

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

Open a web browser to connect to the [Applicant Login Sign In](#) website, as shown below.  
*(Google Chrome and Mozilla Firefox are the recommended browsers for accessing PermitEyes)*  
**DO NOT USE INTERNET EXPLORER.**

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



Town of Mansfield

Applicant Login  
Sign In

Username or Email

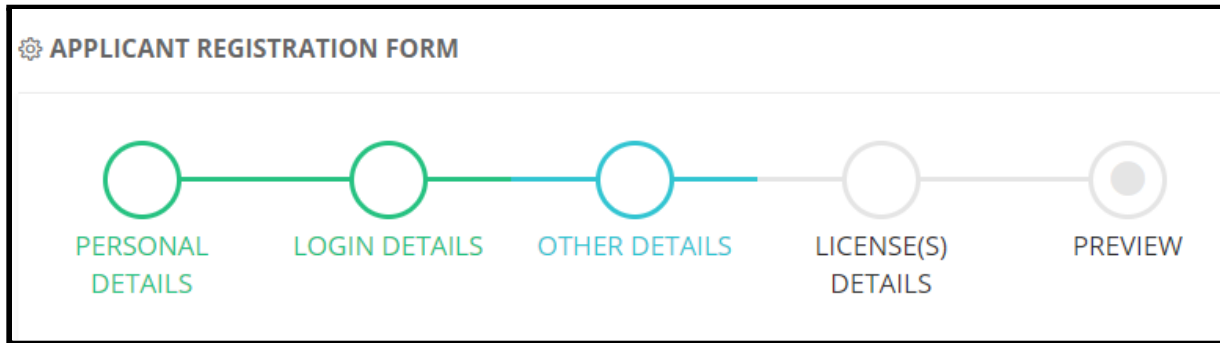
Password

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

[New User Register Here!](#)

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[Privacy Policy](#)

Create a new user account by clicking on the link [New User Register Here!](#) (found at the bottom right).  
Follow the steps by providing your relevant profile information on the Applicant Registration Form:



Once account registration is confirmed, enter your Username/Password to start your application.

### New Application

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

The screenshot shows the 'Welcome To Mansfield Online Permitting' interface. At the top left, there are 'HOME' and 'NEW APPLICATION' buttons, with a red arrow pointing to 'NEW APPLICATION'. The user is logged in as 'Applicant Test'. Below the navigation bar, there are filters for 'All Dept' (BLDG, BOH, Fire) and a search bar. A table with columns for 'Ap. No.', 'Appl. Date', 'Issue Date', 'Site Address', 'Applicant', 'Owner Name', 'Appl. Type', 'Permit Number.', and 'Status' is visible. Below the table, there is a 'Select Permit to Begin' section with icons for 'BUILDING', 'BOH', 'FIRE', and 'BURNING'. A red arrow points to the 'BUILDING' icon. Underneath, a 'Select Building Permit:' section lists various permit types: Certificate Of Inspection, Certificate Of Occupancy (Comm), Certificate Of Occupancy (Res), Commercial Building Permit, Electrical Permit, Gas Permit, Mechanical Permit, Plumbing Permit, Residential Building Permit, Shed, Sheet Metal Permit, Sign Permit, Smoke And CO Modification Permit, Solid Fuel Appliance Permit, Sprinkler and Fire Alarm Systems, Tent Permit, and Trench Permit.

### 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.

Sub App	Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
65		07/02/21		3 Basin St	Applicant Test	Fct Tester	RESL		Pending
49		05/24/21	05/24/21	1 York Rd	Fct Michael	Fct Michael	MECH	MEC-21-0005	Permit Issued
46		05/12/21	05/17/21	26 Azalea Rd	Applicant Test	Test Fct	GAS	G-21-0002	Permit Issued
45		05/12/21	05/12/21	793 Ware St	Marcus L Wenger	Donovan Denis J & Susan B	RESL	R-21-0004	Permit Issued


## Transactions Monitor


Status of application process & permit requirements.

**TRANSACTIONS MONITOR**


Application No. 65  
Application Type Residential Building  
Applicant Name Applicant Test  
Site Address 3 BASIN ST

- Sign Off**  
No sign off assigned yet!
- Checklist**  
Checklist not verified yet!
- Pay Fee**  
Amount Payable: \$401.00 Fee Paid: \$400.00 **PAY NOW**
- Issue Permit**  
Permit not issued yet!
- Schedule Inspection**  
Scheduled DateTime: 07/30/21 9:00AM To 9:30AM Inspector Name: Lee Day
- Inspection**  
No inspections done yet!
- Certificate Of Occupancy**  
Certificate not issued yet!
- Amendment Sign Off**  
No sign\_off assigned yet!

Click on the **eye**  icon to view the status panel. This will open up the Transactions Monitor outlining the process flow of the submitted application.

Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.

Click on the **chat**  icon to send an instant message communication between the applicant and Town Hall admin.

Click on the **pencil**  icon to edit the application form.

Click on the **arrowhead**  /  icon to expand/collapse the details of each transactional workflow.

**PAY NOW**

Once the application fee is calculated, click on the **PAY NOW** button to make an online payment transaction. An online payment transaction interface will open and clicking on the submit button will redirect you to the banking portal to complete your online payment.



Otherwise, use the **chat** function to contact the Town Hall about alternative methods of payment (ie. cash, check, etc.).

Online Payment Transaction Interface

Application Id: 14      Customer Name: Applicant test  
Location: 39 ALDEN ST      Permit: Residential Building Permit

No.	Amount	Action	Pay Fee
1	\$30.00	<a href="#">VIEW</a>	✓

Amount: **\$30.00**

[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>Total: \$30.00</b>	

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

[Checkout](#)

## Explanation of column headers located on the Homepage

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status		
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
95	09/13/21		280 Elm St	Applicant Test	Test	CI		Pending		
65	07/02/21		3 Basin St	Applicant Test	Fct Tester	RESL		Pending		
49	05/24/21	05/24/21	1 York Rd	Fct Michael	Fct Michael	MECH	MEC-21-0005	Permit Issued		
46	05/12/21	05/17/21	26 Azalea Rd	Applicant Test	Test Fct	GAS	G-21-0002	Permit Issued		
45	05/12/21	05/12/21	793 Ware St	Marcus L Wenger	Donovan Denis J & Susan B	RESL	R-21-0004	Permit Issued		

**Ap. No)** Auto-generated # sequentially assigned when application is submitted. This is a searchable field by inputting into the open text box field.

**Appl. Date)** Displays the date that the application was submitted. Click onto the calendar icon to specify a date range.

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

**Site Address)** Displays the Establishment / Owner's address that was submitted on the application. This is a searchable field by inputting into the open text box field.

**Applicant / Owner Name)** Displays the Name of the Applicant / Owner from the application. This is a searchable field by inputting into the open text box field.

**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. This is a filterable field using the dropdown list.