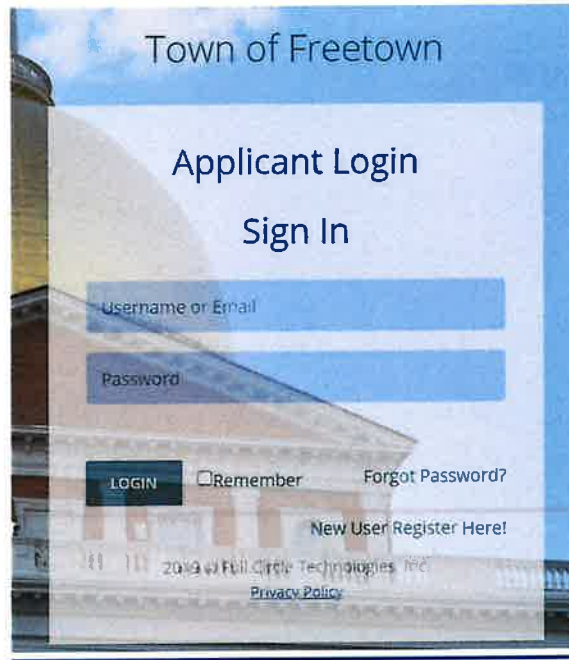


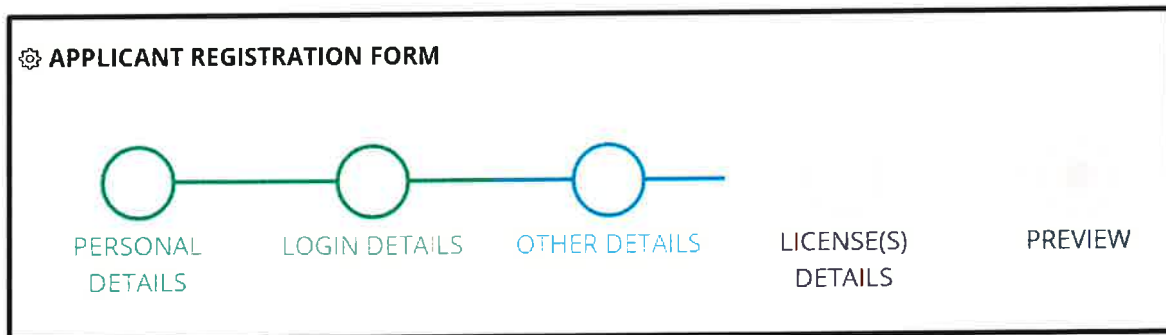
IMPORTANT!! Check your Online Permitting Home Page often for status updates, fees and chats

Open a web browser to connect to the [Applicant Login Sign In](#) website, as shown below.
(Google Chrome and Mozilla Firefox are the recommended browsers for accessing PermitEyes)
DO NOT USE INTERNET EXPLORER.

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



Create a new user account by clicking on the link [New User Register Here!](#) (found at the bottom right).
Follow the steps by providing your relevant profile information on the Applicant Registration Form:



Once account registration is confirmed, enter your Username/Password to start your application.

New Application

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



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.



Transactions Monitor

Status of application process & permit requirements.

HOME NEW APPLICATION Welcome To Freetown Online Permitting test applicant

BLDG

Your Home Improvement Construction License expired on 07/29/2020. Search:
Your Construction Supervisor License expired on 04/30/2020.


Ap. No.	Appl. Date	Issue Date	Site Address	Applicant
10	02/01/23	0 Almy Lot	Test Applicant	Test Applicant COMM.


Showing 1 to 1 of 1 entries


TRANSACTIONS MONITOR


Application No. 10 Applicant Name Test Applicant
Application Type Commercial Building Site Address 0 ALMY LOT



- Sign Off
No sign off assigned yet!
- Checklist
Checklist not verified yet!
- \$ Pay Fee
Amount Payable: \$0.00 Fee Paid: \$0.00
- Issue Permit
Permit not issued yet!
- Schedule Inspection
No inspection scheduled yet!
- Inspection

Click on the  icon to view the status panel. This will open up the Transactions Monitor outlining the process flow of the submitted application.


Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.

Click on the **chat**  icon to send an instant message communication between the applicant and Town Hall admin.

Click on the **pencil**  icon to edit the application form.

Click on the **arrowhead**  /  icon to expand/collapse the details of each transactional workflow.

Once the application fee is calculated, click on the  button to make an online payment transaction. An online payment transaction interface will open and clicking on the submit button will redirect you to the banking portal to complete your online payment.

Otherwise, use the **chat**  function to contact the Town Hall about alternative methods of payment (ie. cash, check, etc.).

Explanation of column headers located on the Homepage

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
95	09/13/21		280 Elm St	Applicant Test	Test	CI		Pending
65	07/02/21		3 Basin St	Applicant Test	Fcc Tester	RESI		Pending
49	05/24/21	05/24/21	1 York Rd	Fcc Michael	Fcc Michael	MECH	MEC-21-0005	Permit Issued
48	05/12/21	05/17/21	25 Adria Rd	Applicant Test	Test Fcc	GAS	G-21-0002	Permit Issued
45	05/12/21	05/12/21	793 Ware St	Marcus L Wenger	Donovan Denis J & Susan B	RESI	R-21-0004	Permit Issued

Ap. No) Auto-generated # sequentially assigned when application is submitted. This is a searchable field by inputting into the open text box field.

Appl. Date) Displays the date that the application was submitted. Click onto the calendar icon to specify a date range.

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

Site Address) Displays the Establishment / Owner's address that was submitted on the application. This is a searchable field by inputting into the open text box field.

Applicant / Owner Name) Displays the Name of the Applicant / Owner from the application. This is a searchable field by inputting into the open text box field.

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. This is a filterable field using the dropdown list.

