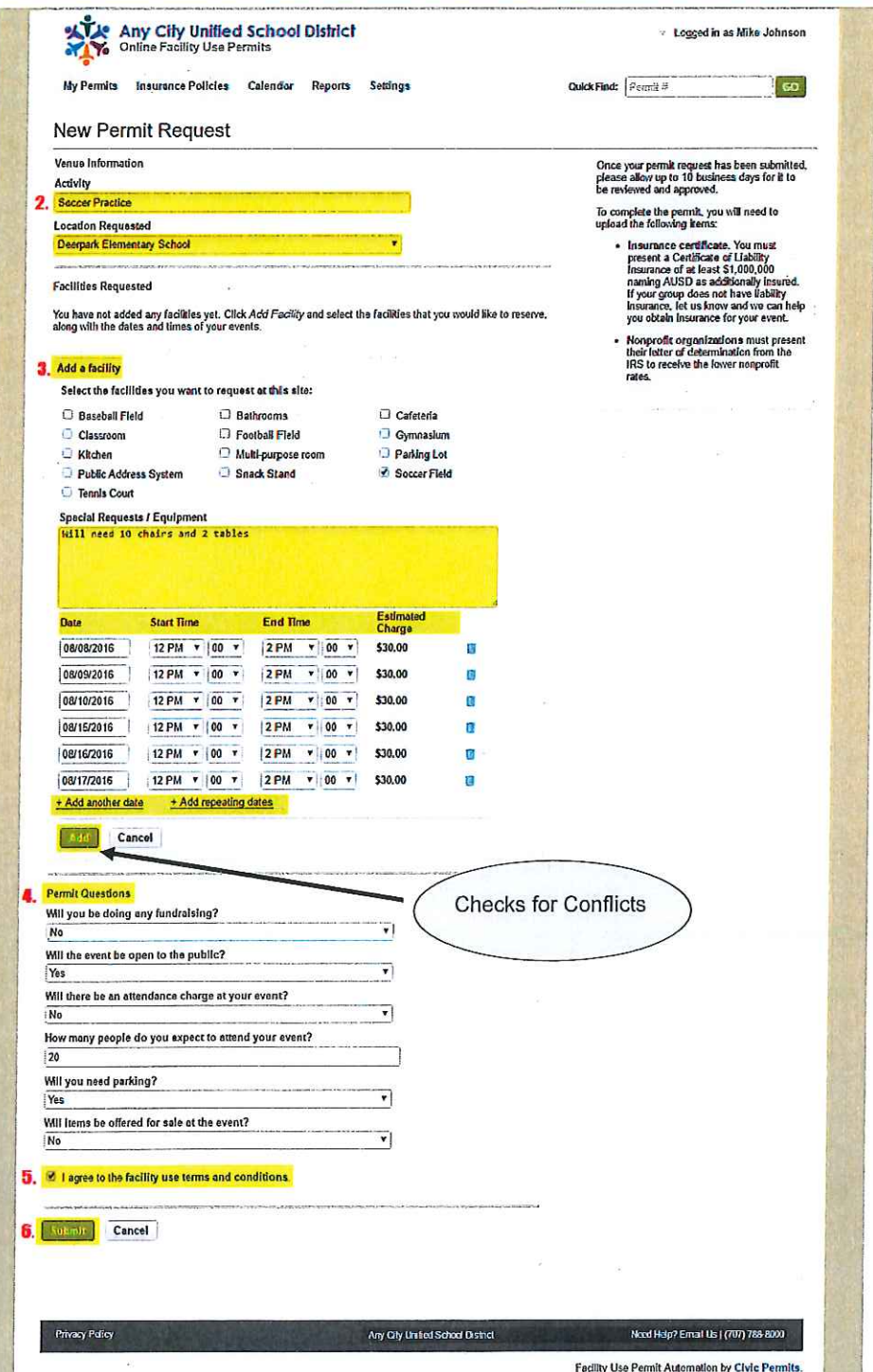


# How to Submit a Permit Request



**1.** As soon as you log in you will be routed to the My permits page.



**2.** Fill in the Activity box and select the location you wish to use.

**3.** Select the facility you wish to use at the site and add the dates and times you wish to request and push the green Add button \* Note the +Add repeating date tabs at the bottom.

**4.** Answer the permit question if required

**5.** Click the facility use terms and conditions to read and check the I agree to the facility use terms and conditions box.

**6.** Click submit and done.