

## OPENGOV – Applying New or Renewing a Rental Occupancy Certificate for 2025

**Go to the Town of Dennis website at:** <https://www.town.dennis.ma.us>

- On the homepage click **ONLINE SERVICES** (located to the left).
  - Then click **ONLINE PERMITTING**.
- Access the Town of Dennis OpenGov portal by clicking the word “here” (<https://www.town.dennis.ma.us/permitting>).
- Click “**Login**” (upper right corner) and log into your account.
- On the Home Page, click “**Explore**” in the Health Department box.
- “**Select**” the blue button next to **Rental Occupancy Certificate**.
- Select the blue “**Apply Online**” button.
- **STEP 1:** Enter Contact Information (address, phone #, email).
  - Click the blue “**Next**” button.
- **STEP 2:** Search Dennis Rental Address in search bar provided (*do not change the information that populates*)
  - *If you are having trouble finding your address, please call or e-mail the Health Department.*
    - *Both sides of a duplex will be applied for separately, but under the same “legal” street address number.*
    - *Some units are found under one main address and you will add the unit on the following page.*
- **NEXT STEPS:** Enter the Rental Property Info/Building Dept Info/Personal Info/Smoke Alarm Testing Date.
  - Click the blue “**Next**” button to advance between pages.
- **ACKNOWLEDGEMENT:** Review the acknowledgement & check the “**I Agree to the Above Statements**” box and check the “**Digital Signature**” box & type your name in the entry box and click “**Sign**”.
  - Click the blue “**Next**” button.
- **NEXT STEPS:** Review the next steps
  - Click the blue “**Next**” button.
- **ATTACHMENTS:** Attach required documents.
  - Click the blue “**Next**” button.
- **CONFIRM YOUR SUBMISSION:** Review the information that was input.
  - Click the blue “**Confirm and Submit**” button.
- You will then be taken to the **Payment** page, where payment can be made online by credit card or ACH. Instructions will also be provided, should you choose to mail or deliver a check or cash.

For assistance, please contact us:  
(508) 760-6158 or [healthdepartment@town.dennis.ma.us](mailto:healthdepartment@town.dennis.ma.us)