# **Full Circle Technologies**

Full Circle Technologies www.fullcircletech.com 617-722-0100

### Welcome to Bridgewater PermitEyes

https://permiteyes.us/bridgewater/loginuser.php



#### Login and New Accounts

Open a web browser and connect to the <u>LOGIN</u> 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 <u>NEW USER</u> <u>REGISTER HERE!</u> 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**

HOME NEW APPLICATION	OME NEW APPLICATION Welcome To Bridgewater Online Permitting											
All Dept 🚺 BLDG 📜 CEI	р 📄 вон 👔 ви	usiness Licensing	; 🚺 Fire					Search:				
Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status				

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

HOME NEW APPLICATION		Welcome To Bri	dgewater Online Permiti	ting	Ap	olicant ~
		Sele	ct Permit to Begin			
	BUILDING CED Click on the approved to find the application need	bopriate icon cation you				
Select Fire Permit:						
Environment Report (21-E)	Above Ground Storage Tank (Fue Storage) Permit	BDA Installation Permit	Blasting Permit	26F Smoke/CO Detector Inspection (Resale)	CO Detection System Installation	•
Hot Work Permit	Battery Eneregy Storage System	Fire Sppression System Installation	Fireworks Permit	Food Truck Permit	Form 1A Certificate of Compliance Oil Line Upgrades (FP-056A)	
FP-006 General Application Permit	Gunpowder Storage	Fire Alarm and/or Sprinkler Impairment	Truck Transfer Tank Inpsection (FP-044B)	Installation or Alteration of Fuel Burning Equipment Form 1 (FP- 056)	Propane Tank Installation Permit	•

#### Welcome To Your Homepage

HOME NEW APPLICAT	TION		W	elcome To Bridg	gewater Online Pe	ermitting				Applica	int v
All Dept 🚺 BLDG	\Xi CED 틙 ВОН 🚺	Business Licer	nsing Tire						.Ω     Edit Pro	file Passwoi	rd
Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status		]	
③ 39541	02/21/24		1 Test	Test	Test	BLASTING		Ready Fo	r Payment	•	0

#### **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. <u>IMPORTANT</u>!! Check your Online Permitting Home Page often for status updates, fees and chats

Finding Your	Application	Information
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ME	NEW	APPLICATIO					Welco	ome To B	Bridgewater On	ine Permitting	Applicant ~
Dep	ot 🚺	BLDG 🃁	CED	вон 🚹	Business Licer	ising 🚺 Fi	re			TRANSACTIONS MONITOR	×
								Search:		Application No. 39541 Applicant Name test Application Type Blasting Site Address 1 test	
	Ap. No.	Appl. Date	lssue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status		
			Ê							Checklist Checklist Checklist	~
/in	39541 g 1 to 1	02/21/24 of 1 entries	s (filtered f	1 Test from 17 total	Test entries)	Test	BLASTING		Ready For Payment	\$ Pay Fee Amount Payable: \$1.00 Fee Paid: \$0.00 PAY NOW	~
										Q Inspection No inspections done yet!	~
										Issue Permit     Permit not issued yet!	

#### What do those little pictures mean?

Dpens 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)

## **Speaking of Paying**

PermitEyes does not support financial transactions. *If you have difficulties with Unipay, please contact the Town of Bridgewater or Unipay directly.* 

Online Pay	/ment Tran	saction Interface		×	After clicking you will
Application Id:	39541	Customer Name:	test		be directed to this page.
Location:	1 test	Permit:	<b>Blasting Permit</b>		
No. Amour	nt	Action	Pay Fee		
1 \$1.00		VIEW	$\sim$		
Amount: \$	1.00		SUBMIT	CLOSE	
UNIP/	Y	Need /	Assistance? Call: 1-877-227-1157   Email:	support@unipayteam.com	
Cart					
Description		Price	Qty Total	Remove	
Permits		\$1.00	1 \$1.00	×	you will be directed to
			Total: \$1 00		

Still need help?

Contact the Full Circle Technologies helpdesk at <u>help@fullcircletech.com</u>.