

## How-to create an account in PermitEyes

Step 1: Click on the “New User Register Here” link in the bottom right corner of the screen.



Step 2: Complete your personal details, then click “Next”.

APPLICANT REGISTRATION FORM

PERSONAL DETAILS LOGIN OTHER DETAILS PREVIEW

**STEP 1- PERSONAL DETAILS**

\* Name

**Address**

\* Street No.  \* Street Name

\* City  \* State  \* Zip

**Contact**

\* Phone  Alt. Phone

\* Email  Fax

EXIT NEXT

Step 3: Create a username and password.

APPLICANT REGISTRATION FORM

PERSONAL DETAILS LOGIN DETAILS OTHER DETAILS PREVIEW

**STEP 2 - LOGIN DETAILS**

\*UserName

Use only alpha characters and numbers. Do not use spaces, underscores, punctuations or special characters like ' , / \ , \* in the User Name or the password. The name should not exceed 20 characters.

\* Password  \* Re-enter Password

Upload Photo

Step 4: Select the categories that are appropriate for your permit and license applications.. Options include homeowner, tenant, or unlicensed agent, contractor for building division permits, etc (you can choose more than one).

PERSONAL DETAILS LOGIN DETAILS OTHER DETAILS PREVIEW

**STEP 3 - DETAILS**

**Instructions**  
Please describe yourself using the checkboxes below.  
(Check all that apply.)  
As you click, new sections will be added to this registration form.  
Any information that you register with now will automatically flow into all applicable forms in the future.

I am applying for permits/licenses:

- as a HOMEOWNER, TENANT, or UNLICENSED AGENT
- as a CONTRACTOR
- as an ESTABLISHMENT, RESTAURANT or FACILITY
- as a SEPTIC DESIGNER
- as a SEPTIC INSTALLER
- as a SEPTIC INSPECTOR
- as a REAL ESTATE AGENT
- as an INSTALLER (other than septic)
- as an OTHER LICENCED or UNLICENSED AGENT
- I am a CONSULTANT / REPRESENTATIVE (for planning and zoning)
- I am an ENGINEER
- I am a SURVEYOR

Step 5: Double check your details to make sure everything is correct, then click 'Submit'.  
If you have chosen certain categories for permit and license applications, you will be prompted to fill in further necessary information, such as details about your certifications to perform certain work.

Step 6: Return to the log-in screen (see Step 1) and log in with your new username and password.