



Town of Sandisfield
66 Sandisfield Rd/PO Box 90
Sandisfield, MA 01255
Building Department
Buildingdepartment@sandisfieldma.gov

Sandisfield MA, Permiteyes instructions

Steps to Follow

1. Microsoft Internet Explorer or Mozilla Firefox are the internet browser's to use with this permit software. Google and Google Chrome cause issues.
2. Pop up blockers: Pop up blockers in windows must be shut off.
 - a. To shut off, follow instructions here: **<http://www.wikihow.com/Turn-Off-the-Pop%E2%80%90Up-Blocker-in-Internet-Explorer>**
3. Create an Account: To gain access to the online permitting program, you must first **create your account**. Click on the NEW USER option and you will be connected to the online permitting website. Fill in the required information on the registration application form to create your account.
4. Complete the registration application form.
5. Submit: After completing the application registration, click the Register button at the bottom of the form.
 - a. *Failure to click the register button will cause you to lose all of the information on your application.*

THIS IS A ONE TIME SUBMITTAL. Gaining access to the online permitting program after you have an account will only require your username and password.

NOTE: PLEASE REMEMBER YOUR USERNAME AND PASSWORD, as you will need this information to gain access to the program after initial registration.

To Gain Access to the Online Permitting Website

Select one of the following options:

- **NEW USER:** This option is for the first time user to gain access to the online permitting website to register.
- **Registered User Log-In:** After you have registered and have your username and password, use this button to Log in to the online permitting website.
- **Town Official Log-In:** (For Building, Electrical, and Plumbing & Gas Inspectors only).

PAYMENT: You can either pay for their permit online with an E-check at no cost to you. You will need to have your account number, transit routing number, and your bill number. Master Card and Discover Card are also accepted, but there is a sliding fee charged based on the amount of the permits. Although online payments are encouraged, the Town will accept checks payable to the Town of Sandisfield or cash. Pop up blockers **MUST** be shut off for online payments. Please submit one check for each application.



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Filling Out a Building Permit Application

(after you have logged onto the online permitting website).

- Click on New Application located at the upper left hand side of the home page form.
- Choose your street from the drop-down menu.
- Choose your street number from the pulldown menu.
- Select the appropriate permit application from the drop-down menu. Residential permit applications are for one and two-family dwellings, townhouses and accessory uses (swimming pool, utility shed, gazebo, fence etc.). Commercial permit applications are for all other residential work, (multi-family dwelling, lodging facilities, hotels, motels etc.) and for all commercial work.
- The Use Group for 1 & 2 Family Dwellings is currently; R 3 and almost always, the Construction Type is: V B.
- For certain types of permit applications, you will be prompted to submit an attachment. If for some reason you cannot complete the attachment, submit the attachment even if incomplete.
- Online payments cannot be made during the application process but can shortly thereafter, unless it is submitted on a non-business day. Shortly after the application is submitted, the fee will be calculated. Once that is done, online payments can be made.
- If you do not pay for the permit online, please mail or hand deliver a check payable to “Town of Sandisfield” to: Building Inspections, 66 Sandisfield Road, PO Box 90,, Sandisfield, MA 01255.

Adding Attachments to a Permit Application

After you submit your application, a page appears notifying you that your New Preliminary Application has been received. Click on the exit button at the bottom of the page, and it will return to the homepage. Select your permit by clicking in circle in the column heading “A” ... on the far left side of the homepage. On the far right of the page under the heading, “My Options”, click on the drop-down menu. Click on “add attachments” and follow the prompts to add site plans, drawings, and documents etc.