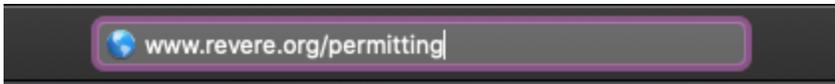


City of Revere

Mayor Brian M. Arrigo

Bulky Item Pickup Instruction Guide

1. Go to www.revere.org/permitting



2. Under the table highlighting the different types of permits, click on **APPLY FOR A PERMIT**

Online Services

PERMITTING

You will need to create a Registration Account and Login to apply.

Building	Bulky Item Pickup	Yard Sale
Plumbing/Gas (License Req)	New Trash Cart	Street Opening (Approved Drain Layers Only)
Electrical/Fire (License Req)	Temporary (construction) Dumpster/POD	Final Water Meter Read
Certificate of Occupancy	Driveway Curb Cut	Certificate of Fitness

APPLY FOR A PERMIT →

SEARCH FOR A PERMIT →

LEARN MORE ABOUT BUILDING PERMITS →

3. If you do **not** have an account, click on **REGISTER NOW** where it says New to our Portal?

LOGIN
Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

4. Next to Registration Type, click on the drop down box and choose whether you are a Property Owner or Citizen/Resident (choose this option if you are a renter)

REGISTER
Home / My Account / Register

If the software system kicks you out and resets when you upload a document we are having a technical difficulty that is in process of being resolved.

If this occurs to you, complete your registration WITHOUT uploads, and email all required uploads to revere311@revere.org with the Contact Name and Business on your registration. Continue with your application, and your files will be uploaded at the next possible opportunity.

We apologize for the inconvenience.

Registration Type:

indicates a required field

indicates a required field

Registration Type:

- ✓ Business
- Citizen/Resident
- Drainlayer/Hoister (Street Opening)
- Dumpster Contractor
- MA Licensed Building Contractor (CSL HIC)
- MA Licensed Electrician
- MA Licensed Plumber/Gas/Sheet Metal
- MA Licensed Sprinkler Fitter Contractor
- MA Licensed System Contractor (Low Voltage)
- MA Registered Architect
- MA Registered Engineer
- Property Owner

5. Fill in the highlighted red boxes with your information

REGISTER
Home / My Account / Register

If the software system kicks you out and resets when you upload a document we are having a technical difficulty that is in process of being resolved.

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We apologize for the inconvenience.

| indicates a required field

| Registration Type: Citizen/Resident

| Email: jsmith1234@example.com

✔ Your email address is accepted.

| Confirm Email: jsmith1234@example.com

✔ Your email address is accepted.

| First Name: John

| Last Name: Smith

| Home Address: 281 Broadway

| City, State, Zip: Revere MA 02151

Business Name:

Mailing Address:

City, State, Zip:

| at least one phone number is required

Home Phone:

Cell Phone: 888-888-8888

Work Phone:

Fax:

| User Name: jsmith1234@example.com

| Password: *****

| Confirm Password: *****

✔ Your passwords match.

Note: If you are a contractor intending to apply for a Building, Electrical, Plumbing or similar permit in the City, you must choose the Registration Type at the top of this page that is associated with the licenses you hold.

SUBMIT

We suggest you write down your username and password somewhere easily accessible. This system stores no private information.

6. Then click Submit

7. Next to Application Type, click on the drop down box and choose Bulk Item Pickup

 **APPLY FOR A PERMIT**

Home / Services / Permits / Apply for a Permit

You must apply for a permit using a valid assessing address or parcel number located in the City of Revere. Please note that the Assessing Department's address for a property may differ from the street address. If you are unable to find a valid address, use the City of Revere's **GIS Mapping System** to search for the correct address and parcel ID.

NOTE: All Registrations for Trade Permits require uploads of a current License for your trade, as well as a completed and signed Workers Compensation Affidavit. Licensed contractor accounts without these uploads, or with past-due Expiration Dates on their License or Comp policies cannot be issued a permit by state law.

Use the Fire Alarm System permit type for any permit related to fire alarms.

