

PERMIT APPLICATION ONLINE – INSTRUCTIONS

1. WWW.CHICOPEEMA.GOV
2. CITY GOVERNMENT
3. BUILDING DEPARTMENT
4. ONLINE PERMITS AND LICENSES
5. BUILDING PERMIT
6. LINK FOR NEW USER TO REGISTER FOR BUILDING PERMIT



Building Department
115 Baskin Drive
Chicopee, MA 01020
Phone: 413-594-1440
Fax: 413-594-1446
www.chicopeema.gov

Google Chrome and Mozilla Firefox are the recommended browsers for accessing PermitEyes.
DO NOT USE INTERNET EXPLORER.

Due to Microsoft's limited support of Internet Explorer (IE), PermitEyes may no longer be compatible with some versions of Microsoft Internet Explorer

User Name:

Password:

[LOGIN](#)

New user? [Create your account](#)

Forgot password? [Retrieve your password](#)

[Privacy Policy](#)

- Click on **“create your account”** to register as a new user



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Applicant Registration Form

****Tell us about yourself** Business Owner or Homeowner Contractor 81-R/Architects/Engineers Certificate of Inspection

** Applicant Name	<input type="text"/>	Lic #	<input type="text"/>	** Type	SELECT <input type="button" value="v"/>	**Expiration Date	<input type="text"/>	
Business Name	<input type="text"/>	Lic #	<input type="text"/>	Type	SELECT <input type="button" value="v"/>	Expiration Date	<input type="text"/>	
** W.Comp.Insurance Company Name	<input type="text"/>	** W.Comp.Policy Number	<input type="text"/>	** W.Comp.Policy Expiration Date				<input type="text"/>
** Phone Number	<input type="text"/>	** Alt. Phone Number	<input type="text"/>					
** Address	<input type="text"/>							
** City	<input type="text"/>	** State	<input type="text"/>	** Zip	<input type="text"/>			
** Email Address	<input type="text"/>							

Choose your User Name and Password

** Choose your User Name

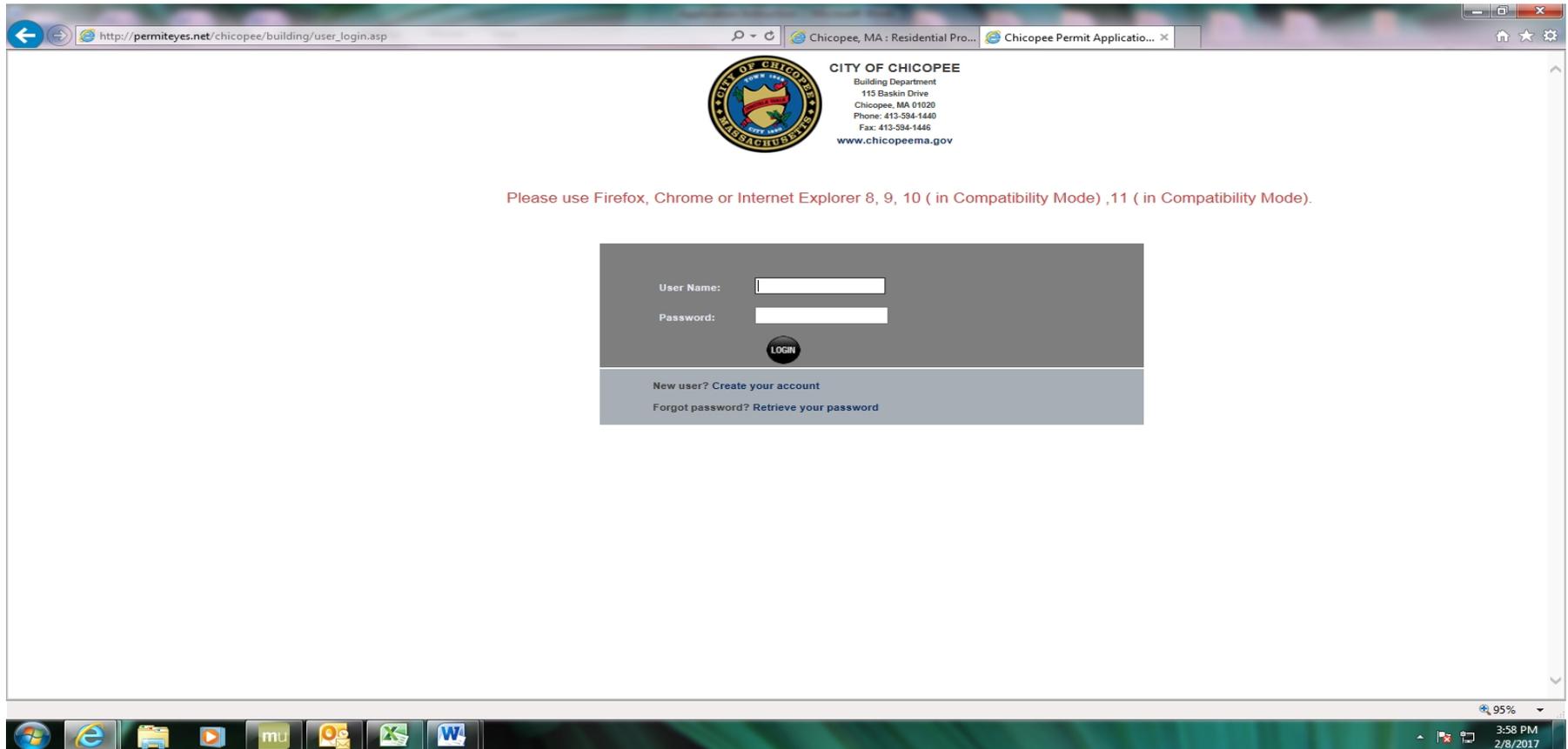
** Use only alpha characters and numbers. Do not use spaces, underscores, punctuations or special characters like /, \, * in the User Name or the password. The name should not exceed 20 characters.

** Enter your password

** Re-enter your password

Please Note : ** Indicates Mandatory Fields.

- Choose one of the options that applies (**homeowner or business owner, contractor, 81-R/Architects/Engineers, Certificate of Inspection**)
- Complete the registration form
- Select **register** at the bottom after you're done



- Sign in with your user name and password

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Instructions:
 To work with your permit application, click on the at the right of the screen. After the inspector has reviewed your application, you might see the chat bubble lit, indicating you have a message. Be sure to click on the word "checklist" as if this is a building permit application, the inspector might require plans, docs to be uploaded as a PDF. To do this, click on the paperclip icon, select the document on your computer, and then click "submit". If the application indicates "Waiting for Signoff", then other departments have been asked to approve via the online system. When the inspector has approved the application, the status will say "Ready for Payment", and you will be able to select the option of paying for your permit online. After you have made payment the permit will be issued as quickly as possible & you will have the option to print your permit.

APPLY FOR NEW PERMIT | [Edit Profile](#) | [Change Password](#)

Click on red button to log out. When you log back into your account be sure to refresh browser to see updated status of your permit application.

Application Date (mm/dd/yyyy) To Site Address

App. Date	Site Address	Permit #	Type of Permit	Status	Fee Payable	Chat	Town Info
3/21/2016			Residential Building Application	Application Not Yet Submitted			

- Click on “**apply for new permit**” at the top left corner

- Fill out the required information
- If the owners information is not up to date or you can't find the street address please click on **No Street/New Owner** and manually type the information in
- Choose the type of permit you are applying for and complete all required fields
- Make sure you **save and submit** the application