Create Certificate of Use

Simple Steps to Create Certificate of Use

The steps listed below provide instructions to submit a building permit. The Residential Structural Application has been selected as an example, however the process for all Building Permit Applications is the same.

1. Log in to the **portal**.

2. Select **Apply** from the Navigation menu and select **Certificate of Use**.
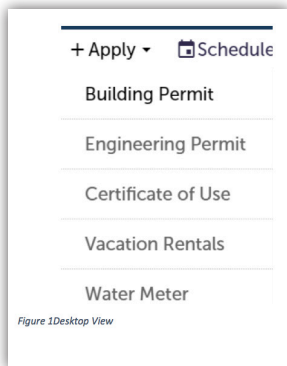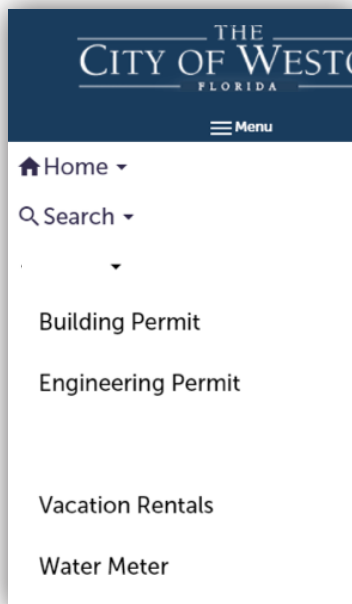
▼ Figure 1 - Desktop View

▼ Figure 2 - Mobile View

Figure 1Desktop View

3. Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

4. Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Parcel Number** and select **Search**.

5. Add **Business Contact** by either selecting from account or clicking add new

6. Select **Continue Application** to proceed to the **Application Detail** page.

7. Enter the detailed description of the application in the **Business Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.

8. Complete the application fields. Required fields are marked with a red asterisk.

9. Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.

10. Select **Add, Browse for file,** and select **Open**.

11. Select **Continue Application** to review the application.

12. Select **Continue** once the file upload is complete.

13. Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.

14. Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

15. Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select Continue Application.

16. Complete the payment information fields and select **Submit Payment** to submit the application and payment. The system will display confirmation that the Payment was received successfully. Select **View Receipt** to open the receipt.

Please note: Credit cards are the only payment method currently accepted online.