

## ONLINE PERMIT INSTRUCTIONS

1. Go to [elkhartindiana.org](http://elkhartindiana.org), select the [Permit Center](#) link, then the [Forms & Applications](#) link. Choose the correct Permit Application ([Online Submission](#)).
2. Fill out the permit, E-sign, and click submit.
3. If there are associated plans, please email them as a PDF to [plan.review@coei.org](mailto:plan.review@coei.org) to be reviewed on Fridays.
4. The permit center will review the application materials. If approved, they will be processed and an email will be sent back to the submitter's email address with the link to submit payment.

**Note: the permit is not valid until the payment has been made and the permit center receives notification of the payment. In addition, the payment must be made within 24 hours after receiving the link to submit payment.**

5. Once the payment has been received, an email will be sent with the PDF permit card. Print this out and place it in the window. (Note: If the permit begins to fade, please print out a new one so the inspectors will be able to verify the permit information.)
6. Please call the inspectors for the required inspections.

**\* For Electrical, Plumbing, or Mechanical:** A Permit Authorization Form (also located online with [Forms and Applications](#)) must be turned in to the Permit Center with the names and email addresses of persons allowed to submit the applications, including the license holder's email address. This will allow Permit Center staff to verify the license holder is requesting the permit.

**\* There is a surcharge for all payments submitted online.**

**\* Please contact the Permit Center with questions or concerns at  
(574)294-5471.**