

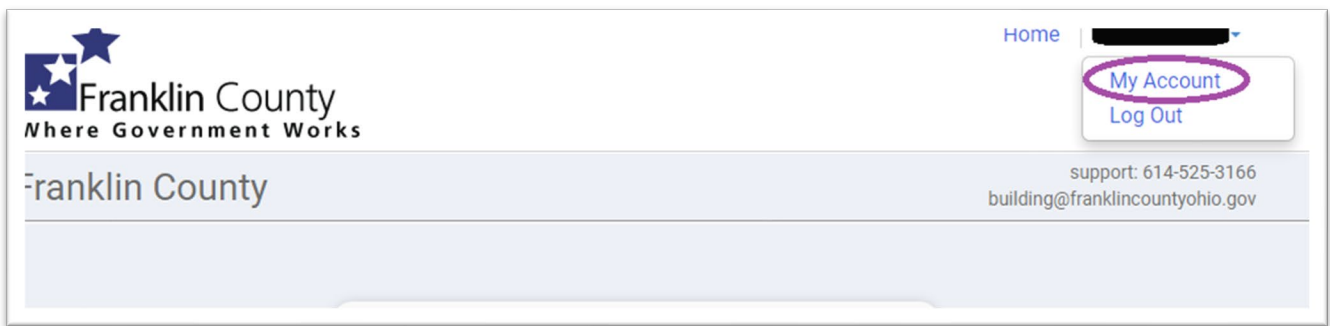


Permit Portal

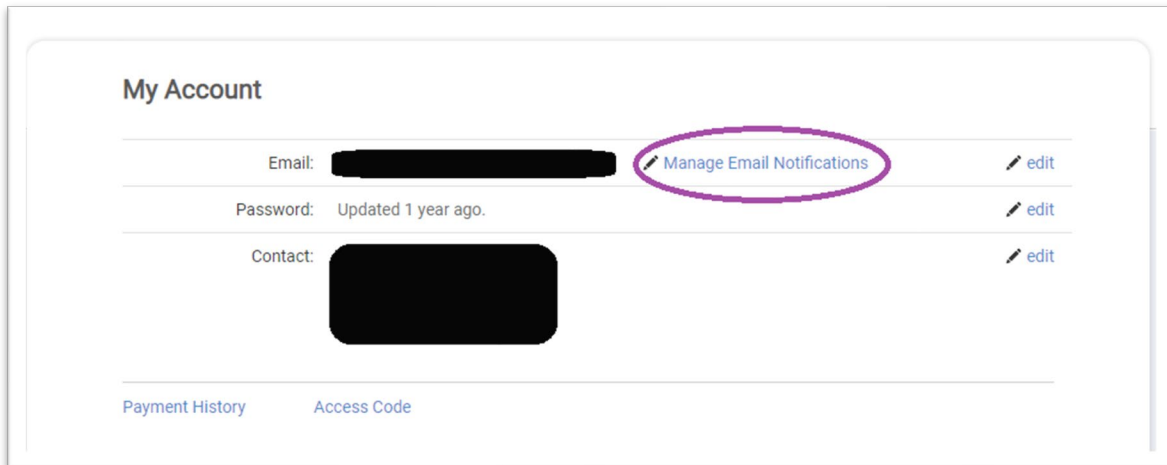
Signing up for email notifications

12/2/2021

1. Log in to the [Permit Portal](#)
2. Click on your Portal account name in the top-right corner and then *My Account*



3. Click *Manage Email Notifications*





4. Check any unchecked boxes and click *Save*

Email Notifications

Receive Email Notifications

Permits [Select All](#) [Clear All](#)

Subscribe	Description
<input checked="" type="checkbox"/>	Notify when a permit is submitted
<input checked="" type="checkbox"/>	Notify when a permit is complete (all required submittals have been received)
<input checked="" type="checkbox"/>	Notify when a permit submittal document has been uploaded from the portal
<input checked="" type="checkbox"/>	Notify when a permit submittal version is created with a deficiency report
<input checked="" type="checkbox"/>	Notify when a permit is approved (all required approvals have been completed)
<input checked="" type="checkbox"/>	Notify when a permit is ready to issue (all contractors have valid licenses)
<input checked="" type="checkbox"/>	Notify when a permit is issued (all required fees have been paid)
<input checked="" type="checkbox"/>	Notify when a permit is finalized (all required inspections have been completed)
<input checked="" type="checkbox"/>	Notify when a permit is closed (all requirements have been completed)
<input type="checkbox"/>	Notify me when a permit is about to expire
<input type="checkbox"/>	Notify when my permits state has changed to Expired
<input checked="" type="checkbox"/>	Notify when a permit is cancelled (the permit is cancelled and no further actions will be taken)
<input checked="" type="checkbox"/>	Notify when a permit is issued from the portal
<input checked="" type="checkbox"/>	Notify when a permit inspection is requested from the portal
<input type="checkbox"/>	Notify when a permit application is returned
<input checked="" type="checkbox"/>	Notify when a permit inspection is scheduled
<input checked="" type="checkbox"/>	Notify when a permit inspection is completed
<input checked="" type="checkbox"/>	Notify when a permit inspection is cancelled from the portal

Licenses [Select All](#) [Clear All](#)

Subscribe	Description
<input checked="" type="checkbox"/>	Notify when a license submittal document has been uploaded from the portal
<input checked="" type="checkbox"/>	Notify when a license is submitted
<input checked="" type="checkbox"/>	Notify when a license renewal application is submitted
<input checked="" type="checkbox"/>	Notify when a license is issued
<input checked="" type="checkbox"/>	Notify when a license inspection is requested from the portal
<input checked="" type="checkbox"/>	Notify when a license inspection is scheduled
<input checked="" type="checkbox"/>	Notify when a license inspection is completed
<input checked="" type="checkbox"/>	Notify when a license inspection is cancelled from the portal

[← My Account](#) [SAVE](#)