

Building Permit

Below is the information you'll need to get started with **MyGov**, the City's new credentialing platform. MyGov will be used for building permit applications as well as contractor licenses, business licenses, and resident service requests.

Our permits are organized into three categories: **Commercial**, **Miscellaneous**, and **Residential**.

To begin, you will need to **create or reclaim your Collaborator account**.

- **If MyGov tells you that your email address is already in use:**
Select **Log In**, enter your email address, and choose **Forgot Password**. This will allow you to reset your password and regain access to your existing Collaborator account.
- If you have never created a Collaborator account:
 - 1) Select **Log In** in the top right corner. This will take you to the login screen. Enter your information and click **Log In**.
 - 2) Follow the prompts to finish setting up your account.

Once your Collaborator account is active, you can use MyGov to submit the appropriate permit application. I've included a few helpful tips below to guide you as you get started.

Follow these steps to submit a new permit application after you have created your MyGov Collaborator account:

1. Select **Login** in the top right corner.
 - a. This will take you to the login screen. Enter your information and click **Login**.
2. You will arrive at your account dashboard. If you work with multiple municipalities, each one will be listed.
 - a. Click on the **City of Summerset** seal.
3. You will now be on your City of Summerset Dashboard, which displays all activity (permits, licenses, etc.) associated with your account.
 - a. On the left-hand side, click on green button "+ Make New Request.
 - b. Click on the blue Building Department icon.
 - c. Pick the type of application you want to fill out and submit. The permit categories are **Commercial**, **Miscellaneous**, and **Residential**. Scroll down to see all options and click on the appropriate one.
4. The blank application for the permit you are requesting will pop up.
 - a. Fill in the specific information for your project.
5. Agree to terms and digitally sign the application.
6. Click the green button at the bottom that has a ✓ **Request Project**.
7. A green banner will appear at the top of your screen confirming **Your request was successfully submitted**.
8. You will return to the application overview page.

These steps should help you get everything completed.