



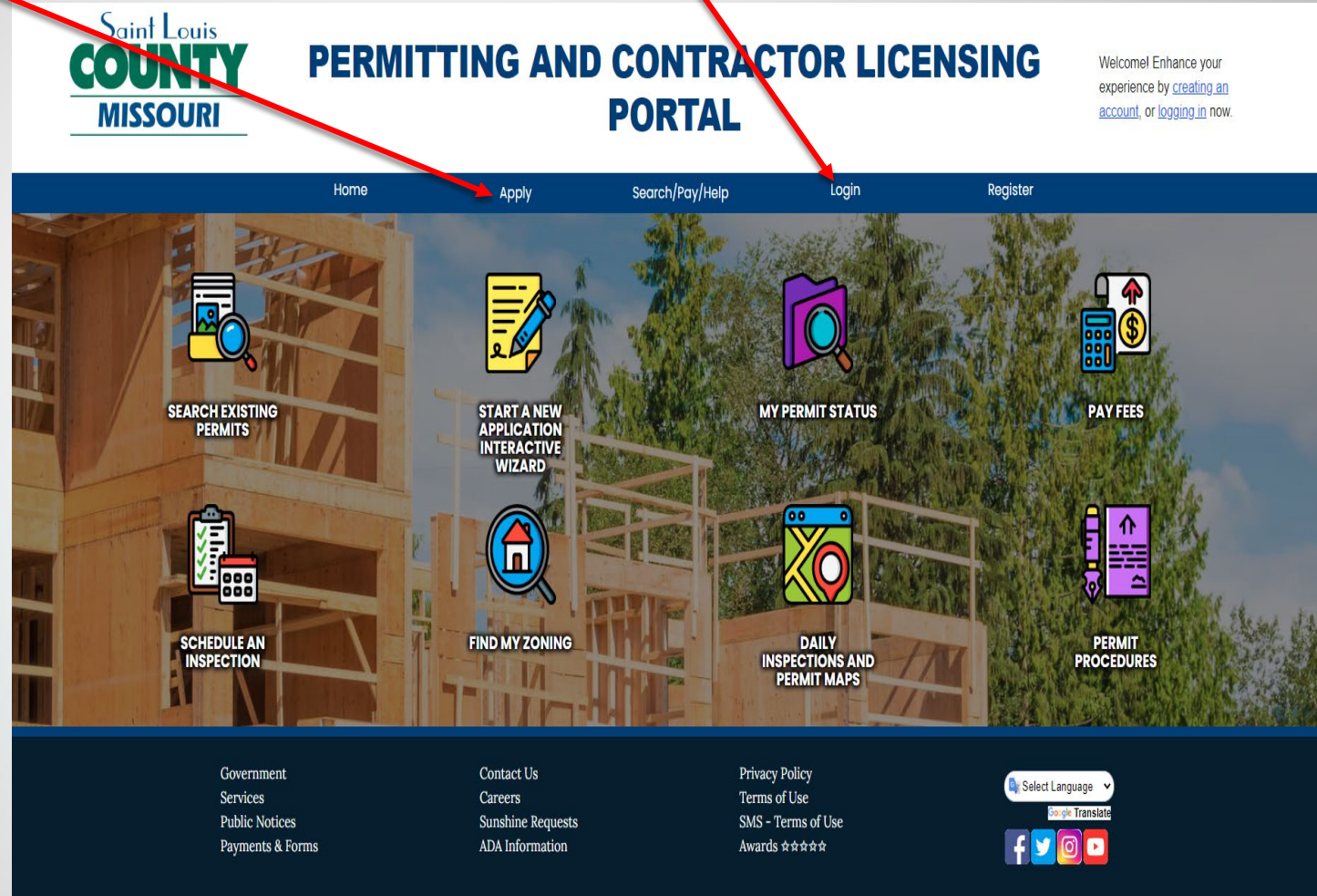
# How to Sign onto an Integrated Building Permit

ST. LOUIS COUNTY - PERMITTING PORTAL

2. Once you have logged in:

- Rest your cursor over **Apply** to display a drop-down list
- Click on **Apply for a Construction Permit**

1. Log into your Permitting portal account



3. On the next page - Check the box to accept the General Disclaimer and **Continue Application**

- Select your License Number from the drop-down box.
- Click **Continue Application** once you have selected the License Number

(\*if you haven't added your license number to your account or request it be linked by our staff, you will not see it in this list. Please complete this process so before continuing)

To schedule, reschedule or cancel an inspection select the record you want. In the record menu, select the **INSPECTIONS** menu item.

