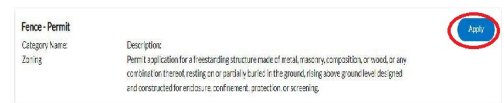


City of Noblesville

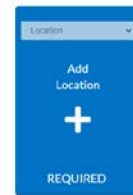
Citizen Permit Portal Guide – Completing Your Online Application

Once you have located your application using the Application Category Descriptions, the process is straightforward and provided in an easy-to-follow walk-through. Keep in mind that each case type in the system (permit, pr plan) will have different instructions as well as fields to complete. This guide will help explain each of the steps involved without going into detail regarding each case type.

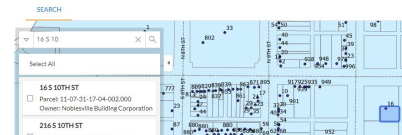
1. Once you have found the application using the Application Category Descriptions or search function click Apply



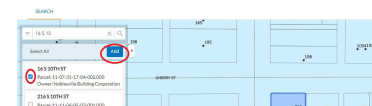
2. On the Location step, click the Add Location tile



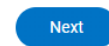
3. From the map search page, begin typing the location's address that pertains to the application and click search. When searching start by entering only street numbers. If no results are found, add more details. The map can also be used to select parcels



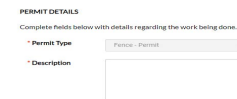
4. On the pop out window displayed from the search check the box that pertains to your property and select the "Add" button



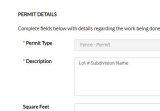
5. Click Next



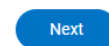
6. Read all instructions at the top of the Details step



7. Complete all required fields as well as any non-required fields with information you wish to relay to city staff



8. Click Next



9. Read all instruction at the top of the Contacts step

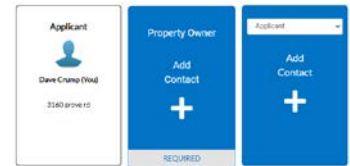
CONTACTS

Add all contacts who need access to this permit. Please ensure they are registered with an account using the same email address as the contact email you provided. Allow them access for scheduling inspections.

The applicant will be whoever is applying for the permit and who is financially responsible. The contractor(s), whoever is doing the work and scheduling inspections. Property owner; decided owner of the property.

Please utilize the contact search first before manually entering contacts. You can search by name, email or company.

10. Click the tile for any contact type that is required for this case



11. On the search page, begin typing the name of your contact and click the magnifying glass

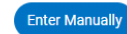


a. The contact you wish to add to your application may already exist in our system, always search first

b. If your contact is found, click the Add button from within the result section of the screen and skip to step 12



c. If your contact was not found, click the Enter Manually tab



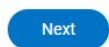
i. Provide all required information in the Enter Manually screen

****Even though all three phone fields appear to be required, only one is to meet the requirement****

d. Click Submit



12. Click Next



13. On the More Info step, read all instructions located at the top of the page

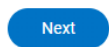
MORE INFO

***Must complete all applicable and required fields.**

a. Complete all fields within the Main section of the page

****The more info step will vary greatly from one permit or plan to another****

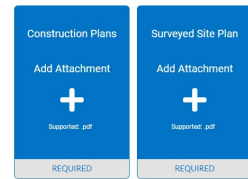
14. Click Next



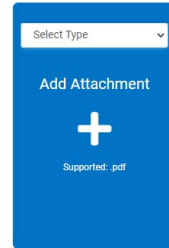
15. On the Attachments step, be certain to read all instructions before uploading files

****Failing to read and follow all instructions could potentially delay the processing of your application****

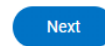
- a. Click the blue tile icon for all required file types
Note: only pdf types are supported



- b. If you wish to upload additional information for city staff to review, select the appropriate file type from the last blue tile drop down, and then click the tile again to select your file



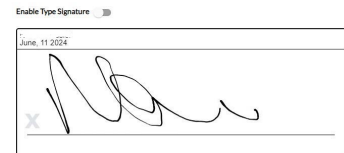
16. Click Next



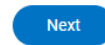
- 17. At the top of the Signature step, read the consent verbiage and type your name in the consent box



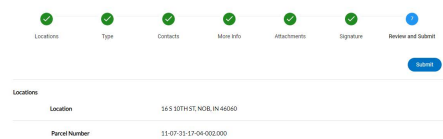
- 18. Place your signature in the box provided using your mouse or finger if you are utilizing a touch screen device
 - a. Alternatively, you can toggle the Enable Type Signature option and type your name



19. Click Next



- 20. On the Review and Submit step, review all previously completed items from the application and then click the Submit button



<<YOU WILL RECEIVE A SUCCESS MESSAGE>>

****IMPORTANT:** Even though your application has been submitted, your application must be reviewed, approved and fees paid before issuance**

A staff member will reach out to you by email regarding your submittal status and applicable fees.

For further assistance with online services, please contact staff directly by calling: (317) 776-6325