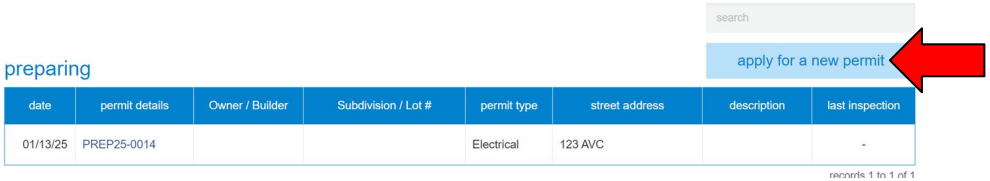
Permit Application and Intake

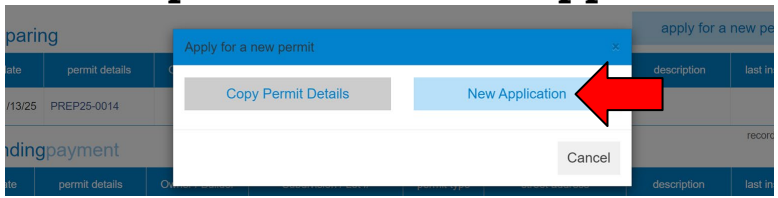
Submitting A Permit Application

HIGHLAND CITY

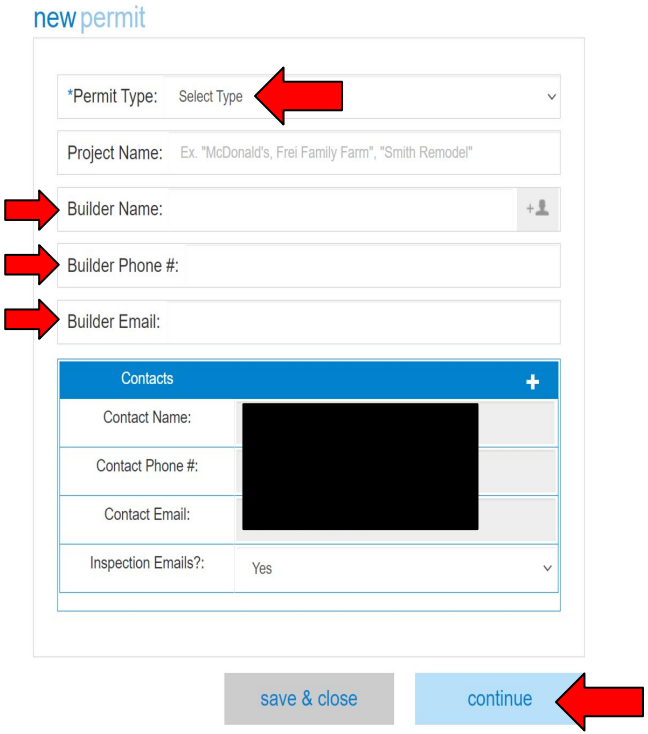
Step 1 - Apply for a new permit



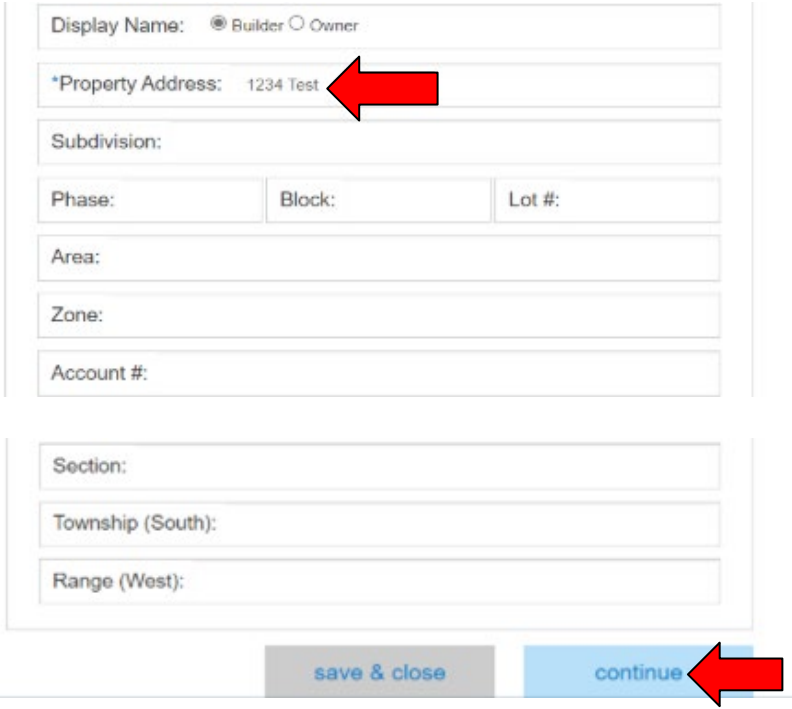
