

Online Permitting Instructions for Applying on Behalf of an Applicant

1. Navigate to the permitting portal and login with your own credentials.

2. Click **'Apply'** for type of permit to apply for.

Choose from the following to enter a new application:

		Project	Description
Apply	View	Building Permit Application	Building Permit Application
Apply	View	Zoning Permit Application	Zoning Permit Application

3. Look up parcel by **Parcel ID**, **Owner**, or **Address** (partial name, address, etc.)

Step 1: Search for your property location by submitting one of the three identifiers below.

Parcel ID

Property Owner

Property Address

4. Select the appropriate parcel for the application

Step 2: Choose a match to display in full

	PIN	Address
Select	062-17-04-004	215 LAKEVIEW DR
Select	015-00-02-061	
Select	015-00-04-041	229 SMITH DR

5. Create user account, or use an office account/other account
 - A. **Recommended:** Check **'Add New User'** box and create a unique User Name and key in the applicant's email address. This will allow the applicant to receive email notifications.
 - B. **Alternative Option:** If the applicant does not have email or does not want to create an account, do not check the 'Add New User' box and simply click the **'Create'** and the application will be created under the account in which you are logged in under. This may be your account or a general office account that you have created for counter applicants.
 - C. If the applicant happens to already have a user account, you can search for the user by Username or Email address and start the application under their account.

Add new user?

New account information:

User Name:

E-mail:

A new password will be generated and emailed to the new user.

6. Start application.

Note. You can complete the application at this time, or start it and have the applicant complete it, if you created an account for them under 5A.