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

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

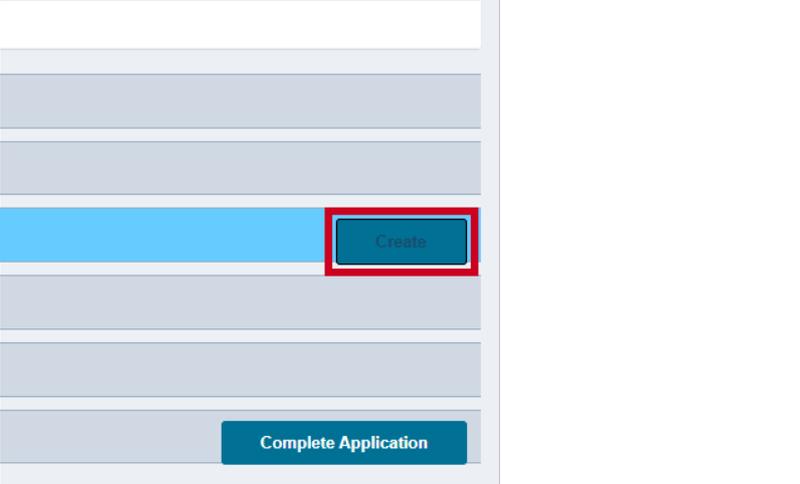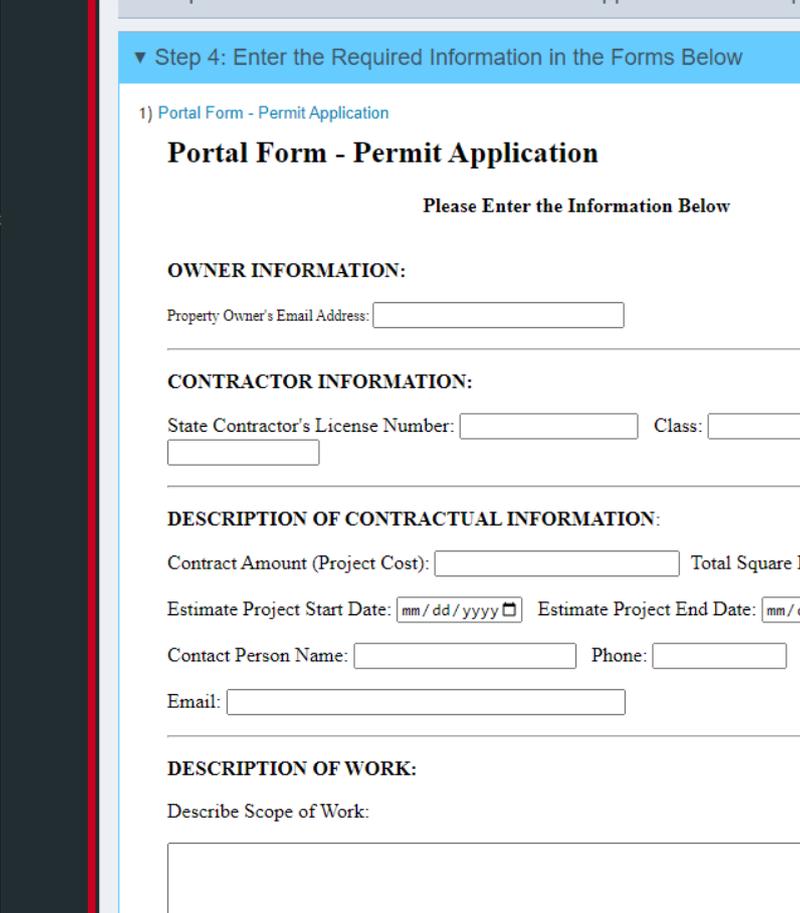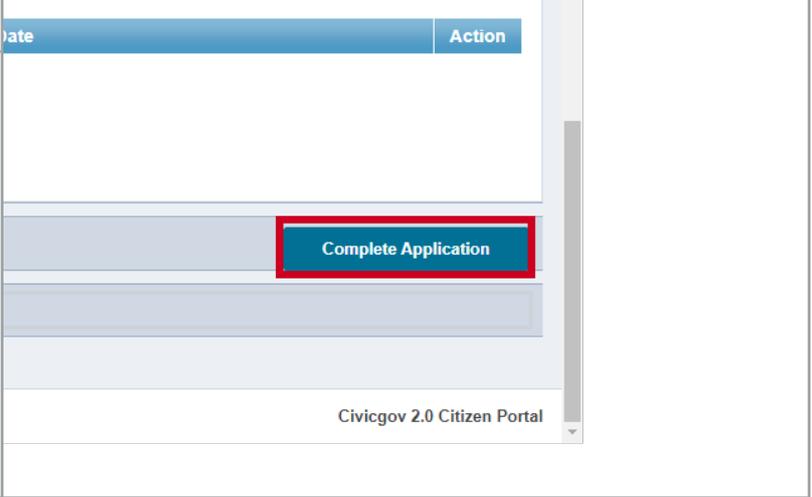| 5	
Search for the specific location of the permit, and click Generate Search Results	Suite Name [ ] Owner Name [ ] **Generate Search Results** **Parcel Number** | **Owner Name** | **Land Address** 02-008-007-1197 | MCFADDEN, WILLIAM | 3569 ASTER AVE | CITY OF MANHATTAN | 302 S 4th St Ste 50 | CITY OF MANHATTAN | 302 S 4th St Ste 50