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### Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the record.

\* Licenses:

Select--

**Continue Application »**

- Select Record Type  
**Building Residential**
- Next choose **ADD SUBCONTRACTOR TO PERMIT**
- **Continue Application**

Select a Record Type

Choose one of the following available record types. (Please note: You

For assistance or to apply for a record type not listed below please co

- ▶ DISHWASHER REPLACEMENT
- ▼ Building Residential
  - ADD SUBCONTRACTOR TO PERMIT
  - BUILDING RESIDENTIAL EXISTING BUILDING
  - BUILDING RESIDENTIAL NEW BUILDING
  - BUILDING RESIDENTIAL NON-HABITABLE
  - BUILDING RESIDENTIAL TEMPORARY STRUCTURE
- ▶ Building Commercial
- ▶ Building Multifamily
- ▶ Mechanical Residential
- ▶ Mechanical Commercial
- ▶ Mechanical Multifamily
- ▶ Electrical Residential
- ▶ Electrical Commercial



- **Type** in a brief description of the work you will be performing at this location (examples in picture)

- **Enter** the building permit number in the “Record ID” box

- If you are replacing a contractor that has already been hired or begun the work, **click** yes on “Is this a change of contractor”

- **Continue Application**

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ADD SUBCONTRACTOR TO PERMIT

1 Amendment Information 2 Documentation 3 Review 4 Record Issuance

Step 1: Amendment Information > Amendment Information \* indicates a required field.

### Custom Fields

#### AMENDMENT INFORMATION

\* Please briefly describe the scope of work associated with your license:

\* Please enter a valid Residential or Multifamily record ID.  
\* Record ID:

\* Is this a change of contractor:  Yes  No

### Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

**ELECTRIC, INC**  
License Type: Electrical  
License Number:   
Address: IMPERIAL 63052  
[Edit](#) [Remove](#)

[Save and resume later](#) [Continue Application >](#)

- **IF** any information is requested/required on the next page titled “Custom Fields” please provide that information.

ADD SUBCONTRACTOR TO PERMIT

1 Amendment Information 2 Documentation 3 Review 4 Record Issuance

Step 1: Amendment Information > Device Information \* indicates a required field.

**Custom Fields**

DEVICE INFORMATION

Premise #:

Service:

Volts:

Phase:

Amps:

Wire:

[Save and resume later](#) [Continue Application »](#)

- **IF** you are instructed to upload any attachments to complete this request, please do so on the “Attachment” page

This site is compatible for the following: IE10, IE11, Firefox 32, Chrome 37, Opera 24, Safari 6 (please adjust your system accordingly)

To schedule, reschedule or cancel an inspection select the record you want. In the record, select the RECORD INFO Drop Down menu and select the INSPECTIONS menu item.

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ADD SUBCONTRACTOR TO PERMIT

1 Amendment Information 2 Documentation 3 Review 4 Record Issuance

Step 2: Documentation > Supporting Documentation \* indicates a required field.

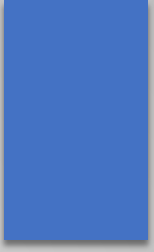
**Attachment**

The maximum file size allowed is 500 MB.  
 ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sjs; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#) [Continue Application »](#)

- 
- Review all the information you have provided. If everything is correct, check the certification box at the bottom of the page and click **Continue Application**

- The final page shows that we have received your sign on to the integrated permit
- You will also receive an email confirmation

Announcements Logged in as:KSonntag Collections (0) Cart (0) Account Management

This site is compatible for the following: IE10, IE11, Firefox 32, Chrome 37, Opera 24, Safari 6 (please adjust your system accordingly)

To schedule, reschedule or cancel an inspection select the record you want. In the record, select the RECORD INFO Drop Down menu and select the INSPECTIONS menu item.


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1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

Application Received:

 Your request has been received.

No Address

AMD-LP-