

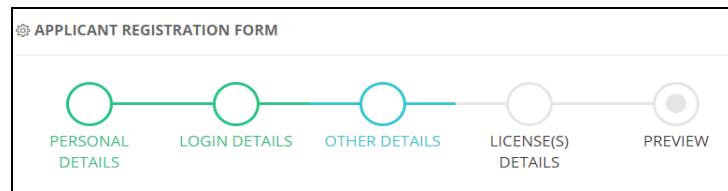
Welcome to Stoughton PermitEyes

<https://permiteyes.us/stoughton/loginuser.php>

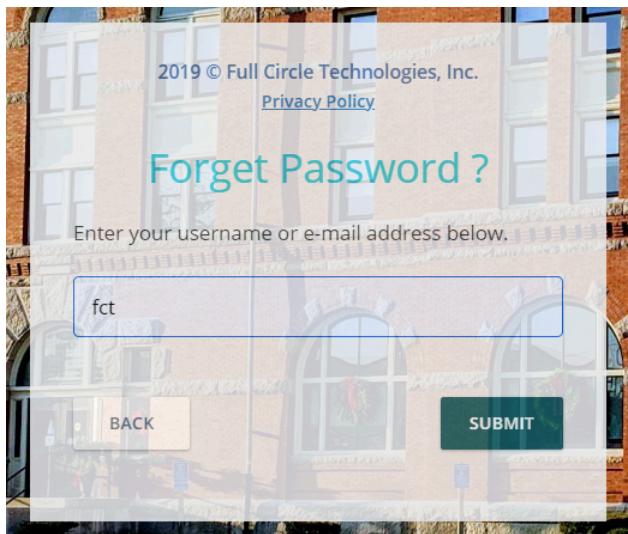


Login and New Accounts

Open a web browser and connect to the [LOGIN](#) page.
(*PermitEyes only works with Google Chrome and Mozilla Firefox. Safari works on a mac.*)



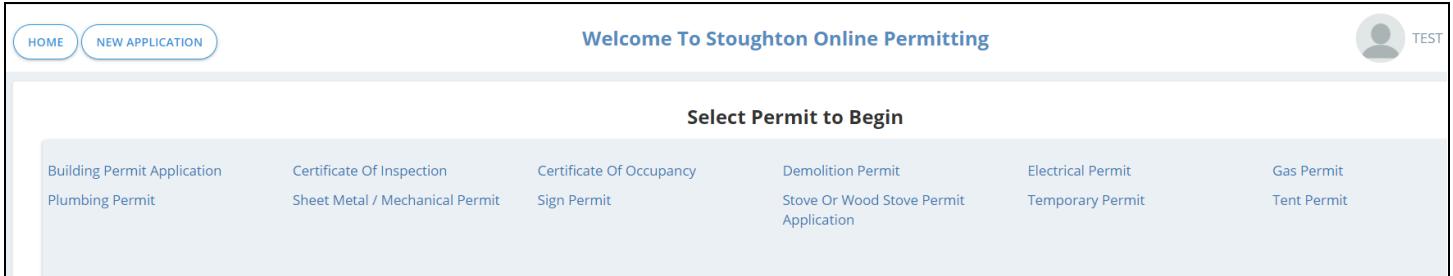
To create a new user account click on the link [NEW USER REGISTER HERE!](#)! Provide all required information. Once you create your account, enter your Username/Password to start your application. (*Pro tip: Don't use your email address as your username*)



If you forget your password, use the **Forgot Password** link found to the right of the **LOGIN** button. Enter the email address associated with your PermitEyes account. Follow the instructions in the email to reset your password. (*If you do not see the email in your inbox please check your spam folder.*)

