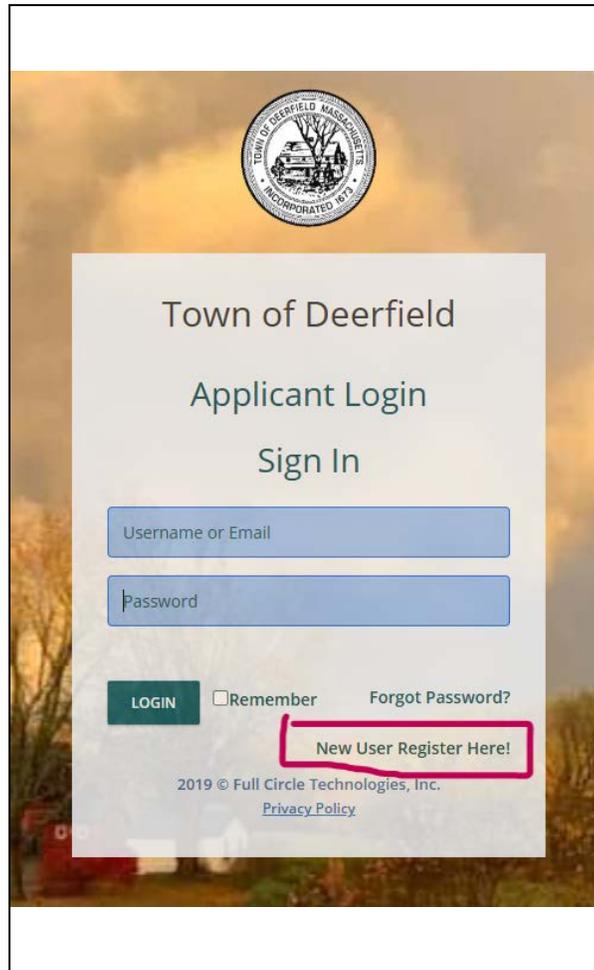


The Town of Deerfield, Massachusetts is excited to introduce an online system for Building Department permits. This system is fully automated when applying and paying online, viewing your application status and printing of the various health applications.

The first step is to **register as a New User to create an account** in order to use the system:

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



Town of Deerfield
Applicant Login
Sign In

Username or Email

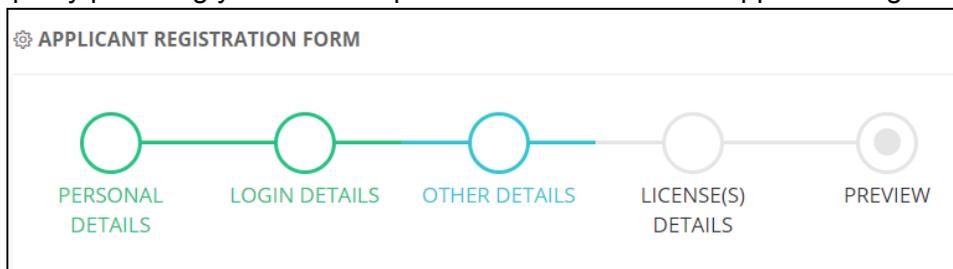
Password

LOGIN Remember [Forgot Password?](#)

New User Register Here!

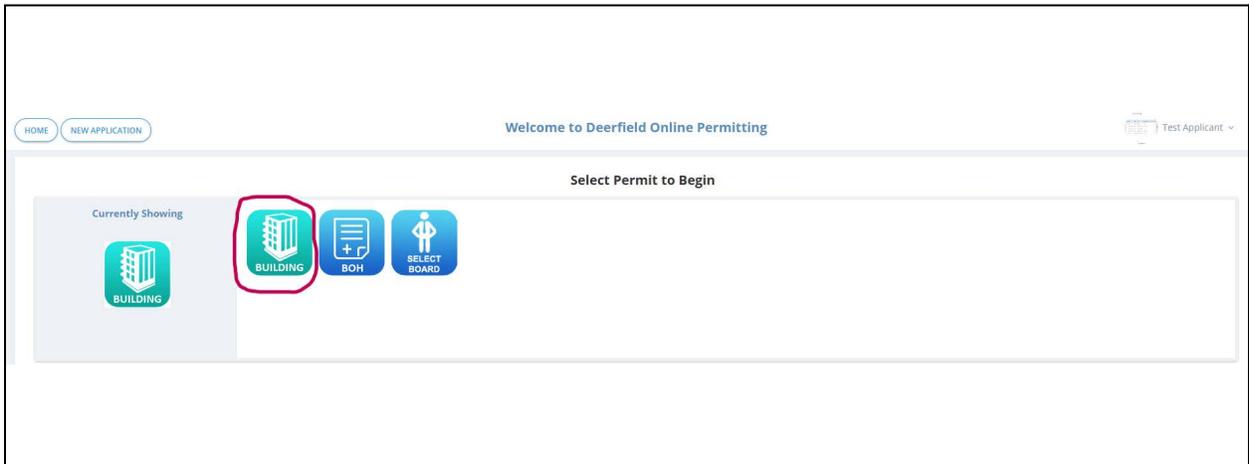
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[Privacy Policy](#)

Follow steps by providing your relevant profile information on the Applicant Registration Form.

