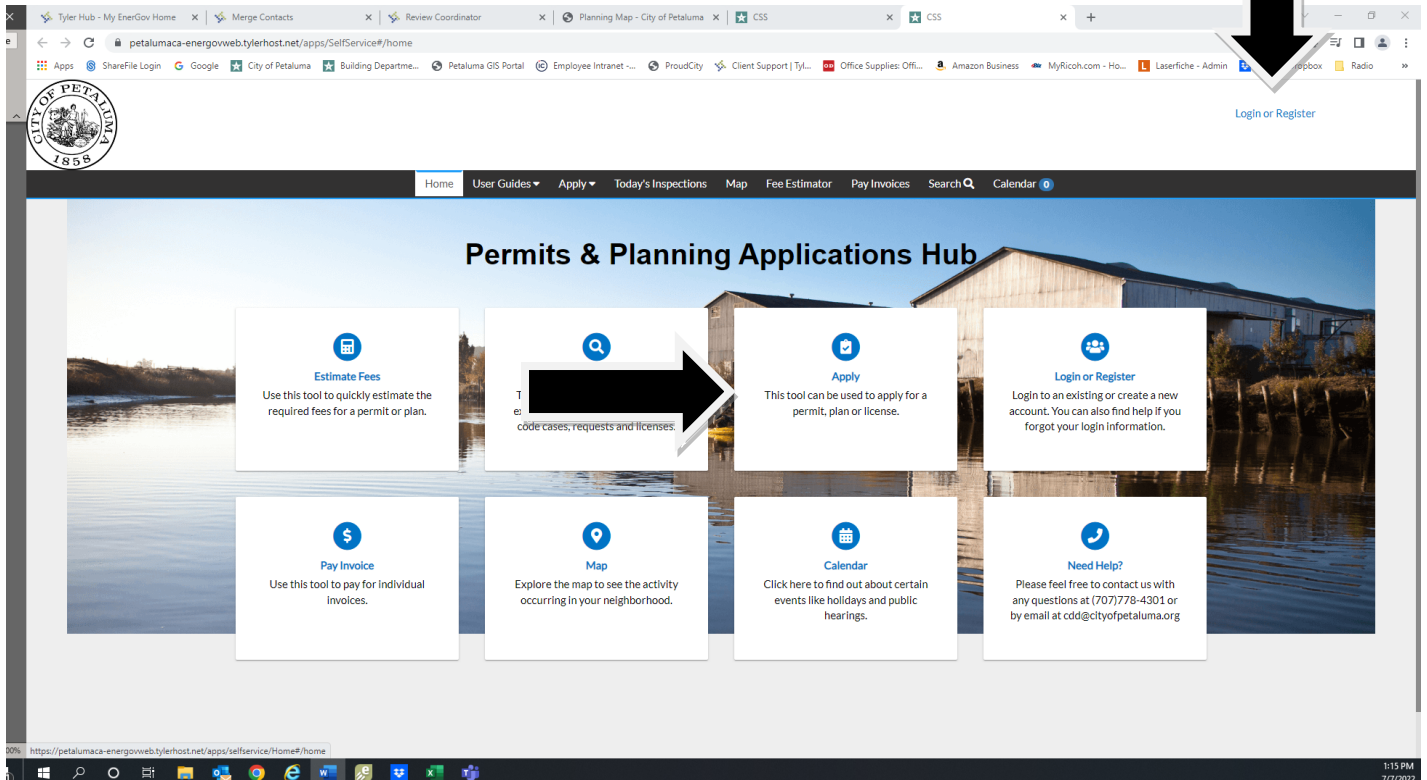


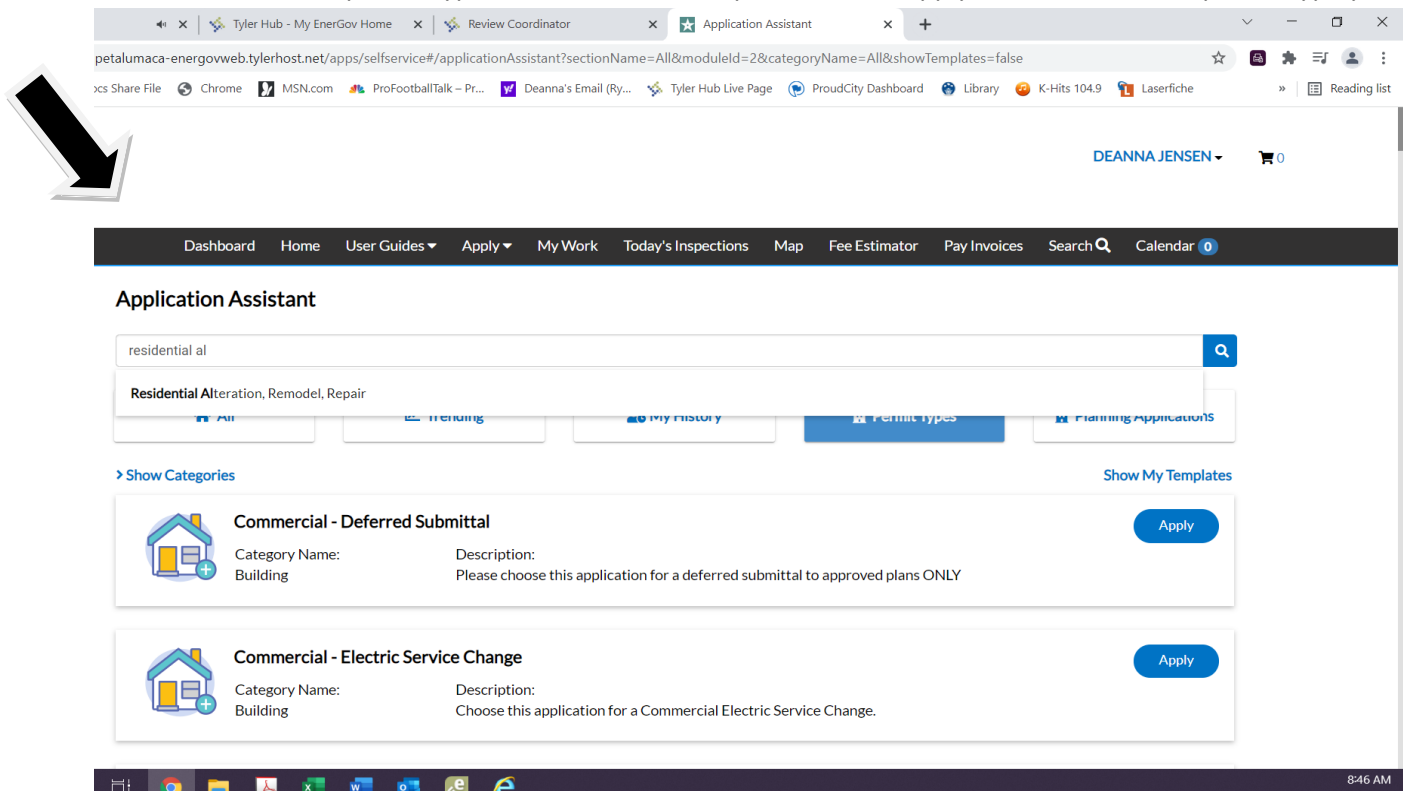
How to Apply for a Permit

To apply for a new permit, click back on the following link: <https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home> and log in.

- Once logged in, Click on the box marked “APPLY”



- Once you click apply you can either browse through the different permit types or you can start to type “Residential or Commercial” and permit types will start to come up, click on the apply button next to the permit type you need.



