

## Building Department – Building Permit Portal – “How To”

Select “Apply for a Building/Sign Permit” under Building Department portion of the portal.

Sign in to the web portal with your username and password if prompted. If you have not created your account please select register account.

### **Step 1: Application Type**

Select the application type, then category pertaining to the proposed submission.

Provide a description of the work being completed (for example *new single detached dwelling with attached garage, deck and covered porch, or new 20’x28’ detached garage*)

Under Application Details select the building use proposed, and provide the number of stories and number of units proposed, if applicable.

Indicate if you are the owner or authorized agent. If you are the agent please ensure you attach your agent authorization form in *Step 6 :Upload Files*.

Complete the Owner Builder and Estimated Construction Value sections in the spaces provided. Then select “Next”

### **Step 2: Work Items**

Choose all appropriate work items applicable to the proposed construction and select “Next”.

### **Step 3: Description of Work**

Input the square footage of all applicable work items then select “Next”

### **Step 4: Location**

Input the address of the proposed project and Select “Next”

### **Step 5: Contacts**

Select “Next”

### **Step 6: Upload Files**

Upload all required submittals. NOTE: Failure to provide all required information at this time can result in a delayed review of your file. When all files have been uploaded select “Next”.

**Step 7 : Review and Submit** - Review your permit submission at this page. Note that building permit fees are not calculated at this time. A minimum permit fee is collected to start the application process. Please pay this fee as soon as possible following the submission of your application by returning to your account. A statement of fees owing will be emailed to you and will be visible within your portal account when all drawings have been submitted and the additional applicable fees have been calculated.

### **Step 8: Submitted**

For questions regarding the building permit submission you may contact the Building Department at [building@wasagabeach.com](mailto:building@wasagabeach.com) or 705-429-1120.