![CommunityConnect — Meritage Systems]

How to Submit an Application (Permit) Online

How-To Guide

See the Steps in Action
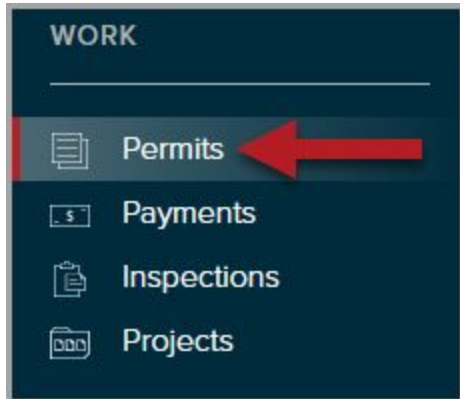
https://www.screencast.com/t/WhMZ1Ko9

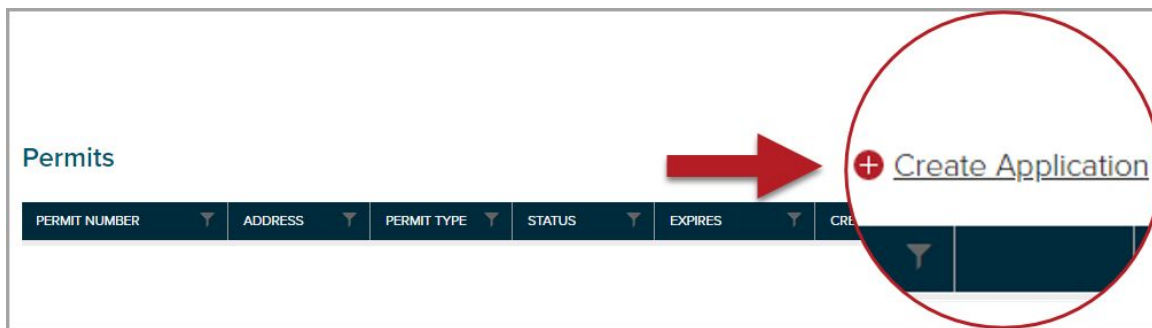**Quick note before getting started:**

To access this site as a contractor, you must first contact your jurisdiction to be added to the system and to set up your password.
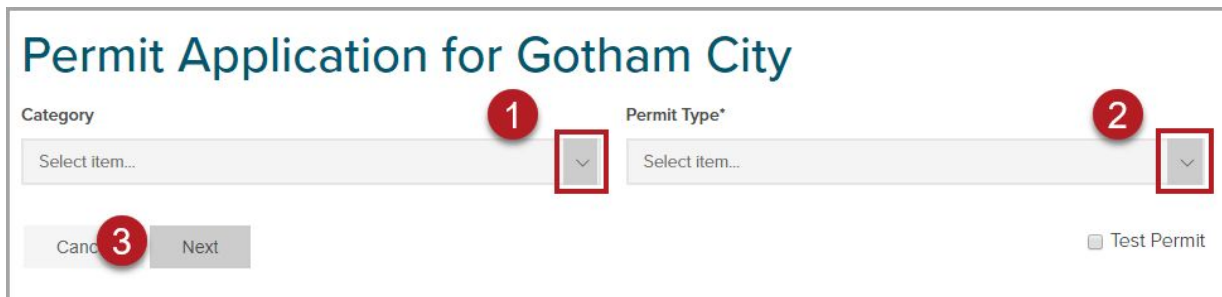
Step 1: Create an Application

- Click **Permits**

- Click **Create Application**

1. Select a Category to narrow down the permit types (optional)
2. Select the Permit Type
3. Click **Next**

Step 2: Add Jobsite Address

The fields marked with "*" are required fields and must be filled out to complete the application.

- Add Applicant Name (required)
- Add Email (optional, recommended for email inspection results)
- Add Phone number (optional)
- Add a Description of Work (required in most cases, indicated by a * when required)

Permit Type: Basement Finish

Applicant Name* **Required** ←   E-Mail   Phone

Description of Work ⊕ ← *Click to pick from optional 'Quick Notes'*

Or add your own description of work

- Click **Change address: Search** to search for Jobsite Address

Jobsite Address

① ⊕ Change address: Search

Address 1*

Address 2

City*

State* Select item... ⌄   Zip code* Enter Zip Code

Latitude

Longitude   ?