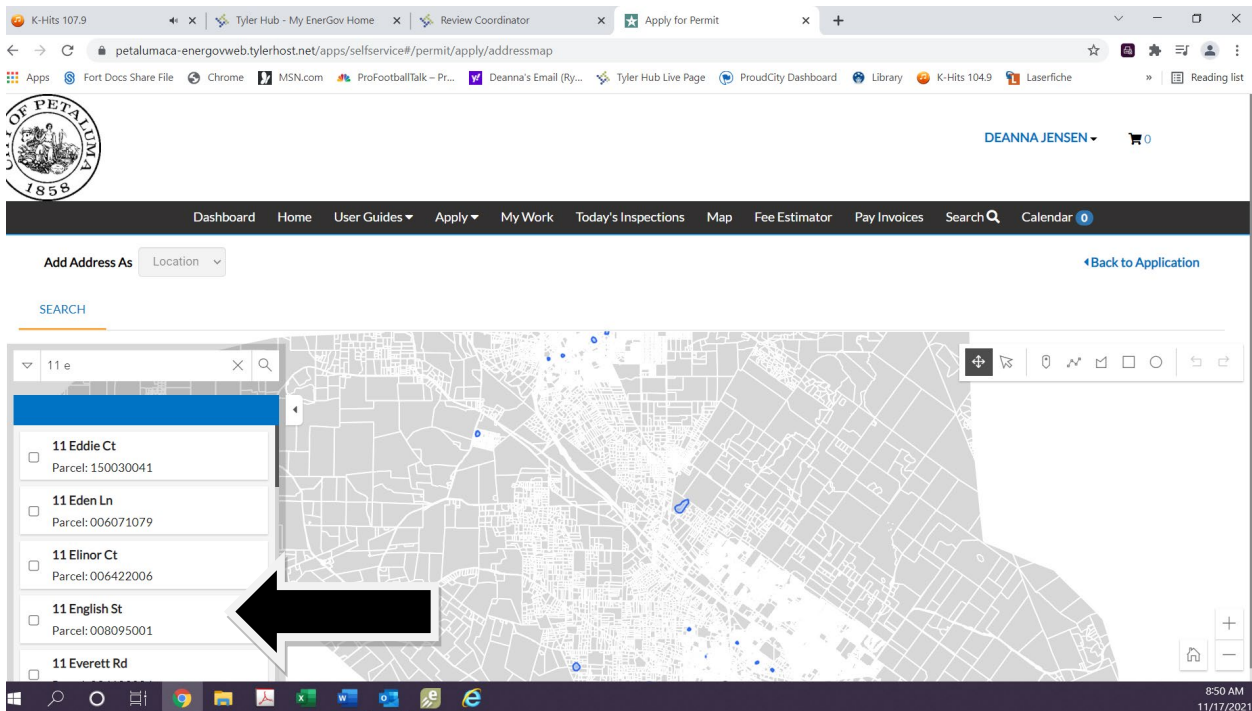
- Search for your project location (Address) by clicking on the “+” sign in the big blue box.

The screenshot shows a web browser window with multiple tabs open, including 'K-Hits 107.9', 'Tyler Hub - My EnerGov Home', 'Review Coordinator', and 'Apply for Permit'. The address bar shows the URL: petalumaca-energogovweb.tylerhost.net/apps/selfservice#/permit/apply/129/0/0. The page features a progress bar with seven steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. The 'Locations' step is currently active. Below the progress bar, the heading 'LOCATIONS' is followed by the text 'The address of the project.' A large blue box with a white plus sign and the text 'Add Location' and 'REQUIRED' is prominently displayed. A large black arrow points to this box. At the bottom of the page, there are three buttons: 'Create Template', 'Save Draft', and 'Next'.

