Applying for a Permit Online (CAP)

EnerGov – Land Management 9.8.2

OVERVIEW

This guide will walk you through the following processes:

- Logging into the ePortal.
- Selecting the permit.
- Filling out the permit information.
- Adding an address.
- Adding a contact.
- Uploading files.
- Paying fees.
- Scheduling inspections.

LOGGING INTO YOUR ACCOUNT

Prior to logging into the ePortal site, you must register for a login. For more information view the guide on How to Register on CAP. After you have registered, you can click the Log On button to sign in.

NOTE To apply for a permit on line, you will need to be logged into your account. If you are not logged in and select the Permit tab and then select Create, the system will send you to the log in screen.

To log in to your account, enter your email and password and click the Log On button.
CHOOSING THE PERMIT

Once you have logged into your account you will follow these steps to apply for your permit.

1. Select Create from the Permits tab.

2. You will be directed to the permit application screen where you will need to select the type of permit that you are applying for. Select the appropriate **Type** and **Work Class** from the dropdowns.

   ![Permit Application Screen]

   **NOTE** It is important that you make the appropriate selections here as any mistakes will result in having to go through the process of applying and filling out all the information again.

3. Under the Additional Info tab, fill in all the fields that are marked with an asterisk ( * ). These fields are required and you will not be able to submit the permit until they have all been populated with information.
4. If a field is not marked with the red star, but you have the information, fill it in. This will aid in expediting the permitting process.

ADDRESS TO USE

When you get to the Address to Use tab, you will need to reference the location where this permit will be used.

1. Click the New Search button to search for available addresses in the municipal database.

NOTE Only use Manual Entry if you are unable to locate the address by using the New Search button.

2. Enter the information you have and click the Search button.

3. Once the results appear, click Select next to the results to select an address.

4. It is very important that you select an address type. This will let the city know if this is the Location of the permit or a Mailing address.

5. Click Save.

NOTE If Save it is not available, make sure that you have the Address Type selected.
ADDING A CONTACT

By default, the system will add the name of the user who is applying for the permit, to the permit as a contact. If you wish to add any additional contact, i.e. Contractor, Owner etc... just follow these steps.

1. Click Add Contact.
2. Enter the Contact Type this person will be for this permit. For example, Contractor.
3. Enter the name and any other pertinent information and then click the Search button.
4. Select the contact by clicking the button next to the contact you want to add.
NOTE You may only add contacts that are in the municipality’s database of contacts.
5. Once you add the contact, it will appear under the contacts list.

```
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Contact Type</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris</td>
<td>Therrien</td>
<td>Applicant</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Robert</td>
<td></td>
<td>Byrd</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Owner</td>
<td></td>
</tr>
</tbody>
</table>
```

NOTE If the person that you have added is someone that you will use again in the future, you can add them to your Favorites by selecting the white star next to their name which turns yellow to indicate a favorite. In the future, you can add them to a permit by selecting **Add Favorite** when adding a contact.

**ATTACHING FILES AND SUBMITTING**

The last step in the process is to upload any required files and to submit the permit.

1. Click on the **Select** button in the Upload Attachments box and browse for the file on your computer.

2. After you have attached the file, click the **Submit** button at the bottom of the screen and your permit will be submitted to the city for review.

3. Once the permit has been saved, the system will generate a unique Permit Number.

**Permit Number** FENC-1406-2015

<table>
<thead>
<tr>
<th>Permit Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Type: Fence</td>
</tr>
<tr>
<td>Work Class: New</td>
</tr>
<tr>
<td>Status: Pending</td>
</tr>
<tr>
<td>Application Date: 3/20/2015</td>
</tr>
<tr>
<td>Issue Date: None</td>
</tr>
<tr>
<td>Expiration Date: None</td>
</tr>
<tr>
<td>Square Feet: 0.00</td>
</tr>
<tr>
<td>Valuation: $500.0000</td>
</tr>
<tr>
<td>Description:</td>
</tr>
</tbody>
</table>

4. If you click the **Home** tab, you will now see the permit listed in your Permits box.
5. Clicking on the permit number will open the permit details screen for further information such as fees and inspections.

PAYING FEES

If your municipality allows for on-line payment of fees, you will have the ability to pay fees on the ePortal. All fees, that are due, will appear as shown below.

To make a payment click the **Pay Fees** button. Click the **Make Payment** button in the Payment screen and process your payment.
Invoice Number: 00001121

**Billing Contact:** Meta Games PLG (GamesPLG, MetaPLG)

**Invoice Date:** 5/29/2015
**Invoice Due Date:** 6/28/2015

**Invoice Status:** Due
**Invoice Number:** 00001121

**Invoice Description:**

**Invoice Total:** $150.00

### Primary Fees

<table>
<thead>
<tr>
<th>Fee Name</th>
<th>Fee Total</th>
<th>Amount Due</th>
<th>Reference Entity #</th>
<th>Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150 fixed fee, no proration</td>
<td>$150.00</td>
<td>$150.00</td>
<td>WS-004613-05-2015</td>
<td>Permit</td>
</tr>
</tbody>
</table>

Once paid, your fees will appear under **Paid Fees** tab within the permit record.

### Paid Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% Automation Fee (based on pool size and permit fees)</td>
<td>3/20/2015</td>
<td>$35.00</td>
<td>00000469</td>
</tr>
<tr>
<td></td>
<td>3/20/2015</td>
<td>$3.50</td>
<td>00000469</td>
</tr>
</tbody>
</table>

### Remaining Fees

No records to display.
SCHEDULING AN INSPECTION

Some municipalities require certain criteria to be met prior to scheduling an inspection, such as fees to be paid, permit to be issued, etc.

1. Once the ability to schedule an inspection is made available, you will see a Schedule Inspection box within your permit record. You will need to click on the Schedule button next to the inspection that you want to schedule.

2. You will need to select a date by clicking on the calendar box within the pop up window. You can also leave comments for the inspector, such as “gate code” within the comment field.
3. Once you have made your selection, you will see the inspection listed under the **Existing Inspections** box.

![Existing Inspections](image)

4. When the requested inspection is approved by the municipality, you will see the schedule date populated with the day of the inspection as well as the name of the inspector who is assigned to the inspection.

![Existing Inspections](image)