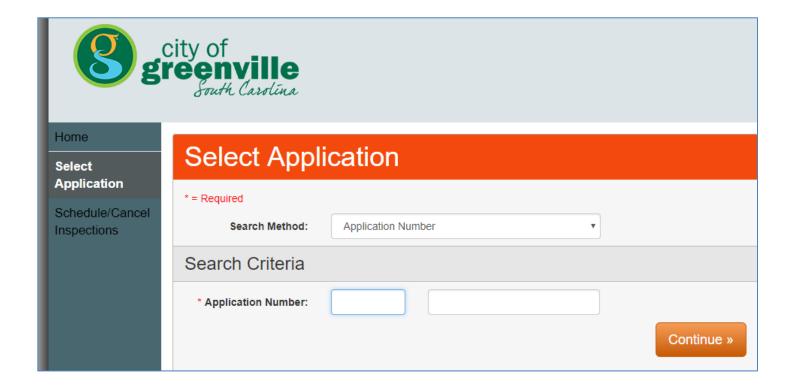
BUILDING PERMITS ONLINE GUIDE

Select Application

To begin, click <u>Select Application</u> on the left side of the welcome page. Enter the application number you received when you submitted your application. Enter the last two digits of the year in the first box, then enter the application number in the second box. If your building permit has already been issued, the application number is at the top of your building permit. If needed, you can also search by address, parcel number or name.

Click Continue.



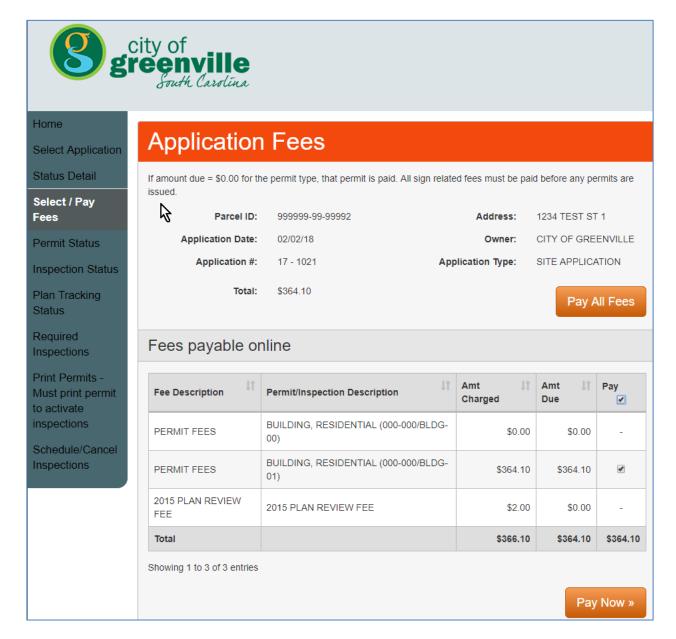
Status Detail

Click **Status Detail** on the left side of the screen to see information related to your application.



Application Fees

To pay application or permit fees, click <u>Select/Pay Fees</u> on the left side of the screen. Select the appropriate box(es) in the Pay column and click <u>Pay Now</u>.



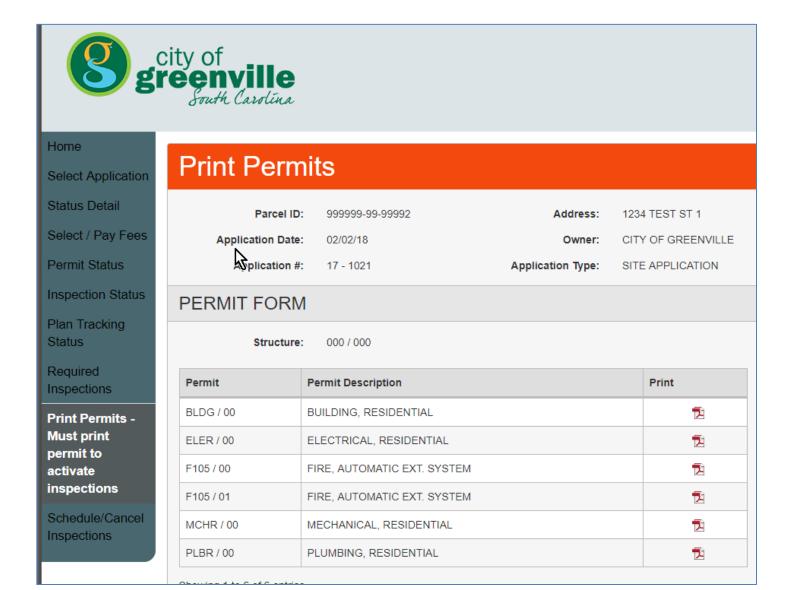
Click **Continue** under Payment Method.

