Civic Permits

How to setup a user account

Steps 1- 4

1. Enter the District, site or group name

2. Enter the District, site or group Address

3. (District/site users skip)

Nonprofit ID should be entered for groups claiming a nonprofit status

4. Select the appropriate group or class

Steps 5 - 9

5. Enter your name.

6. Enter your title (Admin, Director etc.)

7. Enter your address or check the "Use address above" box

8. Enter your primary phone number

9. Enter the email address you wish to receive notifications at.

Steps 10

10. Create a password with at least 6 characters

Passwords are case sensitive

Step 11

11. You will receive an email link. Click on this to activate your account. Within about 24 hours you will be able to start entering your permit requests.