



Enter your transmittal number



Transmittal Number

Your unique Transmittal Number can be accessed online: <http://mass.gov/dep/service/online/trasmfrm.shtml>

Massachusetts Department of Environmental Protection Transmittal Form for Permit Application and Payment

1. Please type or print. A separate Transmittal Form must be completed for each permit application.

2. Make your check payable to the Commonwealth of Massachusetts and mail it with a copy of this form to: DEP, P.O. Box 4062, Boston, MA 02211.

3. Three copies of this form will be needed.

Copy 1 - the original must accompany your permit application. **Copy 2** must accompany your fee payment. **Copy 3** should be retained for your records

4. Both fee-paying and exempt applicants must mail a copy of this transmittal form to:

MassDEP
P.O. Box 4062
Boston, MA
02211

*** Note:**
For BWSC Permits, enter the LSP.

A. Permit Information

1. Permit Code: 7 or 8 character code from permit instructions	2. Name of Permit Category
3. Type of Project or Activity	

B. Applicant Information – Firm or Individual

1. Name of Firm - Or, if party needing this approval is an individual enter name below:			
2. Last Name of Individual	3. First Name of Individual	4. MI	
5. Street Address			
6. City/Town	7. State	8. Zip Code	9. Telephone #
10. Ext. #			
11. Contact Person		12. e-mail address (optional)	

C. Facility, Site or Individual Requiring Approval

1. Name of Facility, Site Or Individual				
2. Street Address				
3. City/Town	4. State	5. Zip Code	6. Telephone #	7. Ext. #
8. DEP Facility Number (if Known)		9. Federal I.D. Number (if Known)		10. BWSC Tracking # (if Known)

D. Application Prepared by (if different from Section B)*

1. Name of Firm Or Individual				
2. Address				
3. City/Town	4. State	5. Zip Code	6. Telephone #	7. Ext. #
8. Contact Person		9. LSP Number (BWSC Permits only)		

E. Permit - Project Coordination

1. Is this project subject to MEPA review? yes no
If yes, enter the project's EOEA file number - assigned when an Environmental Notification Form is submitted to the MEPA unit:

EOEA File Number

F. Amount Due

Special Provisions:

- Fee Exempt (city, town or municipal housing authority)(state agency if fee is \$100 or less).
There are no fee exemptions for BWSC permits, regardless of applicant status.
- Hardship Request - payment extensions according to 310 CMR 4.04(3)(c).
- Alternative Schedule Project (according to 310 CMR 4.05 and 4.10).
- Homeowner (according to 310 CMR 4.02).

Check Number	Dollar Amount	Date
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DEP Use Only

Permit No:

Rec'd Date:

Reviewer: