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## Submitting a Permit Application

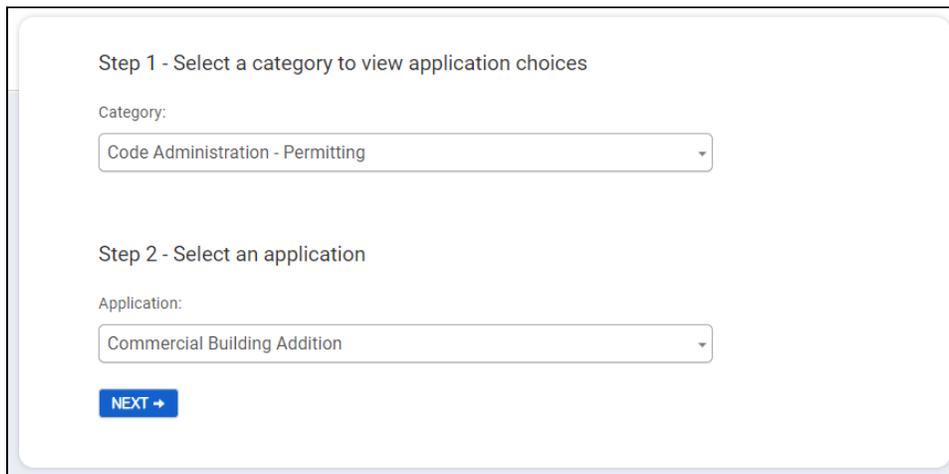
Permit applications can be submitted and viewed through the Citizen Portal. You must be [logged in](#) to the Citizen Portal to submit a permit application.

*\*Note: This feature may not be available depending on the configuration set up by your jurisdiction.*

### Defining the Permit Application

You will need to define the category and application type prior to filling out the Permit Application Wizard. This will determine the steps that display throughout the application process.

- Click **Go** on the Applications section from the home page.
- Click **Apply** on the Apply Online section.
- If you are a homeowner applying for this permit, check the box beside **I'm the homeowner for this application**.
- Select the appropriate permit **Category** under Step 1, such as Building Department. *\*Note: The categories available will match the different departments defined by your jurisdiction.*
- Select the appropriate permit type from the **Application** drop-down menu under Step 2. *\*Note: The applications available will match the different permit types defined by your jurisdiction.*
- Click **Next** to proceed to the Permit Application Wizard.



The screenshot shows a two-step wizard interface. Step 1 is titled "Step 1 - Select a category to view application choices" and features a "Category:" label above a dropdown menu with "Code Administration - Permitting" selected. Step 2 is titled "Step 2 - Select an application" and features an "Application:" label above a dropdown menu with "Commercial Building Addition" selected. A blue "NEXT +>" button is located at the bottom left of the form area.

### Completing the Permit Application Wizard

The steps available in the Permit Application Wizard will be determined based on the application selected in Step 2 above. *\*Note: Required fields throughout the wizard will be indicated with an asterisk (\*).*

#### Type

- If you checked the box next to **I'm the homeowner for this permit** when defining the permit application, the box will also be checked on this step.
- The **Permit Type** will auto-populate based on the previous selection, but can be edited if necessary.
- Enter a **Project Name**, if needed. The jurisdiction will see this project name when they view the permit.
- **Describe the Purpose of the Permit** so that the jurisdiction will understand why it is needed.
- A homeowner acknowledgement may display on this page. Check the box next to **I Agree to Proceed as the Homeowner** if you are a homeowner applying for this permit and agree to the homeowner acknowledgement.
- Click **Next**.

The screenshot shows the 'Type' step of the permit application process. At the top, there are six numbered tabs: 1 Type (active), 2 Location, 3 Contacts, 4 Contractors, 5 Details, and 6 Review. The main heading is 'Start your application by selecting a permit type'. Below this is a red warning message: 'Please provide a detailed description of the scope of work to be performed. Not having this information may unnecessarily delay the processing of your permit application. Thank you.' The form includes a 'Permit Type\*' dropdown menu with 'Commercial Building Addition' selected, a 'Project name:' text input field, and a 'Describe the purpose of the permit:' text area with 'Building an addition for retail location in Regency' entered. At the bottom, there is a checkbox for 'I agree to proceed as the homeowner' which is checked, and two buttons: 'CANCEL' and 'NEXT >'.

