



welcome neighbors.

# Obtaining Engineering Permits

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## How to Obtain an Engineering Permit;

1. Access the portal at: <https://twb-bennett-co.smartgovcommunity.com/Public/Home>
2. Select **'Sign Up'** in the upper right corner or **'Log In'** if an account has already been created.
3. Go to **'My Portal' > 'Apply Online'**. If picking up an application that was already started, select **'My Portal' > 'My Applications'** and select the correct application.
4. Select the type and subtype of permit application needed. Provide the site address for the project.
5. Click through each section of the application and provide the required information. Each section will indicate 'Done' and a check mark when the required information has been provided. Any section marked 'Not Complete' with a red encircled 'i' still requires information or an uploaded document to complete the section.
6. Once the application is completed, select **'Submit Application'** at the bottom of the screen. *Note that the application will not be received by the Building Department unless the required sections are filled and the Submit Application action is completed.*
7. Monitor the status of the application and provide additional information or any plan review fees as required and communicated by the Building Department. Additional fees will become payable as the application is reviewed and approved.
8. Once the permit is issued, obtain the permit and inspection cards from the Building Department to be available on the project site. Follow any direction for plans that must be printed and on the work site as well.

## How to Request an Inspection;

1. Access the portal at: <https://twb-bennett-co.smartgovcommunity.com/Public/Home>
2. Select **'Sign Up'** in the upper right corner or **'Log In'** if an account has already been created. There are two ways to request inspections:

### Option 1:

- i. Go to **'My Portal' > 'My Inspections'**
- ii. Select the permit for which you are requesting inspection
- iii. Select the inspection type needed.
- iv. Select the date you would like to request the inspection for.
- v. Select any time preference for the inspection.

*Note: Inspectors will try to accommodate requests as best they can, however the Town does not provide any guarantee that your inspection will be performed in the window you request. Inspections can occur at any time between 7:00 a.m.-5:00 p.m. on the date requested.*

- vi. Provide any comments for the inspection (i.e. site contact information, specific areas to be inspected, etc.)
- vii. Request the Inspection.

### Option 2:

- i. Go to **'My Portal' > 'My Inspections'**
- ii. Select the permit for which you are requesting inspection
- iii. Scroll down to the **'Permit Inspections'** section
- iv. Select **'Request Inspection'** on the row of the inspection you want to request
- v. Complete the requested for date, time slot, and comments as described above

- vi. You will come to this location to check the status and notes for any inspections that are completed