Step 2 - Select New Application



Step 3 - Select Permit Type & Enter Builder Info

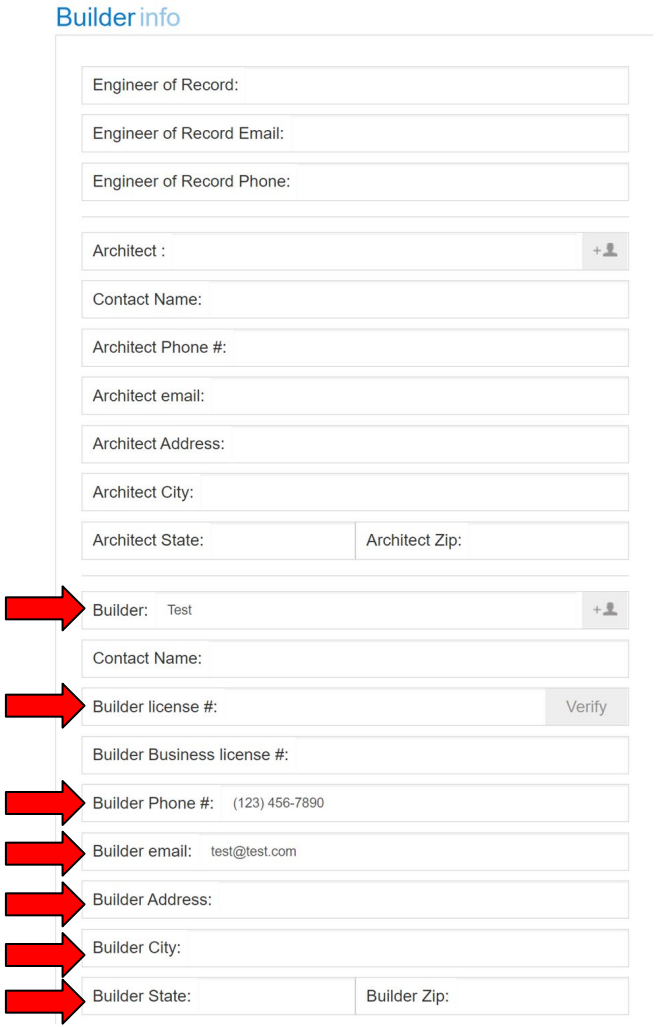


Step 4 - Enter Property Address



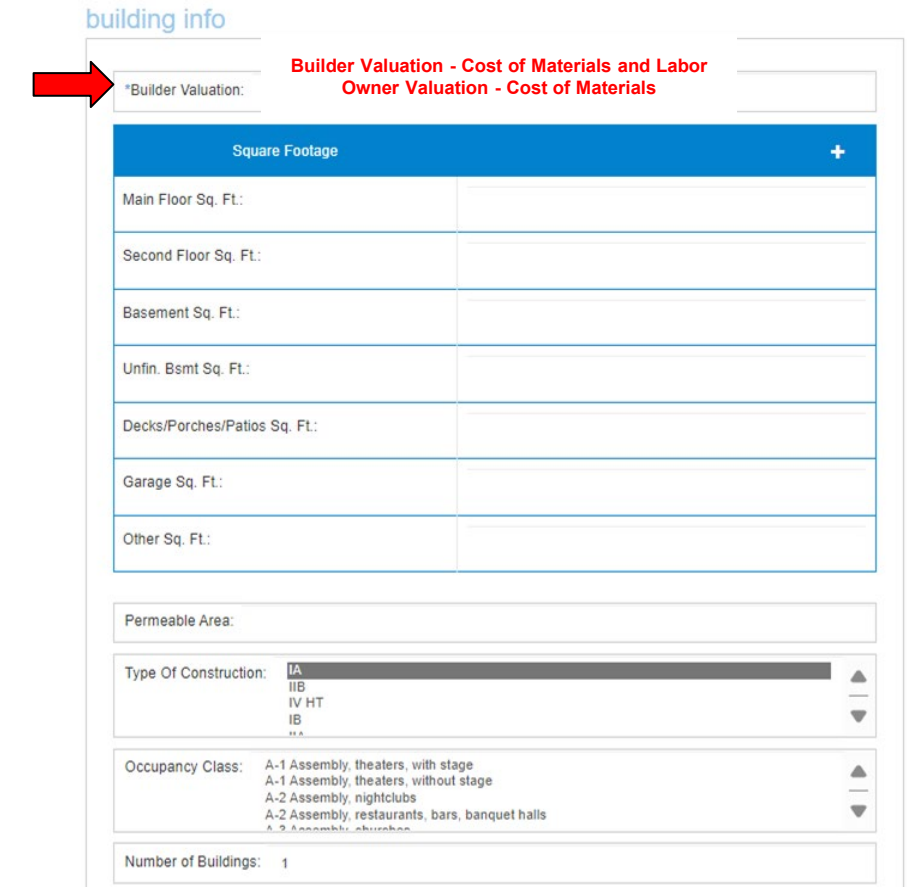
Step 5 - Enter All Relevant Builder Info

