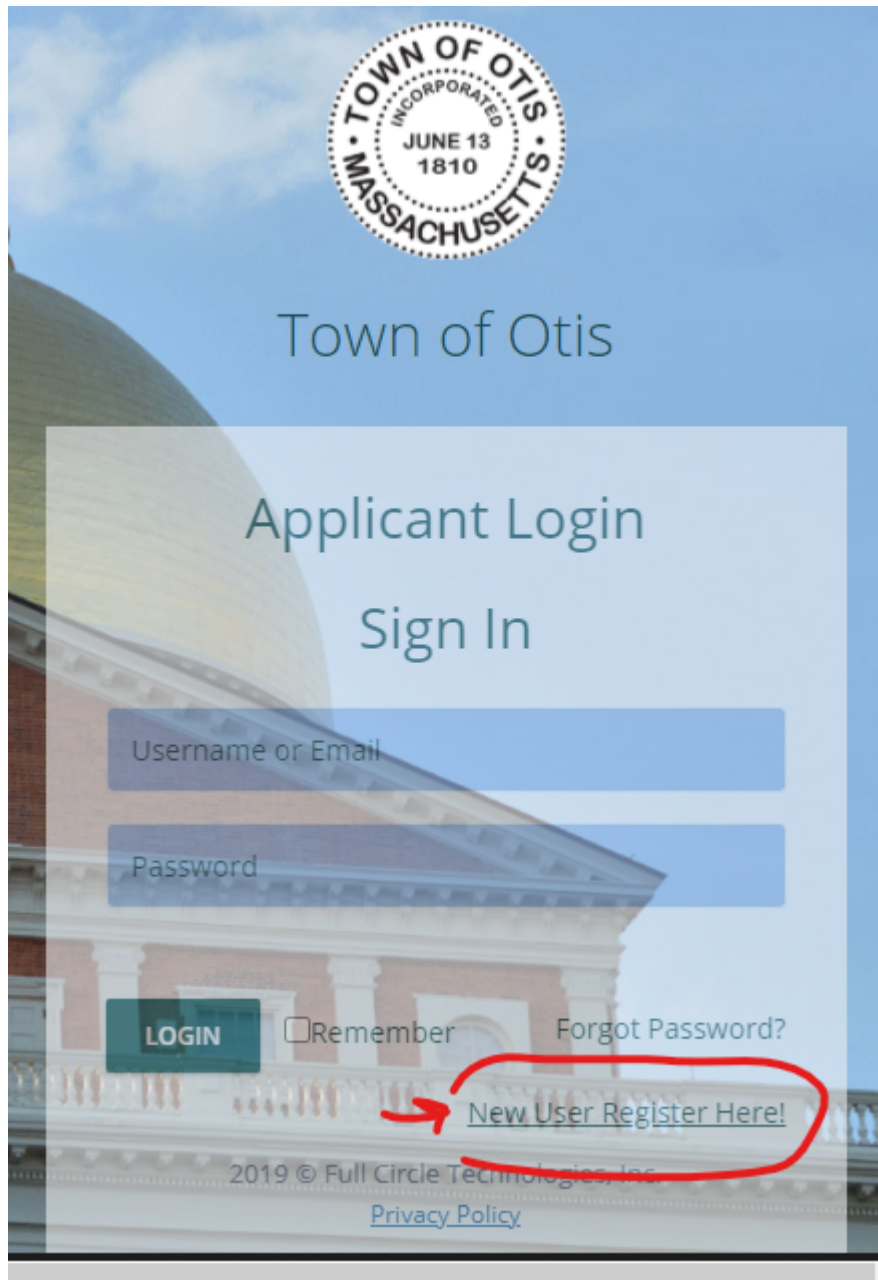


IMPORTANT!! Check your Online Permitting Home Page often for status updates, fees and chats

