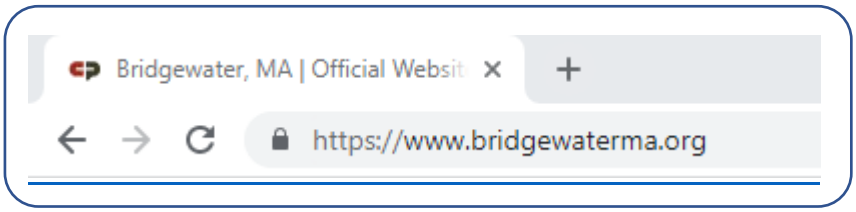
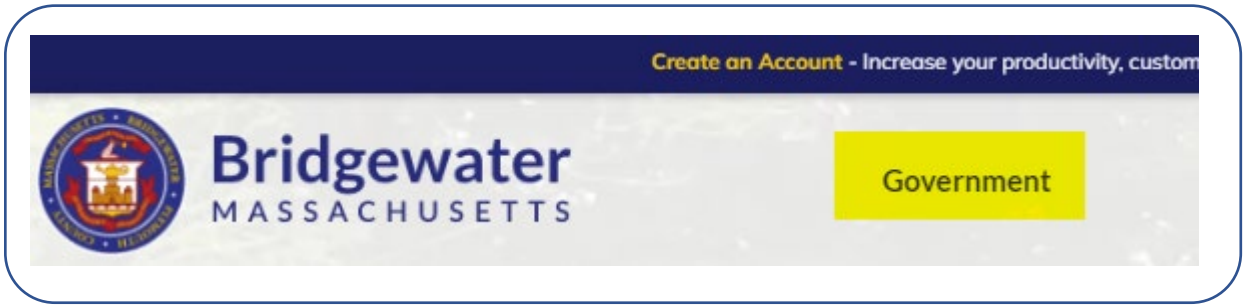
INSTRUCTIONS TO

Apply for a Permit Online

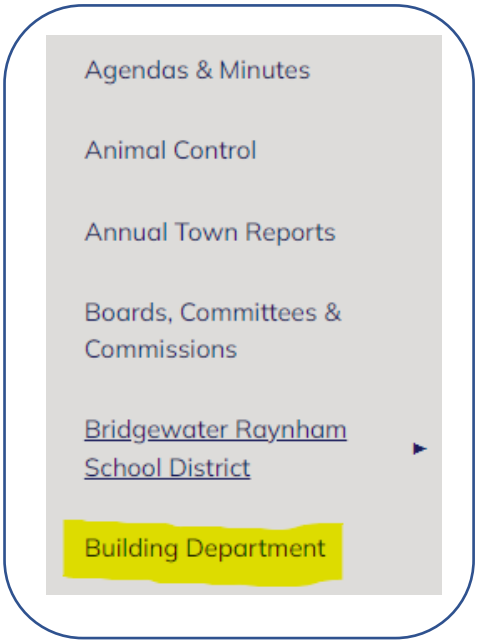
To apply for a Permit, go to www.bridgewaterma.org



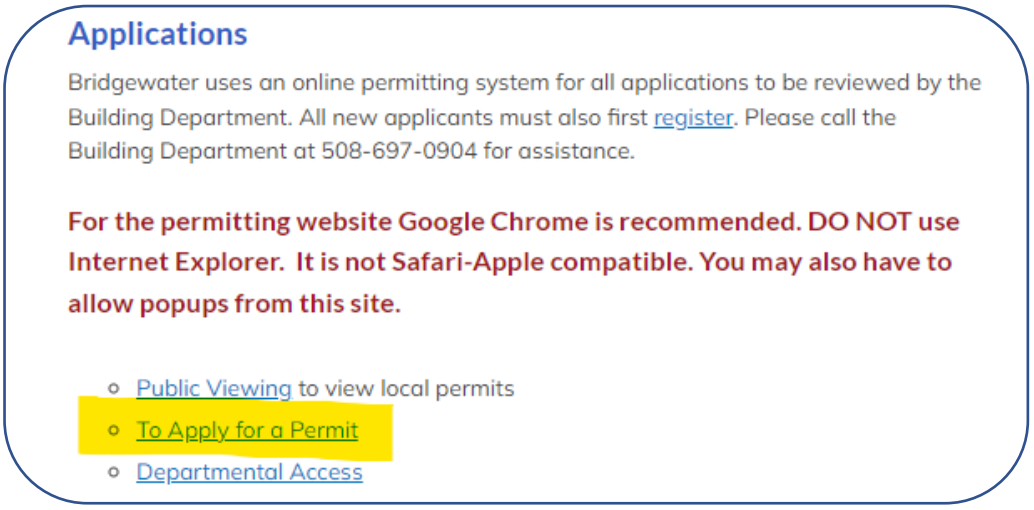
At the top of the screen, **Click** on **Government** to navigate to the Building Department page.



