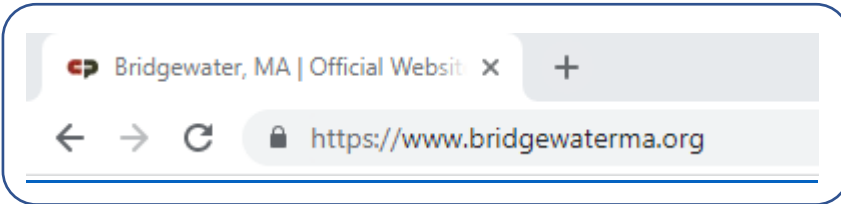


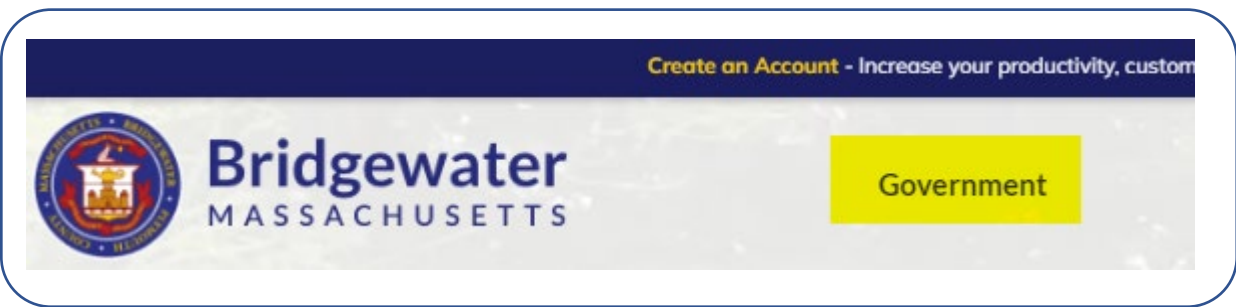
# INSTRUCTIONS TO

## Apply for a Permit Online

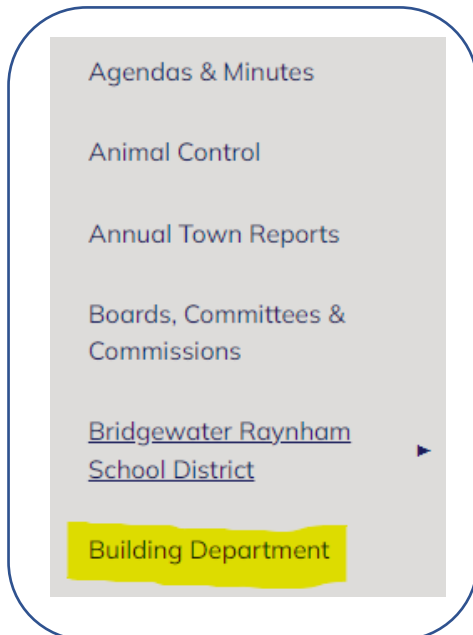
To apply for a Permit, go to [www.bridgewaterma.org](http://www.bridgewaterma.org)



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.