The City only accepts American Express, VISA, MasterCard and Discover as payment methods. Enter your credit card information and click **Continue**.

Review your information and the fees you wish to pay, then click **Continue** to generate your receipt. Please print a copy of the receipt for your records.

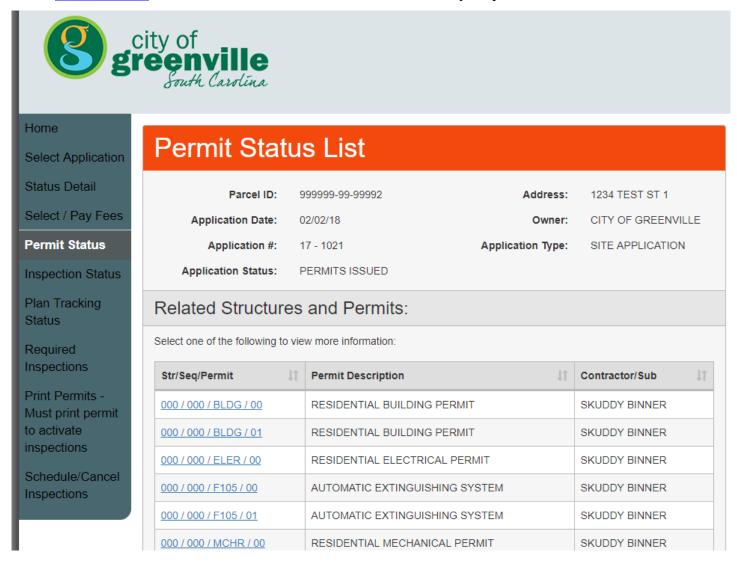
Print Permits

Click **Print Permits** on the left side of the screen. Click the **Adobe PDF icon** in the Print column of the permit you want to print. After the document opens, print using your default PDF viewer.



Permit Status

Click **Permit Status** on the left side of the screen to see the status of your permit.

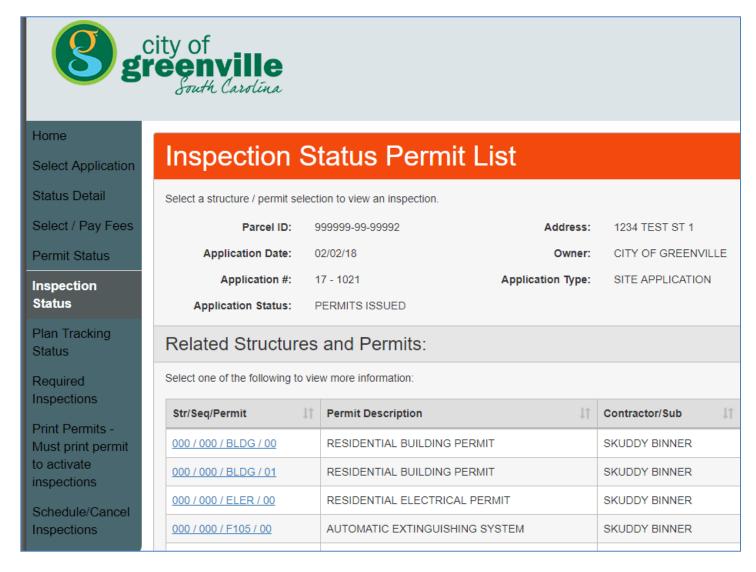


To view more detailed information about your permit and link to your project-related inspections, click **Str/Seq/Permit** in the table at the bottom of the page

Any subcontractors listed on your permit will be listed in the table.

Inspection Status

Click <u>Inspection Status</u> on the left side of the screen. Choose the permit you want to view inspections for by clicking the link in the <u>Str/Seq/Permit</u> column.



^{*} Until your building permit has been issued, you will be unable to access inspection information.

Plan Tracking Status

Click **Plan Tracking Status** on the left side of the screen to see the status of your plan review.

On the sample table below:

Agency Description is the department(s) reviewing your plans.

In is the date your plans were submitted to the department.

