

## Welcome to Berkshire Building PermitEyes

<https://permiteyes.us/berkshire/loginuser.php>

### Login and New Accounts

Berkshire County  
Applicant Login  
Sign In

Username or Email

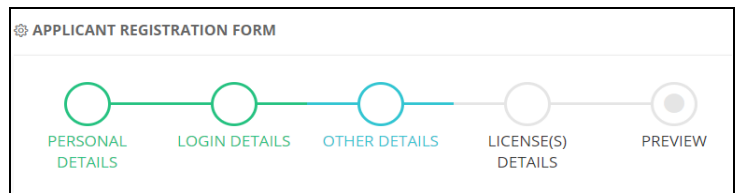
Password

**LOGIN**  Remember [Forgot Password?](#)

[New User Register Here!](#)

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Open a web browser and connect to the [LOGIN](#) page.  
*(PermitEyes only works with Google Chrome and Mozilla Firefox. Safari works on a mac.)*



If you are a returning user your login information will be the same as it was on the old site. If you are a new user click on the link [NEW USER REGISTER HERE!](#) Provide all required information. Once you create your account, enter your Username/Password to start your application.  
*(Pro tip: **Don't** use your email address as your username)*

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### Forget Password ?

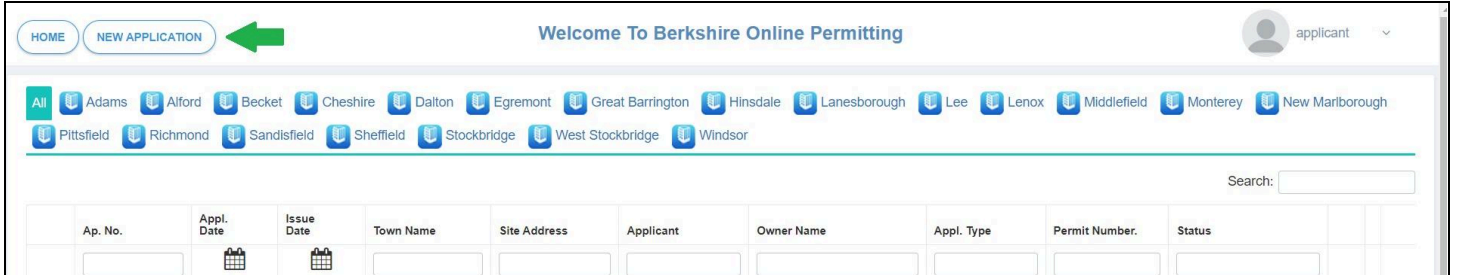
Enter your username or e-mail address below.

Username or Email

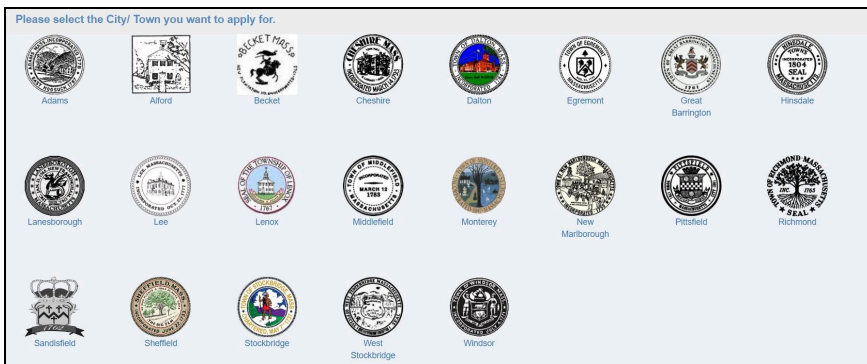
**BACK** **SUBMIT**

If you forget your password, use the **Forgot Password** link found to the right of the **LOGIN** button. Enter the email address associated with your PermitEyes account. Follow the instructions in the email to reset your password. *(If you do not see the email in your inbox please check your spam folder.)*

# New Applications



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



Select the town you are applying in



Then select the permit that you are applying for. **(Be sure to fill out all of the required information before clicking submit at the bottom of the application)**

## Welcome To Your Homepage

Ap. No.	Appl. Date	Issue Date	Town Name	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
170	03/20/24			74 Wells Road	Test	Test	GAS		Waiting for Signoff

## Navigating Your Information

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

**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.

## What Do The Headers Mean?

**Ap. No:** This shows your application number.

**Appl. Date:** The date that the application was submitted. Click the calendar icon to specify a date range.

**Issue Date:** The date that the permit was issued. Click onto the calendar icon to specify a date range.

**Site Address:** Establishment / Owner's address that was submitted on the application.

**Applicant / Owner Name:** Name of the Applicant / Owner from the application.

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

**Permit Number:** A permit number will be displayed in this column when the permit is issued.

**Status:** The status of your application will be displayed in this column.

# Transactions Monitor

Status of application process & permit requirements.

