HOW TO ENTER AND ACCEPT A QUICK PERMIT
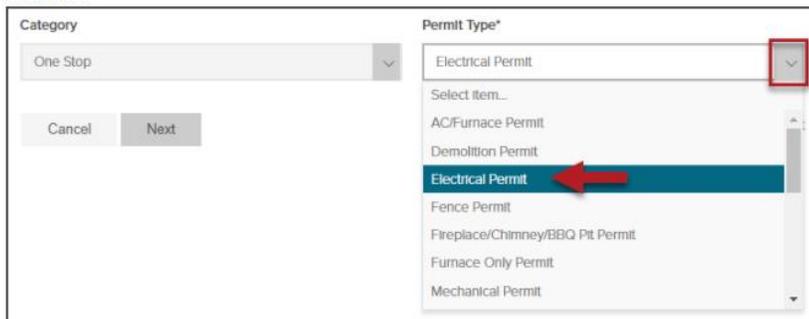
Create a New Application

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

  Create Application
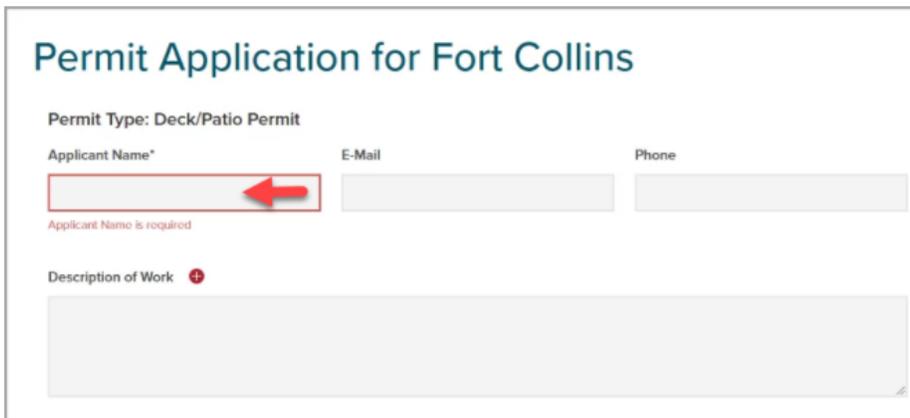
LEAVE THE CATEGORY EMPTY

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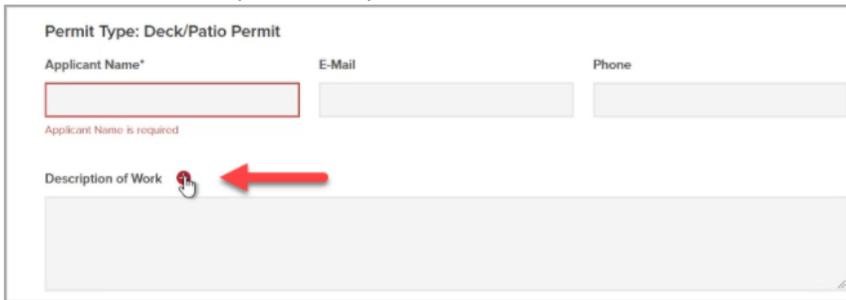- Click Next

Enter Permit Application Information

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

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**
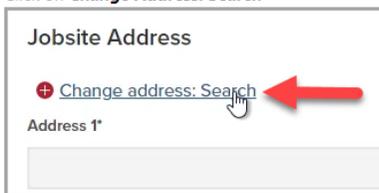
Jobsite Address

⊕ Change address: Search ⟵

Address 1*

- In the Properties tab, start typing to search for the jobsite address
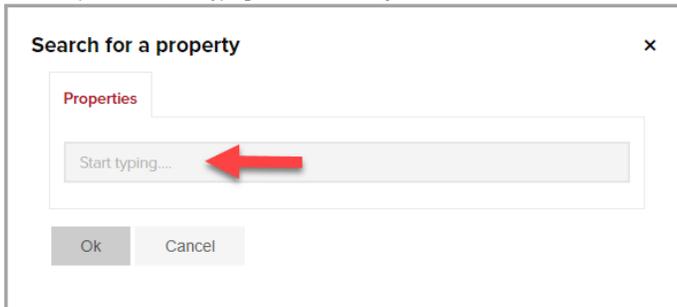
Search for a property   ✕

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

859   ✕

2859 Ridgeway Dr   ⬅

Ok   Cancel

Add Permit and Property Details

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

Jobsite Address

Edit property   Clear

Address 1   Address 2

519 South Meldrum Street

City   State   Zip code

Fort Collins   CO   80526

Latitude   Longitude

40.5806224   -105.08302759999998   🌐 Map

Estimated Valuation

Decimal   ⬅

Cancel   Save Application   Accept Application

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

-105.08302759999998 | 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