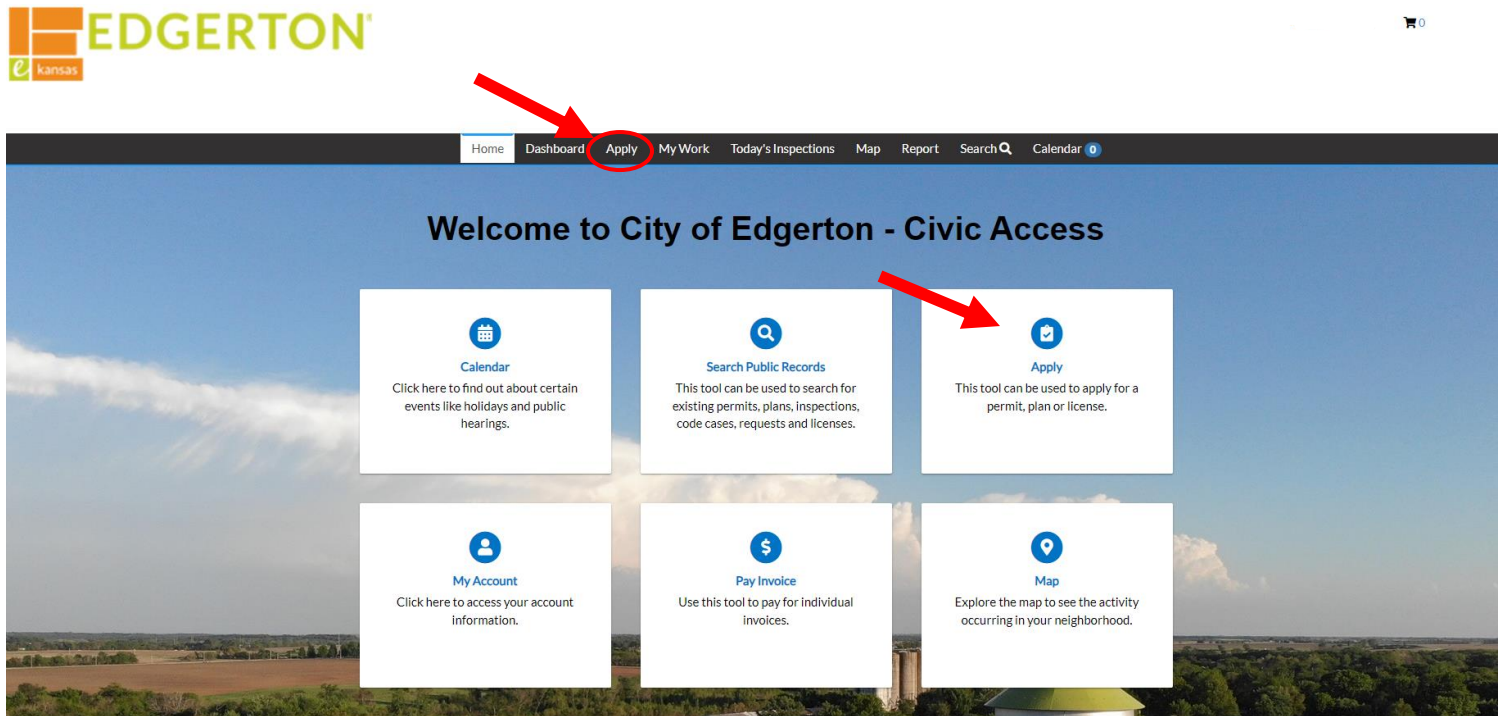


# Applying for a Permit

To get started, go to <https://cityofedgertonks-energovweb.tylerhost.net/apps/selfservice#/home> and log in.