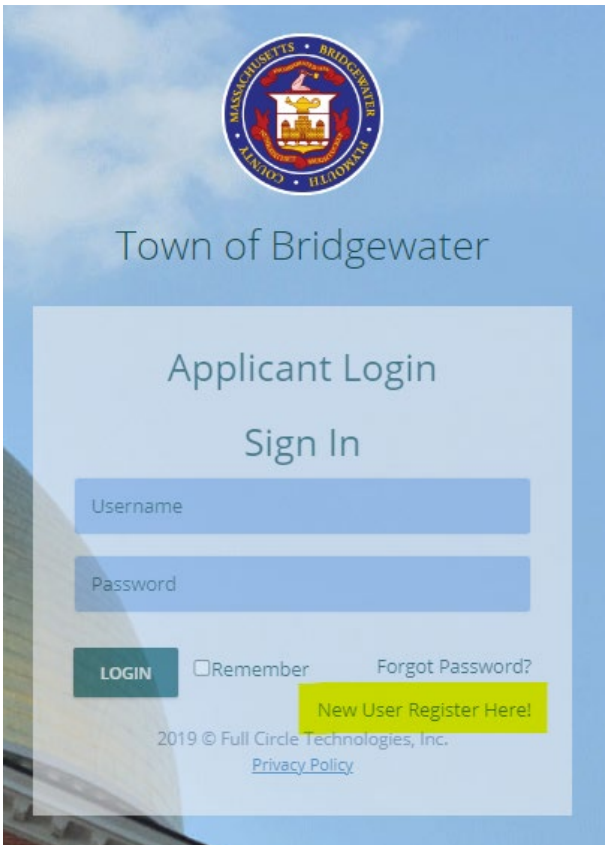
## Applications

Bridgewater uses an online permitting system for all applications to be reviewed by the Building Department. All new applicants must also first [register](#). Please call the Building Department at 508-697-0904 for assistance.

**For the permitting website Google Chrome is recommended. DO NOT use Internet Explorer. It is not Safari-Apple compatible. You may also have to allow popups from this site.**

- [Public Viewing](#) to view local permits
- [To Apply for a Permit](#)
- [Departmental Access](#)

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!*”.



Town of Bridgewater

Applicant Login  
Sign In

Username

Password

LOGIN ☐ Remember [Forgot Password?](#)

[New User Register Here!](#)

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[Privacy Policy](#)

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

The screenshot shows the 'APPLICANT REGISTRATION FORM' with a progress bar at the top. The progress bar has four steps: 'PERSONAL DETAILS' (highlighted in blue), 'LOGIN DETAILS', 'OTHER DETAILS', and 'PREVIEW'. Below the progress bar, the form is titled 'STEP 1 - PERSONAL DETAILS'. It contains several input fields: 'Name', 'Address' (with sub-fields for 'Street No.', 'City', 'Contact', 'Phone', and 'Email'), 'Street Name', 'State', 'Zip', 'Alt. Phone', and 'Fax'. At the bottom right, there are two buttons: 'EXIT' and 'NEXT' (highlighted in yellow).

**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**.

The screenshot shows the 'APPLICANT REGISTRATION FORM' with a progress bar at the top. The progress bar has four steps: 'PERSONAL DETAILS', 'LOGIN DETAILS' (highlighted in blue), 'OTHER DETAILS', and 'PREVIEW'. Below the progress bar, the form is titled 'STEP 2 - LOGIN DETAILS'. It contains input fields for 'UserName' and 'Password'. Below the 'Password' field, there is a note: 'Use only alpha characters and numbers. Do not use spaces, underscores, punctuations or special characters like ' , / , \ , \* in the User Name or the password. The name should not exceed 20 characters.' To the right of the 'Password' field is a 'Re-enter Password' field. Below the 'UserName' field, there is an 'Upload Photo' section with a 'BROWSE' button. At the bottom right, there are two buttons: 'PREVIOUS' and 'NEXT' (highlighted in yellow).

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.

**APPLICANT REGISTRATION FORM**

PERSONAL DETAILS LOGIN DETAILS OTHER DETAILS ESTABLISHMENT DETAILS PREVIEW

**STEP 3- DETAILS**

**Instructions**  
Please describe yourself using the checkboxes below.  
(Check all that apply.)  
As you click, new sections will be added to this registration form.  
Any information that you register with now will automatically flow into all applicable forms in the future.

I am applying for permits/licenses:

- ☐ as a HOMEOWNER, TENANT, or UNLICENSED AGENT
- ☐ as a CONTRACTOR
- ☒ as an ESTABLISHMENT, RESTAURANT or FACILITY
- ☐ as a SEPTIC DESIGNER
- ☐ as a SEPTIC INSTALLER
- ☐ as a SEPTIC INSPECTOR
- ☐ I am a CONSULTANT / REPRESENTATIVE (for planning and zoning)
- ☐ I am an ENGINEER
- ☐ I am a SURVEYOR

PREVIOUS NEXT

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

**APPLICANT REGISTRATION FORM**

PERSONAL DETAILS LOGIN DETAILS OTHER DETAILS PREVIEW

**STEP 1- PERSONAL DETAILS**

\* Name: Local Business

Address

\* Street No.: 120

\* City: Bridgewater

\* State: MA

\* Zip: 02324

\* Phone: 508-697-0904

\* Email: jaredbrown@bridgewaterma.org

\* Fax:

