

How to Submit an Application Online

- Go to: <https://franklinma.viewpointcloud.com>
- Select the Department (i.e. Administration)
- Select the type of permit applying for
- Select "Start"
- Here Viewpoint will ask you to log in or sign up. For first time users please choose sign up and create an account login (you only need to create one account login, you can use this login for all licensing in all departments)
- Next, Viewpoint will ask you to choose an "Applicant"
 - If you are a returning applicant, your name should appear as you start typing
 - If you are a new applicant, type your name and select Add User
 - Fill in the required information and select "Next"
- Next, it will ask you to choose a location for the event Please type in event address here and click next
- If the property owner is different than the applicant please fill in information and select "Next"
- Complete the Application form and select "Next"
- Next, Viewpoint will ask for attachments if required please attach and select submit (i.e. road map route for parades, liability insurance certificate, other required information, etc)
- If there is a fee for this permit it will bring you to a payment page otherwise the application will be submitted for Clerk Review.
- Once you receive notification that your Application has been approved you may print off your permit and display at the event.

Any questions please contact Chrissy at cwhelton@franklinma.gov or 508-520-4949.