

Applying for a Non-Review Permit Online

1. Go to MyBuildingPermit.com, click on [Apply For Permit](#)
2. Log In to your customer account
3. On the *Select Jurisdiction* page, use the drop-down menu to choose the jurisdiction where the work will be performed
4. Click [Start Application](#)
5. On the *Application Information* page, select one option from each of the following:
 - a. **Application Type:** The type of permit application you are applying for (i.e. Building, Mechanical)
 - b. **Project Type:** Type of residence/building (i.e. Single Family, Nonresidential)
 - c. **Activity Type:** General type of work being performed (i.e. Addition, Alteration, Repair)
6. Click [Continue](#)
7. On the *Project Details* page, enter all pertinent information for the project.
8. Click [Continue](#)
9. On the *Application Summary* page, project summary is provided as well as confirmation on if the application requires review or not
10. Click [Continue](#)
11. On the *Project Location* page, search for and [Select](#) the address where work will be performed.
12. Click [Continue](#)
13. On the *Parcel Information* page, review and edit information as necessary and add a contact phone number
14. On the *Who Does the Work* page, indicate who will be completing the work on the project
15. On the *Applicant Information* page, verify all information is correct and click [Continue](#)
16. On the *Review Application* page, select if you want to apply for another permit or [Done Applying](#)
17. Navigate to your Cart and pay for all associated permit fees
18. After associated invoices have been paid you will receive an *Order Confirmation* of your purchase with details on what to expect next
19. A PDF copy of your receipt and permit will be emailed to your email address on file within a few minutes. **Note:** You can also access a copy of your permit issued through your Plan Review Dashboard.