**STEP 2 - LOGIN DETAILS**

\* Username: jaredbrown

\* Password: [REDACTED]

\* Re-enter Password: [REDACTED]

Upload Photo: [BROWSE]

**STEP 3- DETAILS**

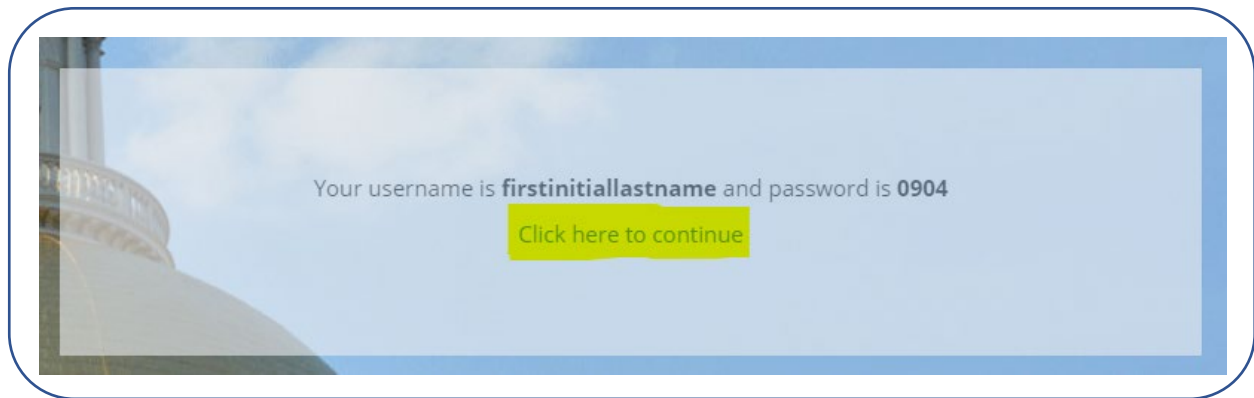
**Instructions**  
Please describe yourself using the checkboxes below.  
(Check all that apply.)  
As you click, new sections will be added to this registration form.  
Any information that you register with now will automatically flow into all applicable forms in the future.

I am applying for permits/licenses:

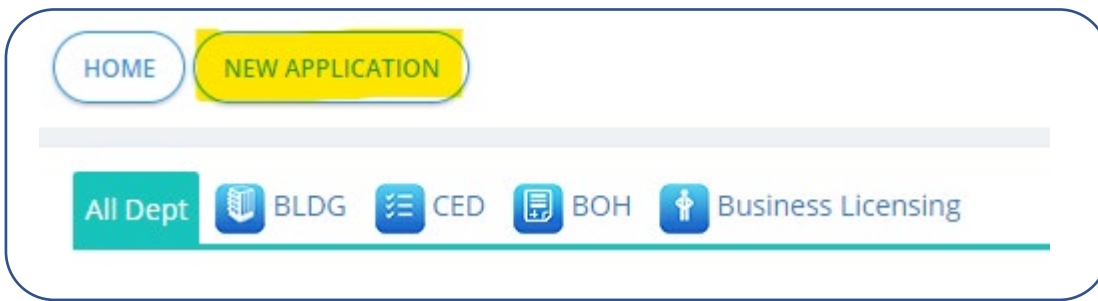
- ☐ as a HOMEOWNER, TENANT, or UNLICENSED AGENT
- ☐ as a CONTRACTOR
- ☒ as an ESTABLISHMENT, RESTAURANT or FACILITY
- ☐ as a SEPTIC DESIGNER
- ☐ as a SEPTIC INSTALLER
- ☐ as a SEPTIC INSPECTOR
- ☐ I am a CONSULTANT / REPRESENTATIVE (for planning and zoning)
- ☐ I am an ENGINEER
- ☐ I am a SURVEYOR

