

# Cityworks Public Access: A Step-by-Step Guide for Managing Permits



## Step 1: Explore Available Permits

After logging in, you will be directed to the dashboard, where you can view information about your **Submitted** and **Incomplete** permits. The dashboard will display a list of permits you've submitted, along with their current status.

## Step 2: View Submitted Permits

Your submitted permits will be categorized by **permit template** and **date created**.

## Step 3: Select a Permit

Click on any permit in the list to view detailed information about its status, required actions, or any additional documents needed.

## Step 4: Apply for a New Permit

### 1.+New Application

At the top of the dashboard, click the **"New Application"** button.

### 2.Choose the Permit Type

Select the type of permit you wish to apply for (e.g., building, plumbing, zoning, other).

### 3.Fill Out the Application Form

Complete all required fields in the permit application form. Include details such as:

- Project description
- Location
- Any other required information

### 4.Upload Supporting Documents (if required)

If the permit application requires additional documents (e.g., blueprints, site plans), upload them during the application process.

### 5.Submit the Application

After completing the form and uploading any documents, submit to send your permit application for review.