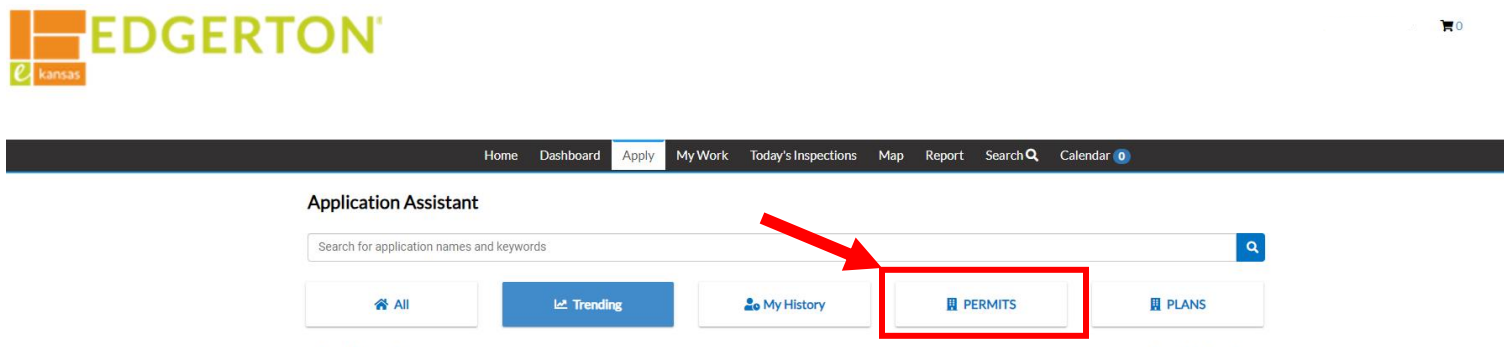
Step 1:

Select the **APPLY** tile or on the toolbar.











Step 2:

Select the **PERMITS** tile. The permit type can also be searched for. Be sure to select the correct permit type and work class.



Select **APPLY** next to the appropriate permit type/work class.

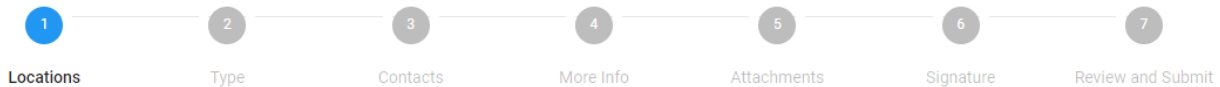
	<b>Building Non-Residential - New Construction</b> Category Name: Building Non-Residential Description: New non-residential construction	
	<b>Building Non-Residential- Accessory Structure</b> Category Name: Building Non-Residential Description: Any new accessory structure such as a garage or a shed.	
	<b>Building Residential - Accessory Structure</b> Category Name: Building Residential Description: Any accessory structures including, but not limited to, carports, canopy, and sheds.	
	<b>Building Residential - Addition</b> Category Name: Building Residential Description: Any enclosed addition on to the house including sun/all season rooms.	

Step 4:

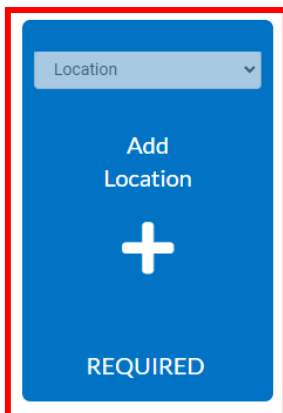
Select the **ADD LOCATION** tile.

Apply for Permit - Building Non-Residential - New Construction

\*REQUIRED



LOCATIONS



Create Template

Save Draft

Next

**Type and select the address for the location of the project and select ADD.**

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 404 E Nelson

Address	Action
404 NELSON ST, Edgerton, KS 66021	<a href="#">Add</a>

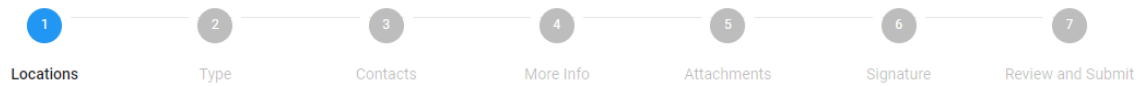
Results per page 10 1 - 1 of 1 << < 1 > >>

Step 6:

**Click NEXT if you are ready to proceed, or you can add additional properties by repeating Steps 4 and 5.**

Apply for Permit - Building Non-Residential - New Construction

\*REQUIRED



LOCATIONS

Type: Location  
404 NELSON ST, Edgerton, KS 66021

Main Address

Parcel Number  
BP25000021 0013

Main Parcel

[Remove](#)

Location

Add Location

+

Create Template

Save Draft

[Next](#)

**Enter all of the required information that is marked with a red asterisk and click NEXT.**

Apply for Permit - Building Non-Residential - New Construction \*REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Signature) ●, 7 (Review and Submit) ●

