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 EXTINGUISHER 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 CHROME.

• 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.