Obtaining a Permit

How to Obtain a Permit:

1. Access the portal at: https://twn-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.