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

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<th>PERMITTING</th>
<th>You will need to create a Registration Account and Login to apply.</th>
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<td>Building</td>
<td>Bulk Item Pickup</td>
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<td>Plumbing/Gas (License Req)</td>
<td>New Trash Cart</td>
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<td>Electrical/Fire (License Req)</td>
<td>Temporary (construction) Dumpster/POD</td>
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<td>Certificate of Occupancy</td>
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<td>Street Opening (Approved Drain Layers Only)</td>
<td>Final Water Meter Read</td>
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<td></td>
<td>Certificate of Fitness</td>
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</table>
3. **If you do not** have an account, click on **REGISTER NOW** where it says New to our Portal?

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)
5. Fill in the highlighted red boxes with your information

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

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

11. Choose whether the pickup is Residential or Commercial (Click on Residential)

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

[Check box] Do you qualify for a senior citizen discount: 
- [ ] No
- [X] 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 spaces provided. For example, if you are disposing of a dining table and four dining chairs, please enter 1 next to dining table and 6 next to dining chairs.

<table>
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<tr>
<th>Bulky Item Pickup Fee</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Small Item Pickup Fee</td>
<td>$3.00 per item</td>
</tr>
<tr>
<td>Standard Large Item Pickup Fee</td>
<td>$15.00 per item</td>
</tr>
<tr>
<td>Large Item Pickup Fee with Senior Citizen Discount</td>
<td>$10.00 per item</td>
</tr>
</tbody>
</table>

Large Items (Indoor and Outdoor)

- # of couches/sofas: 1
- # of sectional pieces: 
- # of loveseats: 
- # of upholstered chairs/recliners: 
- # of dining/kitchen tables: 
- # of buffets/china cabinets: 
- # of entertainment centers: 
- # of dressers/bureaus: 
- # of bedframes (includes headboard, footboard, rails, and side rails): 1
- # of mattresses: 1
- # of boxsprings: 
- # of grills (propane tank removed): 
- # of bicycles: 
- # of large office furniture (not metal): 3

Total Large Items: 

Small Items (Indoor and Outdoor)

# of dining chairs: 

*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.

*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
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

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**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](http://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 permitting system.

Your Bulk Items are now scheduled to be picked up.

**Your Pickup Date is:** Friday, 07/15/2022

**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:

**Name:**

**Address:**

Items scheduled to be picked up:

- 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 trucks, **DO NOT leave the items out.** Email us at revere311@revere.org or call us at 3-1-1 (1-811-288-0377) 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 pays private trash pickup on the premises rather than outside, you must 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.