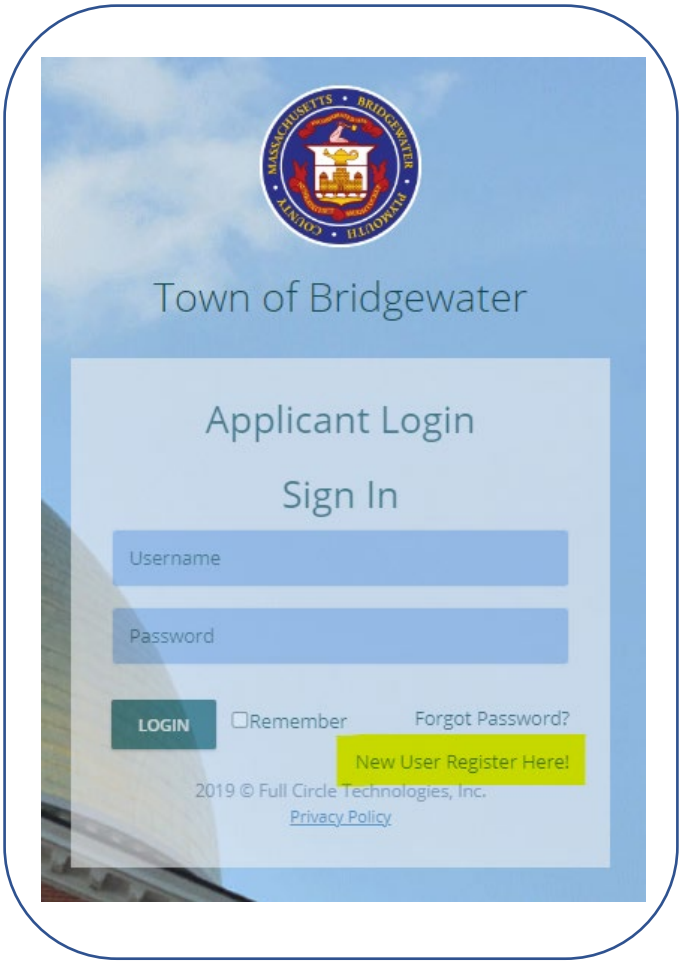
From the Government page, in the gray box on the left side of the screen, **Click** on *Building Department,* this will take you to the Building Department page.



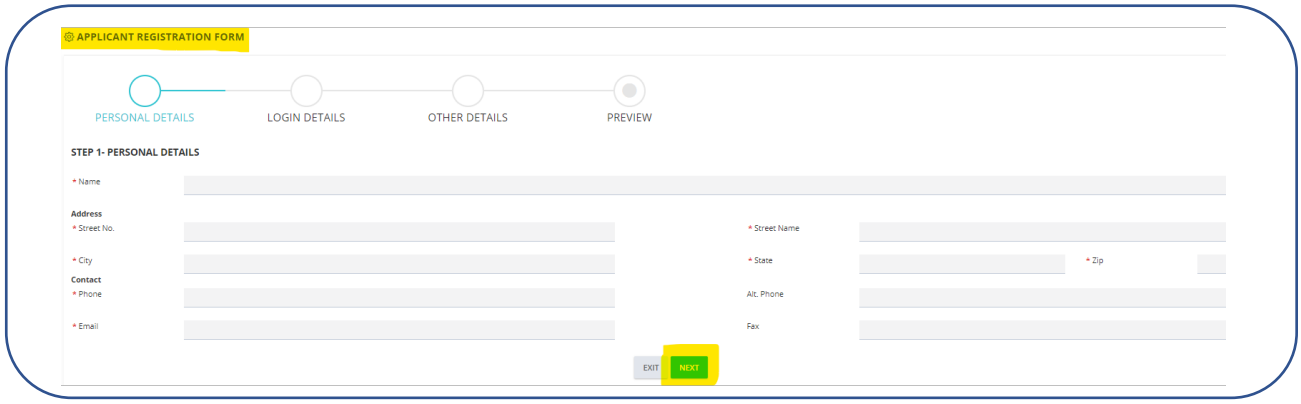
Next, scroll down to the *"Applications"* section of the Building Department page, and **Click** on the **"To Apply for a Permit"** link.



You will be brought to the *"Applicant Login Sign In"* screen for the Permit Eyes on-line permitting system. Sign in using your "Username" and "Password". If this is the first time using the online permitting system, **Click** on *"New User Register Here!".*

