# **Full Circle Technologies**

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

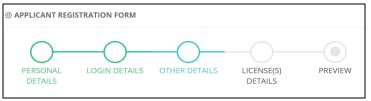
## Welcome to Avon PermitEyes

https://permiteves.us/avon/loginuser.php

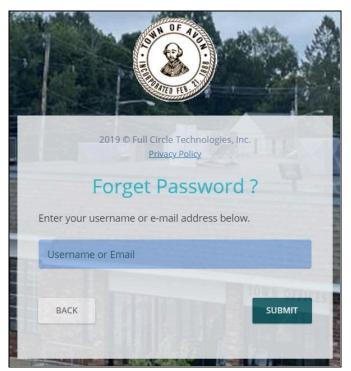


## Login and New Accounts

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*)

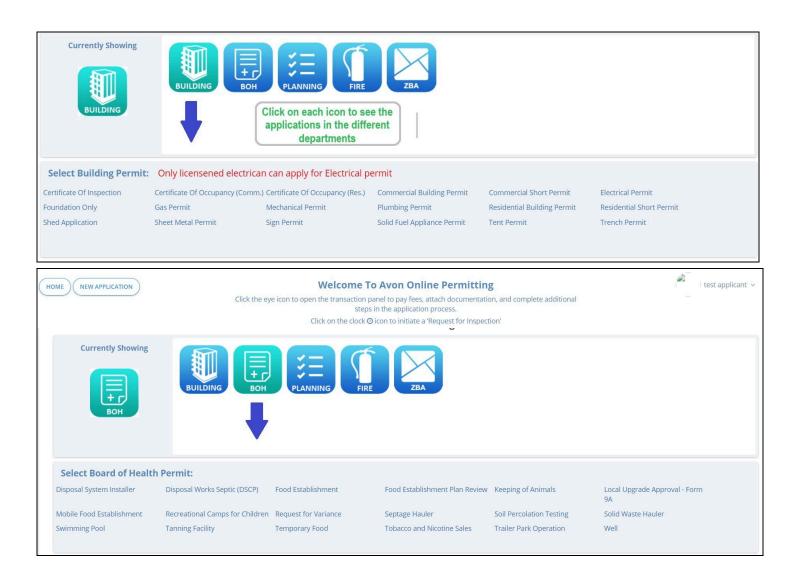


If you forget your password, use the **Forgot Password** link found to the right of the **LOGIN** button. Enter the email address associated with your PermitEyes account. Follow the instructions in the email to reset your password. *(If you do not see the email in your inbox please check your spam folder.)* 

#### **New Applications**

ME ) ( NEW APPL			Weld	ome To Avon O	nline Permitt	ing		₽. te	est applicant 🚿
		Click the eye i	con to open the tra	nsaction panel to pay fe steps in the applica		tation, and complete	e additional		
			Click on t	he clock 🕑 icon to initial	te a 'Request for Insp	pection'			
Dent 8 BLDG									
	Tire 🗾 P Fire P							Search:	
		 Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Request for Inspection	Search:	

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



#### Welcome To Your Homepage

NEW APPL			Click the eve		ome To Avon O nsaction panel to pay fe		0	e additional		test a	applicar	nt r
Dept 🚺 BLDC	6 🚺 Fire 📁 P	lanning 🕕	вон 🕅 ZBA	Click on th	steps in the applicane clock <b>O</b> icon to initia	Contraction and Contraction of the	pection'			<ul> <li>A Edit Profile</li> <li>▲ Change P</li> </ul>	assword	d
	trician License expir									Log Out		
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Journeyman Elect	trician License expir	ed on . Issue		Applicant	Owner Name	Appl. Type		Request for Inspection	Status			

#### **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

our Jo	ourneyman Electrician License expired on . Search:									Application No. 272 Applic Application Type Well Site Ar Brief Description		
	Ap. No.	Appl. Date	lssue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Reque for Inspec			
7			Ê							Sign Off No sign off assigned yet!		
۲	272	02/08/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	WEL					
۲	271	02/08/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	ТОВ			🖹 Checklist		
۲	270	02/08/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	TFE			Checklist not verified yet!		
۲	269	02/08/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	TAN					
۲	268	02/08/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	PL			\$ Pay Fee		
۲	267	02/08/24		17 Acorn Dr	Test Applicant		SH			Amount Payable: \$0.00 Fee Paid: \$0.00		
۲	266	02/08/24		17 Acorn Dr	Test Applicant		SWH					
۲	265	02/08/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	REC			Issue Permit		
۲	264	02/08/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	MFE			Permit not issued yet!		
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۲	261	02/08/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	FEPR			O Schedule Inspection No inspection scheduled yet!		
۲	260	02/07/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	FE			No inspection scheduled yet:		
۲	259	02/07/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	DSCP					
۲	258	02/07/24		17 Acorn Dr	Test Applicant	Grant Terrence O + Kelly C	DSI			Q Inspection No inspections done yet!		

#### **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.

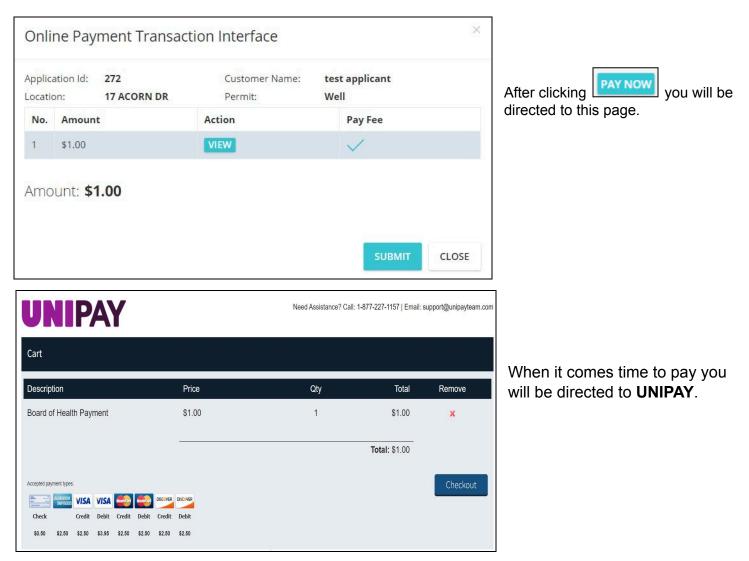


/ A Expands/collapses the details of each transaction.

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 Avon or Unipay directly.* 



Still need help?

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