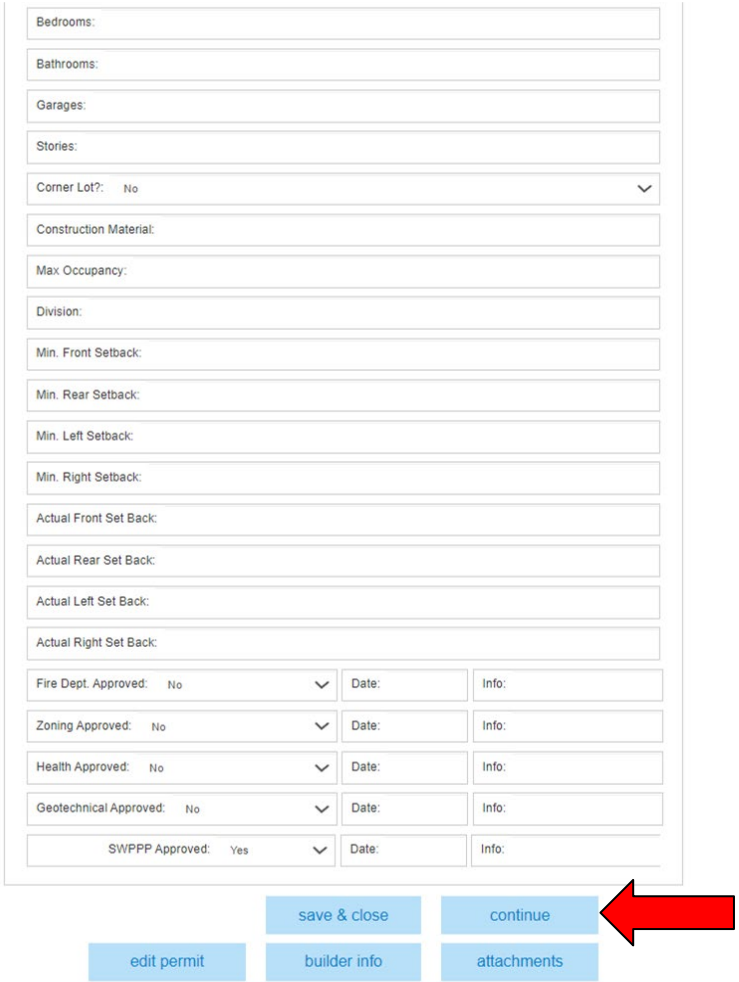
- **Builder info is required**
  - **If the project is an owner build, no builder information is required**
- **Builder license MUST be current and up to date**
  - **If the license is expired or revoked, the permit will be rejected**



