

# Creating a permit application

Permit applications can be submitted and viewed through the Citizen Portal. You must be [logged in](#) to the Citizen Portal to submit a permit application. *\*Note: This feature may not be available depending on the configuration set up by your jurisdiction.*

## Defining the permit application

You will need to define the category and application type prior to filling out the Permit Application Wizard. This will determine the steps that display throughout the application process.

1. Click **Go** in the My Portal section from the home page.
2. Click **Apply** in the Apply Online section.
3. If you are a contractor applying for this permit, you may be asked if you are applying as a homeowner or a contractor. Check the box beside **I'm the homeowner for this application**, if necessary.
4. Select the appropriate permit category, such as Building Department. *\*Note: The categories available will match the different departments defined by your jurisdiction.*
5. Select the appropriate permit type from the options that appear. *\*Note: The applications available will match the different permit types defined by your jurisdiction.*
6. Click **Next**.

The screenshot shows a web form titled "What type of application do you need today?". At the top, there is a dropdown menu labeled "Select a category to view your options" with "Code Administration - Permitting" selected. Below the dropdown is a list of radio button options for permit types. The first option, "Commercial Building Addition", is selected and has a blue information icon. The options are arranged in two columns. At the bottom of the form, there are two buttons: "CANCEL" and "NEXT".

What type of application do you need today?

Select a category to view your options

Code Administration - Permitting

- Commercial Building Addition ⓘ
- Commercial Plumbing Fixtures Online Permit
- Commercial Re-Roof Online Permit - Tear Off & Reroofs Only
- e-plan testing
- Mechanical Residential (Single Family) \*EXCLUDING Gas Appliances/Piping\*
- Plumbing Permit
- Residential Re-Roof - SINGLE FAMILY & DUPLEXES ONLY - Tear Off & Reroofs Only
- Residential-Plumbing
- Residential-Single-Family-New
- Sheila Commercial Building Addition
- Water Line Replacement Online Permit
- Commercial Demolition
- Commercial Re-Roof
- e-plan SG24302
- Mechanical Commercial \*CHANGE OUT, SAME FOR SAME ONLY - \*EXCLUDING Gas Appliances/Piping\*
- Occupancy Permit
- Residential Plumbing Fixtures Online Permit
- Residential Tank Abandon/Removal Portal (Oil Tanks)
- Residential-Single Family Master Plan
- Sewer Line Replacement Online Permit
- SHEILA-SFR

CANCEL NEXT

# Completing the permit application wizard

The steps available in the Permit Application Wizard will be determined based on the application selected above. *\*Note: Required fields throughout the wizard will be indicated with an asterisk (\*).*

## Location

The Site Location for the permit can be defined by either an address or a parcel number, if available.

### Defining Location by Address

1. Begin entering the **Address** for this permit and select the correct address from the filtered list. *\*Note: If the address is not listed, you will not be able to request a permit for this address, but you can still search by Parcel Number, if known. Parcel numbers can usually be provided by your jurisdiction.*
2. Click **Save and Continue**.

Enter the address of your project or **click the link below the address to provide a parcel number instead**

Please enter the street name and number to locate your site. Begin by typing the address number, then the street name, suffix, and directional. A drop down menu will appear with valid city addresses based on your entry. Select the appropriate address from the list.

If the address is not listed, please verify that the property is within city limits.

*NOTE: If you have verified the property is within city limits, and the address is not listed, please contact Community Planning & Development at [redacted] for assistance.*

I want to [enter a parcel #](#) instead.

Address:

City:

State

Zip Code

### Defining Location by Parcel Number

1. Click **enter a parcel #** at the bottom of the application.
2. Begin entering the **Parcel Number** and select the appropriate parcel for this permit. *\*Note: If the parcel is not listed, you will not be able to request a permit for this parcel number. Please contact your jurisdiction if your address or parcel does not exist.*
3. Click **Save and Continue**.

Enter the address of your project or **click the link below the address to provide a parcel number instead**

Please enter the street name and number to locate your site. Begin by typing the address number, then the street name, suffix, and directional. A drop down menu will appear with valid city addresses based on your entry. Select the appropriate address from the list.

If the address is not listed, please verify that the property is within city limits.

*NOTE: If you have verified the property is within city limits, and the address is not listed, please contact Community Planning & Development at [redacted] for assistance.*

I want to [enter an address](#) instead.

Parcel Number:



## Confirmation

Now that you have provided the application type and defined the location, you can [complete the permit application](#) and submit it for review. If you are applying for a permit that has additional requirements to obtain the permit, you will see a notification here.

- In the confirmation window that appears, click **Get Started**.

 **Welcome to your project page!**

**Everything you need to manage your project from start to finish is here**

- Complete your application
- Add site plans and required documents
- Review your project plan with the city
- Schedule inspections
- Finalize the completed project and print certificates

 **Additional permits required for your project**

Please refer to the **Related Permits** section on your project page to view additional requirements needed to obtain your permit.

**GET STARTED**

