

Scanned Files Available Online!

The Health Department is pleased to announce that our scanned records are now available online. Effective immediately, you will be able to locate your own records as needed.

The following steps will guide you through the process:

1. Go to the Town of Dennis home page – www.town.dennis.ma.us
2. Click on “Online Services”



3. You will need to search by Map & Parcel – to find the Map & Parcel, utilize either of the two links (Assessors Database or GIS Maps Online) highlighted here:

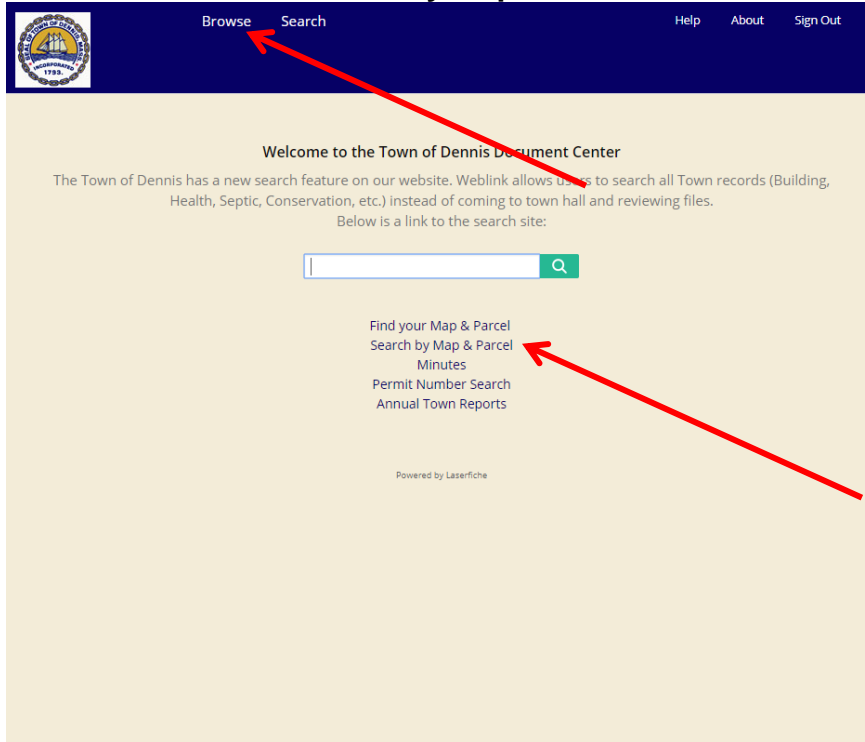


4. Access the online search mode by clicking on the “Town Record Search” highlighted here:



****If there is an issue with cookies at this point, click Sign Out and then Log In under Guest.****

5. Click on **Browse** or **Search by Map & Parcel** – **DO NOT USE THE SEARCH BAR**



6. Click on **MapParcel/Map, then Map**, then scroll for the first 3 digits of the Map that you acquired in your initial search. Click on the corresponding file. For example, M 229-024, you would scroll down to 229. Click on 229.
7. The corresponding parcels will load – scroll down to the final 3 digits of the M&P you acquired. In this example, you would scroll down to 229-024.
8. Click on Health
9. Click on Septic. Here you will find the files that we have SCANNED, as follows:
 - AB = As-Built
 - CAB = Certified As-Built
 - CL = Certified Letter
 - VAR = Variance
 - Plan = Plan
 - T5 = Title 5 Report
 - SP = Septic Permit (**contains the Septic Permit COC – middle section of document**)
 - SPR = Septic Permit Repair (**contains the Septic Permit COC – middle section of document**)

If the document you need is not scanned, please send an email to the health department requesting that it be scanned. We will notify when the record has been added. Our email is healthdepartment@town.dennis.ma.us

You will occasionally find files that state “Septic – complete” or “Septic – no file” – this means that what is scanned is the complete file; or that we do not have a file for that property.

10 Users are allowed at a time – if you see an error message over user limit, please try again later.

*** Please note – you MUST turn off pop-up blocker to “Download & Print” the records ***