

Applying for a Plan 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 *Application Instructions* page, important information is provided by the jurisdiction about the application process. Review and click [Continue](#)
12. On the *Project Location* page, search for and [Select](#) the address where work will be performed
13. Click [Continue](#)
14. On the *Parcel Information* page, review and edit information as necessary and add a contact phone number if applicable.
15. Click [Save & Continue](#)
16. On the *Work Description* page, enter a Project Name and description of the work to be completed.
17. Click [Continue](#)
18. On the *Who Does the Work* page, indicate who will be completing the work on the project.
19. On the *Applicant Information* page, verify all information is correct and click [Continue](#)
20. On the *Project Contact* page, complete all required fields with primary contact information for the project. If same as applicant, click checkbox to autofill fields.

21. If applicable, complete all supplemental acknowledgements as required by the jurisdiction. These are added to the application process based on application configurations as determined by the specific jurisdictions. They may not be applicable to every permit application.
22. On the *File Upload* page, Click **Upload** next to each document type.
Note: All files should be in PDF format, less than 500MB in size, and have a security setting that allows editing.
23. Click **Continue**
24. On the *Review Application* page, you can review the application by clicking on any of the links to the left to revisit previous pages.
25. Once you are ready to submit the application, click the checkbox to agree to the Certification Statement and click **Done Applying**
26. An *Order Confirmation* page and email are received with details regarding the next steps in the process. Once the application has been invoiced you will need to pay all associated fees before the permit will be issued.