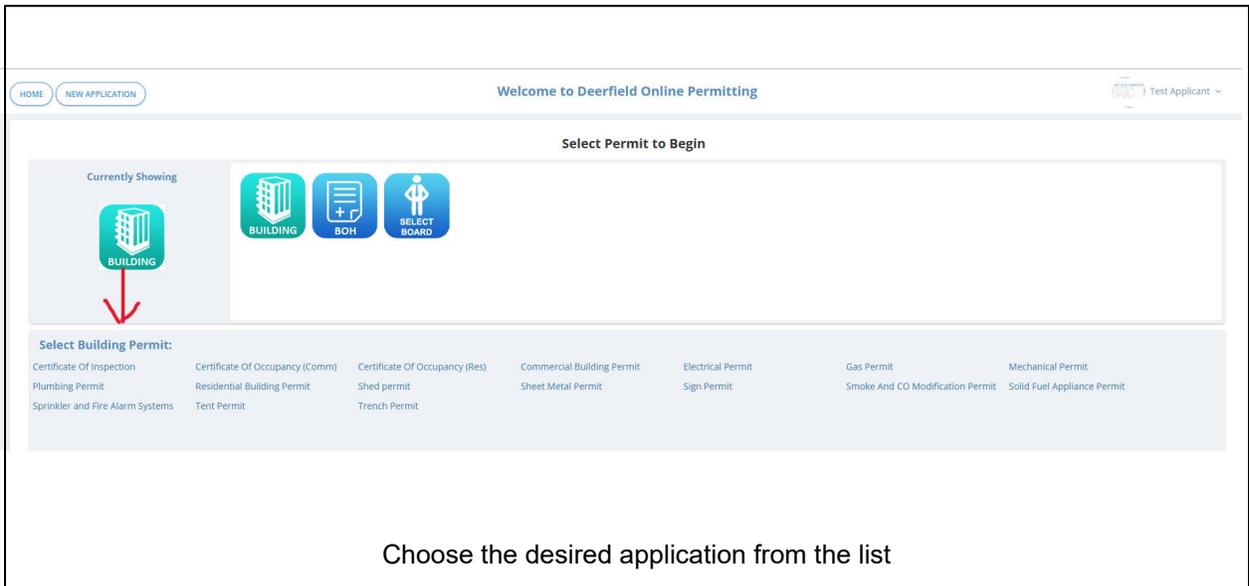




Open your account and select "New Application"

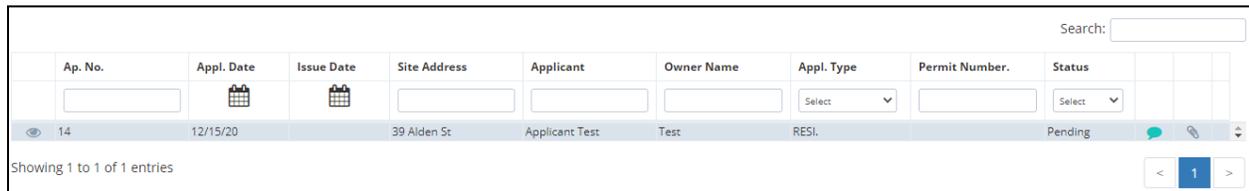


Click on the Building icon



Choose the desired application from the list

Explanation of each column heading located on the Homepage



Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
14	12/15/20		39 Alden St	Applicant Test	Test	RESI.		Pending

Showing 1 to 1 of 1 entries

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 owner's address that was submitted on the application. This is a searchable field by inputting into the open text box field.

Applicant) Displays the name of the applicant that submitted the application. This is a searchable field by inputting into the open text box field.

Owner Name) Displays the owner's name that was submitted on 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. This is a filterable field using the  dropdown list.

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.

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

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

Transactions Monitor

Status of application process & permit requirements.

The screenshot displays the 'TRANSACTIONS MONITOR' interface. On the left, there is a search bar and a table with the following data:

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant
14	12/15/20	39 Alden St	Applicant Test	Test

Below the table, it says 'Showing 1 to 1 of 1 entries'. On the right, the 'TRANSACTIONS MONITOR' panel shows details for Application No. 14, Residential Building, Applicant Name: Applicant test, Site Address: 39 ALDEN ST. It includes several status sections: Sign Off (No sign off assigned yet), Checklist (Checklist not verified yet), Pay Fee (Amount Payable: \$30.00, Fee Paid: \$0.00, with a 'PAY NOW' button), Issue Permit (Permit not issued yet), Schedule Inspection (Scheduled DateTime: 12/15/20 4:00PM To 4:30PM, Inspector Name: Full Circle Technologies), Inspection (No inspections done yet), and Certificate Of Occupancy (Certificate not issued yet).

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

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 **PAY NOW**  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.

The screenshot shows two side-by-side windows. The left window is titled 'Online Payment Transaction Interface' and displays application details: Application Id: 41131, Location: O A ST, Customer Name: Applicant Test, Permit: Food Establishment. It includes a table with columns: No., Amount, Action, Pay Fee. The table has one row: 1, \$10.00, VIEW, and a checkmark. Below the table, it says 'Amount: \$10.00'. The right window is the 'UNIPAY' payment portal. It shows a 'Cart' with a table: Description, Price, Qty, Total, Remove. The table has one row: Payments, \$30.00, 1, \$30.00. Below the table, it says 'Total: \$30.00' and has a 'Checkout' button. At the bottom, there are logos for various payment methods: Check, Credit, Debit, Visa, Mastercard, Discover, American Express.