Step 6 - Enter All Relevant Building Info

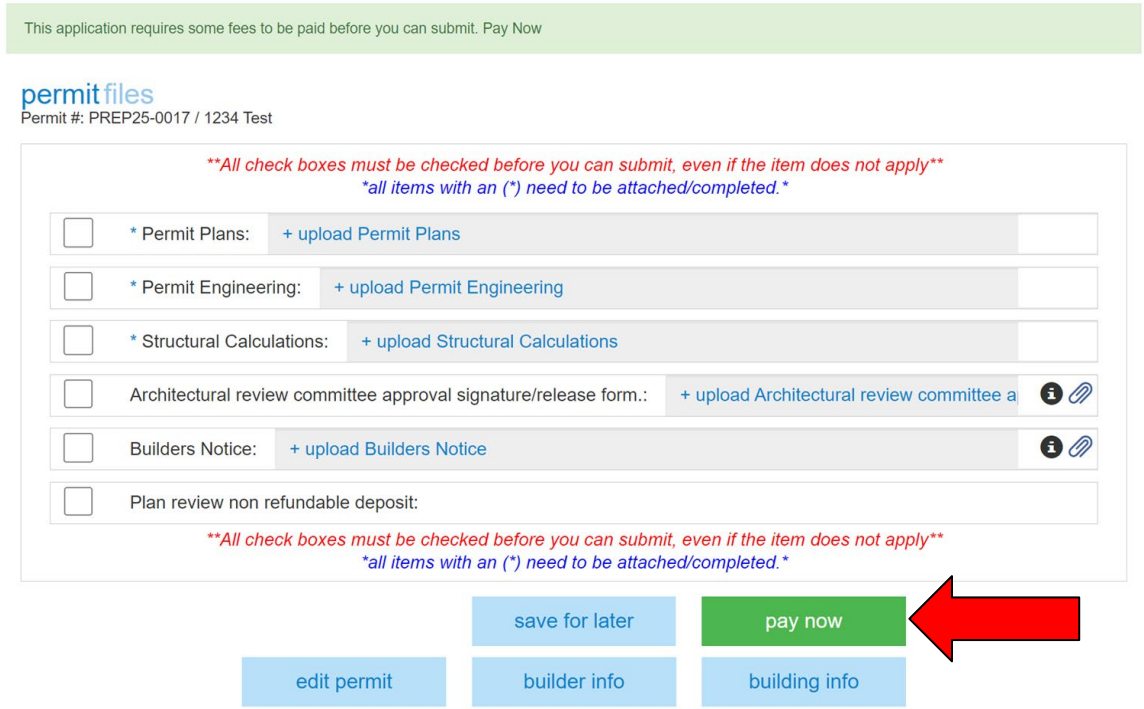
- **Builder valuation is <u>required</u>**