## Location

The Site Location for the permit can be defined by either an address or a parcel number, if available.

### Defining Location by Address

- Begin entering the **Address** for this permit and select the correct address from the filtered list. *\*Note: If the address is not listed, you will not be able to request a permit for this address, but you can still search by Parcel Number, if known. Parcel numbers can usually be provided by your jurisdiction.*
- Click **Next**.

The screenshot shows the 'Location' step of the permit application process. At the top, there are six numbered tabs: 1 Type, 2 Location (active), 3 Contacts, 4 Contractors, 5 Details, and 6 Review. The main heading is 'Site location'. Below this is the instruction 'Enter the Project Address'. The form includes four input fields: 'Address:' with '1313 E mockingbird lane', 'City:' with 'San Diego', 'State:' with a dropdown menu showing 'WA', and 'Zip Code:' with '92114'. Below these fields is a link that says 'I want to enter a parcel # instead.'. At the bottom, there are two buttons: '← PREVIOUS' and 'NEXT →'.

### Defining Location by Parcel Number

- Click **Enter a Parcel #** at the bottom of the application.
- Begin entering the **Parcel Number** and select the appropriate parcel for this permit. *\*Note: If the parcel is not listed, you will not be able to request a permit for this parcel number. Please contact your jurisdiction if your address or parcel does not exist.*
- Click **Next**.

The screenshot shows the 'Site location' step in a multi-step process. The progress bar at the top indicates steps 1 (Type), 2 (Location), 3 (Contacts), 4 (Contractors), 5 (Details), and 6 (Review). The main heading is 'Site location'. Below it, the instruction 'Enter the Project Address' is followed by a 'Parcel Number' field containing '007777777'. A link below the field says 'I want to enter an address instead.' At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons.

## Contacts

The Contacts step will automatically list you as a contact on the application as the Applicant. If a parcel has been selected, the Owner will be listed as a contact as well. You have the option to associate more contacts to this permit application, if necessary.

- Begin typing and select the appropriate **Contact** from the list that displays.
- Select the **Role** in the drop-down menu.
- Click **Add**.
- Repeat this process to add any additional contacts.
- Click **Next**.

The screenshot shows the 'Additional contacts' step. The progress bar at the top highlights step 3 (Contacts). The heading is 'Additional contacts'. Below it, the text 'This text is configurable and formatable' is present. There are two input fields: 'Contact' and 'Role'. The 'Contact' field has a dropdown menu showing 'Dude Solutions' and 'APPLE TREE CONSTRUCTION COMPANY (Parcel owner)'. The 'Role' field has a dropdown menu showing 'APPLICANT' and 'OWNER'. A green '+ Add' button is to the right of the 'Role' field. At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons.

## Contractor

If you are a contractor or need to list a contractor for this permit, you may do so on the Contractor step.

- Begin entering the **Name or License #** for the contractor and select the appropriate option.
- Click **Add**.
- Repeat this process to add any additional contractors.
- Click **Next**.

## Details

The Details step lists attributes that may relate to your permit application, as well as fixtures and valuations that may need to be associated with your application. Any field marked with an asterisk (\*) is required. *\*Note: The options that display on the Details step depend on the permit type you have selected. These options may not display on your specific application.*

- Enter any details that apply to this permit application.
- Enter the **Quantity** of any fixture you need to include on the application.
- If applicable, select a **Valuation Type** from the drop-down menu and enter its associated **Quantity**.
  - Click **Add**.
  - Repeat this process to add any additional Valuations.
- Click **Next**.

## Review

- Verify that all information provided for this permit application is correct.
- If changes need to be made, click **Edit** next to that section of the permit application. This will bring you back to the step that you want to edit and will walk you through the rest of the wizard again.
- Click **Save and Continue** once all information has been verified and changes have been made.
  - A confirmation window will display across the top of the screen listing the current status of your permit.
  - The page you are directed to is your permit application. There may be additional documents, site plans, or information needed to further [process your application](#). Take a thorough look through your application to ensure the jurisdiction has all documentation and information needed to process your application.

**Permit Status: Pending**  
The page below outlines the details of your permit application.  
Please review this page to see if additional documents, site plans, or other information is needed to process your application.

**Did you find this helpful?**

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