

Dear Contractors,

The building department is pleased to announce that we are now accepting permit applications and payments online. If you are interested in the online permit submission, follow the steps below.

1. The attached Permit Authorization Form must be turned into the Permit Center with the names and the email addresses of the person(s) that are allowed to submit the permits, including the license holder's email address. This will allow the Permit Center staff to verify the license holder is requesting the permit.
2. After the Permit Authorization Form has been submitted, go to [elkhartindiana.org](http://elkhartindiana.org) and click on the online permit link.
3. Fill out the permit that you are licensed to pull, E-sign, and click submit.
4. The permit center will review the application. If it is approved, it will be processed and an email will be sent back to the submitter's email address with the link to submit your payment. (Note: the permit is not valid until the payment has been made and the permit center receives notification of the payment.)
5. Once the payment has been received, you will receive an email with your PDF placard. You will print this out and place it in the window as your permit card. (Note: If the permit begins to fade, please print out a new one so the inspector's will be able to verify the permit information.)
6. Please call the Inspector's for the required inspections.

If you have any questions or concerns, please contact the Permit Center at 574-294-5471.

**❖ THERE IS A SURCHARGE FOR ALL PAYMENTS SUBMITTED ONLINE.**