



Town of Danvers

Department of Land Use & Community Services

Frank Giacalone | Director of Public Health
1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-777-0001 | f: 978-777-0215
www.danversma.gov | FGIACALONE@DANVERSMAGOV

TO APPLY FOR PERMITS

To apply for a permit through the Board of Health, access through the following link:

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

This link can also be accessed through the Town of Danvers website www.danversma.gov

- Click on Departments
- Click on Public Health Department
- Click on Permitting
- Click on the link <https://permiteyes.us/danvers/loginuser.php>

For New Users

- Select "New User Register Here!"
- Complete personal details.
- Create log-in details. **Be sure to keep this information in a safe place for future log in.**
- Hit "New Application" (top left), select the type of permit & complete all information on the application. Always review the information prior to submitting.
- While reviewing the entered information, if the "Fee Section" does not list a fee, select "Value". This will set the fee & allow the applicant to pay for the permit.
- Once completed and reviewed, then hit "Submit". If any required fields remain blank, the application will not be submitted and requested information will appear in red.
- Once the application has been accepted, another screen will appear with applicant's information highlighted in gray.
- Please follow the instructions for uploading documentation & paying for the permit.

RENEWALS

MAKING EDITS TO THE APPLICATION

- Log in to the permitting system with the username/password created by the applicant.
- Click on the "Renewal" button (left of the screen)
- The application will appear, edits can be made at this time.
- Please be sure once you submit the application that a required field was overlooked, all required fields will appear in **RED**

TO UPLOAD REQUIRED DOCUMENTATION

- Click on the paperclip icon and either paste or upload documentation & hit submit.

TO PAY FOR A PERMIT

- Click on the Eye icon to the left of your permit
- Under “Pay Fee”, click on “Pay Now” button and follow instructions on Unipay site.

Once the application is complete, required documentation is attached and payment received, it will then be reviewed by a Public Health employee. Following review, applicant will be contacted via email. Once approved, please follow the “To Print Permit” instructions.

TO PRINT PERMIT

- Click on the Eye icon to the left of your permit
- Click on “Issue Permit”, click on “Print” button

TO CHANGE YOUR PROFILE/UPDATE EMAIL RECEIVER

- Log into the permit system
- Click on profile name (upper right corner)
- Select “Edit Profile”
- Update any or all information
- Hit the “Update” button