

# How to Create a New Account on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to create their new account on MyBuildingPermit.com.

## Preparation

Before starting this procedure, you will need the following:

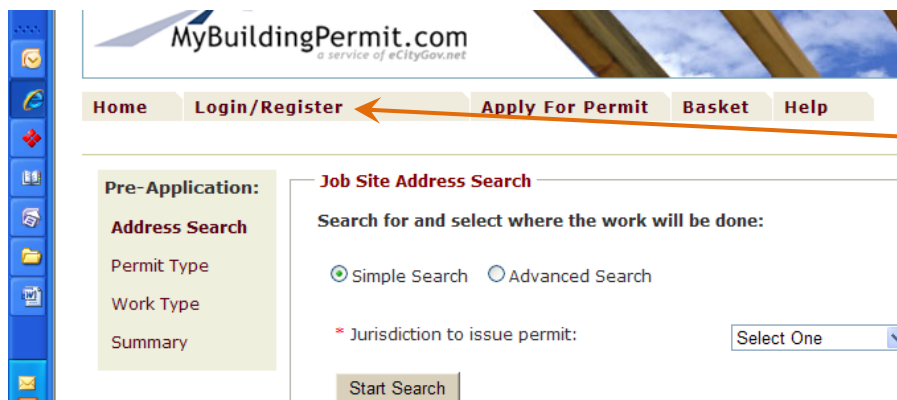
1. This feature requires you to create a valid user name and password.
2. You will need to know the some basic information about yourself or the person you're registering for (e.g. First name, last name, address, etc....).

## Instructions



1. Go to [MyBuildingPermit.com](http://MyBuildingPermit.com) website.

Click 'Apply for Permit'.



2. Click the 'Login/Register' tab.

MyBuildingPermit.com  
a service of eCityGov.net

Home Login/Register Apply For Permit Basket Help

**Permit Customer Login**

You must be registered and login prior to using this web site:

Are you a licensed contractor?  Yes  No

Login Name:

Password:

Login or **I want to register now**

Forgot Password / Login Name

3. Confirm if you're a licensed contractor by clicking the appropriate radio button next to it.

Click 'I want to register now' button.

Home Login/Register Apply For Permit Basket Help

**Account Information**

\* Login Name:  (at least 5 characters long and no space)

\* Password:  \* Confirm Password:

(Choose a password that is between 8 and 15 characters long and includes at least one character from at least the following classes: lowercase letters, uppercase letters, numerals, punctuation (for example, #, !, \$, % and s)

\* Security Question:

\* Security Answer:

**Profile Information**

Email Address:

Company Name:  (if applicable)

\* First Name:  \* Last Name:

\* Address Number:  \* Street Name:

Apartment/Suite or P.O. Box:  \* City:

\* State:   \* Zip/Postal Code:

\* Country:

\* Phone:  Phone Extension:

**Create My Profile**

4. Fill in all the fields that required information on both the **Account Information** and the **Profile Information** sections.

5. Click 'Create My Profile'.

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Home **Log-Off - Itmderro** Apply For Permit Basket Help

**Pre-Application:**

- Address Search
- Permit Type
- Work Type
- Summary

**Job Site Address Search**

Search for and select where the work will be done:

Simple Search  Advanced Search

\* Jurisdiction to issue permit:

**6.** You may verify if a profile has been created by logging in. If successful, your login name should appear on one of the tabs.