



# At-A-GLANCE The Permit Application Process



Hello Neighbor!  
Welcome to a **big-picture** glance at the steps you'll take to apply for a permit. Preview each of these steps to prepare for successfully completing and submitting your permit application!  
Once you've previewed each step, [click here](#) to begin your application!



## SELECT YOUR PERMIT QUESTIONNAIRE

Questionnaires vary by project type. In Step 1, you're selecting the *Required Permit Questionnaire* that best describes your intended project.

### SUCCESS TIP

If in doubt, reach out!  
Selecting the correct questionnaire is key to your successful application completion and submission.

STEP 1

## COMPLETE YOUR QUESTIONNAIRE

You've selected the appropriate questionnaire and now it's time to fill in the form!  
Review your questionnaire and make sure you haven't overlooked any questions, then save it as a PDF for uploading at Step 5.



### SUCCESS TIP

Use the instructional links provided to help ensure the information is as accurate as possible.

STEP 2

## COLLECT REQUIRED SUBMITTAL DOCUMENTS

**Yay!** You completed your questionnaire!  
Next, gather - and save as PDFs - all of the "Required Submittal Item" documents requested within your questionnaire.

### SUCCESS TIP

Avoid delays by saving your questionnaire and required documents by the same name as specified by your questionnaire.



STEP 3



## GET YOUR PERMIT NUMBER

So far, you've completed your permit questionnaire, saved your required documents as pdfs, and **NOW** it's time to visit the *Online Permit Center* to complete a permit application!  
Completing the application generates a permit number for your project.

### SUCCESS TIP

Choosing the correct permit type will avoid delays in the permit process.



STEP 4

## UPLOAD SUBMITTAL DOCUMENTS

You began your online permit application in Step 4. At the "review" stage of this application you will be asked to upload your permit questionnaire and all of the required documents listed within your questionnaire.

### SUCCESS TIP

Double check that ALL required items have been uploaded.



STEP 5



## AWAIT COMMUNICATION

You will receive an email verifying that your permit application has been received. Keep an eye out!

### SUCCESS TIP

Follow the provided directions to any requests received from Permit Services to keep your permit processing moving forward.



STEP 6

## PAY YOUR PERMIT FEE

Sign into your permit application and pay the fee indicated.

### SUCCESS TIP

Your permit application review process begins after the fee has been paid.



STEP 7



[CLICK HERE TO START YOUR APPLICATION](#)

Awesome Sauce!  
You Now Know How To Apply For A Permit