

Overview

This process outlines the steps necessary and the information needed to complete the General Application permit process on MyBuildingPermit.com.

This process is for permits that can be purchased online without a review process.

Preparation/Requirements

This process requires completion of the Pre-Application Process.

Instructions

1. Log in to MyBuildingPermit.com.
2. Click the **Drafts** tab at the top of the page. Find your draft application and click the **Continue** button.
3. On the *Applicant Information* page, check that all the applicant information is complete and all required fields are filled in.
4. Click the **Save & Continue** button.
5. On the *Project Location* page, enter appropriate information in one of the fields to search for the project address. Only one field is required. Click the **Search** button.
6. From the list of addresses, select the location information by clicking on the **Select** button.
7. On the next page, click the **Save & Continue** button.
8. Review and edit the *Parcel Owner Information*, if necessary.
9. Click the **Save & Continue** button.
10. On the *Application Review* page, read the disclaimer statement in the box and click the ☐ **I agree** box.
11. Click the **Add to Cart** button.
12. The invoice for the permit displays in the *Cart*. Click on the box to the left to select the invoice for payment.
13. Click the **Check Out** button.
14. On the *Billing Address* page, pick the desired billing address or click the **Add a new address** button to add an address to the list.
15. Click the **Next** button
The *Order Summary* page displays with the billing address and the total amount to be paid.
16. Click the **Next** button.
17. Enter your credit card information. Note that fields with a red asterisk * are required.
18. Click the **Submit Payment** button once. If clicked more than once, your credit card account may be charged multiple times.

19. The next screen displays the order confirmation with an order tracking number, indicating that the transaction is complete. A payment confirmation is sent by email almost immediately. The permit is issued by email, within a few hours.

Order Confirmation

ORDER CONFIRMATION

You have successfully completed your purchase. Your order tracking number is **106778**. This number is different from your permit number and is used only for administrative and processing purposes. Your permit number will be issued electronically.

Your receipt will be sent via email within the next few minutes.

If this purchase includes an over-the-counter (OTC) permit, you should receive the permit via email within 3 hours.

If this purchase includes fees for a plan review application, your receipt will include the Permit Number, which will also appear on your "Plan Review Dashboard".

If you do not receive either of these within 24 hours please e-mail egovsupport@ecitygov.net.