

Permit Application and Intake

Submitting A Permit Application



Step 1 - Apply for a new permit

search

preparing

apply for a new permit

date	permit details	Owner / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
01/13/25	PREP25-0014			Electrical	123 AVC		-

records: 1 to 1 of 1

Step 3 - Select Permit Type & Enter Builder Info

new permit

*Permit Type: Select Type

Project Name: Ex. "McDonald's, Frei Family Farm", "Smith Remodel"

Builder Name: +

Builder Phone #:

Builder Email:

Contacts +

Contact Name:	
Contact Phone #:	
Contact Email:	
Inspection Emails?:	Yes

save & close

continue

Step 2 - Select New Application

paring

apply for a new permit

Copy Permit Details

New Application

Cancel

Step 4 - Enter Property Address

Display Name: ☒ Builder ☐ Owner

*Property Address: 1234 Test

Subdivision:

Phase: Block: Lot #:

Area:

Zone:

Account #:

Section:

Township (South):

Range (West):




save & close

continue

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

Builder info

Engineer of Record:	
Engineer of Record Email:	
Engineer of Record Phone:	
Architect : 	
Contact Name:	
Architect Phone #:	
Architect email:	
Architect Address:	
Architect City:	
Architect State:	Architect Zip:
Builder: Test 	
Contact Name:	
Builder license #: 	
Builder Business license #:	
Builder Phone #: (123) 456-7890	
Builder email: test@test.com	
Builder Address:	
Builder City:	
Builder State:	Builder Zip:

Step 6 - Enter All Relevant Building Info

- Builder valuation is required

building info



*Builder Valuation:

Builder Valuation - Cost of Materials and Labor
Owner Valuation - Cost of Materials

Square Footage	
Main Floor Sq. Ft.:	
Second Floor Sq. Ft.:	
Basement Sq. Ft.:	
Unfin. Bsmt Sq. Ft.:	
Decks/Porches/Patios Sq. Ft.:	
Garage Sq. Ft.:	
Other Sq. Ft.:	

Permeable Area:

Type Of Construction:

IA

IIB

IV HT

IB

ET A

Occupancy Class:

A-1 Assembly, theaters, with stage

A-1 Assembly, theaters, without stage

A-2 Assembly, nightclubs

A-2 Assembly, restaurants, bars, banquet halls

A-2 Assembly, churches

Number of Buildings: 1

Bedrooms:

Bathrooms:

Garages:

Stories:

Corner Lot?: No

Construction Material:

Max Occupancy:

Division:

Min. Front Setback:

Min. Rear Setback:

Min. Left Setback:

Min. Right Setback:

Actual Front Set Back:

Actual Rear Set Back:

Actual Left Set Back:

Actual Right Set Back:

Fire Dept. Approved: No

Date:

Info:

Zoning Approved: No

Date:

Info:

Health Approved: No

Date:

Info:

Geotechnical Approved: No

Date:

Info:

SWPPP Approved: Yes

Date:

Info:

save & close

continue

edit permit

builder info

attachments

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

This application requires some fees to be paid before you can submit. Pay Now

permit files


Permit #: PREP25-0017 / 1234 Test

****All check boxes must be checked before you can submit, even if the item does not apply****
all items with an (*) need to be attached/completed.

<input type="checkbox"/>	* Permit Plans:	+ upload Permit Plans	
<input type="checkbox"/>	* Permit Engineering:	+ upload Permit Engineering	
<input type="checkbox"/>	* Structural Calculations:	+ upload Structural Calculations	
<input type="checkbox"/>	Architectural review committee approval signature/release form.:	+ upload Architectural review committee a	 
<input type="checkbox"/>	Builders Notice:	+ upload Builders Notice	 
<input type="checkbox"/>	Plan review non refundable deposit:		

****All check boxes must be checked before you can submit, even if the item does not apply****
all items with an (*) need to be attached/completed.

	save for later	pay now
edit permit	builder info	building info



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

This application requires some fees to be paid before you can submit. Pay Now

per
Permit

Pay Fees

PREP25-0017

Building Fee : 45.00

Total : 45.00

Invoice

Pay Now

Architectural review committee approval signature/release form.: + upload Architectural review committee a

Builders Notice: + upload Builders Notice

Plan review non refundable deposit:

****All check boxes must be checked before you can submit, even if the item does not apply****





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

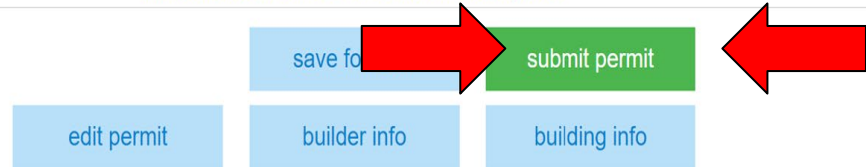
permit files

Permit #: PREP25-0017 / 1234 Test

****All check boxes must be checked before you can submit, even if the item does not apply****
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<input checked="" type="checkbox"/>	* Permit Engineering:	+ upload Permit Engineering	
<input checked="" type="checkbox"/>	* Structural Calculations:	+ upload Structural Calculations	
<input checked="" type="checkbox"/>	Architectural review committee approval signature/release form.:	+ upload Architectural review committee a	 
<input checked="" type="checkbox"/>	Builders Notice:	+ upload Builders Notice	 
<input checked="" type="checkbox"/>	Plan review non refundable deposit:		

****All check boxes must be checked before you can submit, even if the item does not apply****
all items with an (*) need to be attached/completed.



Step 9A - Enter Your Name

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

The screenshot shows a web interface for permit files. At the top, it says "permit files" and "Permit #: PREP25-0017". A red arrow points to the permit number. Below this, there is a list of items with checkboxes: "Permit Plan", "Structural", "Architectural", and "Builders Notice: Blank HC BD Stamp.pdf". A red arrow points to the "Permit Plan" item. A modal window titled "Submit Permit Application" is open, showing a text input field for "Type your name to sign this application:", a "Signature" field, and "Submit" and "Cancel" buttons.

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

The screenshot shows a web interface for permit files. At the top, it says "Test" and "Permit #: SUBM25-0017". A red arrow points to the permit number. Below this, there is a message "This permit is under review". There are sections for "Documents", "Permit History (Notes)", and "Attachments". A modal window titled "Thank you" is open, showing the text "Application submitted. Thank you." and a "Close" button.