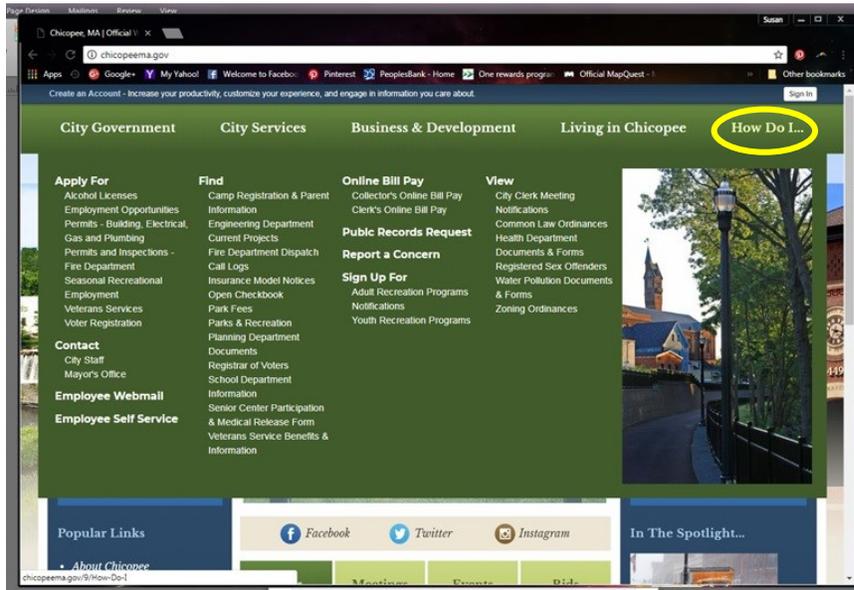


E—PERMITTING INSTRUCTIONS

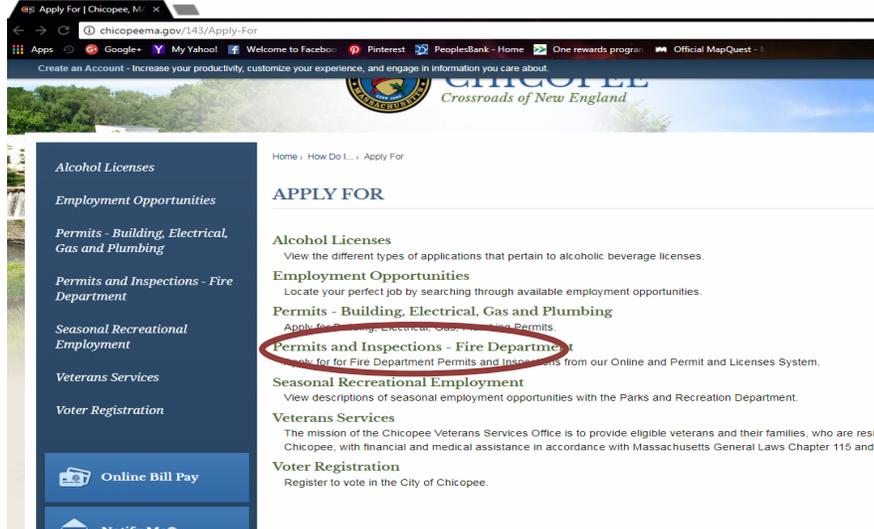
Go to www.Chicopeema.gov

The screenshot shows the official website of the City of Chicopee, MA. The browser address bar displays "chicopeema.gov". The navigation menu includes "City Government", "City Services", "Business & Development", "Living in Chicopee", and "How Do I...". The main content area features the city logo and the text "CITY of CHICOPEE Crossroads of New England". A central image shows a green welcome sign for the City of Chicopee, listing Mayor Richard J. Kos and a population of 55,298. On the left, there are links for "Online Bill Pay", "Notify Me®", and "Submit a Concern". On the right, there are links for "Meeting Notifications", "Mayor's Office", and "Citizen Alerts". At the bottom, there are social media icons for Facebook, Twitter, and Instagram, and a section titled "In The Spotlight...".