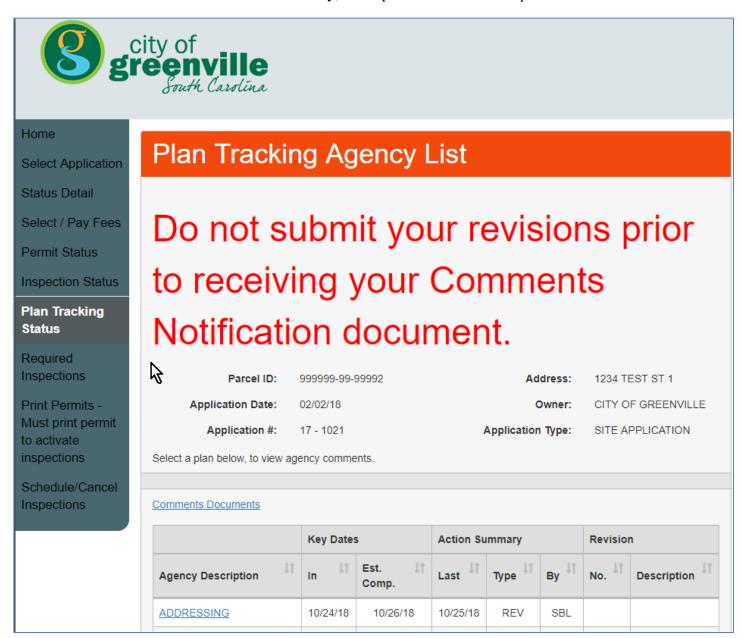
Est. Comp is the estimated completion date for the department to finish its review.

Last is the actual date the department finished its review.

Type (REV) means the department completed its review.

By is the initials of the person who performed the review.

*If there is no information under Action Summary, the department has not completed its review.



Required Inspections

Click **Required Inspections** on the left side of the screen to see what inspections are required.

On the sample table below:

Inspection Type is the type of inspection.

Scheduled Date is the date the inspection is or was scheduled for.

Status is the result of the inspection.

Result Date is the date the inspection was resulted.

Permit Description is the type of permit.

Min and Max are the order in which the inspections can be scheduled. For example, all inspections that have a Min/Max of 10/0 must be performed and approved before the 20/0 inspections can be done.



Home

Select Application

Status Detail

Select / Pay Fees

Permit Status

Inspection Status

Plan Tracking Status

Required Inspections

Print Permits -Must print permit

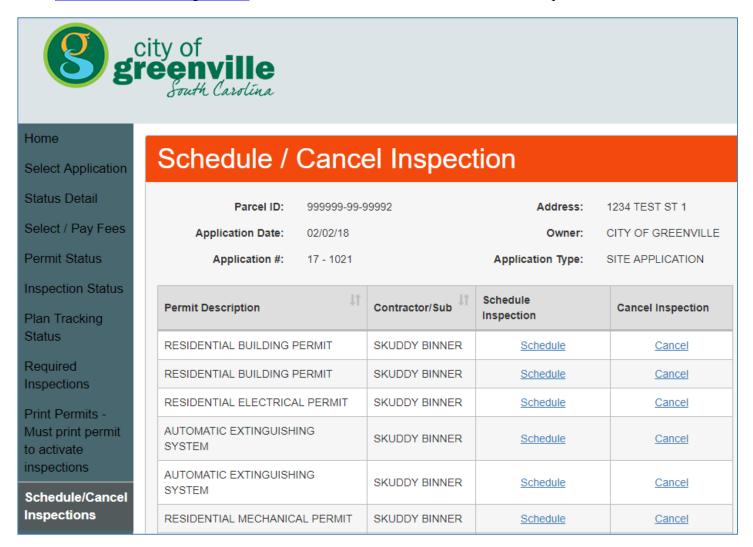
Application Inspections for 17 - 1021

Note: Zoning and Site Inspections must be requested by the Building Contractor.

