



Cooperative Public Health Service

Guide for New Users of the Online Permitting System



Welcome to the Cooperative Public Health Service (CPHS) online permitting program. The online permitting system provides residents and businesses in our member towns* a time-saving and efficient way to apply for public health permits (including restaurants, summer camp operators, septic designers, septage haulers, and more). While not required, you may want to read through this guide before creating an account and initiating your first application.

Go to <https://frcog.org>, then scroll down to the Quick Links section at the bottom right of the page.

- Click on Inspections & Permits
- Choose the link for the public health online permitting program
- On the permitting welcome page, find the For Applicants section
- Select the "Apply for a permit or schedule Title 5 work" button

In the green box pictured above, click on "Create your account." You will be prompted to complete a registration form; note that there is a different registration form corresponding to each of the radio buttons at the top of the form – so choose carefully. (Owner-operators of a business, even those who are the sole employee of that business, should register as an Establishment.)


Once registered, follow the Sign In prompt, enter your User Name and Password, then hit LOGIN. At your home page, you will initiate a new permit application, return to that application to attach documents, check on the status of your application, and access your past applications and permits.

Total Applications: 9

Select Permit	Appl. Date	Estab. Address	Town	Permit #	Type of Permit	Fee Payable	Status	Expiry Date	Pumping Test Report
<input type="radio"/>	11/29/2022	1232 Mohawk Trail MOHAWK TRAIL	Shelburne	FEP-23-0065	Food Establishment	200.00	Permit Issued	12/31/2023	
<input type="radio"/>	11/14/2022	1232 Mohawk Trail	Shelburne	TFP-22-0062	Temporary Food Establishment	50.00	Permit Issued	11/28/2022	
<input type="radio"/>	7/28/2022	1232 Mohawk Trail	Heath	TFP-22-0027	Temporary Food Establishment	50.00	Permit Issued	8/22/2022	
<input type="radio"/>	11/9/2021	1232 Mohawk Trail	Shelburne	TFP-21-0050	Temporary Food Establishment	50.00	Permit Issued	11/27/2021	

Upon choosing the gray button APPLY FOR A NEW PERMIT you will be prompted to indicate the appropriate town, one of the 19 types of permits for which you are applying, and the street address – each available via a dropdown list. (You will notice that all street addresses and assessors’ lot numbers are pre-loaded into the system.) An application form reflecting your earlier choices will appear. Please fill in the remaining fields.

Some applications will require a Worker’s Compensation Affidavit form be completed and attached. To access it, click on the button on the green bar.

Once you complete and submit the permit application (with the Worker’s Comp Form, if needed), you will receive a confirmation, then be directed back to your home page. Your next steps include paying the permit fee and uploading/attaching the required documents. In the lower section of your home page, you will see key data regarding your application(s). Columns toward the right of the screen track the status of your application/permit. (Your home page is always available via the icon. )

Your next steps include paying the permit fee and uploading/attaching the required documents. To do so, choose the radio button in the Select Permit column on the left.

A Details panel will appear to the left of the screen. From there you can view your application, send a message to a health agent, attach a document, pay the fee, and more, by choosing from among the icons:

The dropdown menus on the green bars will reflect these actions, as well as those taken by CPHS, so come back to this page to check on specifics. Once your permit is issued, you’ll print it from here, too.

**Thank you for your careful attention to the permitting process,
and for helping to maintain our local public health.**

Questions? Contact the CPHS Permitting Coordinator, at CPHSooffice@frcog.org or 413-774-3167 x 142.