

Sample permit entry

Type the property number, scroll on picklist for street, click and DO NOT EDIT OR CHANGE INFORMATION THAT GENERATES.

Scroll to the bottom of the page and hit next.

The screenshot shows the 'Apply For A New Permit' interface. The left sidebar contains navigation links: Dashboard, Invoices, Inspections, Permit Management (expanded), View My Permits, View All Permits, Apply for a New Permit (selected), Submit Permit Update, Continue Draft Permit, and User Settings. The main content area is titled 'Apply For A New Permit' and shows a progress bar with steps 1 through 6. Step 1, 'Property', is active. Below the progress bar, there is a search bar with the text 'Search by Property Location or select from My Properties'. There are two buttons: 'Property Search' and 'My Properties'. Below this, there is a section titled 'Search Property by Location' with a dropdown menu for 'Property Number and Street Name'. The dropdown is open, showing a list of property addresses: 151 GENOA ST - 27-37-13-27-L1, 151 KRISTI DR - 27-37-11-09-XB.03, 151 LANSING ISLAND DR - 27-37-10-OU-X28, and 151 MARTESIA WAY - 27-37-12-31-D.3. There are 'Save As' and 'Next' buttons at the bottom.

Page 2 click Contractor then click on the highlighted field start to type your company name and, in the picklist, locate your company and let it populate. Go to the bottom of the screen and hit next

The screenshot shows the 'Apply For A New Permit' interface, Step 2: Contact. The progress bar shows steps 1 through 6, with step 2, 'Contact', active. Below the progress bar, there is a section titled 'Are you applying as the Homeowner or a Contractor?'. There are two buttons: 'Homeowner' and 'Contractor'. The 'Contractor' button is highlighted with a yellow box. Below this, there is a section titled 'Already a registered contractor? Search for your information here'. There is a dropdown menu for 'Select From Associated Contractors'. Below this, there is a search bar for 'Search Contractor by Name' with a dropdown menu. The dropdown is open, showing a list of contractor names: Enter Contractor Name. There is a 'Next' button at the bottom.

Page 3 select in picklist category of work and hit next

Online Permit Application

Dashboard Invoices Inspections Permit Management View My Permits View All Permits Apply for a New Permit Submit Permit Update Continue Draft Permit User Settings Logout

Apply For A New Permit

1 2 3 4 5 6

Property Contact Category Subcode Documents Review and Submit

Instructions:

Please download the Building Permit Application below.

Category ID: ACCESSORY | Description: Accessory Building Permit Application

Category ID: ACREPLACE | Description: A/C Replacement Permit Application

Category ID: AWNINGS | Description: Awnings Permit Application

Category ID: BOARDWALK | Description: Boardwalk Permit Application

Select a Category

Back Save As Draft Next

Fill in the highlighted areas on page 3

Online Permit Application

Dashboard Invoices Inspections Permit Management View My Permits View All Permits Apply for a New Permit Submit Permit Update Continue Draft Permit User Settings Logout

Pick A Category

Category ID: ACREPLACE | Description: A/C Replacement Permit Application

Downloads

Permit Application.pdf

Permit Information

Description of Work *

Notes/Comments

Primary Use Type

Select...

Construction Type *

Select...

Page 4 click “Add Permit”

Online Permit Application

Apply For A New Permit

1 2 3 4 5 6
Property Contact Category Subcode Documents Review and Submit

> ACREPLACE

+ Add To Permit

All fields marked with * are required

Back Save Draft Next

Page 4 add highlighted areas and use drop down to add contractor name ONLY pick name MAKE SURE I AM CONTRACTOR BOX IS CHECKED and hit next

Online Permit Application

Apply For A New Permit

1 2 3 4 5 6
Property Contact Category Subcode Documents Review and Submit

ACREPLACE

Remove From Permit

Alteration Cost*
\$100

Description of Work*
Deck

Select Contractor*

Search Contractor by Name
DECK-AIRE

Search Contractor by License ID
Enter Contractor License ID

I am the Contractor

Register Contractor

Contractor Selected
DECK-AIRE

Logout

Page 5 upload all documents example COI, NOC, Permit application, survey drawings, etc..... Hit Next and page 6 submit.