Steps to Sign Up for an Online Account

- Visit the City of Ozark website: ozarkmissouri.com, scroll down to the Popular Links on the left, click on "Permit and License Portal".
- Choose "My Portal" to reach the Applications home page. Choose "**Sign Up**" on the top right to begin creating an account.
- Page 1: Use a valid email address & create a password. Leave the "Access Code" box empty unless you are a contractor who has been assigned a code to manage a project.
- Page 2: Enter your contact information.
- Page 3: Review your info & the 'Terms and Conditions', checking the box that you agree.

Select **✔ CREATE MY ACCOUNT** to create the account & prompt the verification email to be sent.

You must open your email and select "verify" before you can access the portal.

Once verified successfully, return to the "My Portal" page to find the options shown below:

**Note: you may have to log out and log back in for the verification to apply.
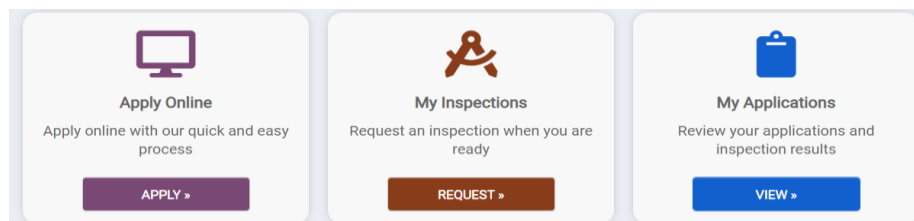
Steps to Submit an Application

Select the "Apply" button to reach the first steps & the drop-down options (steps are the same for both licensing and building permit applications)

Step 1: Category – Select the appropriate category for your needs.

Step 2: Application – Select your specific permit/license from the provided list.

Choose "**Next**" and begin adding the permit information.

Step 3: Address – Enter the address that the project will be located.

Choose "**Next**" and verify the address information. Then click "**Save and Continue**".

Step 4: Name – scroll down and enter a name & description for the project, then click "**Save**".

Step 5 – Details: Scroll down to the "**Permit Details**" tab & provide as much info as possible, paying close attention to the (*) indicating fields that are required.

Step 6 – Ensure each drop-down tab is displaying a green **Done** sign on the right. ✅ **Done**

Anything missing information will show a "**Not Complete**" message, the application cannot be submitted unless all boxes are showing as **Done**.

Permit Submittals (critical for application to be complete)

This is the point in the process where you must add any required site plans, photos, drawings etc.

- All plan drawings must be uploaded as one document as a combined set, not as individual sheets.
- Applications without the necessary documentation will be considered **incomplete** and **will not be processed.**
- At least 1 file must be uploaded for each submittal requirement.

Select the **Upload** button, then **Begin Upload** to find & select your needed documentation. It will show a green check mark if it uploaded successfully. You can add more than 1 file by clicking "Add Files" or continue by clicking "Close".

Once everything has been uploaded, you will see ✔ Your application is complete. Please submit for review. You may now click the blue "Submit Application" button. Your application is now submitted for review. **Fees will be payable after the permit has been approved.** Check the Portal often to see comments from reviewers, schedule inspections, pay fees, etc. The system does not automatically send email updates when comments & other details are added. A final inspection is required after the project is completed. Schedule online through the Portal or call 581-8909 & include the name, address, and permit number associated.

<u>Please allow up to 10 business days for the review processes of all application/submittal types.</u>