Application Type:

indicates a required field

Application Type:

- Building Permit
- Bulk Item Pickup**
- Certificate of Fitness
- Certificate of Occupancy
- Driveway/Sidewalk Curb Cut Permit
- Dumpster/Pod Permit (DPW)
- Electrical Permit
- Final Water Meter Read Request
- Fire Alarm System Permit
- Fire Permit
- Gas Permit
- Mechanical Permit
- Plumbing Permit
- Sheet Metal Permit
- Street/Sidewalk Opening Permit
- Trash Cart Request
- Yard Sale Permit

- Next to Sub Type, click on the drop down box and choose (home) Appliances or All Other Bulky Items

APPLY FOR A PERMIT
Home / Services / Permits / Apply for a Permit

You must apply for a permit using a valid assessing address or parcel number located in the City of Revere. Please note that the Assessing Department's address for a property may differ from the street address. If you are unable to find a valid address, use the City of Revere's **GIS Mapping System** to search for the correct address and parcel ID.

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Use the Fire Alarm System permit type for any permit related to fire alarms.

indicates a required field

Application Type: Bulk Item Pickup

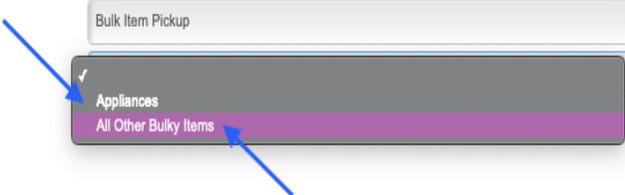
Sub Type:



indicates a required field

Application Type: Bulk Item Pickup

Sub Type: Appliances
All Other Bulky Items



- Enter in your home address, City/State/Zip Code (in this order) into their specific boxes. Then, click on Find Address

indicates a required field

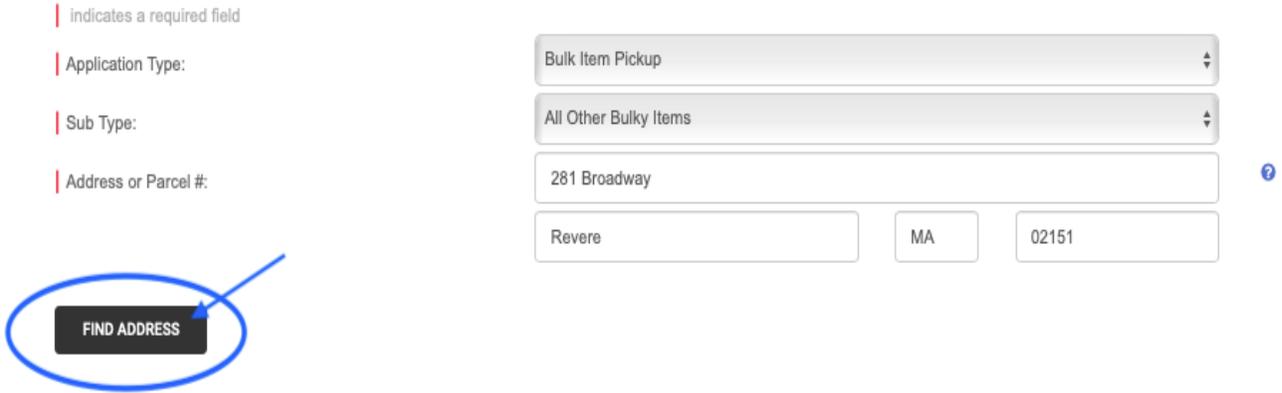
Application Type: Bulk Item Pickup

Sub Type: All Other Bulky Items

Address or Parcel #: 281 Broadway

Revere MA 02151

FIND ADDRESS



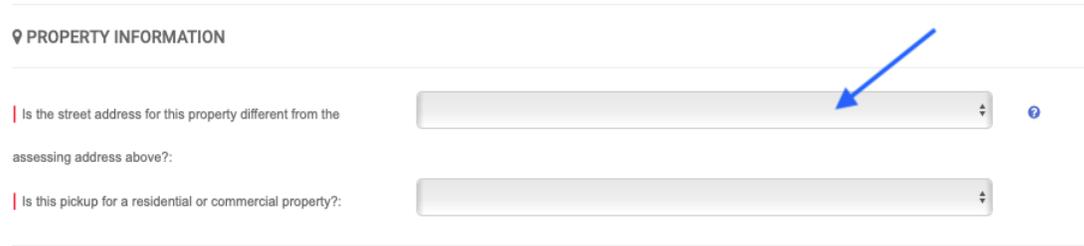
10. Scroll down, and under **Property Information** select either YES or NO if the home address you typed in matches the locked-in information above.

