How to Apply Online for Health Division License/Permit Renewal

Apply and pay via Online Permit Center at any time. Receive Permit within a week via e-mail.

Go to URL: www.andoverma.gov/410/Online-Permit-Center

Select “Apply/Renew Permit or License” Icon button.

**FOR NEW USERS:** Select “Don’t have an account? Click here to register”. Select “Homeowners, Contractor, or Business” as the Account Type. Follow instructions on site. Once setup, you will receive a confirmation email that must be selected to activate your Account.

1. When setup with an account, login to your Account:
   a. Go to URL: www.andoverma.gov/410/Online-Permit-Center
   b. Select “Apply/Renew Permit or License” Icon button.
   c. Logon to your Account with Email Address and Password
2. To Create a Renewal Application and provide Payment:
   a. Select “Renew a License” button.
   b. Select Address or License Holder.
   c. Provide either your Andover Business Establishment House # and Street Name; Licensee Name; or Establishment Name as required.
   d. Review Map and verify location if applicable.
   e. Select Renew Button next to License # to be Renewed (it is your current License #) with current year Date Issued and Date Expired. This Starts your Renewal Application.
3. Application -
   a. Update License Information that may have changed from last year. Select “Next” Button after completion of each section.
   b. To change any Phone # data, please erase/clear old number and enter new number fresh.
   c. Provide any documents such as Allergen Awareness and Certified Food Manager Information for Restaurants, Worker’s Comp Insurance and/or Insurance Binder if required.
4. Preview Application, Select Submit Application button.
5. Finish Application - Provide Digital Signature, Click two acknowledgement check boxes, Select Submit Button.
6. Review Application submit page, write down application Permit tracking # ie TFM-17-XXX.
7. Pay for Application - Scroll down to Pay Now $ button to pay for application with Credit Card.
   a. Select either Pay with Credit Card or PayPal Account button.
   b. Follow normal credit card payment instructions. Submit payment.
   c. Don’t forget to sign off when renewal is completed by clicking on in the upper right hand corner of the screen.

*NOTE:* You may still mail in your payment with a check as in the past - or - apply in person at the Andover Town Offices, Health Division, First Floor, 36 Bartlet St., Andover, MA 01810, between 8 AM and 3 PM, to pay by cash, check or credit card.