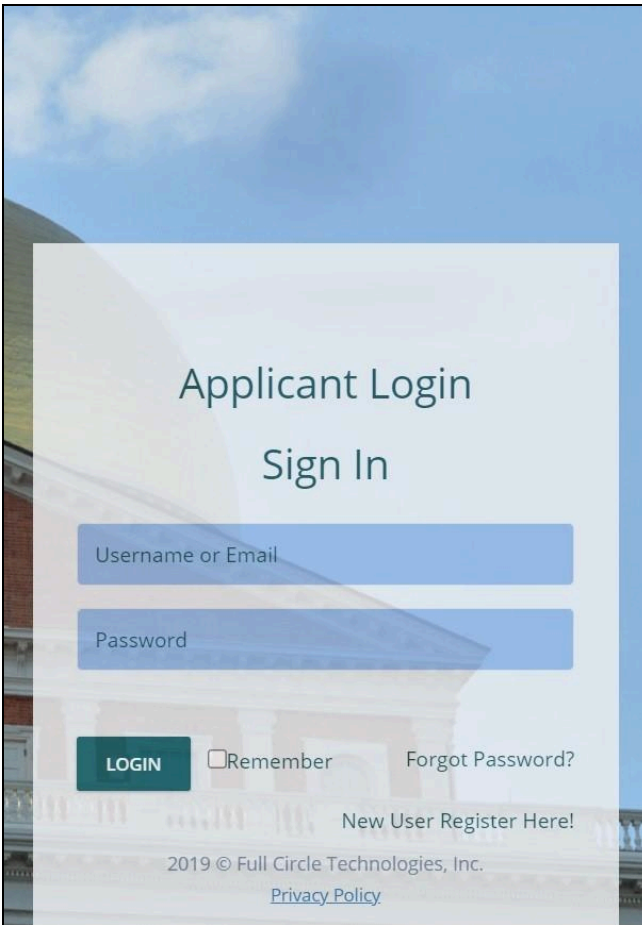


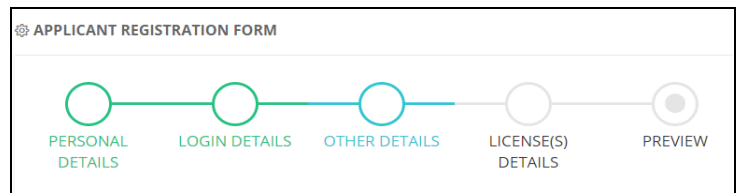
## Welcome to PermitEyes

### Login and New Accounts

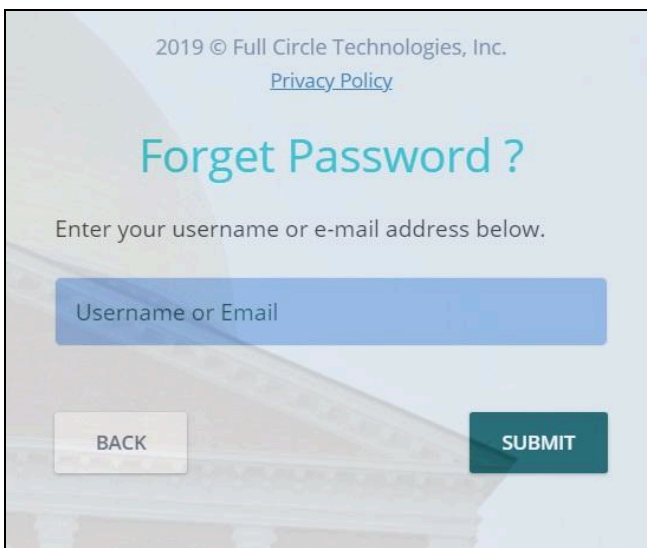
Open a web browser and connect to the LOGIN page.  
*(PermitEyes only works with Google Chrome and mMozilla Firefox. Safari works on a mac.)*



The screenshot shows the 'Applicant Login' page. It features a light blue background with a faint image of a classical building. The main heading is 'Applicant Login' followed by 'Sign In'. Below this are two input fields: 'Username or Email' and 'Password'. A dark green 'LOGIN' button is positioned below the password field. To the right of the button are links for 'Remember' (with a checkbox) and 'Forgot Password?'. At the bottom, there is a link 'New User Register Here!' and a footer with '2019 © Full Circle Technologies, Inc.' and a 'Privacy Policy' link.



To create a new user account 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**)*



The screenshot shows the 'Forget Password?' page. It has a light blue background with a faint image of a classical building. The heading is 'Forget Password?'. Below it is the instruction 'Enter your username or e-mail address below.' followed by a 'Username or Email' input field. At the bottom, there are two buttons: a light gray 'BACK' button and a dark green 'SUBMIT' button. The footer includes '2019 © Full Circle Technologies, Inc.' and a 'Privacy Policy' link.