PREVIOUS SUBMIT

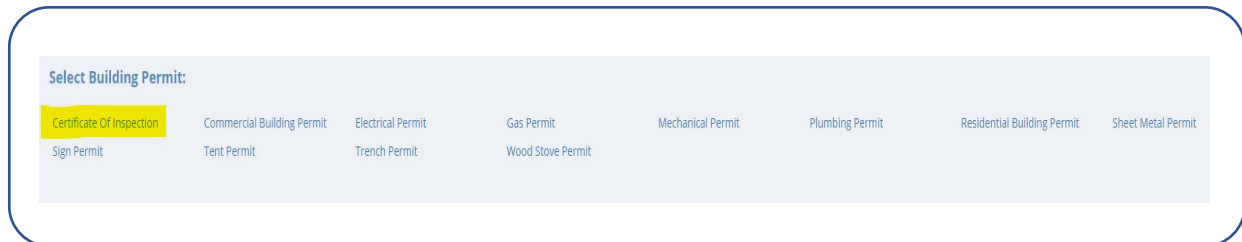
You will get a confirmation screen, indicating your username and password. You are now ready to apply for your permit. **Click** on “*Click here to continue*”.



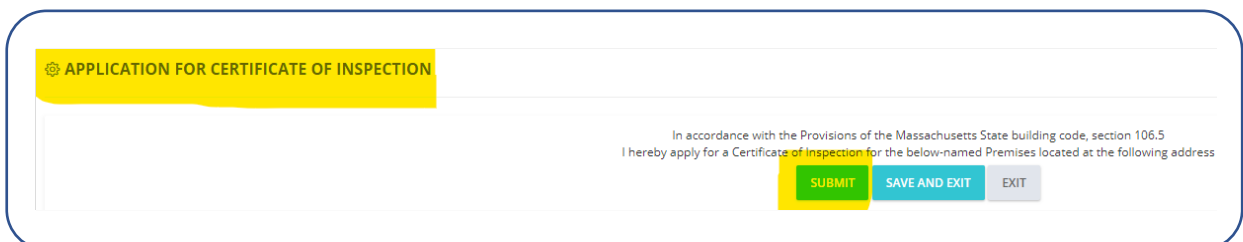
**Click** on the “*New Application*” button in the upper left-hand corner of the screen.




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 “**Submit**” 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

 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.

	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		Ready For Payment

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.

**TRANSACTIONS MONITOR**

Application No. 30920  
Application Type Certificate Of Inspection

**\$ Pay Fee**  
Amount Payable: \$100.00 Fee Paid: \$0.00 **PAY NOW**

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.

Online Payment Transaction Interface

Application Id: 30920 Customer Name: Local Business Name  
Location: 120 MAIN ST Permit: Certificate Of Inspection

No.	Amount	Action	Pay Fee
1	\$100.00	<b>VIEW</b>	✓

Amount: \$100.00

**SUBMIT** **CLOSE**

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

Calculated Fee

No.	Title	Value	Description	Total
1	Fire Department Inspection Fee	1	X \$50.00 each	50
2	Building Department Inspection Fee	1	X \$50.00 each	50

**CLOSE**

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

Online Payment Transaction Interface

Application Id: 30920

Customer Name: Local Business Name

Location: 120 MAIN ST

Permit: Certificate Of Inspection

No.	Amount	Action	Pay Fee
1	\$100.00	VIEW	✓

Amount: **\$100.00**

SUBMIT

CLOSE

**Unibank System Screen will appear. For assistance with online Unibank payments, call 877-227-1157 or email [support@unipayteam.com](mailto:support@unipayteam.com).**

UNIPAY

Need Assistance? Call: 1-877-227-1157 | Email: [support@unipayteam.com](mailto:support@unipayteam.com)

Cart

Description	Price	Qty	Total	Remove
Building Permits	\$100.00	1	\$100.00	✕
			<b>Total: \$100.00</b>	

Accepted payment types:

Check

CREDIT

CREDIT

DEBIT

CREDIT

DEBIT

CREDIT

DEBIT

\$0.50

\$5.00

\$5.00

\$3.95

\$5.00

\$5.00

\$5.00

\$5.00

Checkout

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

September 9, 2022





- 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

Password

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

Confirm Password

## Contact Information

Title

Address \*

First Name \*

City \*

Last Name \*

State \*

Zip \*

Phone \*

Email \*

Confirm Email \*

## 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](mailto:support@unipayteam.com)

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