Search for a property   ×

Google Maps Properties

② Start typing....   *Start typing address to search for jobsite address on Google Maps*

powered by Google

③ Ok   Cancel

Quick Tip:
Please validate the address and make sure the owner information is filled out completely.
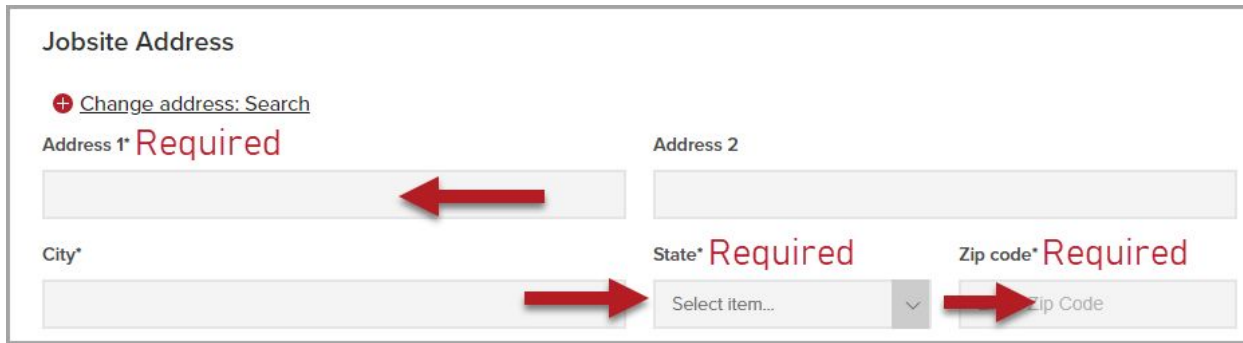
Or enter job site address

Jobsite Address

⊕ Change address: Search

Address 1* Required   Address 2

City*   State* Required   Zip code* Required

                         Select item... ⌄   Zip Code

Quick Tip: *Latitude and Longitude will auto-populate if you* ⊕ Change address: Search *use*
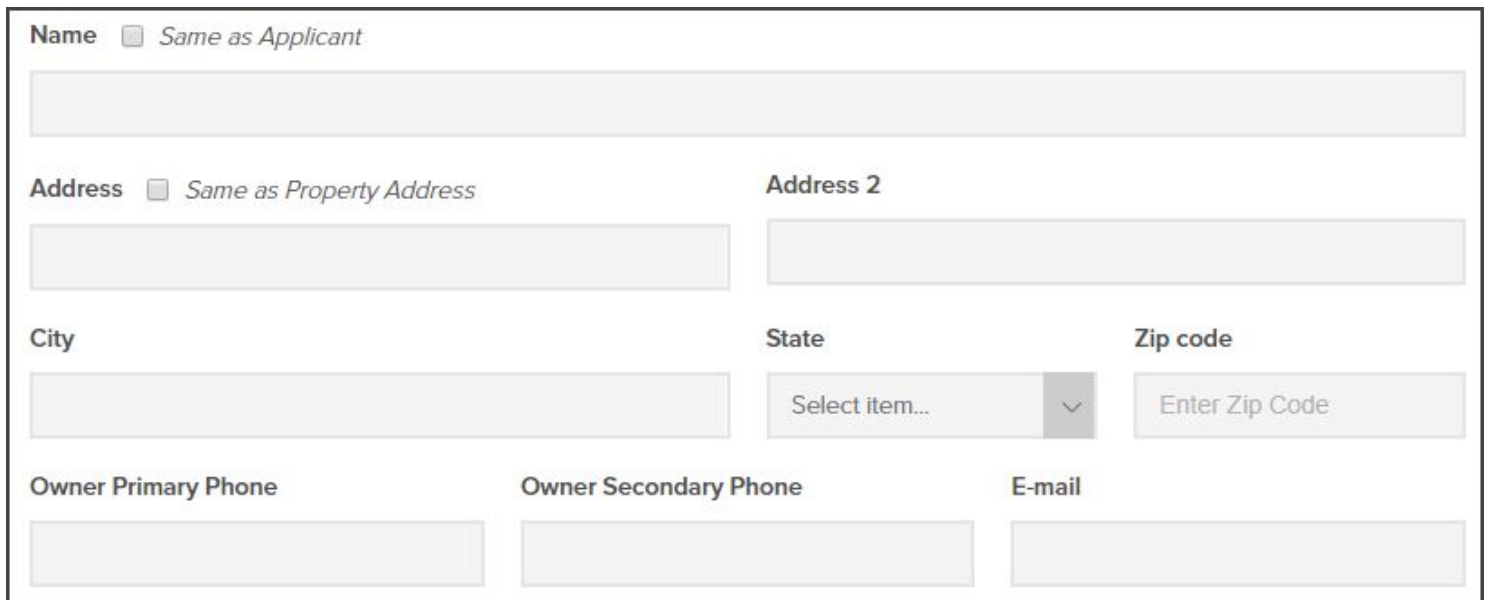
Step 3: Add Property Owner Info

