

Cooperative Public Health Service

Local Official Guide to the CPHS Online Public Health Permitting Application Process



Public Health
Prevent. Promote. Protect.

Welcome to the CPHS Online permitting program!

We are happy to be able to offer Boards of Health this greatly improved service to efficiently review and store important public health documents and monitor public health activity in their community. This guide explains how to register as a new user of the site for Board of Health and Conservation Commission members. Please note: any local official can have read-only access, but only one per board is the official signatory for permit applications.

Note: This online permitting program applies only to the following towns: Buckland, Charlemont, Gill, Hawley, Heath, Leyden, and Monroe.

How to Begin:

Go to our website www.frcog.org then to the Regional Health page.

Click the designated link or go to: <http://fctpermit.com/sites/frcog/boh/loginpage.asp>

As Town Official, most of you will already have an established User Name and Password, so you will simply type that information on the login screen and click login. If you do not have one and would like one, contact glenayers@frcog.org.



Cooperative Public Health Service
Franklin Regional Council of Governments
12 Olive Street, Suite 2
Greenfield MA 01301

(413) 774-3167 Fax: (413) 774-3169 Website: www.frcog.org

Board of Health

User Name:

Password:

LOGIN

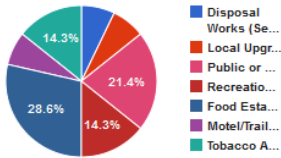
For Board of Health and Other Sign-Off Officials

This is an example of the initial Homepage you will see after logging in:

It shows you all existing permits submitted to and issued in your Town.

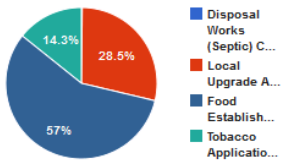
You may use this area to narrow down which records will be displayed on the homepage.

Applications Statistics



Total Applications: 14

Fees Statistics



Total Fees: \$ 526.00

Total FRCOG Boh Registered User: 12

Home Registered User Info Report Inspect. Sched Application Logout

Criteria: Permit Type:

Date: To Town:




Click on circle to review this record.

Total Records: 14

	Estab. Name	Estab. Address	Town	Permit No.	Permit	App. Date	Issue Date	Expiry Date	Status	Sign Offs	Fee	Insp.	
<input checked="" type="radio"/>	Elizabeth's	1 TEST ST	Buckland		FEP	12/11/2013			Waiting for Signoff	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Test	1 Test	Buckland		FEP	12/11/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Bob's Eats	10 State St.	Buckland		FEP	12/10/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	TEST FOOD ESTABLISHMENT	111 TEST ST	Buckland		POSPPOP	12/9/2013			Waiting for Signoff	●	●	●	<input type="checkbox"/>
<input type="radio"/>	TEST FOOD ESTABLISHMENT	111 TEST ST	Buckland		POSPPOP	12/9/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	TEST FOOD ESTABLISHMENT	x x	Buckland		POSPPOP	12/9/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Phoebe's Phabulous Pub	34 William Street	Buckland		FEP	12/9/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	JNC Liquors	37 State St	Buckland		TP	12/8/2013			Waiting for Signoff	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Glen Ayers	10 State	Buckland	LA-13-0043	LUA	12/4/2013	12/9/2013	12/31/2014	Permit Issued	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Phoebe's Phine Pizza	30 William Street	Buckland		TP	11/21/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Test	1 Test	Buckland		RCFC	11/14/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	TEST B B	1 TEST ST	Buckland		M/TP	10/31/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Name of Camp	45 A B Street	Buckland		RCFC	10/7/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	test local	0120 Froog road	Buckland	DSC-13-0035	DSCP	10/4/2013	10/25/2013	12/31/2014	Permit Issued	●	●	●	<input type="checkbox"/>




Once the record for an application is selected, the Details Section will appear.

What the Details icons mean:

-  Allows you to View & Print the application
-  Allows you to make comments that are seen only by BOH, Con Comm, and the Health Agent
-  Allows you to Add/View Attachments

Details (Buckland)

Estab. Name : Elizabeth's
Estab. Address : 1 TEST ST

More: More Options

✓ Sign Offs

✓ Payment History

Issue Permit

Inspection History

Home
Registered User Info
Report
Inspect. Sched
Application
Logout

Logout

Criteria: Select Search

Date: Select Search To

Permit Type: Select Permit Type

Town: Select Town

Allows you to run a report.

Total Records: 14

	Estab. Name	Estab. Address	Town	Permit No.	Permit	Appl. Date	Issue Date	Expiry Date	Status	Sign Offs	Fee	Insp.	
<input checked="" type="radio"/>	Elizabeth's	1 TEST ST	Buckland		FEP	12/11/2013			Waiting for Signoff	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Test	1 Test	Buckland		FEP	12/11/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Bob's Eats	10 State St.	Buckland		FEP	12/10/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	TEST FOOD ESTABLISHMENT	111 TEST ST	Buckland		POSPPPOP	12/9/2013			Waiting for Signoff	●	●	●	<input type="checkbox"/>
<input type="radio"/>	TEST FOOD ESTABLISHMENT	111 TEST ST	Buckland		POSPPPOP	12/9/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	TEST FOOD ESTABLISHMENT	x x	Buckland		POSPPPOP	12/9/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Phoebe's Phabulous Pub	34 William Street	Buckland		FEP	12/9/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	JNC Liquors	37 State St	Buckland	LA-13-0043	LUA	12/8/2013			Waiting for Signoff	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Glen Ayers	10 State	Buckland	LA-13-0043	LUA	12/4/2013	12/9/2013	12/31/2014	Permit Issued	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Phoebe's Phine Pizza	30 William Street	Buckland		TP	11/21/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Test	1 Test	Buckland		RCFC	11/14/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	TEST B B	1 TEST ST	Buckland		M/TP	10/31/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	Name of Camp	45 A B Street	Buckland		RCFC	10/7/2013			Pending	●	●	●	<input type="checkbox"/>
<input type="radio"/>	test local	0120 Frcoog road	Buckland	DSC-13-0035	DSCP	10/4/2013	10/25/2013	12/31/2014	Permit Issued	●	●	●	<input type="checkbox"/>

Allows you to enter your Sign Off response and to view it afterwards.

For BOH - this is where you issue a permit.