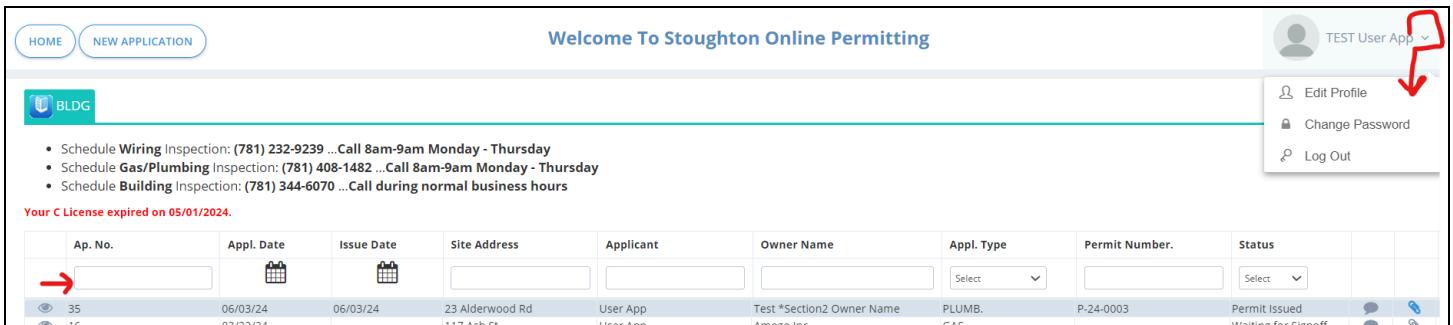
New Applications

Click on **New Application** at the top left of your Homepage to apply for a permit/certificate.



The screenshot shows the 'Welcome To Stoughton Online Permitting' homepage. At the top, there are 'HOME' and 'NEW APPLICATION' buttons. On the right, there is a user profile icon labeled 'TEST'. Below the header, a section titled 'Select Permit to Begin' lists various permit types: Building Permit Application, Certificate Of Inspection, Certificate Of Occupancy, Demolition Permit, Electrical Permit, Gas Permit, Plumbing Permit, Sheet Metal / Mechanical Permit, Sign Permit, Stove Or Wood Stove Permit Application, Temporary Permit, Tent Permit.

Welcome To Your Homepage



The screenshot shows the 'Welcome To Stoughton Online Permitting' homepage. At the top, there are 'HOME' and 'NEW APPLICATION' buttons. On the right, there is a user profile icon labeled 'TEST User App' with a dropdown menu showing 'Edit Profile', 'Change Password', and 'Log Out'. Below the header, a section titled 'BLDG' lists inspection schedules: 'Schedule Wiring Inspection: (781) 232-9239 ... Call 8am-9am Monday - Thursday', 'Schedule Gas/Plumbing Inspection: (781) 408-1482 ... Call 8am-9am Monday - Thursday', and 'Schedule Building Inspection: (781) 344-6070 ... Call during normal business hours'. A message 'Your C License expired on 05/01/2024.' is displayed. The main area shows a table of submitted applications with columns: Ap. No., Appl. Date, Issue Date, Site Address, Applicant, Owner Name, Appl. Type, Permit Number, Status. A red arrow points to the 'Ap. No.' column. Another red arrow points to the 'Edit Profile' option in the user menu.

Navigating Your Information

Homepage: Shows all submitted applications, including permit details and the status of the application.

Edit Profile: Click onto the applicant name at the top right corner to edit/update any profile information submitted during registration.

Change Password: A registered user can change their password.

Log Out: Click to exit the online permitting program.

What Do The Headers Mean?

Ap. No: This shows your application number.

Appl. Date: The date that the application was submitted. Click the calendar icon to specify a date range.

Issue Date: The date that the permit was issued. Click onto the calendar icon to specify a date range.

Site Address: Establishment / Owner's address that was submitted on the application.

Applicant / Owner Name: Name of the Applicant / Owner from the application.

Appl. Type: The type of permit you applied on your permit application will be displayed in this column.

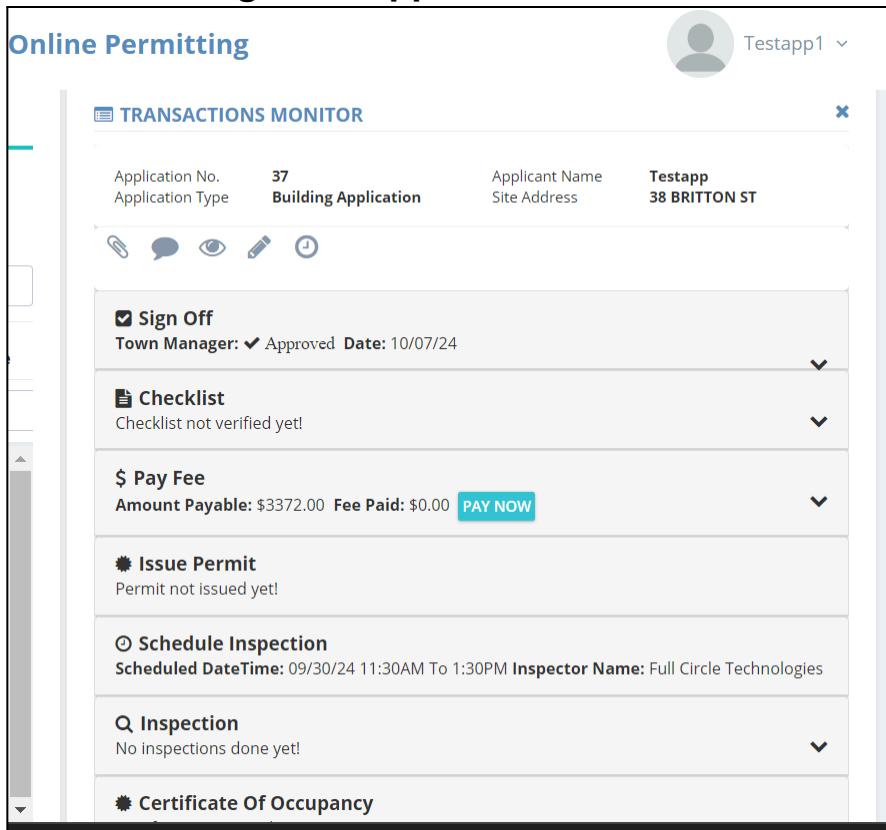
Permit Number: A permit number will be displayed in this column when the permit is issued.