Name ☐ *Same as Applicant*

Address ☐ *Same as Property Address*   **Address 2**

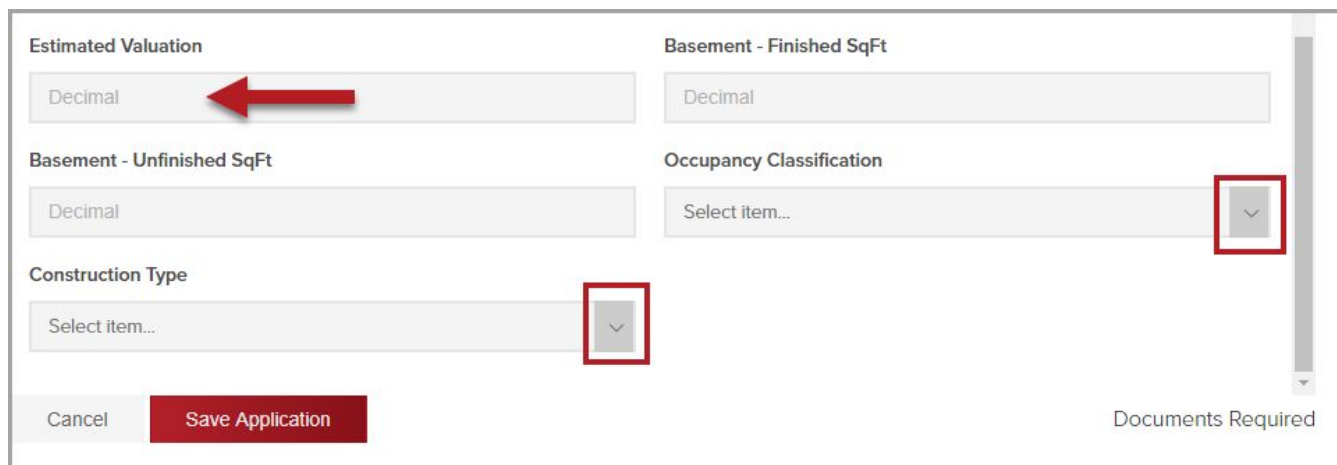**City**   **State**   **Zip code**

                         Select item... ⌄   Enter Zip Code

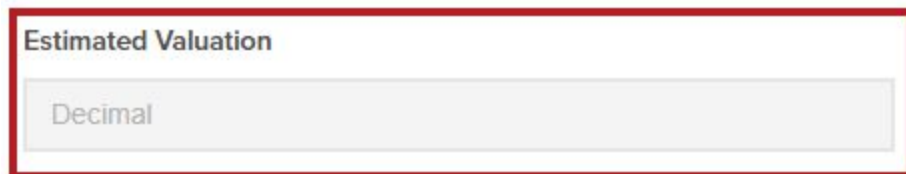**Owner Primary Phone**   **Owner Secondary Phone**   **E-mail**

Step 4: Add Additional Application Info

- Add additional application info (the information to be filled out will vary based on permit type and a * indicates required fields)

- Please include **Estimated Valuation** for your application submittal (even if it isn't marked as required)

- Click **Save Application**

Please click Save Application if you will be uploading a document before submitting your application.

Step 5: Add Trade Contractors (Optional)

As a Contractor Applicant, the system will assign you as the Primary Contractor. If you have separate trade contractors working on this permit, please complete the following steps:

- Click **Add Trade Contractor** button

1. Select Contractor Trade type by clicking on the dropdown arrow
2. Start typing the Company Name and select them from a dropdown
3. Add the Contractor Name (optional)
4. Click **Add**

Quick Tips
- If your trade contractor is not listed they may need to be added to the system by the jurisdiction.
- Please have your trade contractors contact your jurisdiction for jurisdiction-specific licensing/registration requirements and to be added to the system.

- If the trade contracting company has multiple contractors working for that company you can select an individual, but this is not a required field.
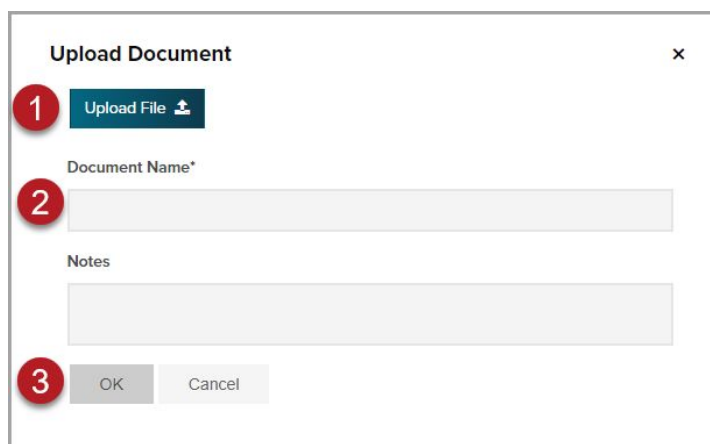
Step 6: Upload Documents

