

## Step-by-Step Instructions for online record look-up for OpenGov Permitting System

Note: A login or sign up is **not** required to search records, login is only required if applying for an application

Website: <https://newtonma.viewpointcloud.com/>

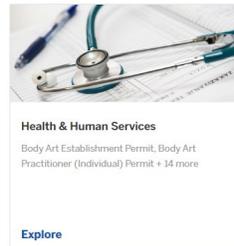
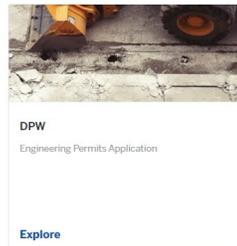
### Step (1):

Click "Search" Button



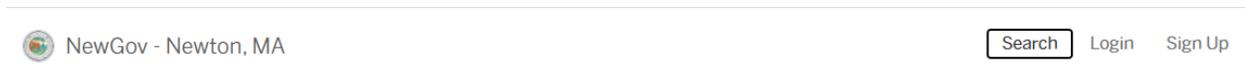
#### Discover Online Services

Choose below to browse services by department



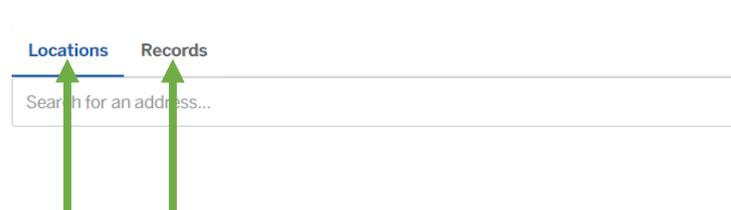
### Step (2):

Search by location or record #



### Search for public records

Look up an address or a record to see activity and information



### Step (3):

List of permit records will appear. Click on record type to view further details about that certain record.

Status:

- Active = Application has been applied for and/or issued
- Complete = Application has been closed
- Hold = Application is incomplete
- Stopped = Application is rejected

1000 COMMONWEALTH AVE, NEWTON CENTRE, MA 02459

Property Owner  
CITY OF NEWTON  
1000 COMMONWEALTH AVE  
NEWTON, MA 02459

Records

Record #	Record Type	Status
GF-21-1502	Gas Permit Application	Stopped
EL-22-256	Electrical Permit Application	Active
EL-22-255	Electrical Permit Application	Active
EL-21-247	Electrical Permit Application	Active
EL-21-602	Electrical Permit Application	Active
EL-20-2301	Electrical Permit Application	Active
EL-20-2303	Electrical Permit Application	Active
EL-20-2282	Electrical Permit Application	Active

### Step (4):

The screen below will appear. There are (3) tabs that can be clicked on, “details”, “files”, and “documents”

- Details are showing the application details such as scope of work and contractor information
- Files are where any plans and associated documents are available to view
- Documents are located on the right-hand side of the screen; this shows any documents issued by city

Electrical Permit Application  
EL-22-256

Applicant: Sergio Covello

Location: 1000 COMMONWEALTH AVE, NEWTON CENTRE, MA 02459

Created: Feb 3, 2022 | Status: Active | Expires: ...

Details | Files (2) | Documents

Project Info: Purpose of Building: Commercial/Other. Detailed description of Proposed Electrical Work: New electrical service for work under MDOT project no. 620796-144225-D4 and D6 ITS 2022 project. Underground, via manhole MH Boston Edison, Exit 127 at Washington Street, Device No. 90WB-CCTV TCS 1277.

Documents: Electrical Permit - 3rd revision, Issued Feb 3, 2022

Files: Newton Plan Set\_90WB-CCTV TCS-1277\_Exit 127 at Washington Street.pdf; Google Map Newton Exit 127 at Washington Street.JPG

Documents: Electrical Permit - 3rd revision, Issued Feb 3, 2022