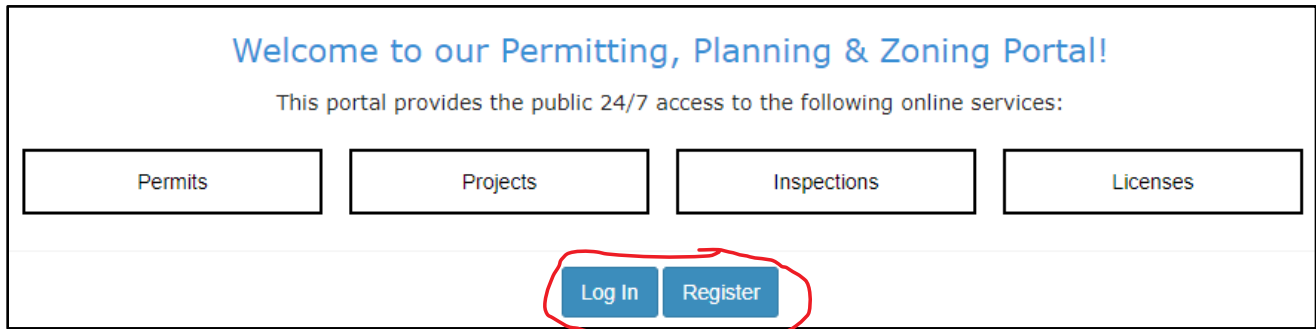
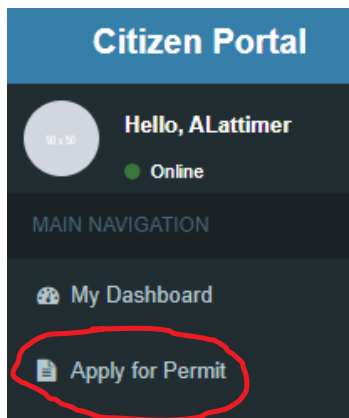


Instructions on how to submit Online Permit Applications & Plans

1. Select **Online Submittal** and it will redirect you to the Online Permitting Program (see below image).
2. Select **Register** to create an account or select **Log In** if you already have an account.



3. Once you create an account, the Permit Center Staff will be notified and will have to approve your registration. You will receive an email once it has been approved.
4. Once your account has been approved, you will then be able to login and apply for a permit by selecting **Apply for Permit**.



5. Select the Permit Type and Permit Application/Use that you need and select **Apply Online**. Please refer to the corresponding **Checklist/Instructions** pdf document (if there is one), which will provide instructions on the type of documents and/or other permit applications that may be required for the type of work that you plan on doing.

Permit Type ^	Permit Application / Use ⇅	Checklist/Instructions ⇅	Apply Online
Building Permit	Accessory Structures - Commercial	Checklist/Instructions Document	Apply Online
Building Permit	Accessory Structures - Residential	Checklist/Instructions Document	Apply Online
Building Permit	Additions - Commercial	Checklist/Instructions Document	Apply Online

Once you select **Apply Online** the Permit Application will generate.

6. **Step 1: Select Permit Type & Use** – check to make sure that the Permit Type* and Permit Use* are correct and make changes if needed. If everything looks good, proceed to Step 2.

Apply For Permit

▼ Step 1: Select Permit Type & Use

Permit Type * Permit Use *

7. **Step 2: Select Land, Building or Suite Location**

- Under **Land Address** type in the property address and select **Generate Search Results**
 - Do NOT type in the City, State, & Zip code. **The less you type, the better your search results will be** and you might have to try several times. For example, if I enter "230 W Jackson Blvd", I get no search results. If I enter "230 W Jack" then the property pulls up.
 - If your address has a West, East, North, or South in it, try to search with and without the direction. For example, if I enter "613 W Wolf", I get no search results, but if I enter "613 Wolf" then the property pulls up.
- Once you find the correct address, select the parcel number in order to proceed to Step 3

▼ Step 2: Select Land, Building or Suite Location

To search for land records or buildings and suites (stores/classrooms/offices or areas within a building), users can enter any field information below and generate the search.

Once the location is identified, clicking the live link id number will create the permit application at the location selected.

If the user cannot find the required location, please contact the municipality for assistance.

Building Name

Land Address

Suite Name

Parcel Number

Owner Name

Generate Search Results

Displaying 1-1 of 1 result.

Parcel Number	Owner Name	Land Address	Building Location Id	Building Location	Suite Name	Suite Location
06-05-332-012-012	████████████████████	230 W JACKSON				

8. **Step 3:** Select the blue **Create** button

▼ Step 3: Click the Create button to store the application and complete the remaining steps **Create**

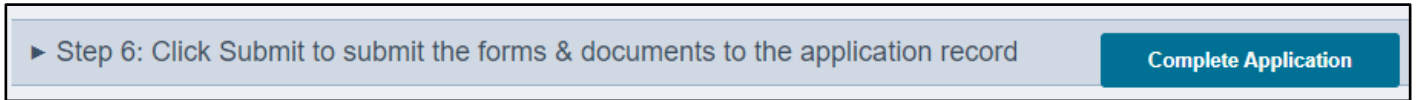
9. **Step 4: Enter the Required Information in the Forms Below**

- Fill out the permit application and select **Save**

10. **Step 5: Click the link below to attach documents, plans and other permit related files**

- If necessary upload all of your documents, plans, etc. in this step

11. **Step 6:** Select the blue **Complete Application** button



The Permit Center/Building Department will receive your permit application:

- Your application will be reviewed and you will be emailed if any other information is needed.
- You will also be emailed if you need to submit a Zoning Permit Application in addition to the Permit Application that you already submitted.
- If your application requires Plan Review then it will be properly reviewed by all required departments. Plan Review typically occurs every Friday. As long as you submit your application and plans by 4:00pm on Thursday, then your application/plans should be reviewed the next day.
- Once your application is approved, then **you will receive an invoice via email.**

12. **Paying for your Permit**

- Login to your Account
- Select **My Invoices**



- You should see your invoice(s).
- Select **Pay Invoice**

23-0002	Test owner	this is the test mailing address	2023-07-20	2023-09-03	150	Pay Invoice
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- Once payment has been made, you will be emailed the Permit Card, which you are required to display in the window while work is being done.