

The image shows a three-step tutorial for applying for a permit on the Citizen Portal. Step 1 shows the user logging in and navigating to the 'Permits Directory' in the main navigation menu. Step 2 shows the 'Search Permits and Apply Online' section with a filter set to 'Permit Application / Use' and a search input field. Step 3 shows a table of search results with 'Apply Online' links highlighted for each entry.

1 The first step is to click **Permits Directory**

2 On the Permits screen, you can filter by **Permit Application/Use** or by **Type** and enter **search terms** to narrow down results

3 Click **Apply Online** next to a permit to submit an application

Checklist	Details	Apply Online
		Apply Online

4

The form will open in a new tab, change the **Permit Type/Use** if needed

Permit

Select Permit Type & Use

Permit Type * Residential Permit U

5

Search for the specific location of the permit, and click Generate Search Results

Suite Name

Owner Name

Generate Search Results

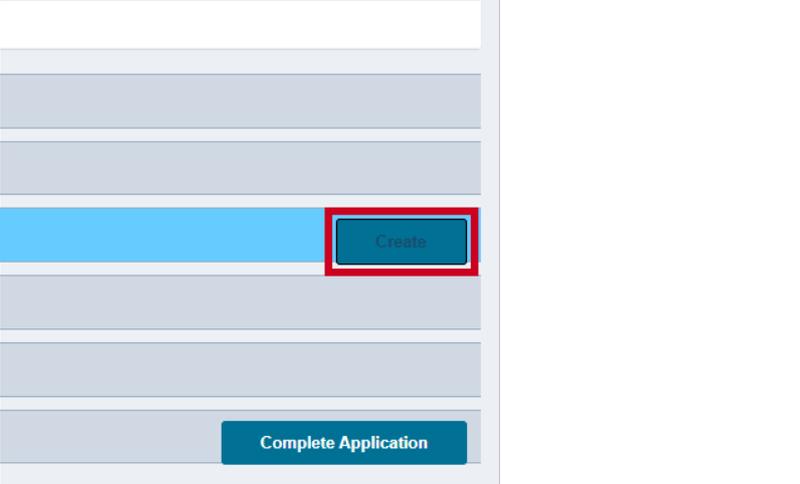
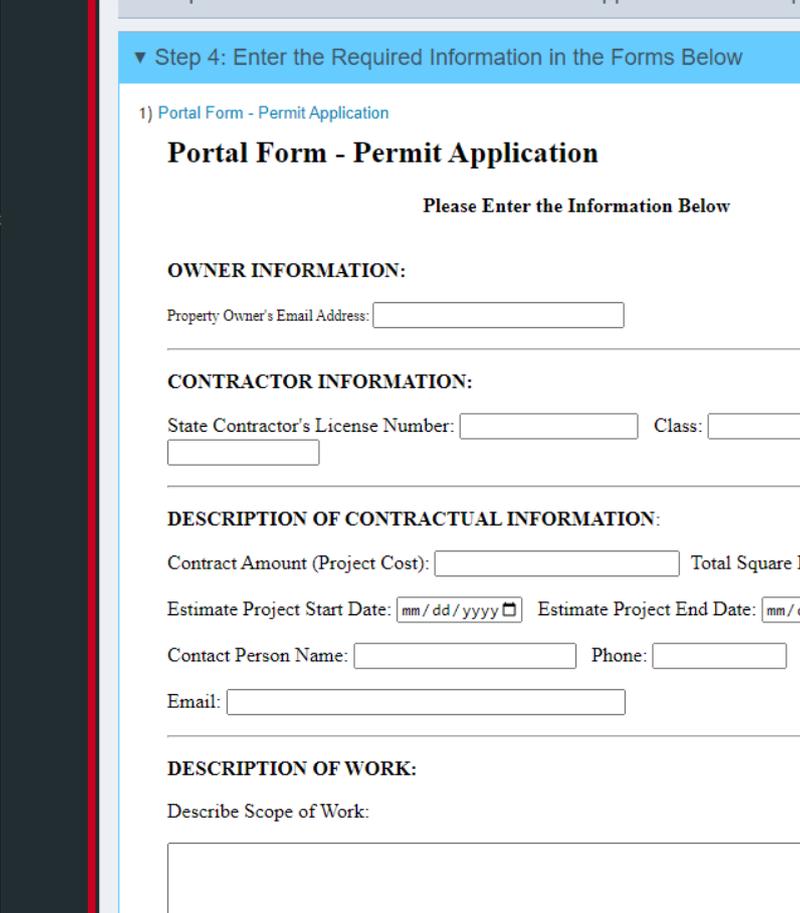
Parcel Number	Owner Name	Land Address
02-008-007-1197	MCFADDEN, WILLIAM	3569 ASTER AVE
	CITY OF MANHATTAN	302 S 4th St Ste 50
	CITY OF MANHATTAN	302 S 4th St Ste 50