****Many postal addresses in Revere don't match the address our Assessing Department has on file. If your address isn't found, and if you aren't sure what the Assessing address is for your property, visit our [Assessing Database](http://revere.patriotproperties.com/search.asp) to find the right match.**** (<http://revere.patriotproperties.com/search.asp>)

PROPERTY INFORMATION

Is the street address for this property different from the assessing address above?:

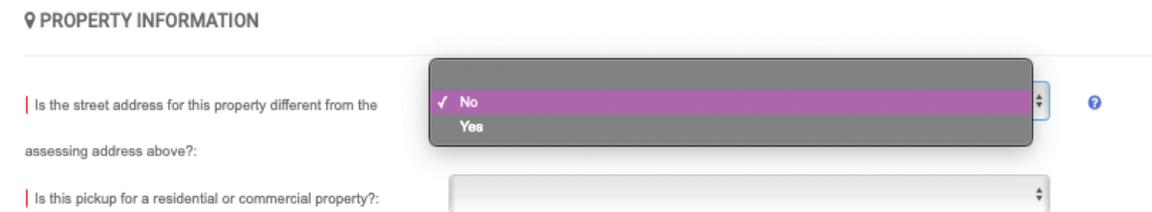
Is this pickup for a residential or commercial property?:



PROPERTY INFORMATION

Is the street address for this property different from the assessing address above?:

Is this pickup for a residential or commercial property?:

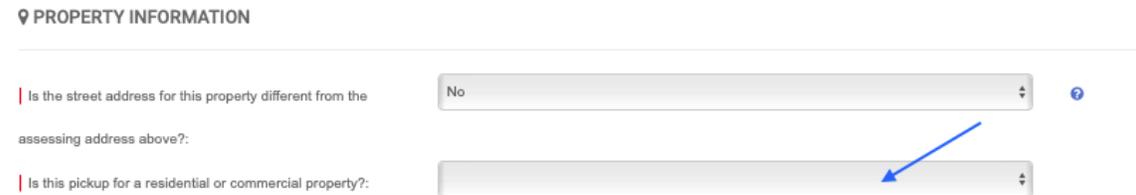


11. Choose whether the pickup is Residential or Commercial (Click on Residential)
****Note: Commercial properties are **not** eligible for Bulky item pickup.****

PROPERTY INFORMATION

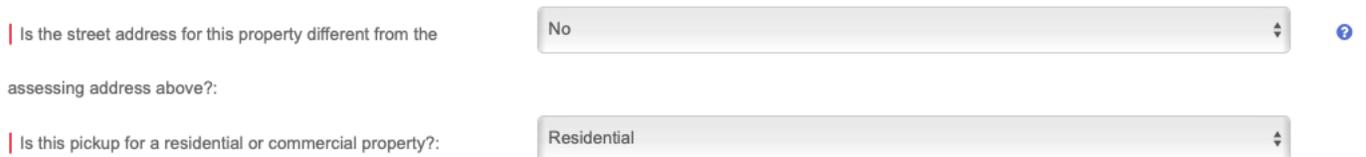
Is the street address for this property different from the assessing address above?:

Is this pickup for a residential or commercial property?:



Is the street address for this property different from the assessing address above?:

Is this pickup for a residential or commercial property?:



12. Under **Senior Citizen Discount Information**, click on the drop down box and choose YES or NO if you are a Senior Citizen

SENIOR CITIZEN DISCOUNT INFORMATION

Do you qualify for a senior citizen discount:

✓
No
Yes

13. Under **Bulk Items**: Read over each of the bulk items listed and select what item(s) you want picked up. Next to the item you want picked up, type in the number of how many of each item you want picked up.

BULK ITEMS

We can't collect entirely metal furniture. Bring those items to the DPW Yard on the last Saturday of the month.

Please enter the quantity of each item you would like picked up in the space provided. For example, if you are disposing of a dining table and four dining chairs, please enter 1 next to dining table and 4 next to dining chairs.

