

Permit Application and Intake

Submitting A Permit Application



Step 1 - Apply for a new permit

preparing

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

search

apply for a new permit



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:	Phone:	Email:

Inspection Emails?: Yes

save & closecontinue

Step 2 - Select New Application

paring

Apply for a new permit

date permit details

1/13/25 PREP25-0014

nding payment

date permit details

description last in

Cancel

Copy Permit Details

New Application

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):

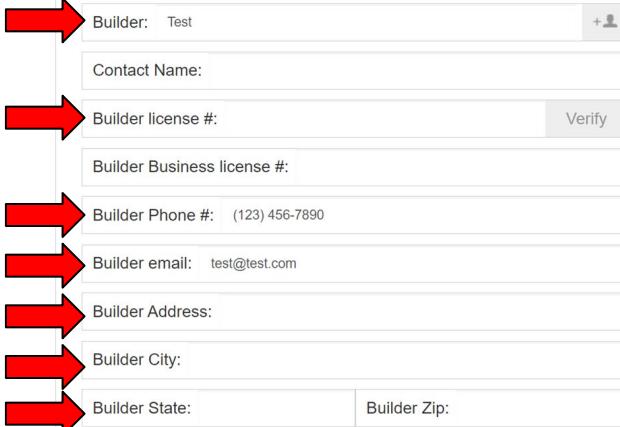
save & closecontinue

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 :	<input type="button" value="+"/>
Contact Name:	
Architect Phone #:	
Architect email:	
Architect Address:	
Architect City:	
Architect State:	Architect Zip:
Builder: <input type="text" value="Test"/>	<input type="button" value="+"/>
Contact Name:	
Builder license #:	<input type="button" value="Verify"/>
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:

Occupancy Class:

Number of Buildings:

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:

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

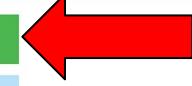
permit files
Permit #: PREP25-0017 / 1234 Test

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.

[edit permit](#) [save for later](#) [pay now](#) [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

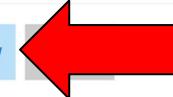
This application requires some fees to be paid before you can submit. Pay Now

Pay Fees

PREP25-0017

Building Fee : 45.00

Total : 45.00

Invoice **Pay Now** 

Structural Calculations: [+ upload Structural Calculations](#) 

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 Plans: + upload Permit Plans
<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
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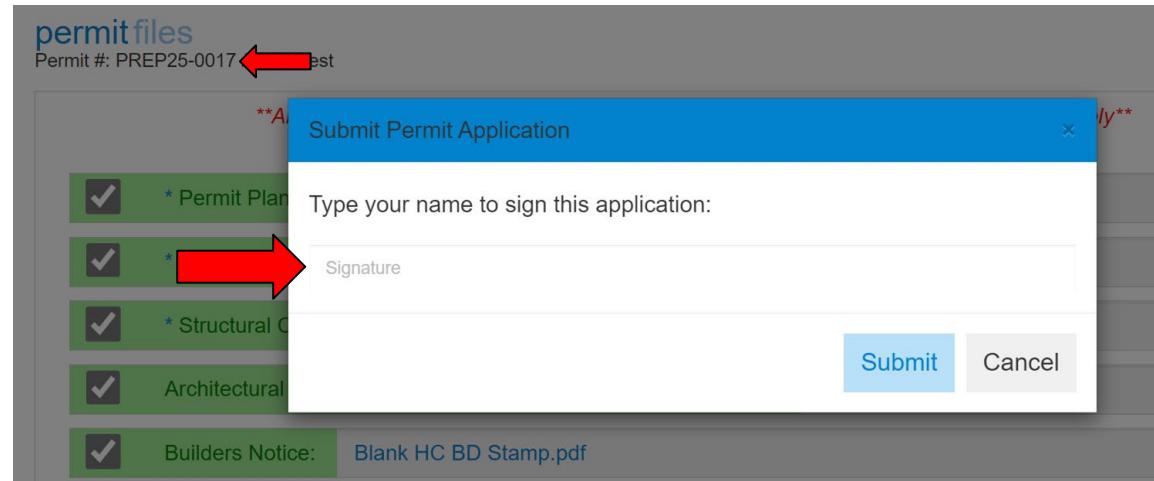
edit permit

builder info

building info

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

