



Ruthanne Fuller  
Mayor

## Inspectional Services Department

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Dear Customer,

As you may already know, in order to request a plumbing, gas or electrical inspection you must have your permit number before you call. Due to the high volume of calls that the Inspectional Services Department receives, we are offering you an additional way to get your permit number without having to call the office.

Below you will find step by step instructions to look up your permit number online.

- 1) Please go to [newtonma.gov/permits](http://newtonma.gov/permits)
- 2) Click on "Permits"
- 3) On the 4<sup>th</sup> line enter the house number
- 4) On the 5<sup>th</sup> line enter the street name – PLEASE DO NOT TYPE IN ST., RD., AVE., ETC. and make sure the street name is correct
- 5) Click on "Search"
- 6) A list of all permits for that address will show up on the screen. To see the details of a specific permit please click on the permit number.

The followings step by step instructions are to look up all permits for your specific contractor ID.

- 1) Please go to [newtonma.gov/permits](http://newtonma.gov/permits)
- 2) Move your mouse over "Permits" and click on "Contractor"
- 3) On the 1<sup>st</sup> line enter the your contractor ID – You will find this number on the right hand side of your permits
- 4) Click on "Search"
- 5) The contractor information will come up on the screen. Please click on the number on the left that is titled "Contractor".
- 6) You will then see a list of all permits issued to that specific ID

Any questions please feel free to contact (617) 796-1060.

*Strict code enforcement makes the city safer  
Before buying, renting or leasing check zoning*