

## Portal Entry for a Residential Alteration Basement Finish Permit

**NOTE: The permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.**

### Step 1 Permit Application – Description and Type

1. Application Type - Residential Alteration
2. Describe Work – A brief description of the work to be performed
3. Building Use – Auto fills
4. Model – Skip
5. Subdivision – Skip
6. Phase – Skip
7. Filing – Skip
8. Number of Stories – enter # of stories
9. Number of Units – enter 1
10. Total Sq. Ft. - enter total sq. ft. being finished
11. Basement Finish check box is optional
12. Type of Work 1 – Select Basement Finish from the drop down menu
13. Owner Builder – Select No (this is for our homeowner projects)
14. Next Step

### Step 2 Permit Type

1. Building, electrical, plumbing, mechanical are already checked
2. Next Step

### Step 3 Work Items

1. Check the box adjacent to Basement Finish (GDB) for the Building, Electrical, Mechanical and Plumbing Permit
2. Next Step

### Step 4 Description of Work

1. Basement Finish (BDG) SQ FT:
  - a. Enter the square footage of the area to be finished
  - b. Enter the total labor and material cost for the project
2. Enter the Valuation, Labor and material cost for the Electrical, mechanical and plumbing work items.
3. Next Step

### Step 5 Location of Work Being Done

1. Enter the street address for the project.
2. Next Step

### Step 6 Contacts

1. The applicant will auto populate using your registration information.
2. Click the Add Business/Contact from address book hyperlink to add the building contractor. Select the name from the address book. DO NOT USE THE ADD NEW CONTACT LINK.

**NOTE: If you are applying as a contractor you still need to add your company as the building contractor even if you are already listed as the Applicant.**

3. Repeat the process above to enter the contact information for the Electrical, Mechanical and Plumbing Contractors.
4. Next Step

#### Step 7 Upload Files

1. Please combine all files including the application into a single PDF for upload and upload the document to the Construction Plans section. If you do not upload to the Application Form you will receive a reminder box select OK

#### Step 8 Review and Submit

1. Review your application and make any corrections
2. Read and sign the application using the "Do you agree?" drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process.