Bulky Item Pickup Fees	
Small Item Pickup Fee	\$3.00 per item
Standard Large Item Pickup fee	\$15.00 per item
Large Item Pickup Fee with Senior Citizen Discount	\$10.00 per item

Large Items (Indoor and Outdoor)

# of couches/sofas:	<input type="text" value="1"/>
# of sectional pieces:	<input type="text"/>
# of loveseats:	<input type="text"/>
# of upholstered chairs/recliners:	<input type="text"/>
# of dining/kitchen tables:	<input type="text"/>
# of buffets/hutches:	<input type="text"/>
# of entertainment centers:	<input type="text"/>
# of dressers/bureaus/armoires/credenzas:	<input type="text"/>
# of bed frames (includes headboard, footboard, slats, and side rails (non-metal)):	<input type="text" value="1"/>
# of mattresses:	<input type="text" value="1"/>
# of boxsprings:	<input type="text"/>
# of grills (propane tank removed):	<input type="text"/>
# of bicycles:	<input type="text"/>
# of large office furniture (not metal):	<input type="text"/>
Total Large Items:	<input type="text" value="3"/>
Small Items (Indoor and Outdoor)	
# of dining chairs:	<input type="text"/>

Note: Commercial properties are not eligible for Bulky item pickup.

14. **If** the bulky item you wish to select is **not** listed above, under “Other Bulky Items”, click on the drop down box and choose the option that applies to you.

Other Bulky Items

Do you have other bulky items not listed above?:

Comments:

Note: If You select any Other Bulky Items, **DO NOT PAY YET. The Health Department must check the eligibility before payment, as we cannot honor refunds.**

15. Read the Rules and Regulation

RULES AND REGULATIONS

The City does not provide refunds for Bulky Item Permits. All purchases are considered final.

Please abide by the following rules and regulations to ensure that your items are picked up:

- Your items must be placed at the curb in front of your property by 7am on your regularly scheduled trash day.
- The Sanitation Company is not permitted to go on private property. All items MUST be placed curbside on a public street.
- If your trash is regularly scheduled for pickup on Tuesday thru Friday, your application must be received by 3pm (or 10am the day before a municipal holiday) for same-week pickup.
- If your trash is regularly scheduled for pickup on Monday, your application must be received by 10am on Friday to be picked up the next business day.
- Applications received after the times listed above will be scheduled for pickup the following week.
- Only items noted on this application will be picked up.
- **Commercial properties are not eligible for Bulky Item Pickup. There are no exceptions. Applications that are put in for commercial properties will be rejected and are nonrefundable.**
- All items must be completely emptied of belongings, liquids, and trash. Items will not be picked up if anything is placed on top of an item scheduled for pickup.
- Doors must be removed from large furniture pieces prior to placement at the curb.
- No metal items, exercise equipment, or construction materials will be picked up.
- No electronics, waste oil, batteries, gas cans, propane tanks, paint cans, antifreeze, or tires will be picked up. You may dispose of these items at the City Yard (321 R Charger St) on the last Saturday of each month between 7am and noon.
- This application is for disposing of furniture and small items only. If you wish to dispose of appliances, please complete the application entitled 'Appliances.'
- We will send you an email confirming the date of pickup for your items.
- You must pay your fee in full before your application will be processed.
- No Rebates or Refunds

16. Type in your full name into the box

17. Click on the little box under where you typed your name

18. Then hit Submit

The screenshot shows a web form with the following elements:

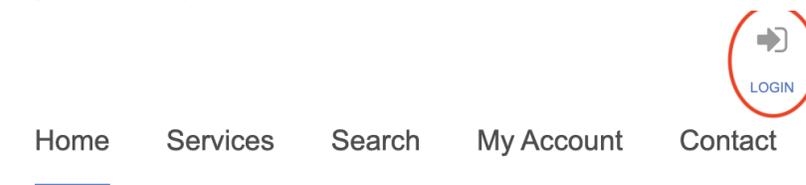
- A label "Type your full name:" followed by a text input field containing "John Smith".
- A small square box with a checkmark icon, circled in red, located below the input field. A blue arrow points to it.
- A paragraph of text below the signature box: "I have read and agree to abide by the Rules and Regulations listed above. I understand that typing my name in the signature box constitutes an electronic legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document, and that this typed signature has the same validity and meaning as my handwritten signature. I understand that the statements and information furnished by me on this application are public records and are available for public inspection."
- A horizontal line below the text.
- Two buttons at the bottom: a blue "SUBMIT" button and a black "SAVE FOR LATER" button. A blue arrow points to the "SUBMIT" button.

