



## Using the Online Permitting Portal

The city's online portal allows you to apply and pay for building permits, search permit information and manage inspections.

**Contractors** and registered design professionals, please contact the Inspections Division at 651-714-3543 for your registration setup.

**Homeowners** must apply for permits via [email](#) or at City Hall.

## Combination permits

A **combination permit** will be issued to the general contractor or the homeowner acting as the general contractor for the following: addition, basement finish, deck, porch, remodel, repair, and new construction. The permit will include all fees associated with this project (e.g. building, plan check, plumbing, HVAC, electric, sprinkler), if applicable.

When your permit is approved, you will receive an email with further instructions.

If you have questions, please call 651-714-3543 to determine if a **combination permit** should be issued.

## Stand-alone permits

**Stand-alone, flat fee permits** will be issued to the licensed contractor doing the work, or to the homeowner doing the work, for replacement furnace, A/C, water heater, water softener, etc. Stand-alone permits do not require inspector review.

## Applying for a permit

Once you are logged into the permitting portal, use the dashboard to apply for a new permit.

The screenshot shows the user's dashboard with the following elements:

- Navigation: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JANE RESIDENT
- Greeting: Hello Jane Resident. Below is a Dashboard of your current activities.
- LINK TO PERMITS AND LICENSES
- My Open Permit Applications: 1 total record(s)
- Table of applications:

Applications In Progress	Permit Type	Created Date	
Continue		1/15/2021	Delete
- Left sidebar menu:
  - My Dashboard
  - Permits
    - Apply / New Permit (highlighted with a red box)
    - Search Permit
    - Pay Fees
    - Issued Permits Report
  - Contractor
  - Inspections
    - Schedule
    - Cancel
  - Shopping Cart
    - Pay All Fees
    - Paid Items
  - Contact
    - Contact us

Use the drop-down menus to select the appropriate permit type and subtype (if applicable) and describe the work.

The screenshot shows the 'Permit Application' form with the following fields:

- Progress indicator: Step 1 Permit Information (active), Step 2, Step 3, Step 4
- Section: Permit Type Information
- PERMIT Type: PLUMBING (dropdown menu, highlighted with a red box)
- PERMIT Subtype: BACKFLOW PREVENTER (dropdown menu, highlighted with a red box)
- \*Describe work applied for: [Text input field]

Search and select the project address. For best results, enter the house numbers without the street name and select “search.” Then, select the appropriate address.

*Location*

**\*Enter part or all of your address and press search**

Search By

**Select address below**

- 8301 ENCLAVE RD - ADDRESS
- 8301 LONDON AVE - ADDRESS
- 8301 VALLEY CREEK Rd - ADDRESS
- 8301 VALLEY CREEK RD - ADDRESS

Attach required supplement forms, plans, and project scope.  
Select “next step” to continue with the process.