6	
View the search results and select the Parcel Number link for the appropriate location	CITY OF MANHATTAN 30 CITY OF MANHATTAN 30 CITY OF MANHATTAN 30 CITY OF MANHATTAN 30 2041828020001000 CITY OF MANHATTAN 30 CITY OF MANHATTAN 30 CITY OF MANHATTAN 30 CITY OF MANHATTAN 30 CITY OF MANHATTAN 30 CITY OF MANHATTAN 30

| 7 | Click Create to generate the Permit Application, as well as open the online form |

Create

Complete Application

| 8 | Fill out the Application as fully as possible |

▼ Step 4: Enter the Required Information in the Forms Below

1) Portal Form - Permit Application

Portal Form - Permit Application

Please Enter the Information Below

OWNER INFORMATION:

Property Owner's Email Address:

CONTRACTOR INFORMATION:

State Contractor's License Number: _____ Class: _____

DESCRIPTION OF CONTRACTUAL INFORMATION:

Contract Amount (Project Cost): _____ Total Square F

Estimate Project Start Date: mm/dd/yyyy Estimate Project End Date: mm/d

Contact Person Name: _____ Phone: _____

Email: _____

DESCRIPTION OF WORK:

Describe Scope of Work:

CIVICPLUS

9

Click Save

inspection when construction reaches a stage of completion that requi
permit holder is responsible to provide any ladder, scaffolding or test e
inspection per Section 113.1.1 of the USBC.

Type Full Name: [_____]
[Select One ▼]

Signature: [_____] Dat

[Save]

▶ Step 5: Click the link below to attach document

▶ Step 6: Click Submit to submit the forms & doc

10

Upload any applicable documentation for the permit

Signature: [_____] Date Signed: [_____]

[Save]

▶ Step 5: Click the link below to attach documents, plans and other p

Click here to attach files to the case record

Only jpg, pdf, png, gif, tif, doc, docx, ppt, pptx, xls, xlsx, txt, eml, mbox, msg, ogg, mp3, wma, w

File Name	
No results found.	

▶ Step 6: Click Submit to submit the forms & documents to the applic

▶ Step 7: Communicate with the Agency

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11 Click Complete Application

Complete Application

Civicgov 2.0 Citizen Portal

12 That's it! You have just completed a practice tutorial, now go try it on your site!

Complete Application

Civicgov 2.0 Citizen Portal
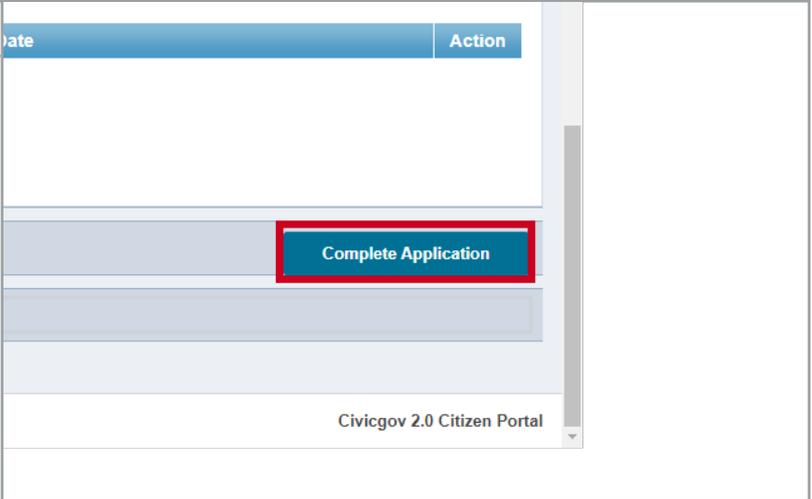
Scan to go to the interactive player