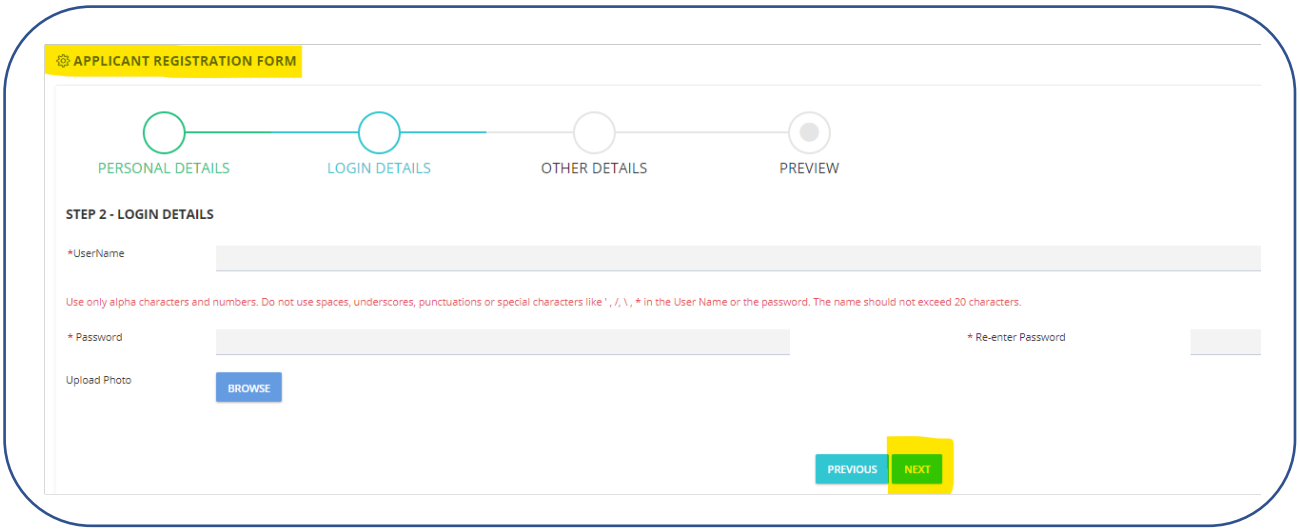


Complete the *"Personal Details"* section of the Applicant Registration Form with your Business Name, Address, and Contact information, and then **Click** the **NEXT** button.

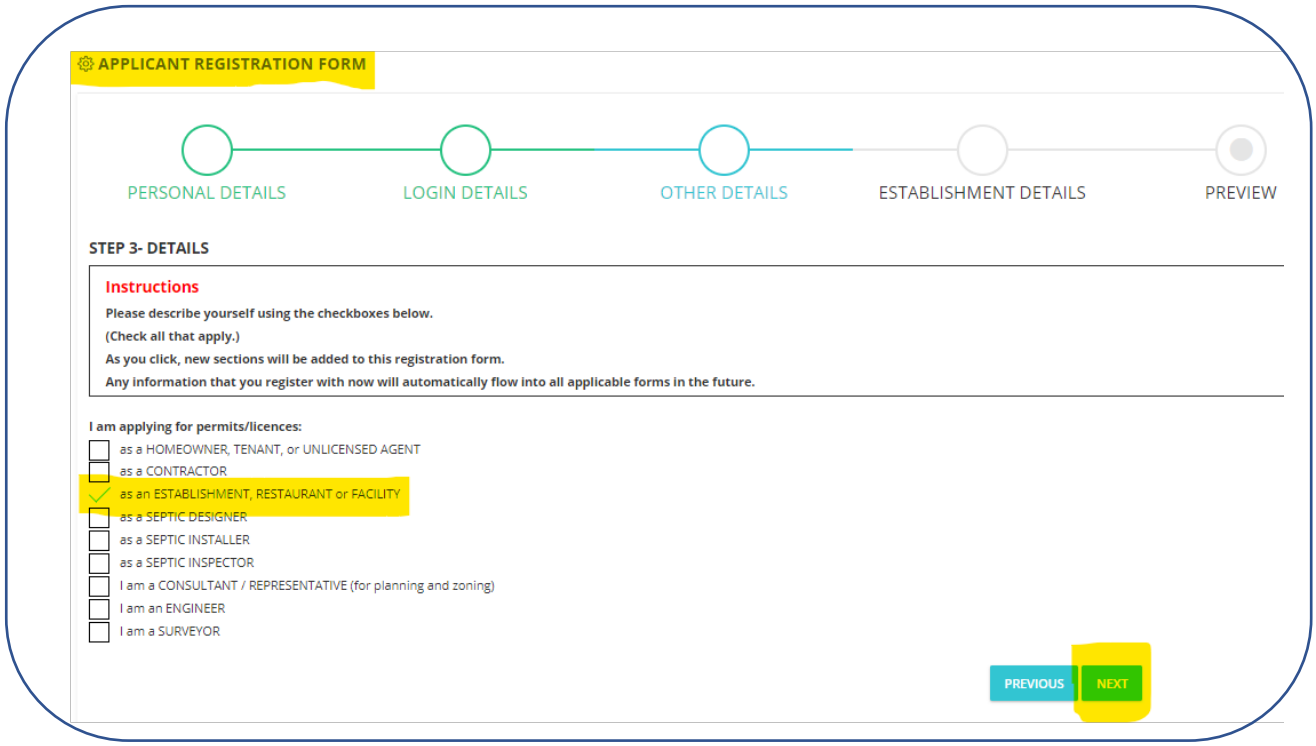


Create your UserName and Password by completing the *"Login Details"* section of the Applicant Registration Form. Use only alpha characters and numbers. Do not use spaces, underscores, punctuations or special characters like ' , /, \ , * in the UserName or the Password fields. The username should not exceed 20 characters.

