

Portal Entry for a New Residential Boilerplate 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 New
2. Nature of work auto fills
3. Describe Work – A brief description such as New Single Family Dwelling
4. Building Use – Auto fills
5. Model – Leave blank
6. Subdivision – Name of subdivision
7. Phase – the phase in which the project is being built
8. Filing – Subdivision filing
9. Number of Stories – enter # of stories
10. Number of Units – enter 1
11. Total Sq. Ft. - enter total sq. ft.
12. If this project is being built with a finished basement check this box
13. Type of Work – Select Custom Home from the drop down menu
14. Owner Builder – Make appropriate selection from the drop down menu
15. SFD Details – Fill in or check the boxes that are applicable
16. Next Step

Step 2 Permit Type

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

Step 3 Work Items

1. All appropriate work Items are already checked
2. Next Step

Step 4 Description of Work

1. Fill in the square footage for the finished, unfinished and garage (please ignore the Labor and Material cost boxes) Custom Home # of Units = 1.00
2. For the Electrical, Mechanical, and Plumbing Work Items please enter 1 in the units box. (please ignore the Labor and Material cost boxes).
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. Please add a contact and insert the building contractor name. If the Contractor does not show up using the address book enter them as a new contact.
3. Enter the contact information for the Electrical, Mechanical and Plumbing Contractors.
4. Next Step

Step 7 Upload Files

1. Please combine all construction plans, site plan, elevations, truss drawings and foundation plans into a single PDF and upload using the Construction Plans submittal section. Combine all Energy Compliance Reports into a single pdf and upload the using the Energy Compliance Reports section. Upload the soils report using the Soils Report section. Next Step (Since not all sections of the Submittal were used you will receive a reminder telling you that not all documents have been uploaded. Select the OK button.)

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.