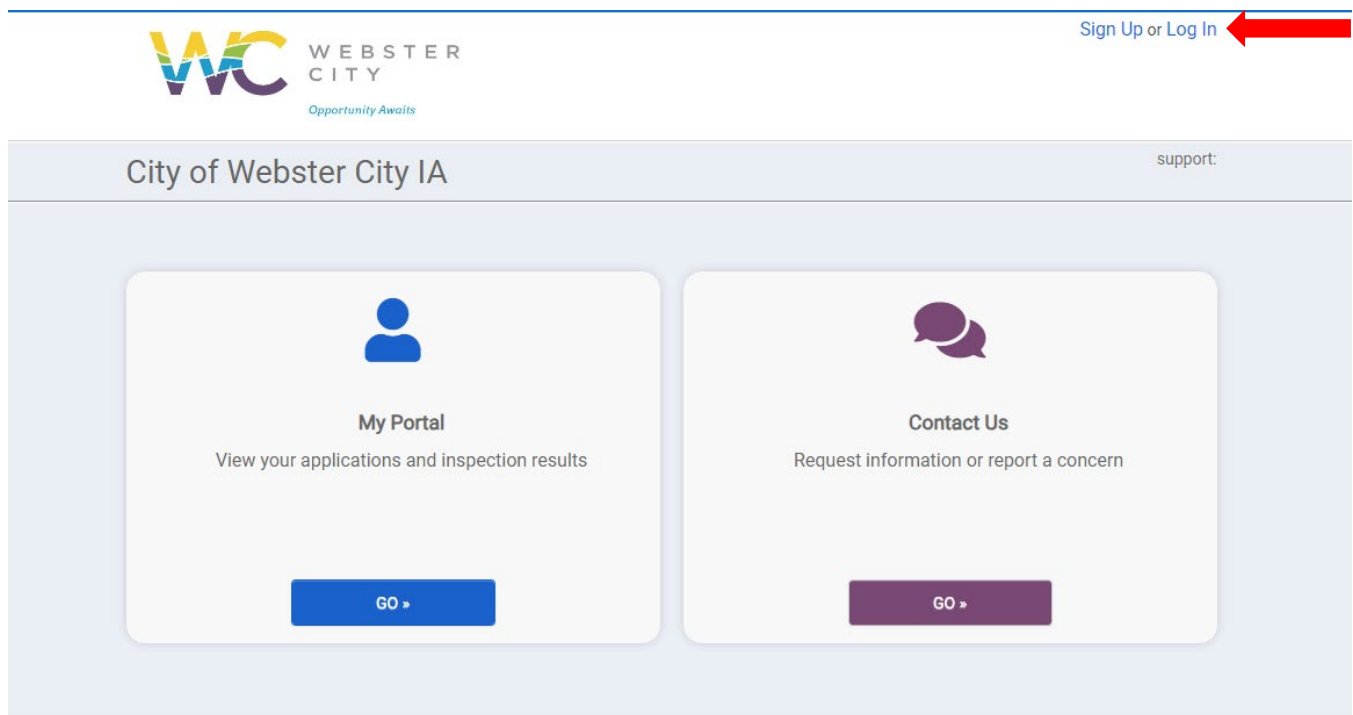


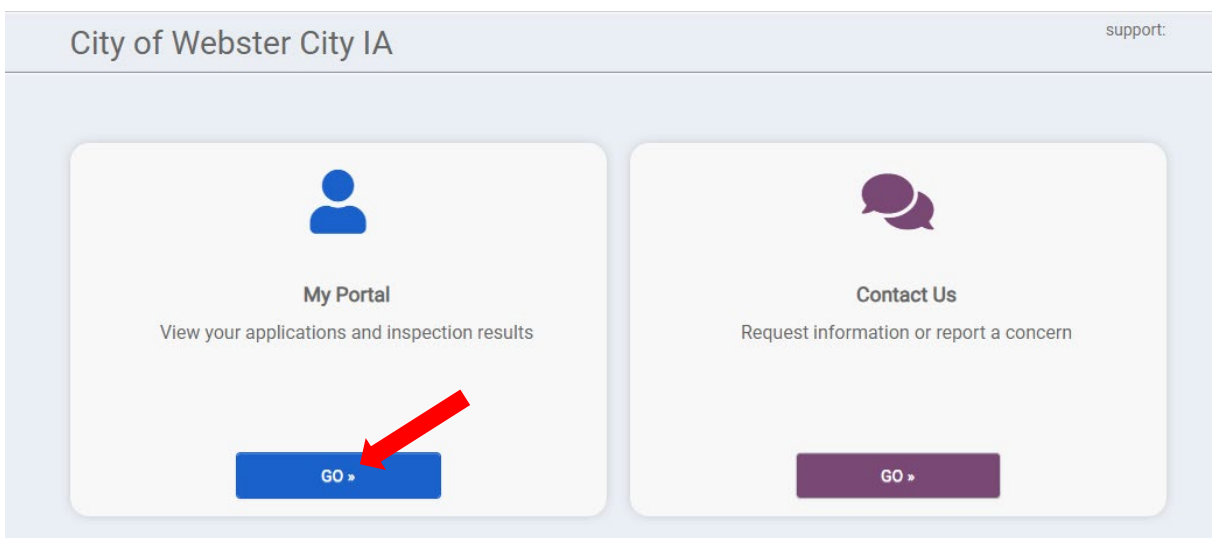
## How to Apply for a Permit

Step 1: Go to our [Portal](#) website.

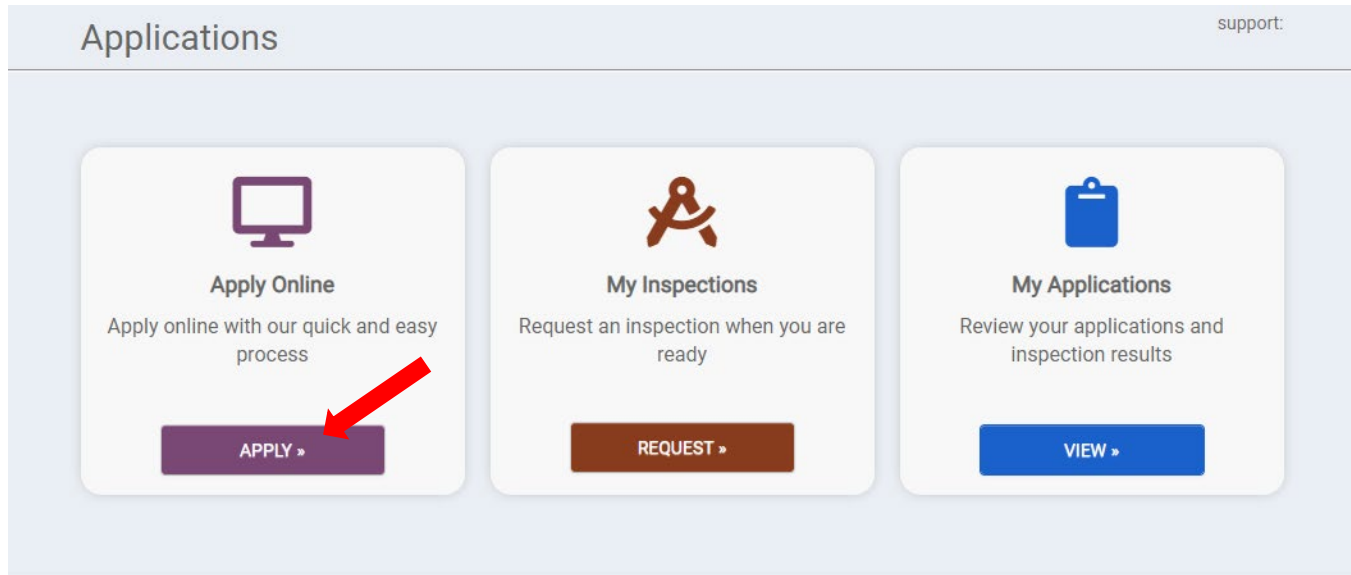
Step 2: Log into your portal, if you have not created a portal you will need to first sign up (see “How to Create Portal” guideline for help).



Step 3: Select “My Portal”.



#### Step 4: Select Apply.



Step 5: From the drop down select the permit category you need to apply for.

- Building Safety and Construction – trade permits
- Engineering and Public Works – encroachment and excavation
- Planning and Zoning – zoning board of adjustment and zoning

Step 6: Select the permit type you wish to apply for under your chosen category.

Step 7: Continue through the screens to fill in the information relevant to your permit request. Required information is noted with an \*.

Step 8: Submit your application.

#### **Please note:**

- Current processing time is 1 business day for simple requests. If plan review is required, please refer to our plan review turnaround times.
- Updates pertaining to your permit application will be emailed to the email you've used to create your portal.
- Once your permit has been paid for and issued, you will receive a copy of the permit via email.