APPLYING FOR PERMITS ONLINE

Step 1: Go to the City of Goshen's Web Portal, at: https://cityportal.goshencity.com/

Step 2: At the homepage, click on Register (next to the pencil icon), to Register for a new account.

Step 3: A pop up with ask you if you have a registration code. <u>If you have been provided with a registration code, enter it now</u>. **If you have not, click skip**.

Step 4: Create a username and password, and enter your contact information.

If you are an individual, this will be your personal information. If you are a business, this will be your company information.

[**Remember**, the email address that you enter now will be used for all future notices regarding permit approvals, permit issuances and inspection reports.]

Once you have successfully submitted your information, you will receive a "thank you message," and a verification email to verify your account. Please make sure you check your spam folder before you contact the Building Department regarding your verification email.

Step 5: Confirm your account. Login.

Step 6: Click Apply from the right-hand side of the screen and select your desired Permit from the various headings ("Trade Permits" may require a licensed contractor).

Step 7: Once you have applied for your Permit, the Building Dept. will receive notification of your submittal. Permits are *generally* reviewed within 24 hours, <u>unless they are applied for outside of normal working hours, which are Monday through Friday, 8:00 AM – 5:00 PM</u>. Permits applied for outside of these hours may experience a delay. Permits are reviewed in the order they are received.

Step 8: Once your permit has been approved by the Building Dept., you will receive an email notification indicating that your Permit status has changed to "Approval," with a link for payment. If you are unable to find the link in the email, please login to your account, click on Your Account, then Your Items.

Step 9: Once your permit has been paid, you will receive an email notifying you that your permit status has changed to "Issuance" and you will be able to print your permit. <u>PERMITS ARE NOT CONSIDERED ISSUED UNTIL PAID.</u>

<u>If you have questions regarding your permit request, please email building@goshencity.com and provide your Reference Number.</u>