

## **Online Electrical Permit Application Directions**

1. Click on the ViewPermit link supplied on the Community Development Department page at the Town of Hooksett website ([www.hooksett.org](http://www.hooksett.org))
2. Create an account

3. Apply for Permit or License
4. Select Electrical

5. Select type of work being done  
\*This is also the "Permit For" section as outlined on the Electrical Permit Application vs. Online Application chart
6. Enter the address where work is being done. Once it is typed in, you should be able to select it from the drop down list.

7. Select "Start Application"
8. Select Occupancy Type and Building Type  
\*DISCLAIMER: Homeowners are permitted to do work on their own homes ONLY IF they are single family homes.
9. Enter a Description of Work and a Project Cost (everything else should already be filled in from your initial account set up)
10. Input a Contractor Name or License. You should be able to select from a drop down once a few characters are entered.
11. Once the appropriate license is presented, click assign
12. Complete the details section. (For assistance with this step, please see the Electrical Permit Application vs. Online Application chart)
13. Attach a copy of the Masters Electricians License in the Documents/Reqs step

DISCLAIMER: EVERY time a new application is submitted, a copy of the Masters Electrician License MUST be provided in the Documents/Reqs step. If a copy is not provided, your application will be denied until the office receives it.

14. Review the application
15. Submit Application
16. Type your full name for a signature and click the disclaimer boxes.
17. Submit
18. You will receive a receipt via e-mail
19. You will then have the option to Pay Now; once you click Pay Now you will be able to select the payment method. You can pay via PayPal and with a Credit Card through a PayPal secured site.  
\*\*There is a processing fee to pay online. If you choose to not pay online, you can come into the office and pay in person. Your application will not be reviewed and processed until payment has been received.

After your application is submitted, you will receive e-mail updates as the office goes through the application.