

(NEW) Pilot Web Permit Application Submission

Many permit applications can now be submitted electronically. Simply fill in the required information in the PDF form and click the red SUBMIT button (usually found at the bottom of the application). Your completed application will be delivered to the City. You will receive an acknowledgement email back from the City with the completed permit application attached. A permit processor will review your application and contact you with instructions on how to complete the application process and pay any fees associated with the permit.

About Our New Pilot Web Permit Application Process

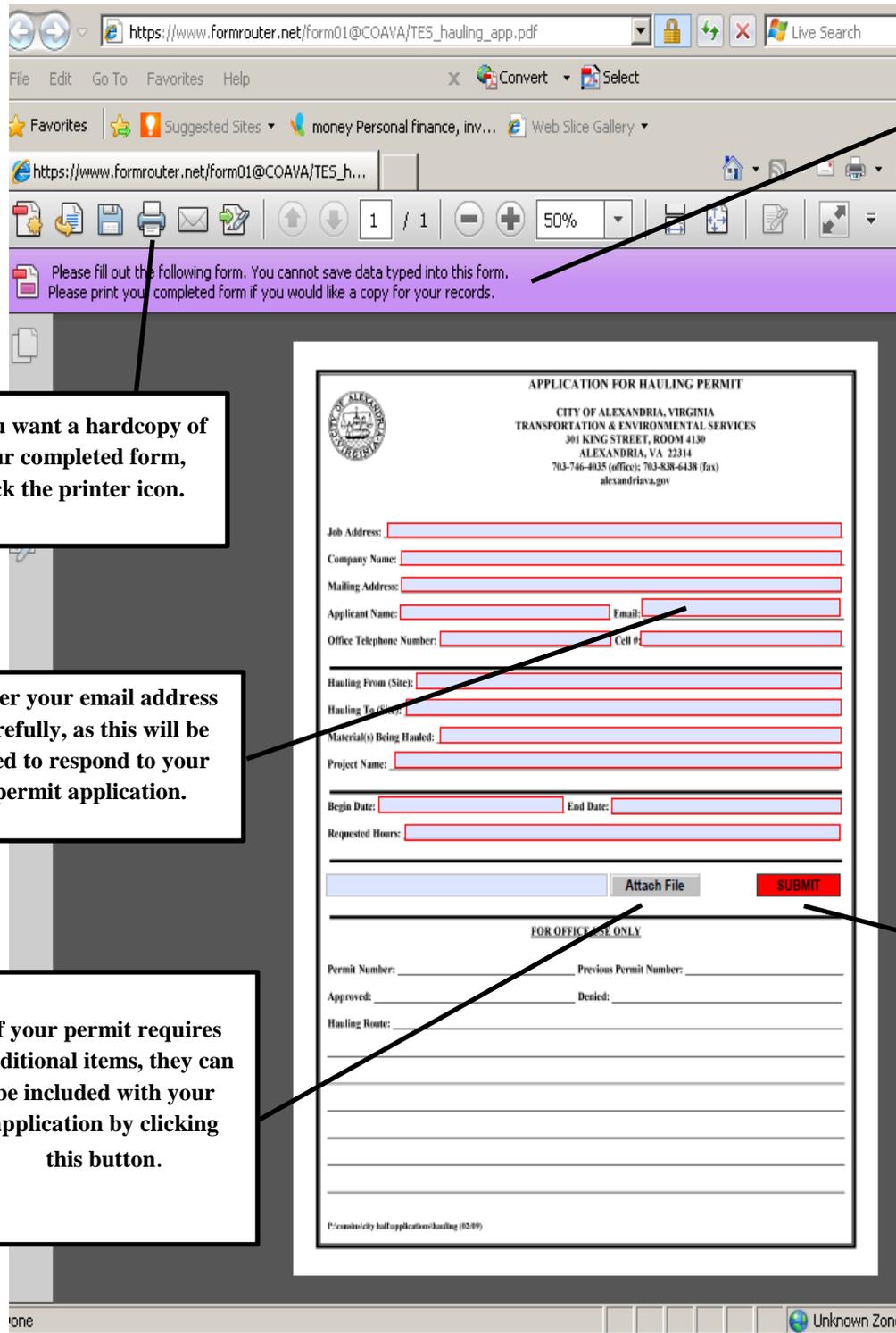
The City is utilizing the PDF file format to allow citizens and businesses to electronically submit permit applications. This technology will work with the latest versions of most mature browsers, such as Internet Explorer and Firefox. However, not all browsers are currently supported. Our solution assumes that most applicants will be using a current version of a PDF reader such as the Adobe Reader, or a product that is compatible with Adobe. Older versions of software may act differently than outlined here, or may not function correctly. The pilot will successfully submit completed applications to the City regardless of your personal browser security settings; however the solution will perform differently depending upon the level of these settings. No security changes are required to your PC in order to submit applications. Lastly, our forms are optimized for average sized display screens. It will not be practical to submit forms from smart phones or some other mobile devices. We hope that his functionality will be available soon.

How to Submit an Application

After selecting one of the permit applications, a fillable PDF form will be launched and opened. (See fig 1.) Complete the information on the form by typing in the boxes. The first time that you enter data into a box, the software will display a warning message to remind you that you cannot save the completed form (See fig 2.) Simply close this warning and continue entering data. Many items are required, and will need to be entered before the form can be delivered to the City. You may print a hardcopy of the form by using the print button on the PDF readers ribbon bar. Some permits require the submission of additional items in order to process the application (drawings, diagrams, detailed explanations, or even photographs). If you have an electronic versions of these items, they can be submitted with your application by using the ATTACH button, usually found at the bottom of the PDF form. Click the attach button, browse to the location of the file on your PC and select the file. (See fig 3.) The item will be delivered to the City along with your application. When you have completed entering form data, click the SUBMIT button, usually found near the bottom of the form.

