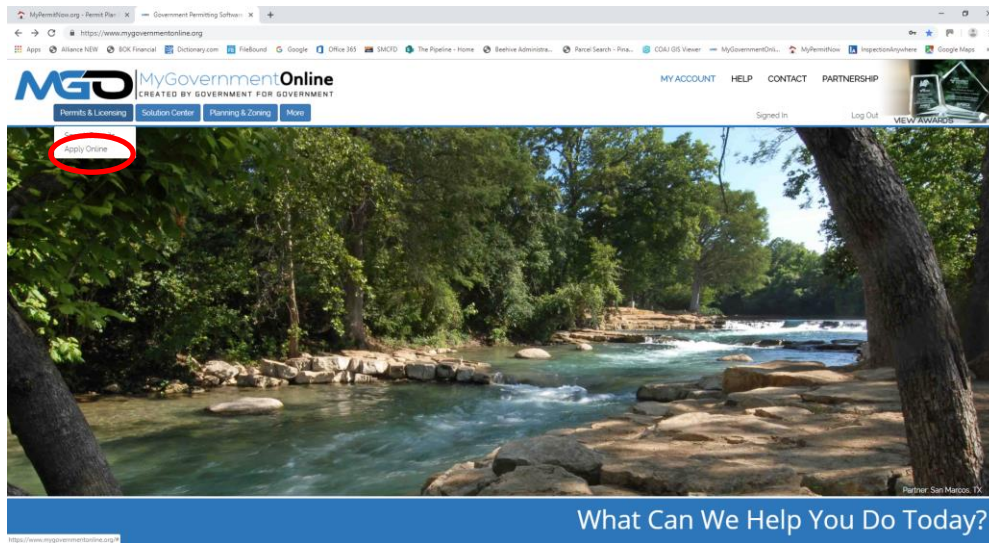


1. Log into your account at MyGovernmentOnline. If you don't yet have an account, see [Create an Account](#).
2. Under Permits & Licensing, select Apply Online



3. Complete the next screen as shown below. Fields marked with a red asterisk are required.

Apply Online

Jurisdiction and Request Type *

Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

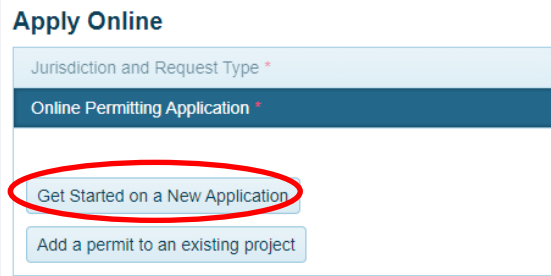
Country: * State: *

Jurisdiction: *

Project Type: *

- a. Then click Next.

4. Select Get Started on a New Application



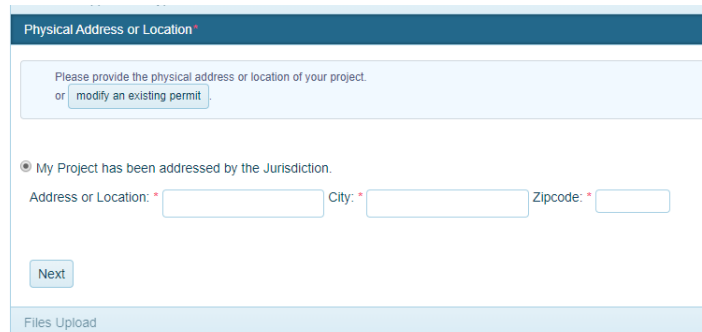
The screenshot shows the 'Apply Online' section of a web application. It features a dropdown menu for 'Jurisdiction and Request Type' with 'Online Permitting Application' selected. Below this, there are two buttons: 'Get Started on a New Application' (circled in red) and 'Add a permit to an existing project'.

5. Select the appropriate permit type:



The screenshot shows the 'Apply Online' section with a dropdown menu open for 'Select an Application Type'. The options are: '- Select an Option -', 'Change in Ownership Application', 'Commercial Permit Application', 'Infrastructure Permit Application' (circled in red), 'Residential Permit Application', and 'Sewer Service Inquiry'. A yellow tooltip message says 'Please select an option'.

