

## Application Process

---

The application process will consist of the following steps:

1. Sign in to your account (or request an account if you haven't already done so)
2. Complete permit application online
  - a. Enter work location
  - b. Provide details about the work
  - c. Upload supporting required documents
  - d. Confirm and Submit
3. Receive confirmation that application is under review
4. Receive bill for permit fee
5. Pay fee
  
6. Complete pre-inspection
7. Receive approved permit

At any time after submission, you may log in to your account and check the status of the permit application. A permit reviewer from the DPW may contact you to clarify information already submitted or to request additional information.

Permits are typically issued within seven business days but may require more time if information is missing. You will be notified by email when your permit has been approved. After your permit has been approved, you will be able to come to the City building at 800 North French Street to pay your fee at the City cashier.

Once your permit is paid for, you will be scheduled for a pre-inspection. When all pre-inspection requirements have been satisfied, you will be issued the permit by email. You must print your permit and save a copy for your records. A copy of the permit must also be available on the job site.

The permit will be valid for a period of 90 days upon issuance. Therefore, all construction work must be completed within this timeframe. If the construction is expected to take longer than 90 days, you should indicate this on your application form in the Comments/Special Instructions section. It will be at the DPW's discretion whether an extension will be granted.