ONLINE PERMIT INSTRUCTIONS

1. Go to 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. The Permit Center staff will review the permit applications. 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.

4. 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.)

5. Please call the inspectors for the required inspections.

6. **If you are submitting a permit application that requires plans**, please fill out the PDF form and **not** the online submission form. Please email the permit application and associated plans in pdf format to plan.review@coei.org to be reviewed in Plan Review every Friday.

* There is a surcharge for all payments submitted online.

* Please contact the Permit Center with any questions at (574)294-5471 ext. 3005.

For Electrical, Plumbing, or Mechanical

The licensee must submit a **Permit Authorization Form** to the Permit Center with their name and email address. They can also include the names and email addresses of persons allowed to submit the permit applications for them. The form must be submitted by the licensee in person or mailed in. If the form is mailed in, we require the licensee's signature to be notarized. The Permit Authorization form allows the Permit Center staff to verify that the licensee is submitting the online permit. (The form can be found online under Forms and Applications.)