After submitting the form to the City, a conformation page will display to indicate that the City received the application. You will also receive a confirmation email sent to the address you specified in the permit application. A PDF copy of your filled PDF form will be attached with this email so that you have an exact copy of what was submitted to the City for your records. Some users may see a yellow message bar when the conformation page is displayed. (See fig 4.) This is informational only. You do not need to take any action based on this warning. You may close the conformation window or the tab. Your application was successfully submitted.

Fig 1 – General Overview of an Application



If you want a hardcopy of your completed form, click the printer icon.

Enter your email address carefully, as this will be used to respond to your permit application.

If your permit requires additional items, they can be included with your application by clicking this button.

Note that the purple frame explains that you cannot save data typed into this form. This is true; however you can submit the completed application to the City. After you have entered your data, click the red submit button, usually found at the bottom of the form.

Clicking this button will send the City your completed application.

Fig 2 – Warning that Form Cannot be Saved

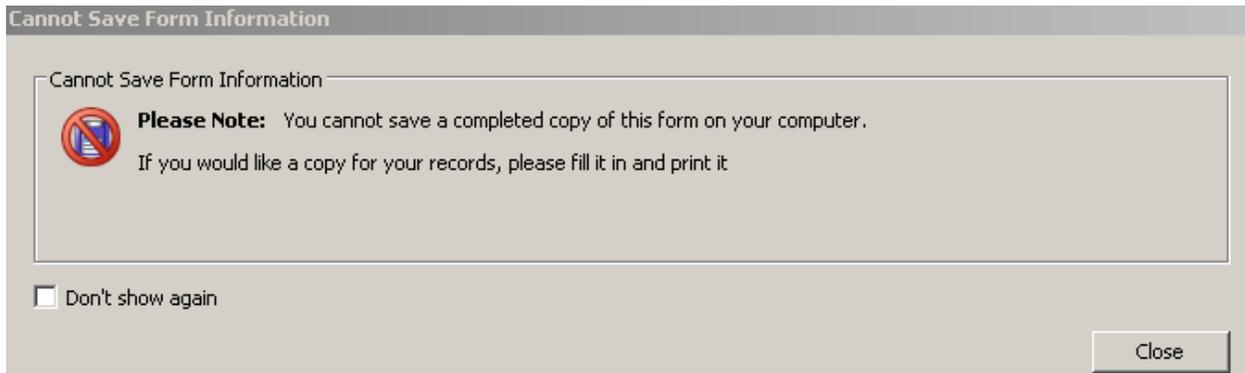


Fig 3 – Attaching Items to be Delivered with the Application

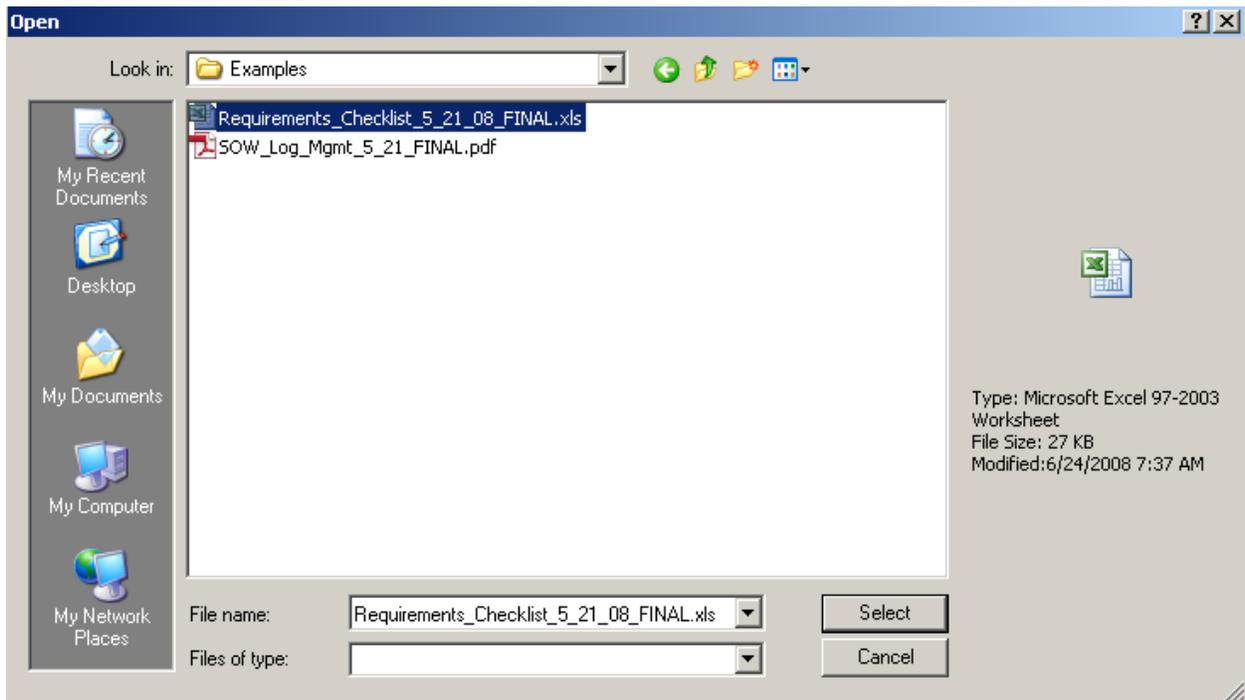


Fig 4 – Yellow Message Bar – Informational Warning Only