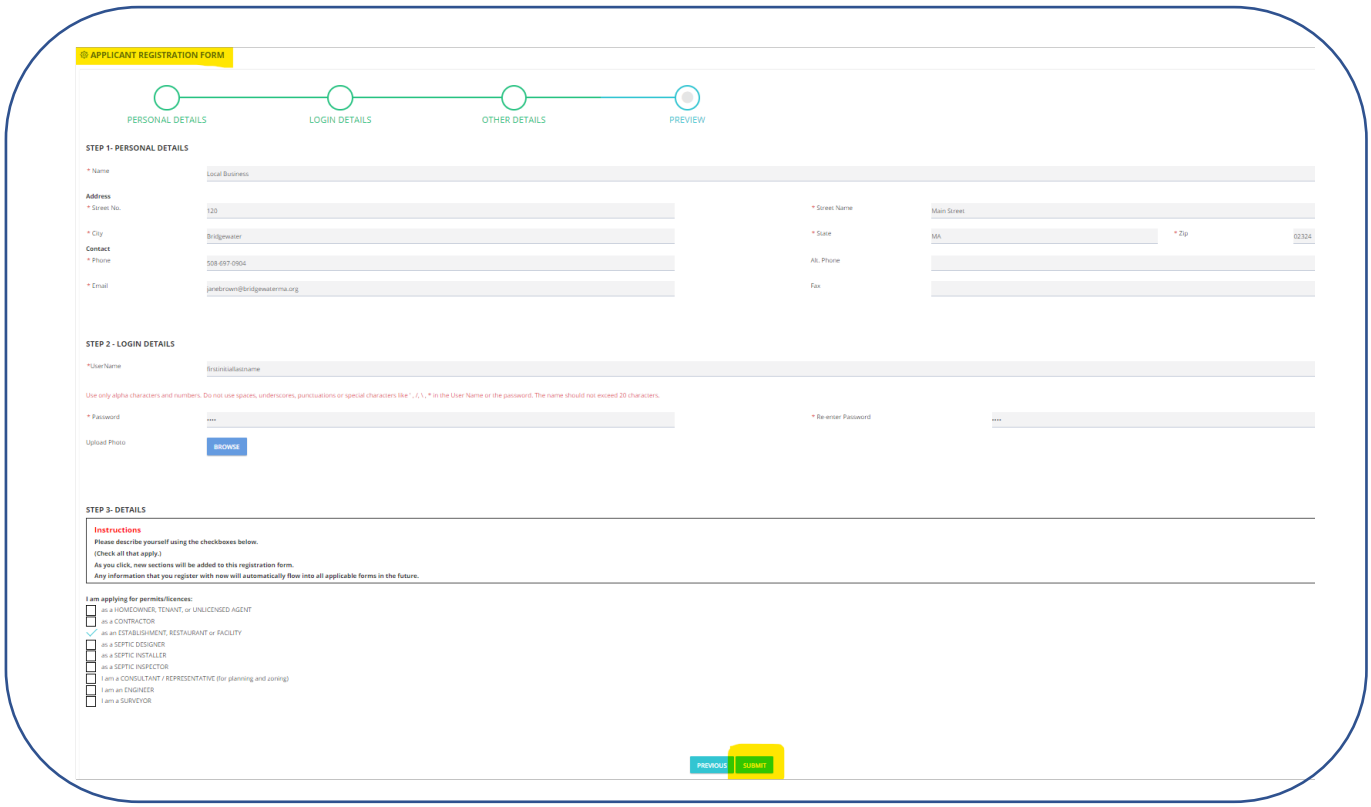
Suggestion: Use your *first initial and last name* as your **UserName** and the *last four digits of your phone number* for the **Password**.



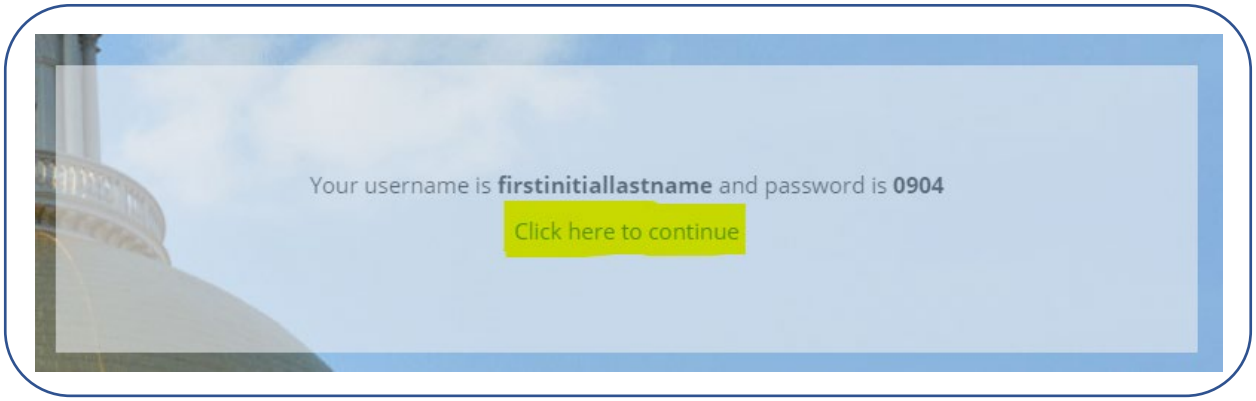
On the *"Other Details"* screen, under the "I am applying for permits/license:" section, **Check** the appropriate box as it relates to you and then **Click** on the **NEXT** button.



