TOWN OF LAKEVILLE

Lakeville Building Department

Lakeville is pleased to offer on line permitting with Viewpoint. To submit an application with the Town, please read the following instructions.

# COMPUTER INSTRUCTIONS:

# Entering you application on line will accelerate the processing of your permit.

* Sign into the Lakeville Website: www. Lakevillema.org
* Click onto “Departments” (located at the top of the screen)
* Then click onto “ Building Department”
* On the Building Department page scroll down to the bottom of the screen. To the left side of the screen click onto “Quick Link” to Viewpoint.
* New User (to establish an account) click onto “New User”
* Existing Users click onto” Existing Account”
* Once you establish your account:
* Choose the application you are looking for example: Plumbing
* Fill out the questions on line the best you can.

Please contact this office if you have any questions. 508-946-8804

**TOWN OFFICE BUILDING COMPUTER:**

We have a computer set up Lakeville Town Office Building located at 346 Bedford Street for your convenience. Our staff is always happy to help.

**PAPER APPLICATIONS:**

Online applications are preferred. Our staff will need time to enter the data into Viewpoint and this may slow down processing of your application.

**Important: If you choose to mail or submit a paper application, we need ALL information with your paper application**. This will included a copy of your license, liability, workman’s compensation and your email address. The paper application must be complete.

An incomplete application will further delay your permit.