

Instructions on Researching Permits

1. Go to townofmedway.org/building-department
2. On the top left, click on “**Click Here to Apply for a Permit Online**”
3. Under “Online Services You Need”, click on “Search for a Permit”
4. Put in street address (without “ST, RD, AVE”) you are inquiring about, at the bottom of the screen, hit “submit”
5. Screen will pop up showing the status of the permit, and if you need to review anything about the permit itself
6. If you want to review the internal reviews, documents, or inspections, you are going to have to register in our system. Once registered, you will be able to click on anything that is in blue/purple font; opening it up to view, download, or print.

How to Register:

1. Go to townofmedway.org/building-department
2. On the top left, click on “**Click Here to Apply for a Permit Online**”
3. Under “Online Services You Need”, click on “Search for a Permit”
4. Under “New to our Portal” located on the right side, click on “Register Now”
5. When “Registration Type” comes up, if you are a real estate agent, categorize yourself as “Business Manager”
6. Satisfy any fields that have a red line next to it, and then click on “Submit” located at the bottom of the screen
7. Once profile is accepted and “Submit” has been clicked on, a new screen will come up. On the top left, click on “Search.” The “Field Type” you are to accept is “Permits”
8. Put in street address (without “ST, RD, AVE”) you are inquiring about, at the bottom of the screen, hit “submit”
9. Screen will pop up showing the status of the permit, and if you need to review anything about the permit itself
10. Click on “Permit, Review, Documents, Inspections” – that will bring you to anything that we’ve done internally; documents pertaining to, inspections, and reviews.