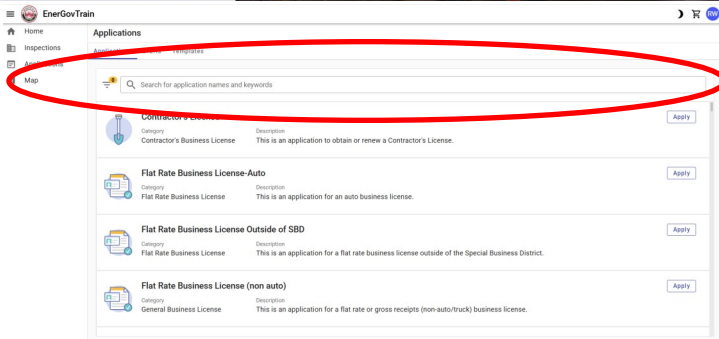
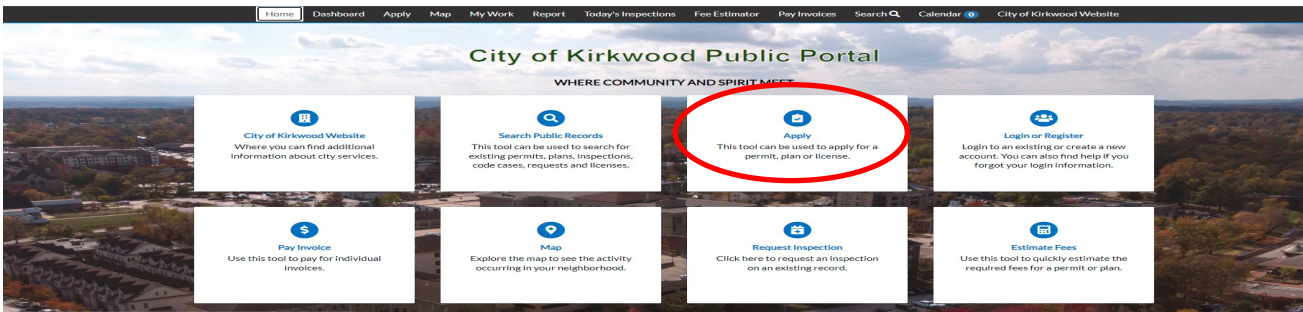


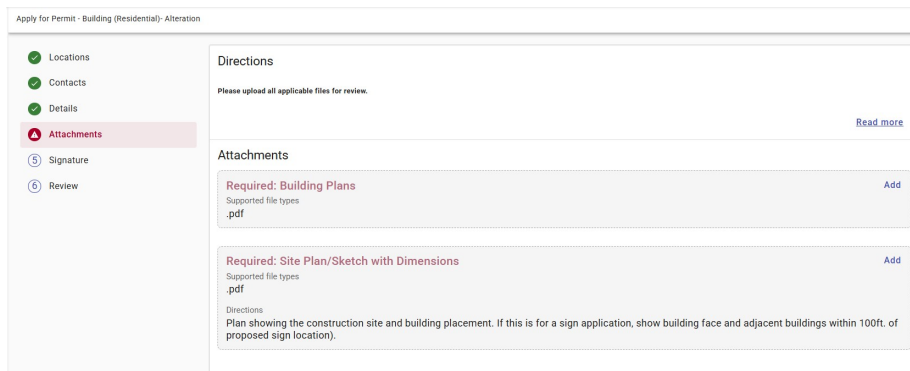
Applying for a Permit—Quick Info

After Registering/Login You can apply for a permit by clicking the Apply Button.



Use the **Search function** to find the correct type of Application by searching for a **key word** such as "New" or "Addition".

This also works for Architectural Review Board (Plans) and Business Licenses.



There are several spots where you must add documents or users etc. Please note that if required it will be noted in red. Click the **Add button**.

If it doesn't say required, then it's an optional field and you are free to skip.

HELPFUL HINTS

When applying for Permits, ARB and other Plan types please be sure to have all your documents available as individual PDFs with appropriate names such as 123 Elm Site Plan, 123 Elm BMP, 123 Elm Building Plans, 123 Elm Truss Drawings.

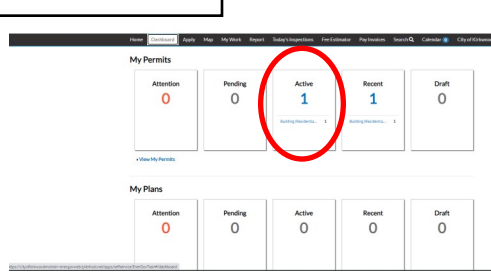
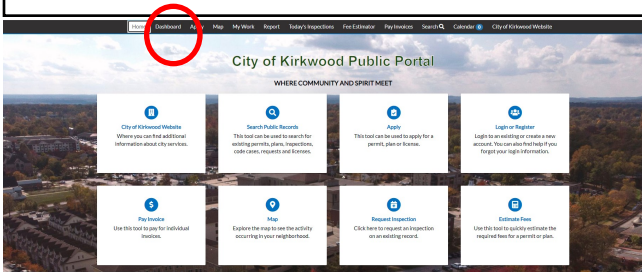
If there are fields that don't apply to your particular project please use N/A or 0 (if a number is required).

If you have difficulty with the site loading, please be sure to clear your browser history (chrome: CTRL + H)

Please call us at 314-822-5823 if you have any issues. We are here to help.

Navigating a Permit—Quick Info

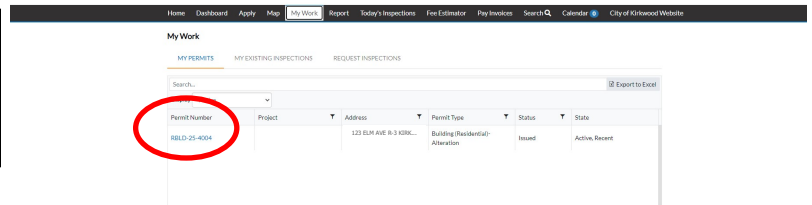
After Registering/Log-In, go to your Dashboard to manage your permits, plans and licenses.



Your Dashboard allows you to manage permits, invoices, licenses and inspections.



Select the Active Permit by clicking on the blue permit number. Manage your inspections and invoices through each permit.



From your Permit you can do many things.

1. **Print** your Permit
2. **Files** to print approved plans, inspection card or Add additional documents (Do not use for Re-submit!)
3. **Invoices** to see what you've paid or select an invoice to add to your cart to pay.
4. **Inspections** to see Scheduled Inspections and Results. You can also schedule and re-schedule here.
5. **More Info –Contacts and Subs** to add subcontractors to your integrated permit.
6. **Actions** Wait until this says Requires Resubmit before uploading additional documents or to find the next available inspection to Schedule. Still have questions? Call us at 314-822-5823

123 ELM AVE • RBLD-25-4359

Summary Files Invoices Inspections Sub-records More Info

Permit 2 3 4 5

Type	Building (Residential)- Alteration	Status	Submitted - Online	Project Name	-	Assigned To	-
Apply Date	07/24/2025	Issue Date	-	Expire Date	-	Finalized Date	-
Last Inspection Date	-	District	Not Applicable	Square Feet	300	Valuation	\$60,000.00

Description: Kitchen Remodel

Details: View more details

Actions

Progress: 0% Completed