How to Apply for a Permit

STEP 1: Log into Permit Link

STEP 2: On the menu bar, click on “Apply”. Then, at the bottom of the permit listing, select “All (81)”.

Click on All(81)
STEP 3: Choose a permit category on the left column, then on the right column, choose a permit type and click “Apply”.

1 - Choose a permit category on the left

2 - Choose a permit type on the right column, and click Apply.
STEP 4: Click the white plus sign in the blue box to add the work location.
**STEP 5**: Use the search field to enter a partial address: the building number and **only the first four letters of the street name**.
STEP 6: Once you locate the desired address, click on “Add”.
STEP 7: Click “Next” at the bottom right of the page.
**STEP 8:** Enter detailed scope of work and valuation (do not enter $), then click “Next” at the bottom of the page.
STEP 9: The applicant is automatically added to the permit. To add contractor and owner, click on the word “**Applicant**” and choose from the drop down menu the permit role type.

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STEP 10: Once you have chosen the permit role type, click the white plus sign in the blue box.
STEP 11: Search or enter the next permit role.
STEP 12: After all roles are added click “Next” at the bottom right of the page.
STEP 13: Next, check all appropriate boxes or enter required information, then click “Next”.

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**STEP 14:** Attach the required documents, then click “Next” at the bottom right of the page.

![Diagram showing attach and next steps]
STEP 15: Confirm permit information then click “Submit”.