

Welcome to Mashpee's online permitting system

Permiteyes

Start with your search engine (Google) type Permiteyes Mashpee

First time users must register themselves

- Go to sign in page and click "new user register here"
- Continue step by step through registration process.
- Be sure to make note of your User name and Password, this you will use every time you log into Permit eyes, whether it is for Building, Fire, Board of Health or Selectman
- Be sure to use the email address where you want your Correspondence to go.
- Register yourself as a contractor, establishment or homeowner
- Once submitted it will bring you back to the top of the registration page, this is to double check you information

Completing your application

- Select Building
- New Application
- Then choose appropriate application (Building, gas, electric, plumbing, etc.)
- RSP (residential short permit) and CSP (commercial short permits) = roofing, sidewall, windows, doors, weatherization
- When you enter the street address it will auto fill all your information and the owner's information. Please check to be sure the owner's information is correct, if is the wrong owner please correct.
- All information must be filled in where you see a "red" asterisk
- When filling in the estimate cost of project do not use dollar sign (\$) or comma. (example: not \$30,000.00 but 30000)
- After completing all section of your application , click submit box at bottom of page
- Your application should show a status of "Pending", if you application says "partially submitted" , you neglected to fill a required field and you must go back and update

Once Permit has been successfully submitted

- Click on "eye" icon to left of your application number to view the "Transaction page" Below is a list of what can be done on this page.
 - Use the paper clip icon to upload / attach required documents / certificates. (license, Insurance documents, plans, site plans)
 - Click the "chat bubble" to communicate with office. If bubble is "red" you have communications with someone from Town Hall

- Use “pencil” to edit application
- We will send emails to all departments for them to sign off
- A “Pay Here’ box will appear under the Pay Fee section of the transaction page. If you wish to use online payment option, click on “Pay Here” and you will be redirected to a secure site where you will have the option of paying by Credit Card or EFT Check.
- Once payment has been successfully processed you will be notified your permit is ready. Building Permits and Commercial Permits will need to be picked up at the Building Departments. All other permits can be printed from PermitEyes.

Additional Information

- Applications are considered incomplete and will not be processed until all required supporting documents are uploaded / attached
- If our staff determines there is an error or omission relating to your application, you will receive a message via the “chat” feature, which will appear in bright red until viewed. You may respond by clicking the “chat” bubble and typing message

Recommendation

- Save PermitEyes to your smartphone and office computer (save as “Favorite” and create “Shortcut Icon”. This will make it easier for you to log in and check on inspection sign offs and correspondence
- ALL INSPECTION ARE STILL TO BE CALLED INTO THE INSPECTORS OR ADMINISTRATIVE ASSISTANT. Inspection will not be taken through permitEyes

Feel Free to contact the building department with any question you have regarding our online permitting system.

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Mashpee Building Department
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