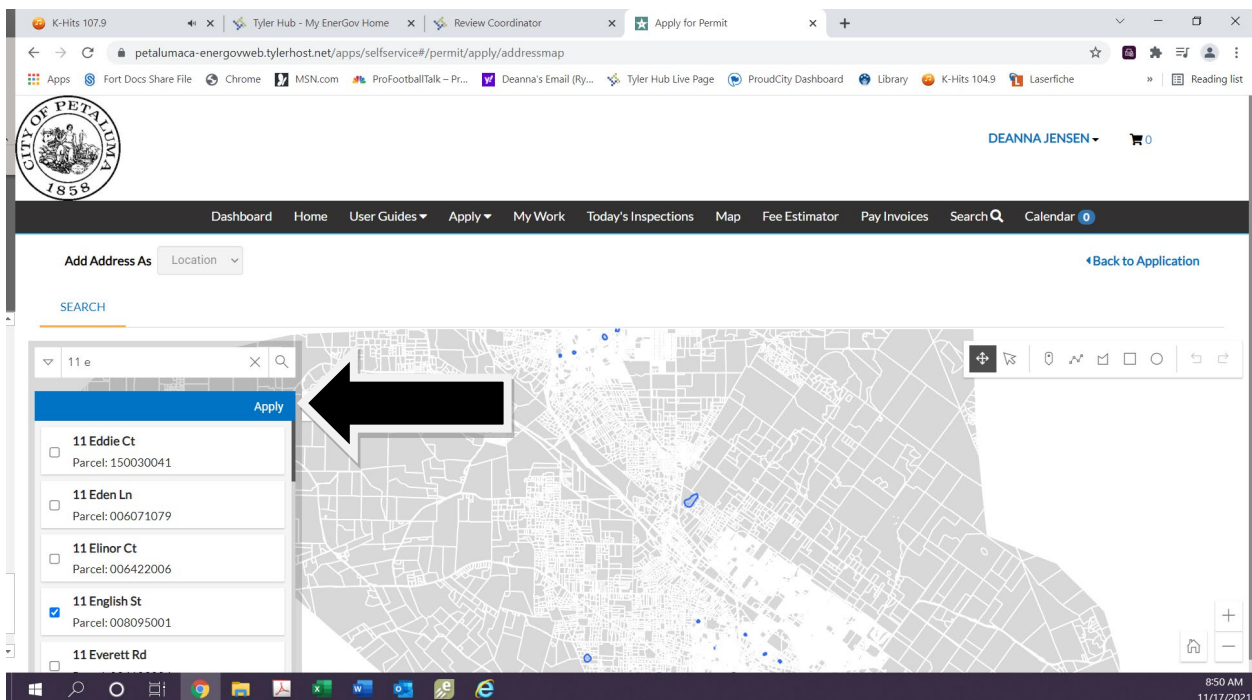
- Type the address into the search box and click on the magnifying glass – search for the address number and first letter of the street name, i.e. search for 11 E to find 11 English St, 21 4th for 21 4th St, a drop down menu will appear.

The screenshot shows the 'Address & Parcel Search' interface within the City of Petaluma's online system. The top navigation bar includes the City of Petaluma logo, the name 'DEANNA JENSEN', and a shopping cart icon. Below this is a dark navigation bar with links to 'Dashboard', 'Home', 'User Guides', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Fee Estimator', 'Pay Invoices', 'Search', and 'Calendar'. The main content area has a header 'Add Address As' with a dropdown menu set to 'Location' and a 'Back to Application' link. A 'SEARCH' button is located above a search input field labeled 'Address & Parcel Search'. A large black arrow points to this search field. Below the search field is a map showing a street grid. The Windows taskbar at the bottom indicates the time is 8:49 AM.

- Once you find the address you want check the small box next to the address.



- Then click "Apply"



- Once the location is complete, Click “Next” in the lower right corner.

K-Hits 107.9

petalumaca-energovweb.tylerhost.net/apps/selfservice#/permit/apply/129/0/0

Fort Docs Share File Chrome MSN.com ProFootballTalk - Pr... Deanna's Email (Ry... Tyler Hub Live Page ProudCity Dashboard Library K-Hits 104.9 Laserfiche Reading list

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

The address of the project.

Type: Location
11 English St, Petaluma, CA 94952

Main Address ☒

Parcel Number
008095001

Main Parcel ☒

Remove

Create Template Save Draft Next

Petaluma Home Page

8:50 AM 11/17/2021

- Complete the permit details – a good description of work, square footage and valuation. If there is no added square footage, please enter “0” in this box.
- The “Valuation” is the estimated cost of the job – Labor + Materials.
- Click “Next” in the lower right corner.

City of Petaluma

Jennifer Williams

Dashboard Home User Guides Apply My Work Today's Inspections Map Fee Estimator Pay Invoices Search Calendar

Apply for Permit - Residential Alteration, Remodel, Repair *REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

PERMIT DETAILS

* Permit Type: Residential Alteration, Remodel, Repe...

* Description: [Empty text area]

* Square Feet: [Empty input field]

* Valuation: [Empty input field]

Back Create Template Save Draft Next

City of Petaluma Home Page

12:30 PM

- On the next screen, add contacts to the permit. You can add as many as you like, just keep clicking on the “+” sign in the middle of the blue box.
- Click “Next” in the lower right corner.

CONTACTS

Please input the project applicant, architect, contractor, engineer or owner.

Applicant
DEANNA JENSEN (You)
PO Box 7083, Petaluma, CA, 94955

Owner
DEANNA JENSEN(You)
PO Box 7083, Petaluma, CA, ...
Remove

Agent
Add Contact

Back Create Template Save Draft Next

- The next screen is additional information, fill in as much as you can. The permit type will determine what questions you need to answer. **Please note:** there will be some required fields in this section.
- Click “Next” in the lower right corner.