Payment Information

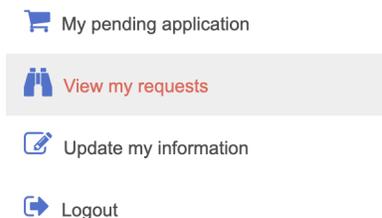
After you submit, if you did **not** choose "Other Bulky Items", you have a couple of options for payment.

1. To pay by credit card, follow the instructions. The system will only accept credit cards, and often rejects debit cards. We are working on a resolution with our vendor, and apologize for this inconvenience.
2. To pay by check, drop a check for the amount requested in the dropbox next to the Municipal Inspections Department main entrance at 249R Broadway. Include the Permit Number (which should start "SBI...") and address.
3. If you did select "Other" and received an "Approval—Payment Now Due" email, follow these steps:
 1. Go to www.revere.org/permitting again.

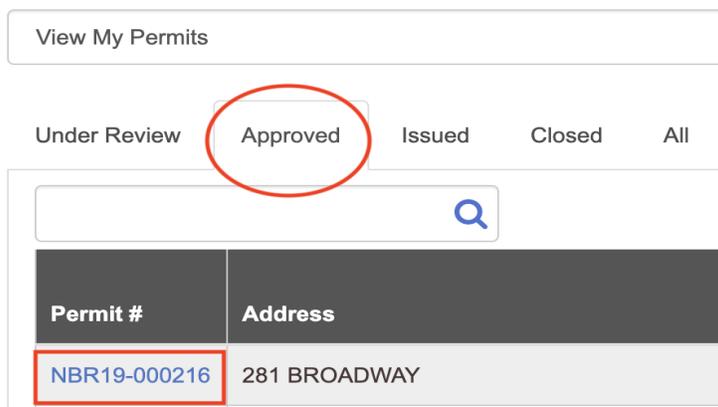
2. Log back into your account.



3. Select "View My Requests".



4. In the "Approved" tab click on your permit number.



5. Select "Make a payment" on the left side of your screen



- After payment, **DO NOT PLACE YOUR ITEMS OUTSIDE** until you have received an email (or phone call) with a scheduled date (like the one below) for the pickup of your item(s). If you place your items prior to receiving that communication, the City reserves the right to ticket you for a trash violation.

BULK ITEMS SCHEDULED FOR PICKUP

Thank you for using the City of Revere's epermitting system.
Your Bulk Items are now scheduled to be picked up.
Your Pickup Date is: Friday, 07/03/2020

Please note that ALL ITEMS should be placed on the sidewalk WITH YOUR TRASH in front of your address by 7am on the scheduled date. They can be put out no earlier than 5pm the day before the scheduled date.
Your request is:
Permit #: SB120-00 [REDACTED]
Address: [REDACTED]

Items scheduled to be picked up:
1 Refrigerators, empty with doors removed

If you put out bulky items that were not listed, the trash trucks will not pick them up. If you put out some items, the City will consider the request complete. If you are unable to put your items out on that day, or fail to put them out prior to the arrival of the trash truck, DO NOT leave the items out. Email us at revere311@revere.org, or call us at 3-1-1 (781-286-8311) and we can reschedule for the next pickup day for your neighborhood.

If items you have scheduled were not picked up, contact 3-1-1 no later than noon on the next day for pickup. Otherwise items will be rescheduled for the following week.

If you live in a building that gets private trash pick-up on the premises rather than curbside, you must to leave your bulky items at the curb for them to be picked up.

Thank you again for your cooperation.
The Revere Health Department



Download the [Revere Trash and Street Sweeping App](#) for ongoing information and alerts about your street's trash, recycling, yard waste, overflow, and street sweeping schedule



- Call 3-1-1 or Email revere311@revere.org with any questions.