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/otis/loginuser.php>



Town of Otis

Applicant Login
Sign In

Username or Email

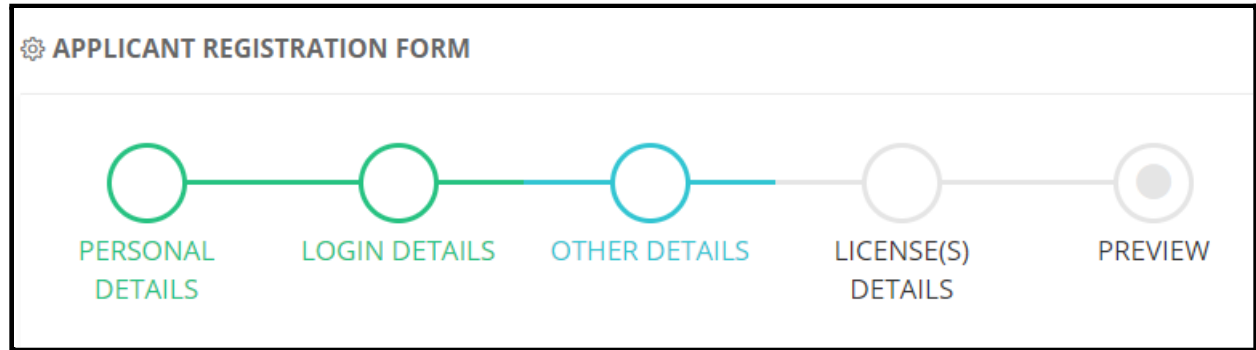
Password

☐ Remember [Forgot Password?](#)

[New User Register Here!](#)

2019 © Full Circle Technologies, Inc.
[Privacy Policy](#)

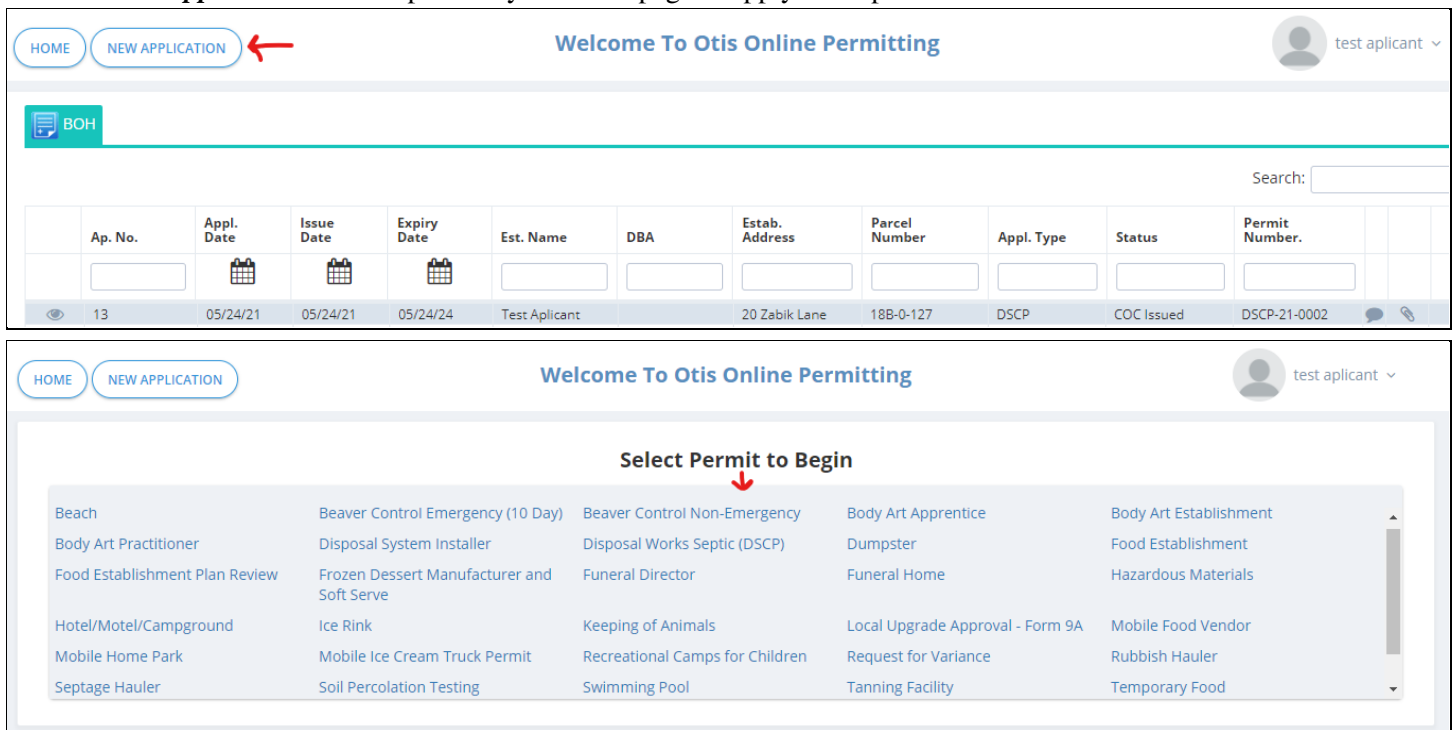
Create a new user account by clicking on the link [New User Register Here!](#) (found at the bottom right).
Follow the steps by providing your relevant profile information on the Applicant Registration Form:



