



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

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## BUILDING DEPARTMENT

TEL 978-468-5520 Ext. 4      FAX 978-468-8014

## Guidelines for E- Permitting in Wenham

The Wenham Building Department and Permitting Office is now accepting electronic applications for Building, Electrical, Plumbing, & Gas Permits through **City Hall Systems**.

You can find the portal on our webpage [www.wenhamma.gov](http://www.wenhamma.gov) or by following this link:  
<https://epay.cityhallsystems.com/?key=wenham.ma.us&type=BF>

### Instructions:

1. Follow the web link to the City Hall Systems Portal. There you will find electronic copies of all applications as well as the platform for uploading your documents. All applications should be filled out and either scanned or made into a pdf before continuing this process
2. Fill out "Applicant Information" with the **BILLING INFORMATION** that will be used for payment of the permit. Please check if you are a homeowner or contractor
3. Upload your application to the necessary box as well as any necessary insurance information (worker's compensation or worker's compensation affidavit for all permits and liability coverage for building and sheet metal permits). Files can be up to 1MB pdf, gif, jpg, or png. This means **scans, photos, and pdfs** can all be uploaded to the platform
4. Call the Permitting Office during office hours for your fee calculation. Enter the fee into "Total Price" line and then "Add to Cart"
5. You will be directed to pay by credit card or e-check (with bank information). City Hall Systems charges a convenience fee of 3.20% (\$3.00 minimum) for credit cards or \$0.50 for e-checks that will be added onto your Total Price
6. Once your permit and payment have been submitted, the Permitting Office will process your application and either contact you regarding any concerns or issue a permit.
7. Inspections can be scheduled by phone at 978-468-5520 ext. 4 or email at [permitting@wenhamma.gov](mailto:permitting@wenhamma.gov)

### User Support

- If you have any questions or issues concerning the uploading of documents, please call (508) 381-5455
- If your file size is bigger than 1 MB, please email it to [permitting@wenhamma.gov](mailto:permitting@wenhamma.gov) with the project address as the subject line of the email
- If you have questions regarding required documentation or fees, please call (978) 468-5520 ext. 4 or email [permitting@wenhamma.gov](mailto:permitting@wenhamma.gov)

Town of Wenham Contact Information: Jackie Bresnahan, Permitting Coordinator  
[permitting@wenhamma.gov](mailto:permitting@wenhamma.gov) or 978-468-5520 ext. 4