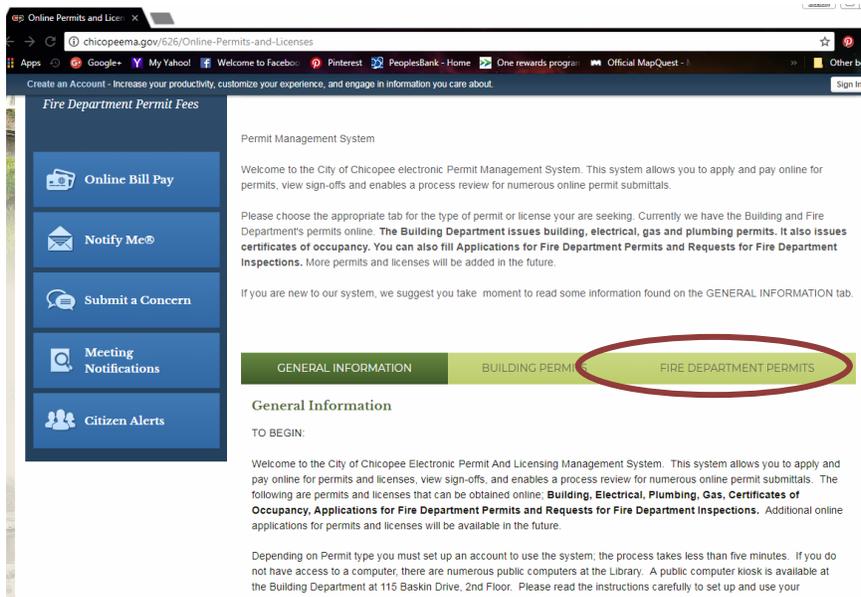
CLICK ON - HOW DO I



CLICK ON - PERMITS AND INSPECTIONS—FIRE DEPARTMENT



CLICK ON - FIRE DEPARTMENT PERMITS



CLICK ON - APPLY FOR PERMITS AND INSPECTIONS ISSUED BY THE FIRE DEPARTMENT

The screenshot shows the 'Online Permits and Licenses' page for the City of Chicopee. On the left is a navigation menu with options: Online Bill Pay, Notify Me®, Submit a Concern, Meeting Notifications, and Citizen Alerts. The main content area is titled 'Permit Management System' and includes a welcome message, instructions on how to use the system, and a navigation bar with three tabs: 'GENERAL INFORMATION', 'BUILDING PERMITS', and 'FIRE DEPARTMENT PERMITS'. The 'FIRE DEPARTMENT PERMITS' tab is circled in red. Below the tabs, the page title is 'Fire Department Permits and Requests for Inspections', followed by a link to 'Apply for permits and inspections issued by the Fire Department' and another link to 'Fire Department Permit Fees'. A 'Please Note' section states that applications are in a preliminary stage and may require a physical copy of drawings.

Must create an account the first time.

CLICK ON - REGISTER WITH US

The screenshot shows the registration page for the City of Chicopee Fire Department. At the top left is the City of Chicopee seal. To its right is the department's contact information: 'CITY OF CHICOPEE Fire Department, 80 Church Street, Chicopee, MA 01020, Phone: 413-594-1630, Emergency: 911, Fax: 413-594-1645'. Below this is a 'Login' form with fields for 'User Name' and 'Password', and a 'Login' button. A yellow box highlights the 'Register with us' and 'Retrieve your password' links, which are circled in red.

Must sign in for the first time. **CLICK ON - SIGN IN**

Sign In'."/>

Applicant Registration

Secure | <https://permities.net/Chicopee/Fire/notification.asp>

CITY OF CHICOPEE
Fire Department
80 Church Street
Chicopee, MA 01020
Phone: 413-594-1630
Emergency: 911
Fax: 413-594-1645

PERM
TION

Thank you for registering with us

- >> Please note: Your email ID registered with us is "MYEMAIL@ANYEMAIL.COM".
- >> This email ID can be updated using "edit profile" on your homepage in future.

Sign In

>> To apply for a permit you can login to your personalized homepage by clicking here. [Sign In](#)

CLICK ON - APPLY FOR NEW PERMIT

User home page

Secure | <https://permities.net/Chicopee/Fire/RegUserPage2.asp>

CITY OF CHICOPEE
Fire Department
80 Church Street
Chicopee, MA 01020
Phone: 413-594-1630
Emergency: 911
Fax: 413-594-1645

Instructions - Please read before proceeding!

To work with a particular permit application, select it by clicking on the . Then the status panel will open on the right side of your screen, allowing you to pay online. After the inspector has reviewed your application, you might see the chat bubble lit, indicating there is a message. **Be sure to click on the word "checklist" to see what documents need to be uploaded** as the Fire Department might require plans, certifications to be uploaded. To do this, click on the "Add/View Attachments" on the status panel, select the file 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.

To make a **payment** click on the status panel, you will then see the options to pay now or calculate your fee. When you click on "Pay Now" button you will be automatically redirected to a secured payment gateway where you can pay online using Debit Card/Credit Card or online Banking facility. The payment gateway will automatically send a confirmation message to the software and details of payment will reflect on your status panel upon successful payment immediately. Your card details are not processed or stored anywhere on Permitting site. It is completely handled by recognized agency in a secured environment with high level of encryption at all levels. After you have made payment, and all required documents are uploaded, the Fire Department will issue the permit as quickly as possible and you can print the permit from your computer. To request a **re-inspection** please click "[Click here to request re-inspection](#)" on the status panel.

PLEASE DO NOT USE A MAC OR IPHONE UNLESS YOU DOWNLOAD AN ANDROID COMPATIBLE BROWSER. When you log back into your account be sure to refresh browser to see updated status of your permit application.

APPLY FOR NEW PERMIT

Profile | Change Password | Logout

Application Date (mm/dd/yyyy) To

Permit Type

Permit Number

Site Address

Status

Date	Site Address	Permit #	Type of Permit	Status	Fee	Chat	Town Info
-- No Record Found --							