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

New Application

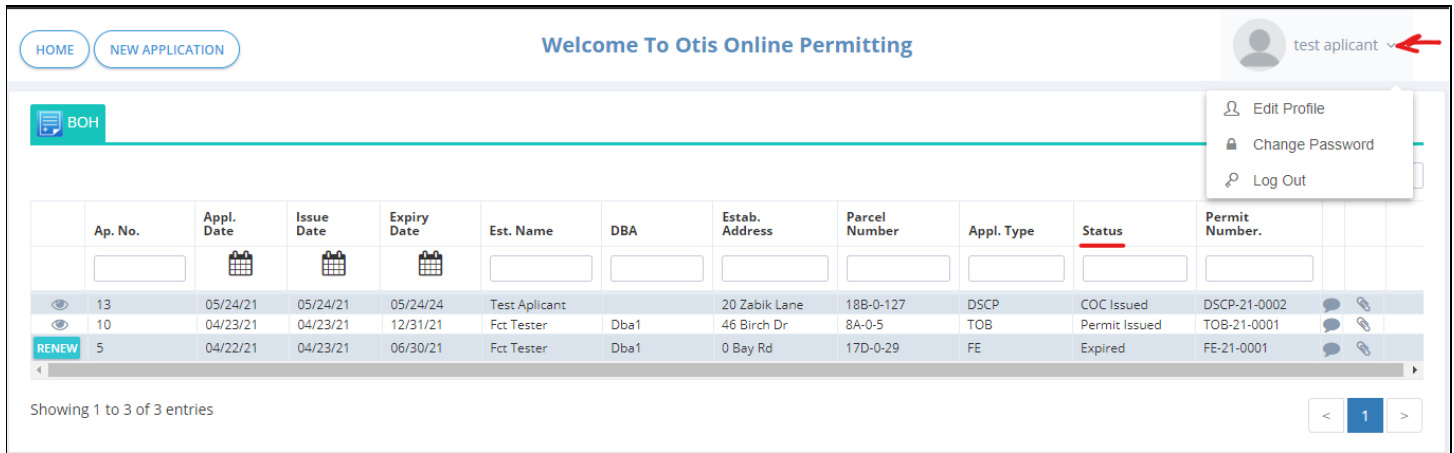
Click on **New Application** at the top left of your Homepage to apply for a permit/certificate.



