details page. The same goes for the box(es) listed under “My Licenses”, click on the linked permit number that is to the right of “No.”

Home **Dashboard** Apply My Work Map Report Search  Calendar **0**

My Inspections

Requested	Scheduled	Closed
0	0	1

(B) Routine To... 1

[View My Inspections](#)

My Invoices

Current 0	\$0.00
Past Due 0	\$0.00
Total 0	\$0.00

[View My Invoices](#)

My Licenses

Expires in 286 DAYS	Draft 0
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Test Business
No. TOB-000000-2025
Type (Burlington) Tobacco...

[View My Licenses](#)

Operational Permit Details

Type: (Burlington) Hazardous Materials Storage

District: BURLINGTON

Applied Date: 03/13/2025

Account Number:

Issued By: Administrator, System

Period Start Date:

Status: Submitted - Online

Risk: Inspection Frequency
1x

Expiration Date: 01/01/2999

Description: Automotive Services & Repair

Business Locations Fees Attachments Contacts More Info

Option 3 (New Submitted Permit Applications):

1. After logging in, click on your name in the top right corner, then select "My Businesses" from the dropdown menu.
2. Click the linked "Business Number"
3. Under the blue box called "Business Details", click the button that says "Licenses", your permit application will be listed there. Click on the linked "License Number"
4. You can see all your application information as well as the place you can upload the other documents "Attachments" below the blue box called "Operational Permit Details"

Operational Permit Details

Type: (Burlington) Hazardous Materials Storage

District: BURLINGTON

Applied Date: 03/13/2025

Account Number:

Issued By: Administrator, System

Period Start Date:

Status: Submitted - Online

Risk: Inspection Frequency
1x

Expiration Date: 01/01/2999

Description: Automotive Services & Repair

Business Locations Fees Attachments Contacts More Info

Please note: being able to view your renewal or new permit submission may not be immediate, your browser may need to be refreshed, logged out, or browsing cookies cleared in order to refresh the page. If you have technical issues after trying to view your permit/inspection details with the above steps, please contact the Burlington Board of Health: boh@burlington.org