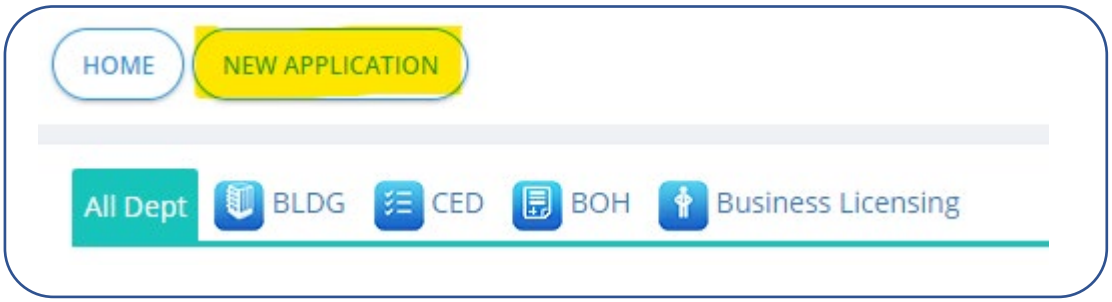
Review the information on the "Preview" screen, and then **Click** on the **SUBMIT** button to establish your account.



You will get a confirmation screen, indicating your username and password. You are now ready to apply for your permit. **Click** on *"Click here to continue".*

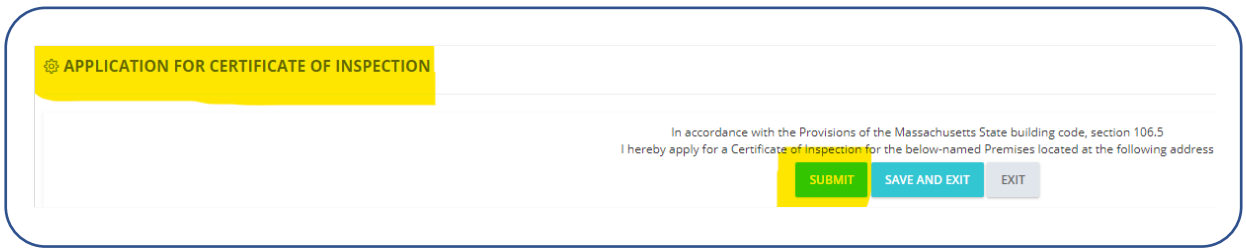


Click on the *"New Application"* button in the upper left-hand corner of the screen.