Status: The status of your application will be displayed in this column.

Transactions Monitor

Status of application process & permit requirements. **IMPORTANT!! Check your Online Permitting Home Page often for status updates, fees and chats**

Finding Your Application Information



Online Permitting

TRANSACTIONS MONITOR

Application No.	Application Type	Applicant Name	Site Address
37	Building Application	Testapp	38 BRITTON ST

Sign Off
Town Manager: ✓ Approved Date: 10/07/24

Checklist
Checklist not verified yet!

\$ Pay Fee
Amount Payable: \$3372.00 Fee Paid: \$0.00 PAY NOW

Issue Permit
Permit not issued yet!

Schedule Inspection
Scheduled Date/Time: 09/30/24 11:30AM To 1:30PM Inspector Name: Full Circle Technologies

Inspection
No inspections done yet!

Certificate Of Occupancy

What do those little pictures mean?



Opens the Transactions Monitor showing all the requirements for the application.



Submit required attachments here.



Send a message to the Town Hall admin.



Edit the application form here.



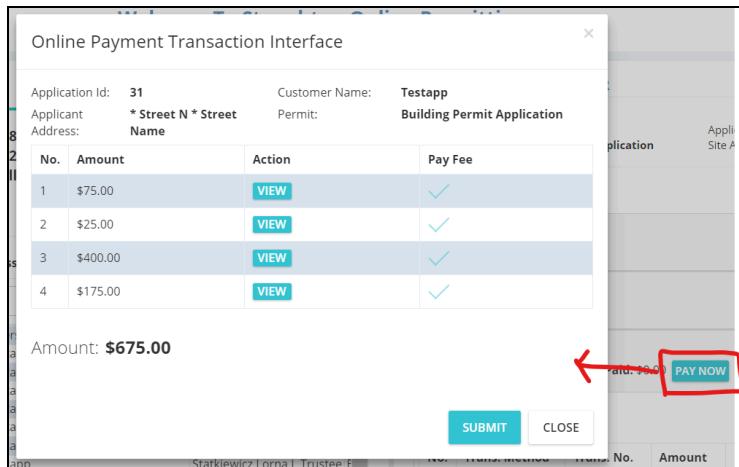
/ Expands/collapses the details of each transaction.



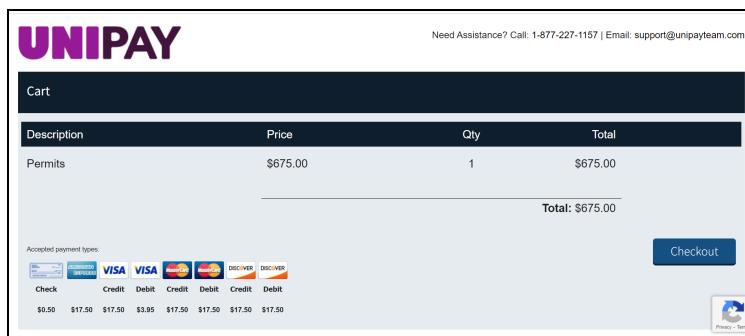
Leads to an online payment. If you cannot pay online, please contact town hall for alternative methods of payment (i.e cash or check)

Speaking of Paying

PermitEyes does not support financial transactions. *If you have difficulties, please contact Unipay directly.*



After clicking you will be directed to this page.



When it comes time to pay you will be directed to **UNIPAY**.

Still need help? Contact the Full Circle Technologies helpdesk at help@fullcircletech.com.