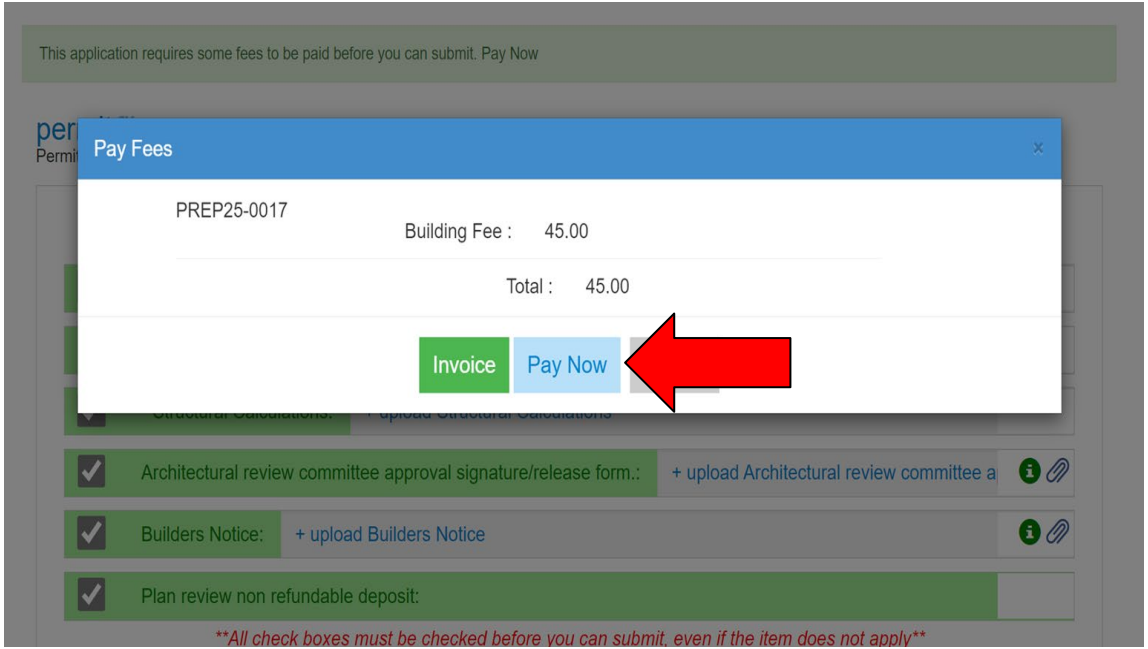
Step 7 - Upload Required Documents

- If there is a deferred submittal, upload a page stating such
  - Deferred submittals must be received before issuing a permit
- Architectural Review and Builders Notice can be signed digitally by clicking the paper clip



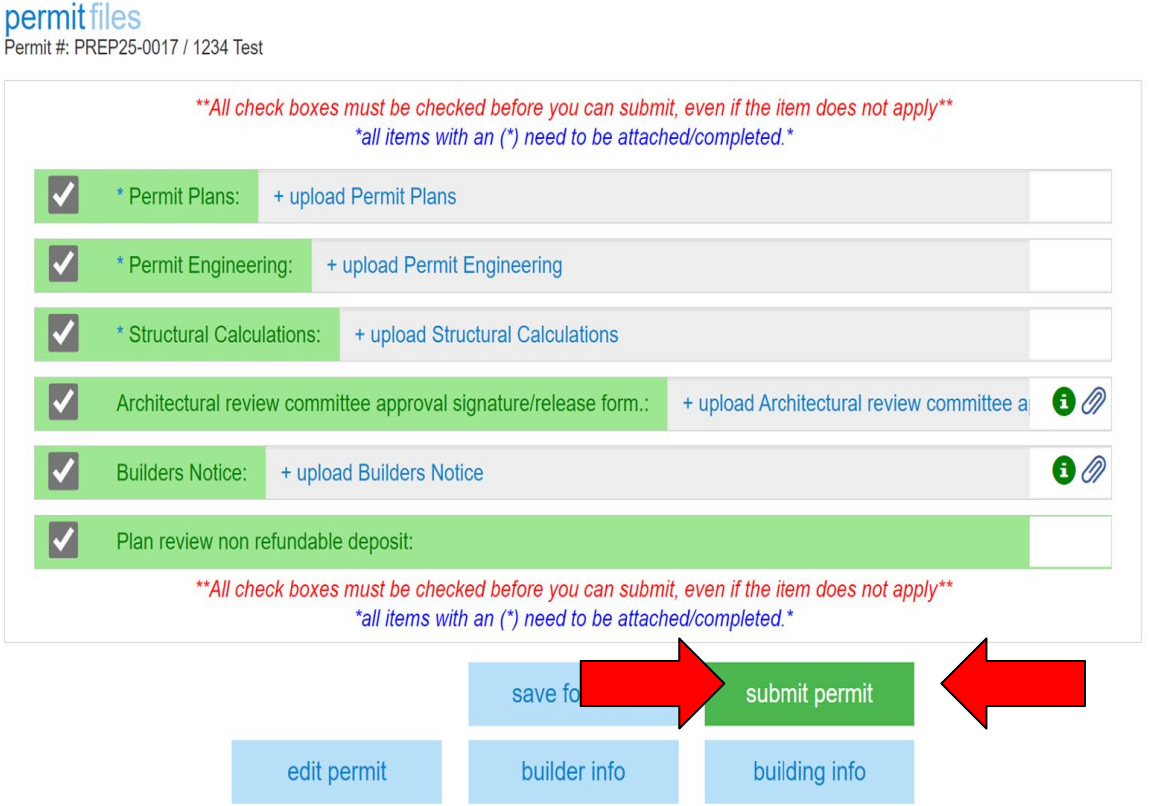
Step 8 - Pay Required Fees

- **Fees will vary depending on the permit type and must be paid before it can be submitted**
  - **Payment by card can be done on the portal for all permit fees**