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

HOME NEW APPLICATION

Welcome To Ludlow Online Permitting

test

BLDG

Search:

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
22272	06/23/25	06/23/25	0 Alves Way	Rajan Test Holly Applicant	Rajan Test Owner Holly	RESI.	R-25-1003	CO Issued

Showing 1 to 1 of 1 entries

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

HOME NEW APPLICATION

Welcome To Ludlow Online Permitting

test

Select Permit to Begin

Certificate Of Inspection	CO Commercial	CO Res	Commercial Building Permit	Electrical Permit	Gas Fitting Permit
Plumbing Permit	Residential Building Permit	Residential Short Permit	Sheet Metal Permit	Sign Permit	Solid Fuel Appliance Permit
Tent Permit	Trench Permit				

## 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.

HOME NEW APPLICATION

Welcome To Ludlow Online Permitting

test

BLDG

Search:

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
22272	06/23/25	06/23/25	0 Alves Way	Rajan Test Holly Applicant	Rajan Test Owner Holly	RESI.	R-25-1003	CO Issued

Showing 1 to 1 of 1 entries

- Edit Profile
- Change Password
- Log Out

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

## Finding Your Application Information

The screenshot displays the 'Transactions Monitor' interface. At the top, there are navigation buttons for 'HOME' and 'NEW APPLICATION', and a welcome message 'Welcome To Ludlow Online Permitting'. A user profile icon labeled 'test' is in the top right. The main content area is divided into two sections. On the left, under the 'BLDG' tab, is a table with columns: Ap. No., Appl. Date, Issue Date, Site Address, Applicant, Owner Name, Appl. Type, Permit Number, and Status. A red arrow points to the first row of data. Below the table, it says 'Showing 1 to 1 of 1 entries'. On the right, the 'TRANSACTIONS MONITOR' panel shows details for application 22272, a Residential Building. It lists the applicant as 'RAJAN Test Holly Applicant' and the site address as '0 ALVES WAY'. The panel includes expandable sections for 'Sign Off' (Building: Approved, Date: 06/23/25), 'Checklist' (Checklist is verified), 'Pay Fee' (Amount Payable: \$0.00, Fee Paid: \$745.00), 'Issue Permit' (Permit Number: R-25-1003, Issue Date: 06/23/25), 'Sign Off CO' (Building CO: Approved, Date: 06/23/25), 'Schedule Inspection' (Scheduled Date/Time: 06/30/25 8:00AM To 12:30PM, Inspector Name: Full Circle Tech), 'Q Inspection' (Inspection Date: 06/23/25, Result: Improvement Required), and 'Certificate Of Occupancy R' (Permanent Certificate: CO Number: R-25-1003-CO, Issue Date: 06/23/25).

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number	Status
22272	06/23/25	06/23/25	0 Alves Way	Rajan Test Holly Applicant	Rajan Test Owner Holly	RESI.	R-25-1003	CO

Showing 1 to 1 of 1 entries

**TRANSACTIONS MONITOR**

Application No: 22272  
Application Type: Residential Building  
Applicant Name: RAJAN Test Holly Applicant  
Site Address: 0 ALVES WAY

**Sign Off**  
Building: ✓ Approved Date: 06/23/25

**Checklist**  
Checklist is verified.

**Pay Fee**  
Amount Payable: \$0.00 Fee Paid: \$745.00

**Issue Permit**  
Permit Number: R-25-1003 Issue Date: 06/23/25

**Sign Off CO**  
Building CO: ✓ Approved Date: 06/23/25

**Schedule Inspection**  
Scheduled Date/Time: 06/30/25 8:00AM To 12:30PM Inspector Name: Full Circle Tech

**Q Inspection**  
Inspection Date: 06/23/25 Result: Improvement Required

**Certificate Of Occupancy R**  
Permanent Certificate: CO Number: R-25-1003-CO Issue Date: 06/23/25

## What do those little pictures mean?



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



Submit required attachments here.



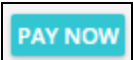
Sends a message to the Town Hall admin.



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

PermitEyes does not support financial transactions. *If you have difficulties with Unipay, please contact the Town of Ludlow or Unipay directly.*

Online Payment Transaction Interface ×


Application Id: **39541** Customer Name: **test**  
Location: **1 test** Permit: **Blasting Permit**

No.	Amount	Action	Pay Fee
1	\$1.00	<a href="#">VIEW</a>	✓

Amount: **\$1.00**

[SUBMIT](#) [CLOSE](#)



After clicking  you will be directed to this page.

UNIPAY

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Cart

Description	Price	Qty	Total	Remove
Permits	\$1.00	1	\$1.00	
			Total: \$1.00	

Accepted payment types:

Check  
\$0.50   \$2.50

Credit   Debit   Credit   Debit   Credit   Debit

\$2.50   \$3.95   \$2.50   \$2.50   \$2.50   \$2.50

Checkout

When it comes time to pay  
you will be directed to  
**UNIPAY.**

Still need help?

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