Inspection Type	Scheduled 11 Date	Status ^{‡†}	Result 🕸	Permit IT	Min ^{‡†}	Max ^{‡†}
BLD SF, FOOTING	02/14/2019	NOT APPLICABLE	02/25/2019	BUILDING, RESIDENTIAL	10	0
BLD, SLAB	07/31/2017	ADMINISTRATIVE CLOSURE	05/29/2018	BUILDING, RESIDENTIAL	10	1,000
ZONING, SETBACK VERIFICATION	02/13/2019	CANCELLED	02/13/2019	BUILDING, RESIDENTIAL	10	1,000
ENG, TRAFFIC FINAL	05/19/2017	APPROVED	05/19/2017	BUILDING, RESIDENTIAL	10	0

Schedule Inspection

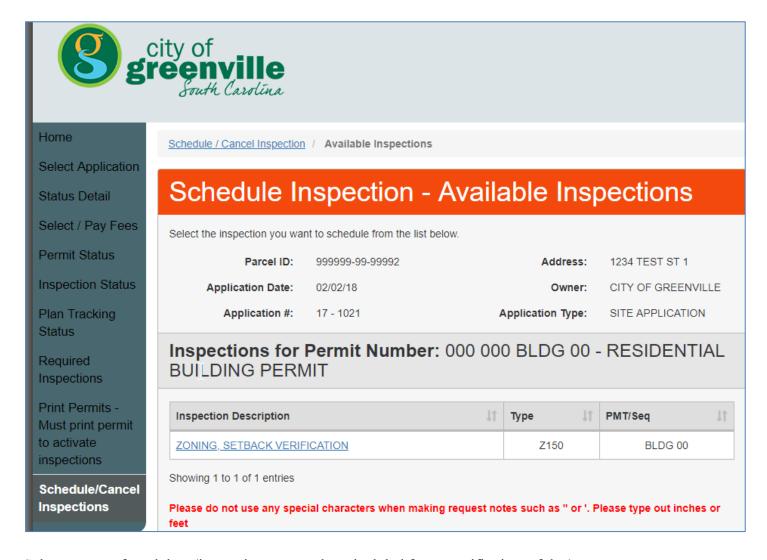
Click **Schedule/Cancel Inspections** on the left side of the screen to schedule an inspection.



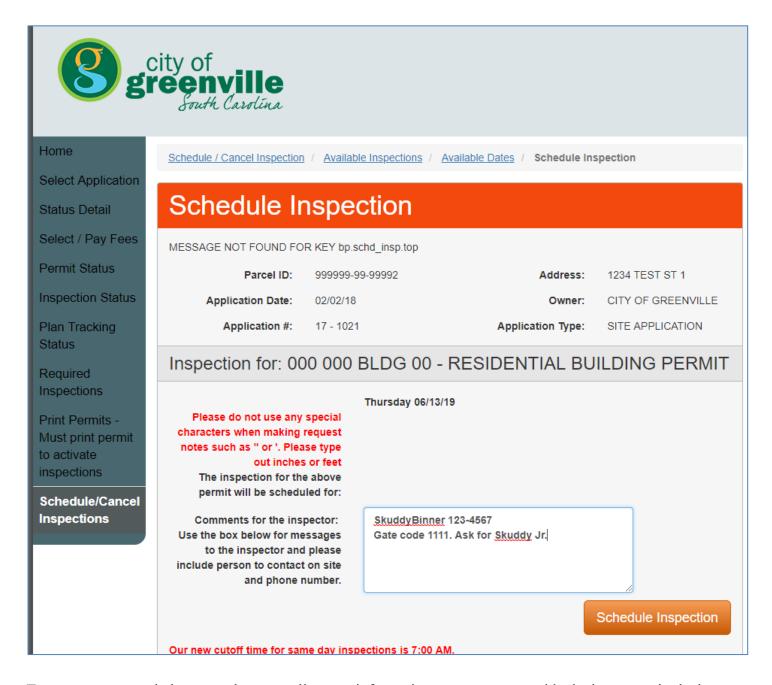
Click **Schedule** in the row of the appropriate permit.

*You will be asked to enter the PIN number located on your permit. The PIN number is included in the packet you received when you picked up your permit(s) and in all inspection email notifications.

Select the inspection you want to schedule.



Select your preferred date (inspections cannot be scheduled for a specific time of day).



Type your name and phone number, as well as any information you want to provide the inspector, in the box.

Click **Schedule Inspection**.

In the confirmation screen, click **Finish** to return to the home page or schedule another inspection.

*If you need assistance or have questions about scheduling an inspection, call 864-467-4550 between 8 a.m. and 4:30 p.m. Monday through Friday.

Cancel Inspection

Click **Schedule/Cancel Inspections** on the left side of the screen to cancel an inspection.



Click **Cancel** in the row of the appropriate permit.

*You will be asked to enter the PIN number located on your permit. The PIN number is included in the packet you received when you picked up your permit(s) and in all inspection email notifications.

Click **Cancel Inspection**.

In pop-up confirmation box, click **OK** to confirm the cancellation.