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

## Finding Your Application Information

The screenshot shows the 'Transactions Monitor' interface. At the top, there are navigation buttons for 'HOME' and 'NEW APPLICATION', and a user profile 'applicant test'. Below this is a list of towns: Adams, Alford, Becket, Cheshire, Dalton, Egremont, Great Barrington, Hinsdale, Lanesborough, Lee, Lenox, Middlefield, Monterey, New Marlborough, Pittsfield, Richmond, Sandisfield, Sheffield, Stockbridge, West Stockbridge, and Windsor. A search bar is present. Below the search bar is a table with columns: Ap. No., Appl. Date, Issue Date, Town Name, Site Address, Applicant, Owner Name, Appl. Type, Permit Number, and Status. A green arrow points to the first row of the table. To the right of the table is a 'TRANSACTIONS MONITOR' panel for application 151, 'Residential Building'. A green arrow points to the 'Attachments Checklist' section in this panel. The checklist items are: Attachments Checklist (not verified yet), Sign Off (no sign off assigned yet), Task Checklist (not verified yet), Pay Fee (Amount Payable: \$0.00, Fee Paid: \$0.00), Issue Permit (not issued yet), Schedule Inspection (no inspection scheduled yet), Inspection (no inspections done yet), CO Sign Off (no sign off assigned yet), and Certificate Of Occupancy (not issued yet).

## What do those little pictures mean?



Opens the Transactions Monitor showing all the requirements for the application.



Submit required attachments here.



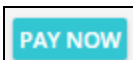
Sends a message to the Town Hall admin.



Edit the application form here.



Expands/collapses the details of each transaction.




Leads to an online payment. If you cannot pay online, please contact town hall for alternative methods of payment (i.e cash or check)

# Speaking of Paying

- Preliminary Sign Off  
No sign off assigned yet!
- Checklist  
Checklist not verified yet!
- \$ Pay Fee**  
Amount Payable: \$12.00 Fee Paid: \$0.00 **PAY NOW**
- Issue Permit  
Permit not issued yet!
- Schedule Inspection  
No inspection scheduled yet!
- Inspection  
No inspections done yet!
- Certificate Of Occupancy  
Certificate not issued yet!
- Final Sign Off  
No sign off assigned yet!

PermitEyes does not support financial transactions. *If you have difficulties with Unipay or Invoice Cloud in Pittsfield, please contact the Town/City or payment vendor directly.*


After clicking  you will be directed to this page.

Online Payment Transaction Interface

Application Id: **64** Customer Name: **test applicant**  
 Location: **2 ALDRICH RD** Permit: **Residential Building Permit**

No.	Amount	Action	Pay Fee
1	\$12.00	<b>VIEW</b>	✓

Amount: **\$12.00**

 **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	<b>x</b>
			<b>Total: \$30.00</b>	

**Checkout**

Accepted Payment Types and Applicable Fees:

Check	Credit	Debit	Credit	Debit	Credit	Debit
\$0.25	\$2.50	\$2.50	\$3.95	\$2.50	\$2.50	\$2.50

When it comes time to pay you will be directed to **UNIPAY**(left) or **Invoice Cloud**(below) if paying in Pittsfield.

Payment Options    Payment Information    Review Payment

How would you like to pay?

**Payment Summary**

Invoice #	Amount
100631211470229883	\$1.00
<b>SUBTOTAL</b>	<b>\$1.00</b>
<b>SERVICE FEE *</b>	<b>+\$2.95</b>
<b>GRAND TOTAL</b>	<b>\$3.95</b>

\*A non-refundable service fee of \$2.95 is included in your total.

How much would you like to pay?

Pay Full Invoice    \$1.00

**Continue to Payment Information**

**Still need help?** Contact the Full Circle Technologies helpdesk at [help@fullcircletech.com](mailto:help@fullcircletech.com).