STEPS TO ONLINE PERMITTING

- **Log in to the Town of Norton website (or use kiosk at the Fire Department)** www.nortonma.org **(make sure you are using CHROME if you are home)**

    Look for "online permitting" icon from website and then click this

    >>>>>>https://permiteyes.us/norton/loginuser.php

- **New applicants need to create an account clicking "*NEW USER REGISTER HERE!*"**

- **New user use user name (last name) password (address of inspection)**

- **THEN log back in and click on *NEW APPLICATION***

- **MAKE SURE THE FIRE EXTINGUSHER IS HIGHLIGHTED and for Smoke and C.O. certificates. Click on *CERTIFICATE OF COMPLIANCE.***

- **Fill out application with applicant's name and then the location of where the Inspection will take place.**

- **Pay fee by clicking on the now highlighted PAY FEE tab.**

- **This will direct the applicant to the UNIPAY account. You need to create a profile on Unipay and then be redirected back to Permit eyes. (easier to just have them check out as guest.)**

- **NOW YOU CAN SCHEDULE YOUR APPOINTMENT**

- **Go to the CLOCK in the upper right-hand corner of the box and click on it and it will give the times you can sign up.**
    Tues or Thurs 9-11:30 (am) or 1:30-4:30 (pm)

- **THE ONLY WAY THEY YOU CAN PRINT THEIR PERMIT IS IN <u>CHROME.</u>**

- **The permit will be ready the next day to print after it passes inspection so please remember your username and password to log back into the permitting system.**