The screenshot shows the 'New Application' page. At the top, there are buttons for 'HOME' and 'NEW APPLICATION' (highlighted with a red arrow). The page title is 'Welcome To Otis Online Permitting'. Below the title, there is a search bar and a table of applications. The table has columns for Ap. No., Appl. Date, Issue Date, Expiry Date, Est. Name, DBA, Estab. Address, Parcel Number, Appl. Type, Status, and Permit Number. The first row shows an application for 'Test Applicant' with a status of 'COC Issued' and permit number 'DSCP-21-0002'. Below the table, there is a section titled 'Select Permit to Begin' (highlighted with a red arrow) which contains a list of permit types: Beach, Body Art Practitioner, Food Establishment Plan Review, Hotel/Motel/Campground, Mobile Home Park, Septage Hauler, Beaver Control Emergency (10 Day), Disposal System Installer, Frozen Dessert Manufacturer and Soft Serve, Ice Rink, Mobile Ice Cream Truck Permit, Soil Percolation Testing, Beaver Control Non-Emergency, Disposal Works Septic (DSCP), Funeral Director, Keeping of Animals, Recreational Camps for Children, Swimming Pool, Body Art Apprentice, Dumpster, Funeral Home, Local Upgrade Approval - Form 9A, Request for Variance, Tanning Facility, Body Art Establishment, Food Establishment, Hazardous Materials, Mobile Food Vendor, Rubbish Hauler, and Temporary Food.

Homepage

Shows all submitted applications, including permit details and the status of the application.



The screenshot shows the 'Welcome To Otis Online Permitting' homepage. At the top, there are navigation buttons for 'HOME' and 'NEW APPLICATION'. A user profile dropdown for 'test applicant' is visible in the top right corner, with options to 'Edit Profile', 'Change Password', and 'Log Out'. Below the navigation bar, there is a 'BOH' (Board of Health) section. The main content area displays a table of submitted applications. The table has columns for Ap. No., Appl. Date, Issue Date, Expiry Date, Est. Name, DBA, Estab. Address, Parcel Number, Appl. Type, Status, and Permit Number. Three applications are listed: Application 13 (DSCP, COC Issued), Application 10 (TOB, Permit Issued), and Application 5 (FE, Expired). Application 5 is highlighted with a 'RENEW' button. At the bottom, it says 'Showing 1 to 3 of 3 entries'.

Ap. No.	Appl. Date	Issue Date	Expiry Date	Est. Name	DBA	Estab. Address	Parcel Number	Appl. Type	Status	Permit Number
13	05/24/21	05/24/21	05/24/24	Test Applicant		20 Zabik Lane	18B-0-127	DSCP	COC Issued	DSCP-21-0002
10	04/23/21	04/23/21	12/31/21	Fct Tester	Dbal	46 Birch Dr	8A-0-5	TOB	Permit Issued	TOB-21-0001
5	04/22/21	04/23/21	06/30/21	Fct Tester	Dbal	0 Bay Rd	17D-0-29	FE	Expired	FE-21-0001

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.