- Click **Documents**

- Click the **Upload** button
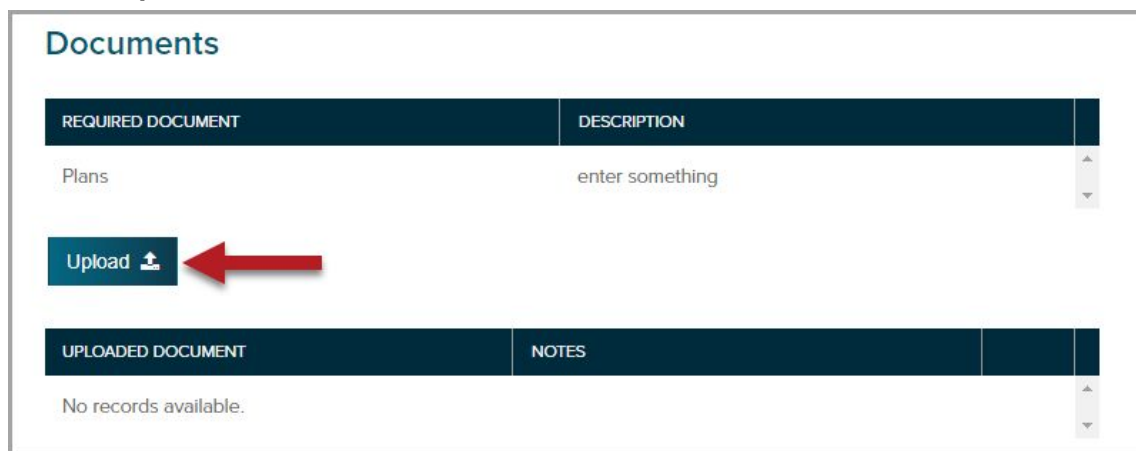
Quick Tip: Any required documents will be listed, along with a description - you will not be allowed to submit your application if there are required documents and nothing has been uploaded.

1. Click **Upload File**
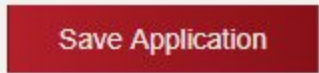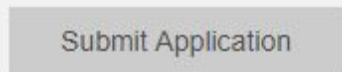2. Type Document Name
3. Click **OK**

Step 7: Submit or Save your Application

- Add a check next to **I have uploaded all required documents**


- Click **Save Application** or **Submit Application**

|	
Click **Save Application** if you would like to continue to work on your application over time before submitting it to the jurisdiction – this is shown as a "Draft Application". • A permit number will not be assigned to this application until that application is accepted by the jurisdiction. • Your application will not be visible to the jurisdiction until AFTER you have submitted your application. • You will have the ability to delete an unsubmitted application if you choose.	If you have completed all the information on your permit application, click **Submit Application.** If the button looks like this... there is a required field or information in your application that is still required. You will not be able to submit your application until all required information is provided.

What's Next?

After submitting your application, the jurisdiction will receive your application and begin their review process. If the jurisdiction accepts your application, you will see a permit number get assigned.

If your application needs more information, you will see this in the Permit Status:
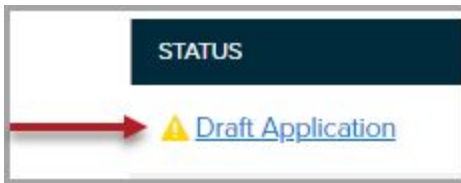
- Click ⚠ to see the info that is still required
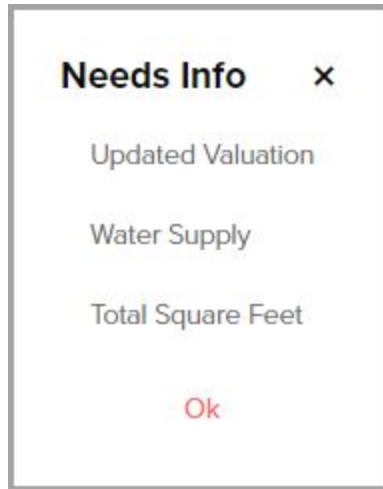
If they deny the application you will get a notice of the reason for the denial of the application.

Once a permit is accepted it will be assigned a permit number and the additional tabs associated with your permit will be visible.