6. Provide the address of the project. If no address has been assigned, provide the nearest cross streets.



The screenshot shows the 'Physical Address or Location' form. It includes a text area for providing the physical address or location, a radio button for 'My Project has been addressed by the Jurisdiction', and input fields for 'Address or Location', 'City', and 'Zipcode'. A 'Next' button is highlighted.

a. Then click Next.

7. Provide contact information for the Property Owner in the next section. *If there is a preferred means of communication, select the Notify box to the right of that selection. If there is no preference, leave the Notify boxes blank.*

Property Owner's Contact Information

First Name Last Name Suffix Business Name

Mailing Address

Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

Second Property Owner's Contact Information

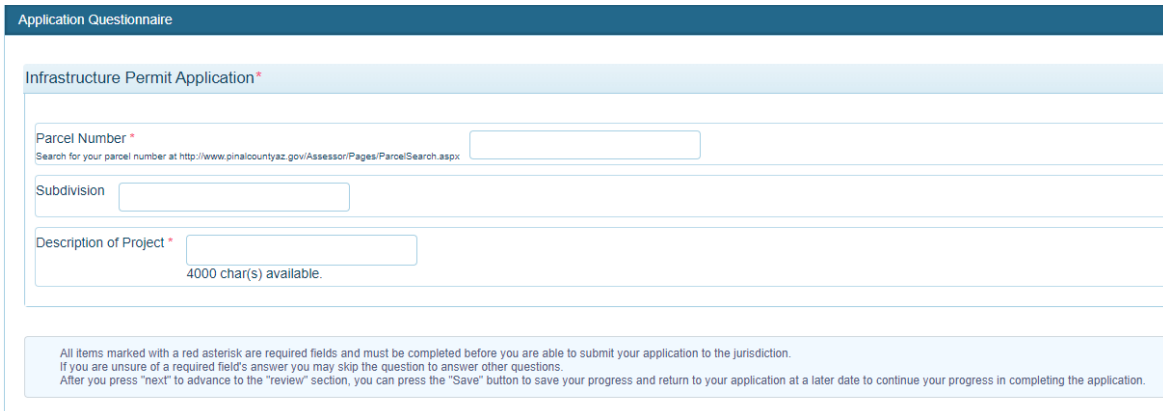
Application Questionnaire

Files Upload

Review

- a. Then click Next.
8. Provide contact information for as many of the following as possible:
- a. Applicant, if you are not the Property Owner;
 - b. Developer of the project or property;
 - c. Contractor who will be responsible for the sewer installation;
 - d. Then click Next.

9. Complete the Application Questionnaire.



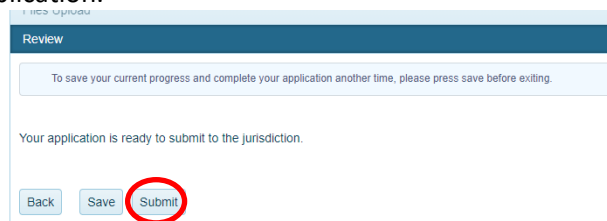
The screenshot shows the 'Application Questionnaire' form for an 'Infrastructure Permit Application'. It includes input fields for 'Parcel Number' (with a search link), 'Subdivision', and 'Description of Project' (with a 4000 character limit). A disclaimer at the bottom states that items with a red asterisk are required fields and that users can save progress and return later.

a. Then click Next.

10. Upload project plans, construction drawings and any other files to support your application.

a. Then click Next.

11. Submit your Application.



The screenshot shows the 'Review' section of the application. It contains a message: 'To save your current progress and complete your application another time, please press save before exiting.' Below this, it states 'Your application is ready to submit to the jurisdiction.' At the bottom, there are three buttons: 'Back', 'Save', and 'Submit'. The 'Submit' button is circled in red.

Please allow 3 business days for a response from the District.