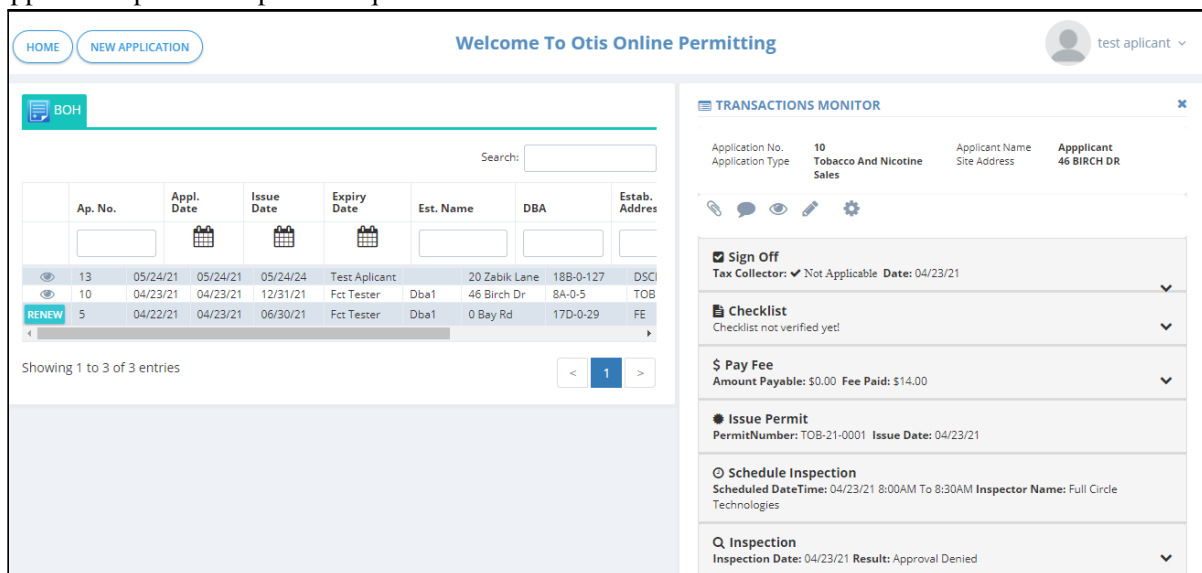
Log Out

Click to exit the online permitting program.

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

Transactions Monitor

Status of application process & permit requirements.



The screenshot shows the 'TRANSACTIONS MONITOR' panel. It displays details for Application No. 10, Application Type Tobacco And Nicotine Sales, Applicant Name Site Address, and Applicant 46 BIRCH DR. The panel includes a search bar and a table of applications. Below the table, there are several sections: 'Sign Off' (Tax Collector: Not Applicable, Date: 04/23/21), 'Checklist' (Checklist not verified yet), '\$ Pay Fee' (Amount Payable: \$0.00, Fee Paid: \$14.00), 'Issue Permit' (PermitNumber: TOB-21-0001, Issue Date: 04/23/21), 'Schedule Inspection' (Scheduled Date/Time: 04/23/21 8:00AM To 8:30AM, Inspector Name: Full Circle Technologies), and 'Q Inspection' (Inspection Date: 04/23/21, Result: Approval Denied).

Ap. No.	Appl. Date	Issue Date	Expiry Date	Est. Name	DBA	Estab. Address
13	05/24/21	05/24/21	05/24/24	Test Applicant		20 Zabik Lane
10	04/23/21	04/23/21	12/31/21	Fct Tester	Dbal	46 Birch Dr
5	04/22/21	04/23/21	06/30/21	Fct Tester	Dbal	0 Bay Rd

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 **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.

Online Payment Transaction Interface

Application Id: 14 Customer Name: Applicant test
Location: 39 ALDEN ST Permit: Residential Building Permit

No.	Amount	Action	Pay Fee
1	\$30.00	VIEW	

Amount: \$30.00

[SUBMIT](#) [CLOSE](#)

UNIPAY Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Cart

Description	Price	Qty	Total	Remove
Permits	\$30.00	1	\$30.00	
			Total: \$30.00	

Accepted Payment Types and Applicable Fees:

Payment Type	Fee
Check	\$0.25
Credit	\$2.50
Debit	\$2.50
Credit	\$3.95
Debit	\$2.50
Credit	\$2.50
Debit	\$2.50

[Checkout](#)

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

HOME

NEW APPLICATION

Welcome To Otis Online Permitting

test applicant

BOH

Search:

Ap. No.	Appl. Date	Issue Date	Expiry Date	Est. Name	DBA	Estab. Address	Parcel Number	Appl. Type	Status	Permit Number.			
13	05/24/21	05/24/21	05/24/24	Test Applicant		20 Zabik Lane	188-0-127	DSCP	COC Issued	DSCP-21-0002			

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.

Expiry Date) Displays the expiry date of the permit. Click onto the calendar icon to specify a date range.

Est. Name) Displays the Name of the Facility on the application. This is a searchable field by inputting into the open text box field.

Estab. / 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.

Appl. Type) The type of permit you applied on your permit application will be displayed in this column.

Status) The status of your 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.

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.