Welcome to PermitEyes

Login and New Accounts

Open a web browser and connect to the LOGIN page. *(PermitEyes only works with Google Chrome and mMozilla 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
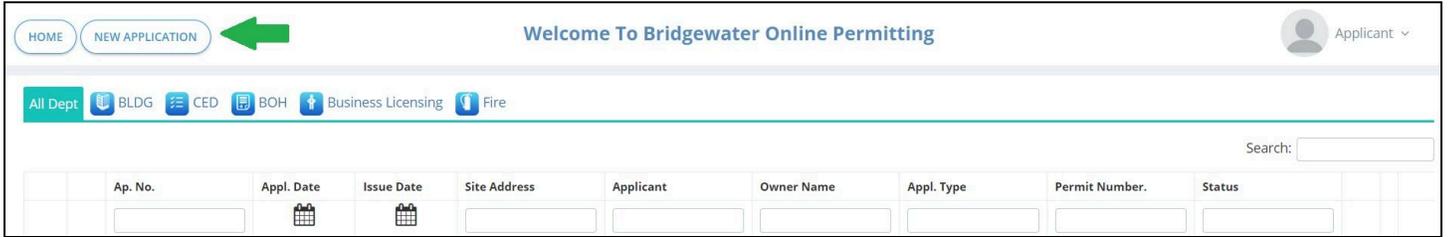
Click on *New Application* at the top left of your Homepage to apply for a permit/certificate.
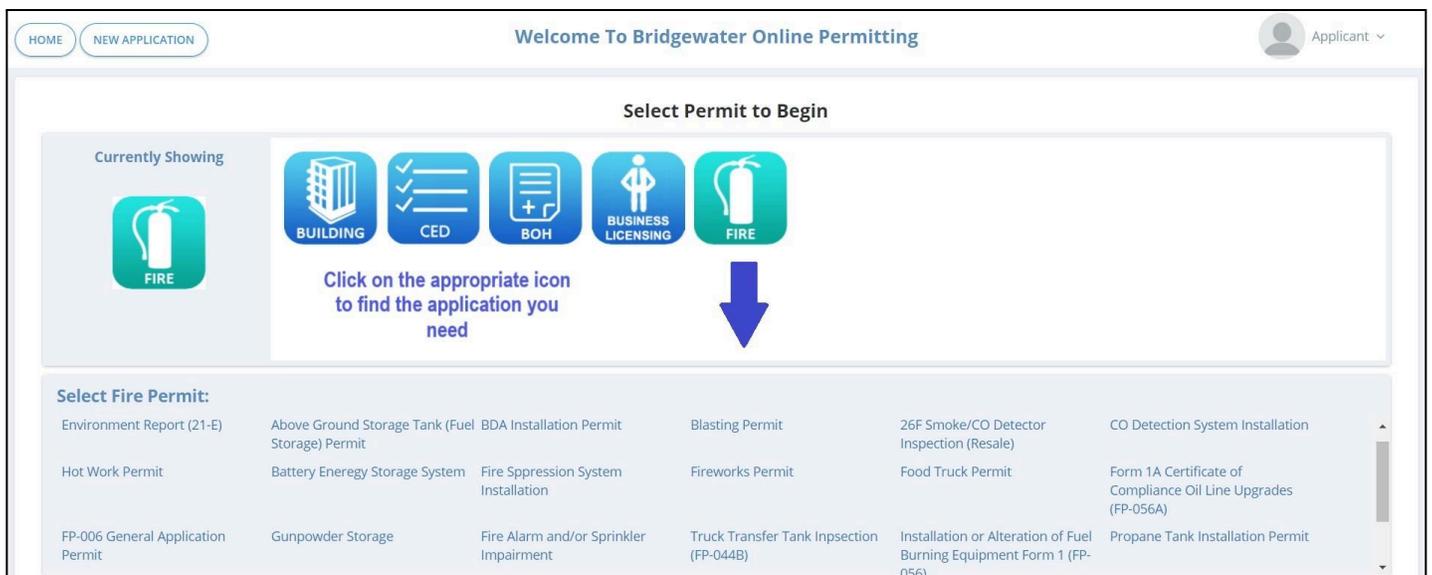
Welcome To Your Homepage

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

What do those little pictures mean?

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

 Submit required attachments here.

 Sends 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)

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