6

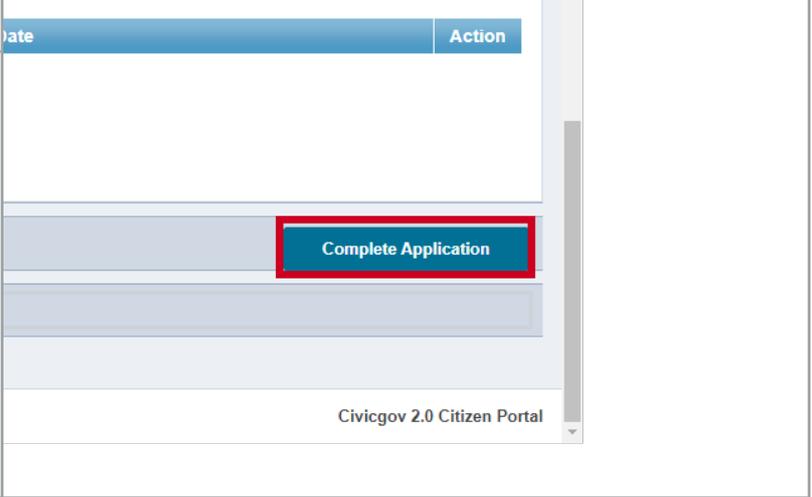
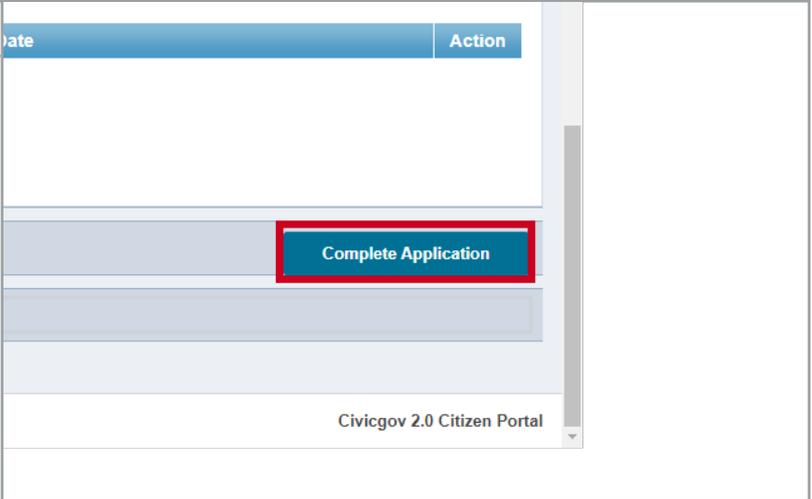
View the search results and select the **Parcel Number** link for the appropriate location

[2041828020001000](#)

CITY OF MANHATTAN	30

<p>7</p> <p> Click Create to generate the Permit Application, as well as open the online form</p>	 <p>The screenshot shows a web form with several horizontal bars. A blue bar near the bottom contains a 'Create' button, which is highlighted with a red rectangular box. Below this bar is a 'Complete Application' button.</p>
<p>8</p> <p> Fill out the Application as fully as possible</p>	 <p>The screenshot shows a 'Portal Form - Permit Application' with the following sections:</p> <ul style="list-style-type: none">Step 4: Enter the Required Information in the Forms Below1) Portal Form - Permit ApplicationPortal Form - Permit ApplicationPlease Enter the Information BelowOWNER INFORMATION: Property Owner's Email Address: <input type="text"/>CONTRACTOR INFORMATION: State Contractor's License Number: <input type="text"/> Class: <input type="text"/>DESCRIPTION OF CONTRACTUAL INFORMATION: Contract Amount (Project Cost): <input type="text"/> Total Square F Estimate Project Start Date: <input type="text"/> Estimate Project End Date: <input type="text"/> Contact Person Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>DESCRIPTION OF WORK: Describe Scope of Work: <input type="text"/>

<p> Click Save</p>	9	<p>inspection when construction reaches a stage of completion that requires a permit holder is responsible to provide any ladder, scaffolding or test equipment inspection per Section 113.1.1 of the USBC.</p> <p>Type Full Name: <input type="text"/></p> <p>Select One <input type="button" value="v"/></p> <p>Signature: <input type="text"/> Date Signed: <input type="text"/></p> <p>Save</p> <p>▶ Step 5: Click the link below to attach document</p> <p>▶ Step 6: Click Submit to submit the forms & documents</p>		
<p> Upload any applicable documentation for the permit</p>	10	<p>Signature: <input type="text"/> Date Signed: <input type="text"/></p> <p>Save</p> <p>▶ Step 5: Click the link below to attach documents, plans and other photos</p> <p>Click here to attach files to the case record</p> <p>Only jpg, pdf, png, gif, tif, doc, docx, ppt, pptx, xls, xlsx, txt, eml, mbox, msg, ogg, mp3, wma, wav</p> <table border="1"><thead><tr><th>File Name</th></tr></thead><tbody><tr><td>No results found.</td></tr></tbody></table> <p>▶ Step 6: Click Submit to submit the forms & documents to the application</p> <p>▶ Step 7: Communicate with the Agency</p> <p>Copyright © 2022 CivicPlus</p>	File Name	No results found.
File Name				
No results found.				

<p> Click Complete Application</p>	<p>11 </p>
<p> That's it! You have just completed a practice tutorial, now go try it on your site!</p>	<p>12 </p>



Scan to go to the interactive player