**PERMIT DETAILS**

\* Permit Type: Building Non-Residential - New Const

Description:

\* Square Feet:

\* Valuation:

Buttons: Back, Create Template, Save Draft, **Next** (highlighted with red box and arrow)


Step 8:

**Add information for contacts – Property Owner, Contractor, etc.**

Apply for Permit - Building Non-Residential - New Construction \*REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ✓, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Signature) ●, 7 (Review and Submit) ●

**CONTACTS**

Applicant:   
First Last (You)  
404 E Nelson St., Edgerton, KS  
, 66021

**General Contractor** (highlighted with red box and arrow)  
Add Contact  
+  
REQUIRED

**Owner**  
Add Contact  
+  
REQUIRED

Select Type  
Add Contact  
+

Buttons: Back, Create Template, Save Draft, Next

**You can either search for a contact if they already have an account or you can enter it manually.**

Add Contact As : General Contractor Enter Manually

---




Search

\* First Name   
\* Last Name   
Company Name   
Email   
\* Home Phone   
\* Mobile Phone   
\* Business Phone

Step 10:

**Enter each required contact. One contact can serve in multiple roles. Click NEXT once completed.**

CONTACTS

<p><b>Applicant</b></p>  <p>First Last (You)</p> <p>404 E Nelson St , Edgerton, KS , 66021</p>	<p><b>General Contractor</b></p>  <p>First Last (You)</p> <p>404 E Nelson St , Edgerton, ...</p> <p><input type="button" value="Remove"/></p>	<p><b>Owner</b></p>  <p>First Last (You)</p> <p>404 E Nelson St , Edgerton, ...</p> <p><input type="button" value="Remove"/></p>	<p>Select Type <input type="text"/></p> <p><b>Add Contact</b></p> <p><b>+</b></p>
---	--	---	---

Step 11:

**Enter all of the information on the next page. The more information the better. There are required fields that are marked with red asteriks. Click NEXT once completed.**

**Add attachments for review. Click the appropriate tile of what the document to be uploaded is. Note the supported file type. A box will pop up to select the file to upload. Once all of the documents are uploaded, click NEXT.**

Apply for Permit - Building Non-Residential - New Construction \*REQUIRED

Locations  Type  Contacts  More Info  Attachments  Signature  Review and Submit

Attachments

Plot Plan

Add Attachment

+

Supported: .pdf

REQUIRED

Structural Plans

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

Back Create Template Save Draft **Next**

Step 13:

**Type your name to sign the application and select NEXT.**

SIGNATURE

\* Please type your name as consent to electronically sign this application.

First Last

Enable Type Signature  First Last

Guest  
December, 27 2023

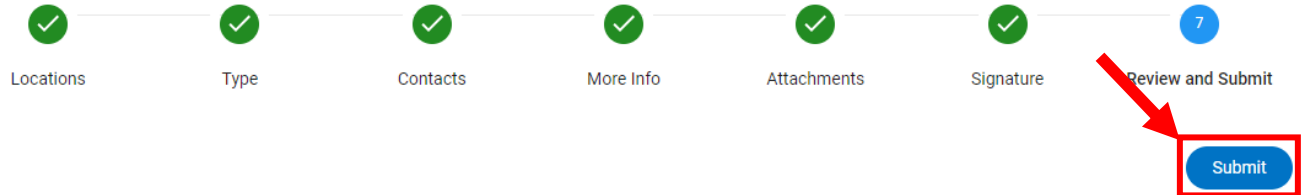
X *First Last*

Back Create Template Save Draft **Next**

**Review the information provided. Click SUBMIT when you are finished reviewing the application at the top of the page or at the bottom.**

Apply for Permit - Building Non-Residential - New Construction

\*REQUIRED




Attachments

Plot Plan	Plot Plan_v1.pdf
Structural Plans	Plans_v1.pdf

Buttons: Back, Create Template, Save Draft, and Submit (highlighted with a red box and arrow).

Step 15:

**A confirmation page will display showing that the permit has been submitted. Click CONTINUE TO PERMIT to view the application and the status of the permit.**

 **Your application was successfully submitted!**

Your application has been successfully submitted. Staff will review the application for completeness and will follow up with you either confirming that the application is complete, or will inform you of any outstanding items.