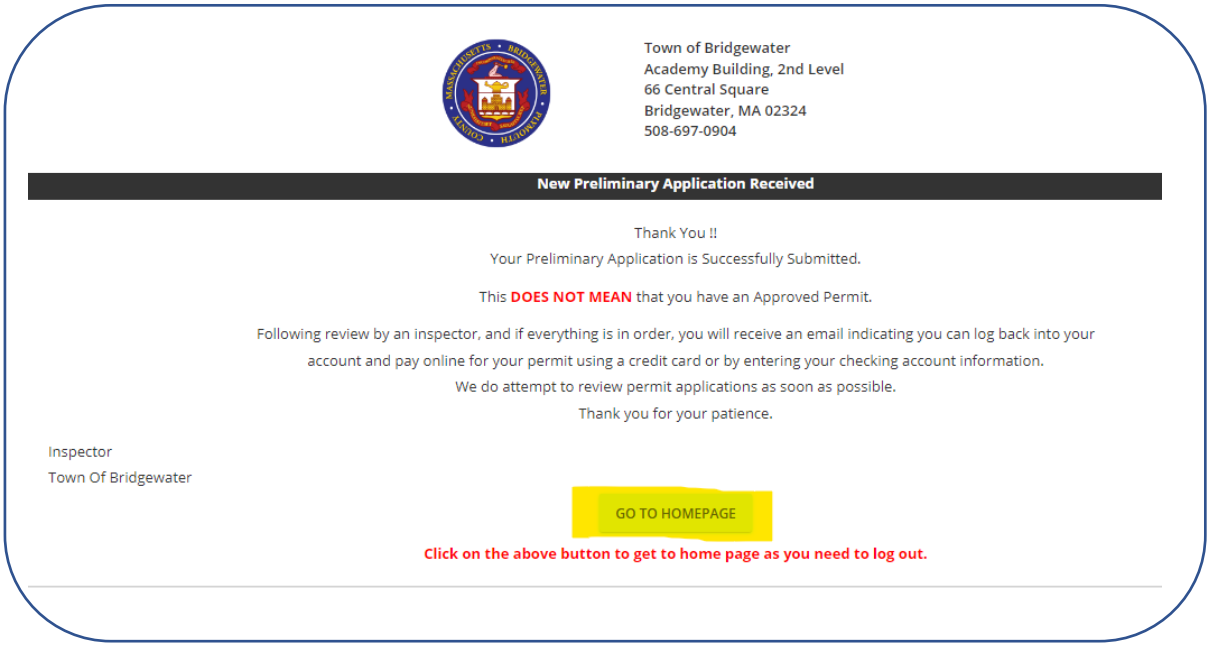


Under the *"Select Building Permit"* section, **Click** on ***the type of permit you require.***

Complete the application and all required fields indicated with an asterisk. then **Click** on the **<u>"Submit"</u>** button to submit your application to be reviewed.



You will receive the message that your “New Preliminary Application” has been received. **Click** on the **“Go to Home Page”** button to return to the permitting system dashboard.



Town of Bridgewater
Academy Building, 2nd Level
66 Central Square
Bridgewater, MA 02324
508-697-0904

New Preliminary Application Received

Thank You !!
Your Preliminary Application is Successfully Submitted.

This **DOES NOT MEAN** that you have an Approved Permit.

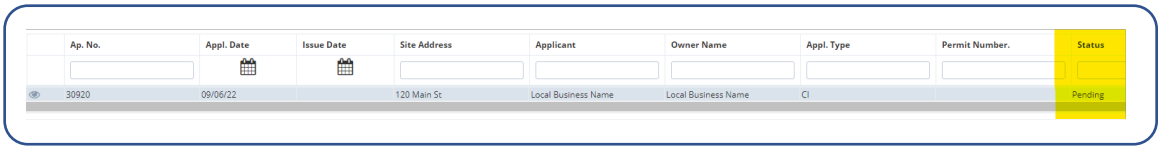
Following review by an inspector, and if everything is in order, you will receive an email indicating you can log back into your account and pay online for your permit using a credit card or by entering your checking account information.
We do attempt to review permit applications as soon as possible.
Thank you for your patience.

Inspector
Town Of Bridgewater

GO TO HOMEPAGE

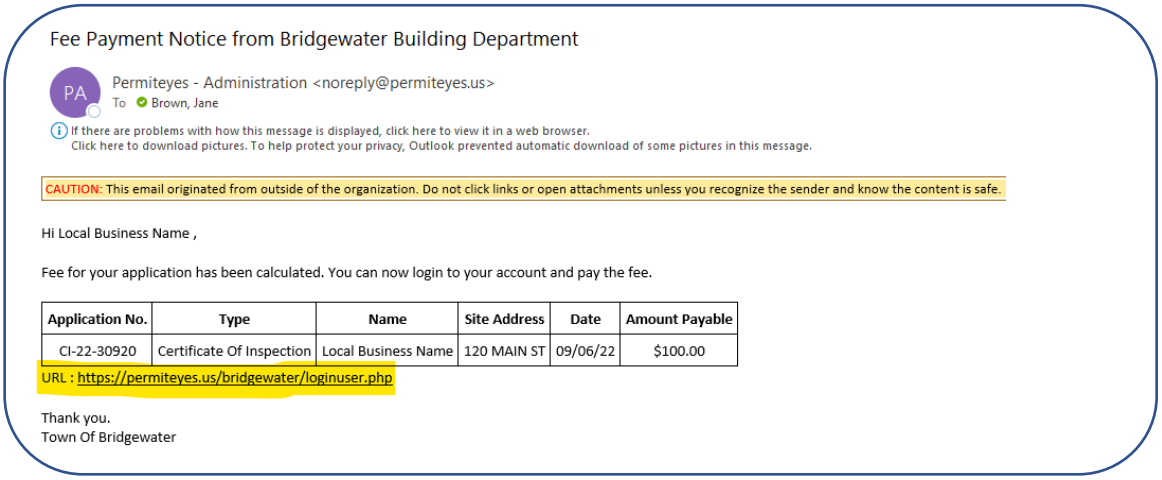
Click on the above button to get to home page as you need to log out.

You will notice that the status of your application is **“Pending”**.



Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
30920	09/06/22		120 Main St	Local Business Name	Local Business Name	CI		Pending

Once your application has been reviewed, you will receive an email notification to pay the required fee for the permit. Click on the link **URL : https://permiteyes.us/bridgewater/loginuser.php to log into the permitting system to pay the fee.**



Fee Payment Notice from Bridgewater Building Department

PA Permiteyes - Administration <noreply@permiteyes.us>
To Brown, Jane

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Local Business Name ,

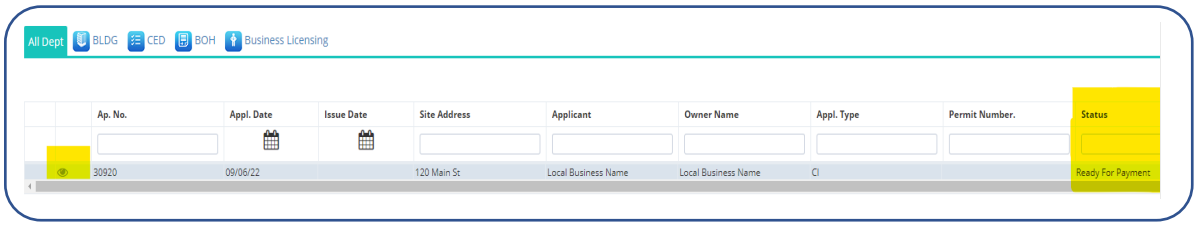
Fee for your application has been calculated. You can now login to your account and pay the fee.

Application No.	Type	Name	Site Address	Date	Amount Payable
CI-22-30920	Certificate Of Inspection	Local Business Name	120 MAIN ST	09/06/22	$100.00

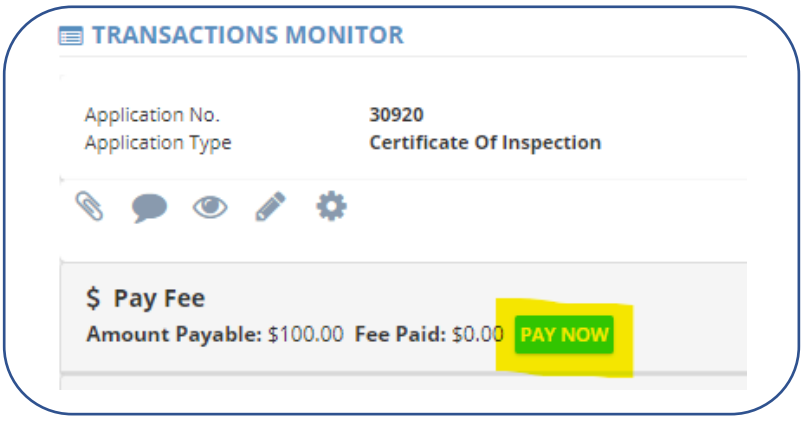
URL : https://permiteyes.us/bridgewater/loginuser.php

Thank you.
Town Of Bridgewater

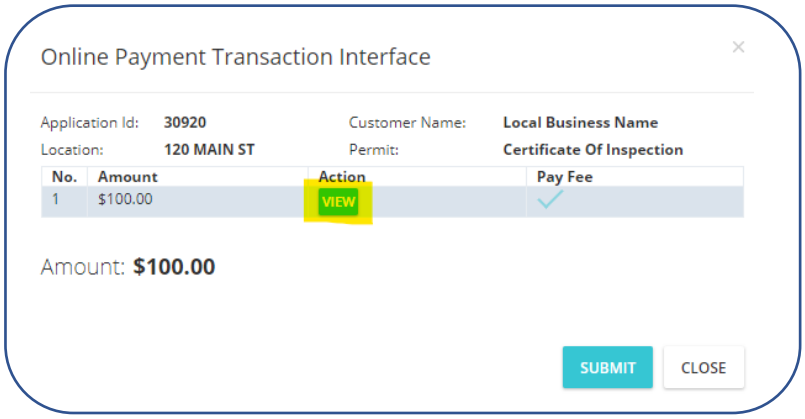
From the Permit Eyes dashboard, the status will be *"Ready for Payment".* **Click** on the ***eyeball symbol*** on the left side of your application to pay the fee.



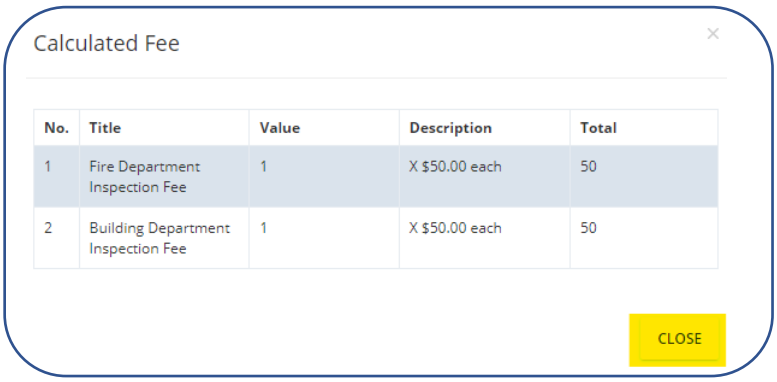
The *"Transaction Monitor"* screen will pop up on the right side of the screen, **Click** on the **Pay Now** button to pay through the Unibank System.