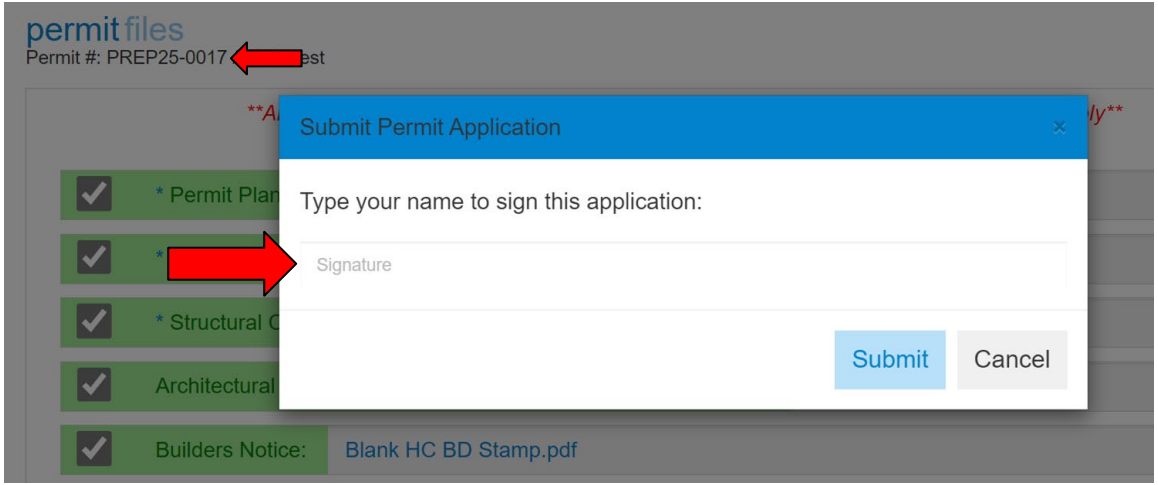
Step 9 - Submit the Permit

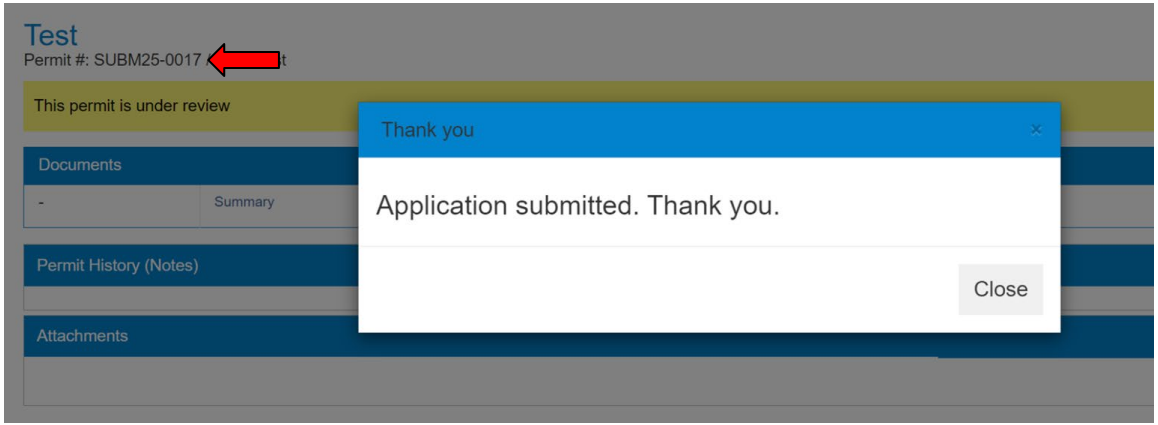
- Once fees are paid, you absolutely MUST hit the submit permit button
- Hitting “submit” will change the permit from “PREP” to “SUBM”
- If a permit says “PREP”, we can not take it in for review



Step 9A - Enter Your Name

- Once your name is entered and you hit submit, the permit will change from PREP to SUBM



Step 9B - Confirm Your Submission

- If the 4 letters in front of your 25-0000 permit number, does not change from PREP to SUBM, it has not been submitted into our system