

HOW TO ENTER AND ACCEPT A QUICK PERMIT

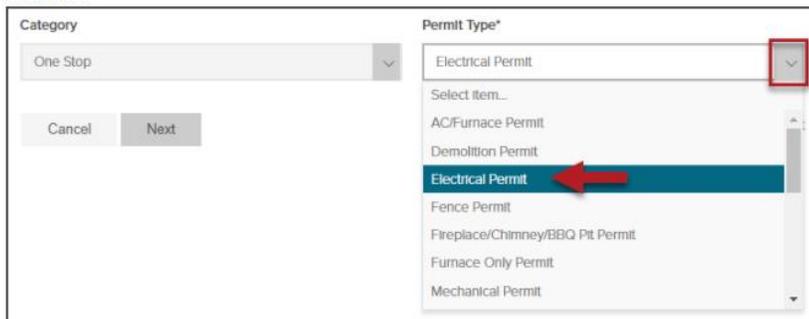
Create a New Application

- On the Dashboard, click the **Create Application** button

Create Application

*****LEAVE THE CATEGORY EMPTY*****

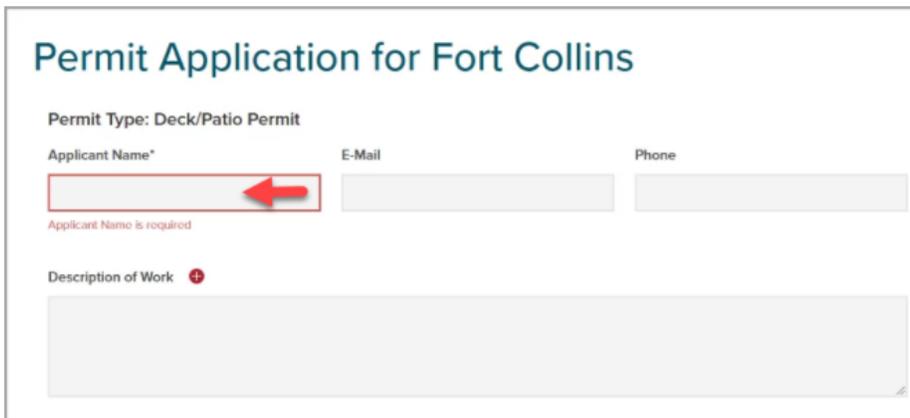
- Then, click the drop-down in the Permit Type field to select the permit type
- Click Next



The screenshot shows a form with two main sections: 'Category' and 'Permit Type*'. The 'Category' dropdown is set to 'One Stop'. The 'Permit Type*' dropdown is open, showing a list of permit types: 'Electrical Permit', 'Select Item...', 'AC/Furnace Permit', 'Demolition Permit', 'Electrical Permit', 'Fence Permit', 'Fireplace/Chimney/BBQ Pit Permit', 'Furnace Only Permit', and 'Mechanical Permit'. A red arrow points to the 'Electrical Permit' option in the list. A red box highlights the dropdown arrow in the 'Permit Type*' field.

Enter Permit Application Information

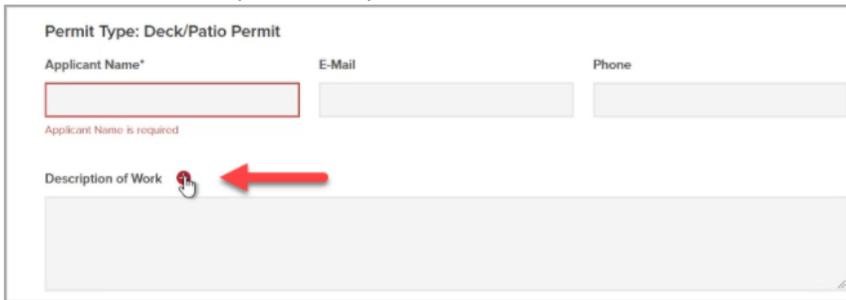
- Enter **Applicant Name** and additional information (*Applicant name is required*)
- Enter Email
- Enter Phone



The screenshot shows the 'Permit Application for Fort Collins' form. The title is 'Permit Application for Fort Collins'. Below the title, it says 'Permit Type: Deck/Patio Permit'. There are three input fields: 'Applicant Name*', 'E-Mail', and 'Phone'. The 'Applicant Name*' field is highlighted with a red box and a red arrow pointing to it. Below the 'Applicant Name*' field, it says 'Applicant Name is required'. There is a 'Description of Work' field with a red plus sign icon next to it.

Add Description of Work

- Click  to add the Description of Work quick notes



Permit Type: Deck/Patio Permit

Applicant Name* E-Mail Phone

Applicant Name is required

Description of Work  

- Or enter your description of work here:

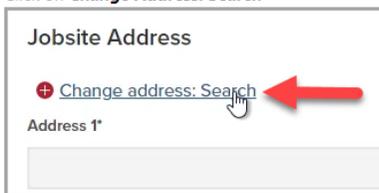


Description of Work 

Building a deck 

Add the Jobsite Address

- Click on **Change Address: Search**

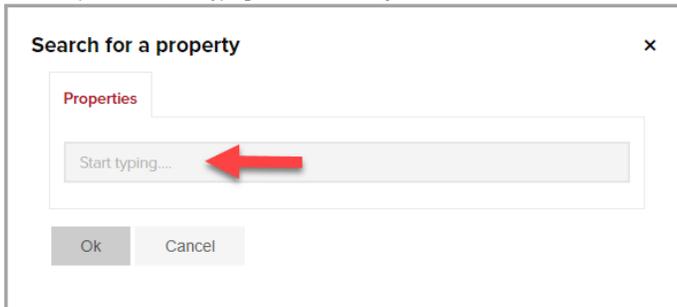


Jobsite Address

 [Change address: Search](#) 

Address 1*

- In the Properties tab, start typing to search for the jobsite address



Search for a property 

Properties

Start typing... 

Ok Cancel

Addresses in the Properties tab have been populated based on database information provided to our support team. If you can't locate the address via search, please add the address manually by entering it into the address fields.

- Select the jobsite address

Search for a property ×

Properties

Add Permit and Property Details

- Enter additional permit and property details (fields will vary based on the permit type)

Jobsite Address

Address 1 Address 2

City State Zip code

Latitude Longitude

Estimated Valuation 

Accept Application to Create Permit

- Click **Accept Application**

Jobsite Address

[Edit property](#) [Clear](#)

Address 1
519 South Meldrum Street

Address 2

City
Fort Collins

State
CO

Zip code
80526

Latitude
40.5806224

Longitude
-105.0830275999998 [Map](#)

Estimated Valuation
5500

[Cancel](#) [Save Application](#)  [Accept Application](#)

- Choose to Accept without conditions or Accept with conditions

Create Permit

Accept without conditions

Accept with conditions

Conditions

[OK](#) [Cancel](#)