
How to Apply for a Smoke and Carbon Monoxide Certificate



1. Login to the Permit Web Portal located at: https://permits.cityofmalden.org/EnerGov_Prod/SelfService In the top Right

Good Afternoon, **Guest** ▾

hand of the screen click on the Down arrow next to Guest

2. Click on Register, you have to register only once.
3. Enter your email address (**THIS WILL BE YOUR USERNAME**) and click on Next. An email with a link will be sent to the email address. Once you receive the click on the link and follow the directions to complete registration.
4. Click On Apply
5. Click on Smoke and Carbon Monoxide Detector



6. Click on the White  to add the Property Location
 - a. Type in the Street Number and Street Name ONLY no suffix (St, Rd, stc) and
 - b. click on the search  icon

Address Information

Search 

Address	Action
110 PLEASANT ST Malden, MA 02148	<input type="button" value="Add"/>

7. Click on Add
8. Click on Next
9. Enter a Description
10. Click Next
11. Here you can add additional contacts, if none, click next
12. Enter the number of units, 1, 2, 3, etc
13. Enter Yes / No for Mixed Use
14. Type in your name
15. Here you can add any Attachments/Documents. Most times Just Click Next
16. Verify the information, if correct click on Submit, Screen may flash a few times.
17. Print out for your records. MAKE NOTE OF YOUR PERMIT NUMBER.
18. Click on Pay Now and verify the amounts.
19. Click on Check Out
20. Enter your Credit Card Information.
21. Once processed, Click on "Return to Citizen Access Portal" to log the permit in the system as paid
22. Click on View/Inspections
23. Click on Request Inspection
24. Find the permit that you wish to REQUEST the inspection for

Smoke & Carbon Monoxide Detector	Smoke/CO Compliance Inspection	<input checked="" type="checkbox"/>
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25. Click on the Check Box
26. Click on the Request Inspection Button

27. Enter the date that you would like to request. ** Remember this is just a Request, Someone form Malden Fire will contact you (via email and/or Phone) with the actual date and time. Date of inspections are conducted only on Tuesday's and Wednesday's
28. Enter Comments regarding the Inspection if you wish
29. Click on Submit
30. Once you see a Green Check mark you have completed the process

1 Case #SMOKE2019-00033

Inspection Type: Smoke/CO Compliance Inspection
Case Type Smoke & Carbon Monoxide Detector
Address: 110 PLEASANT ST Malden, MA 02148

Requested Date 02/19/2019
Comments/Gate Code TEST for FAQ Document