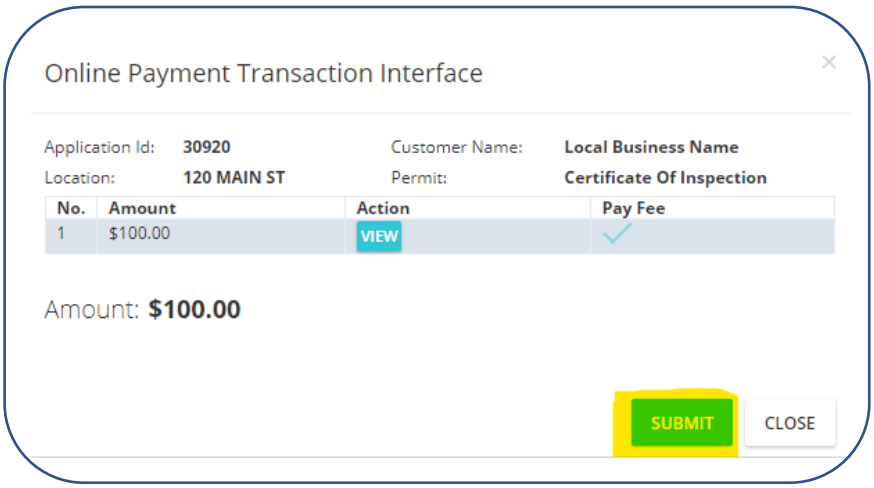
The *"Online Payment Transaction Interface"* screen will pop up on the right side of the screen, **Click** on the **View** button to view the itemized invoice.



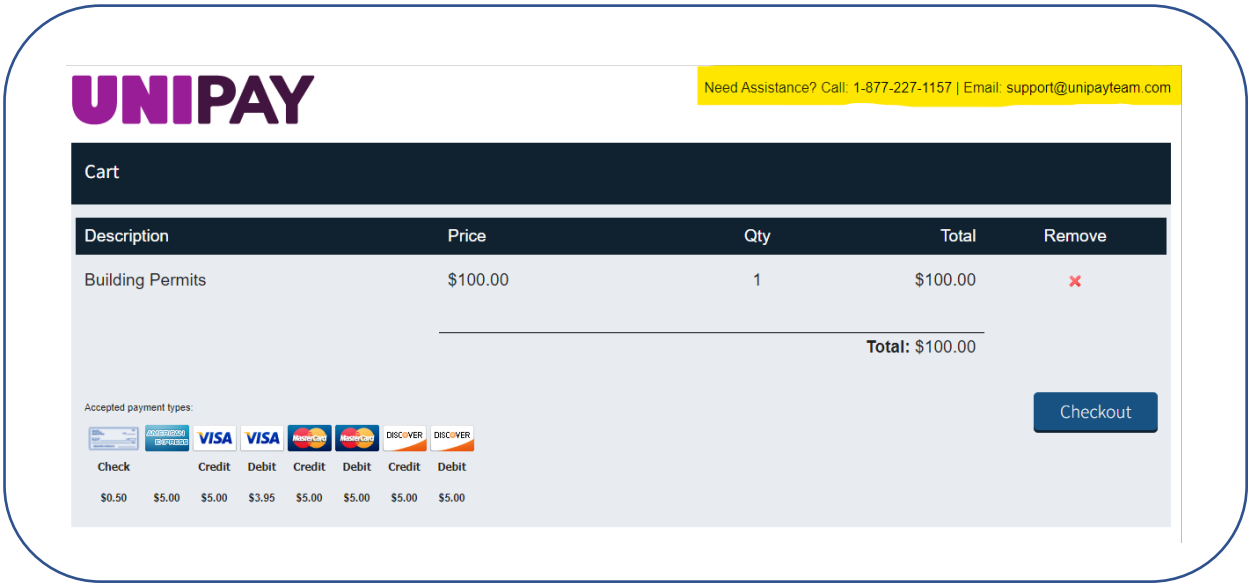
Itemized calculated fee screen will appear. **Click** on the **Close** button to return to the *"Online Payment Transaction Interface"* screen.



From the *"Online Payment Transaction Interface"* screen, **Click** on the **Pay Now** button to pay through the ***Unibank System.***



Unibank System Screen will appear. For assistance with online Unibank payments, call 877-227-1157 or email support@unipayteam.com.



For questions or concerns regarding the permitting system, please contact the Building Department at 508-697-0904.

September 9, 2022

UNIPAY

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

Cart (0) Login

- Please complete all fields marked with an asterisk (*).
- Password needs to be alphanumeric and at least 8 characters in length.

Create Your Login

User Name

building@bridgewaterma.org

Password

Password needs to be alphanumeric and at least 8 characters in length.

••••••••

Confirm Password

••••••••

Contact Information

Title

Ms.

First Name *

Jane

Last Name *

Brown

Address *

66 Central Square

City *

Bridgewater

State *

MA

Zip *

02324

Phone *

508-697-0904

Email *

building@bridgewaterma.org

Confirm Email *

building@bridgewaterma.org

Additional Security

Security Question #1

Select Security Question

Security Answer #1

Security Question #2

Select Second Security Question

Security Answer #2

Cancel Register

Need Assistance?
Call: 1-877-227-1157
Monday - Friday: 8:30am to 6:00pm
Saturday: 8:30 am to 1:00pm
Email: support@unipayteam.com

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