Remodel Garage Area (sqft)

Number of Units:

Number of Affordable Units (if any):

Historic Building Questions

Previous Section | Top | Main Menu

*Is the property in a historic district?

Is the property in a historic district? Is required.

*Is the property a local landmark?

Is the property a local landmark? Is required.

*Requesting use of the historic building code?

Requesting use of the historic building code? Is required.

*Date of construction if existing structure

Date of construction if existing structure is required.

Back Create Template Save Draft Next

- The next screen will ask you for plans and supporting documents. The permit type determines what is required to be submitted. **All documents must be in PDF format.** **Please Note:** There are certain permits that do not require plans.
- Click “Next” in the lower right corner.

City of Petaluma Home Page

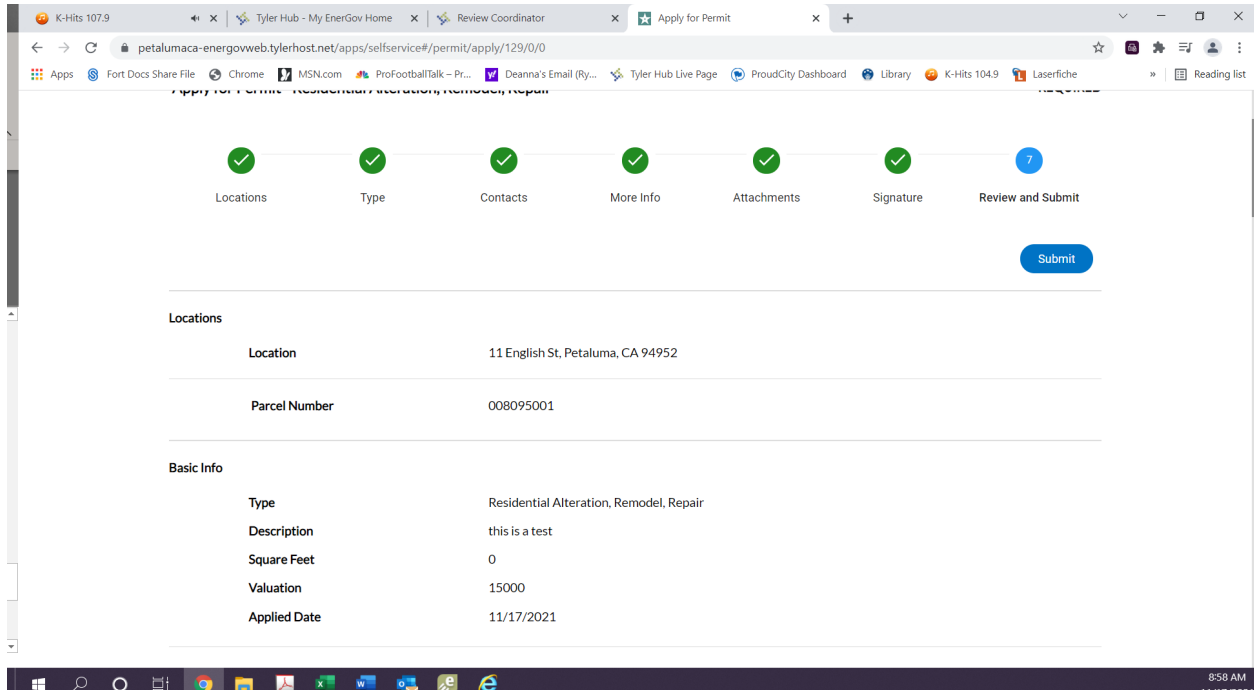
12:53 PM

- Electronic signature required, type your name in the first box then click the “Enable Type Signature” and type your name again, it will show up in the larger box.
- Click “Next” in the lower right corner.

City of Petaluma Home Page

1:30 PM 5/24/2022

- The last screen is “Review and Submit”. If all the information is correct, click the “Submit” button in the upper right corner or in the lower right corner.



Locations

Location 11 English St, Petaluma, CA 94952

Parcel Number 008095001

Basic Info

Type Residential Alteration, Remodel, Repair

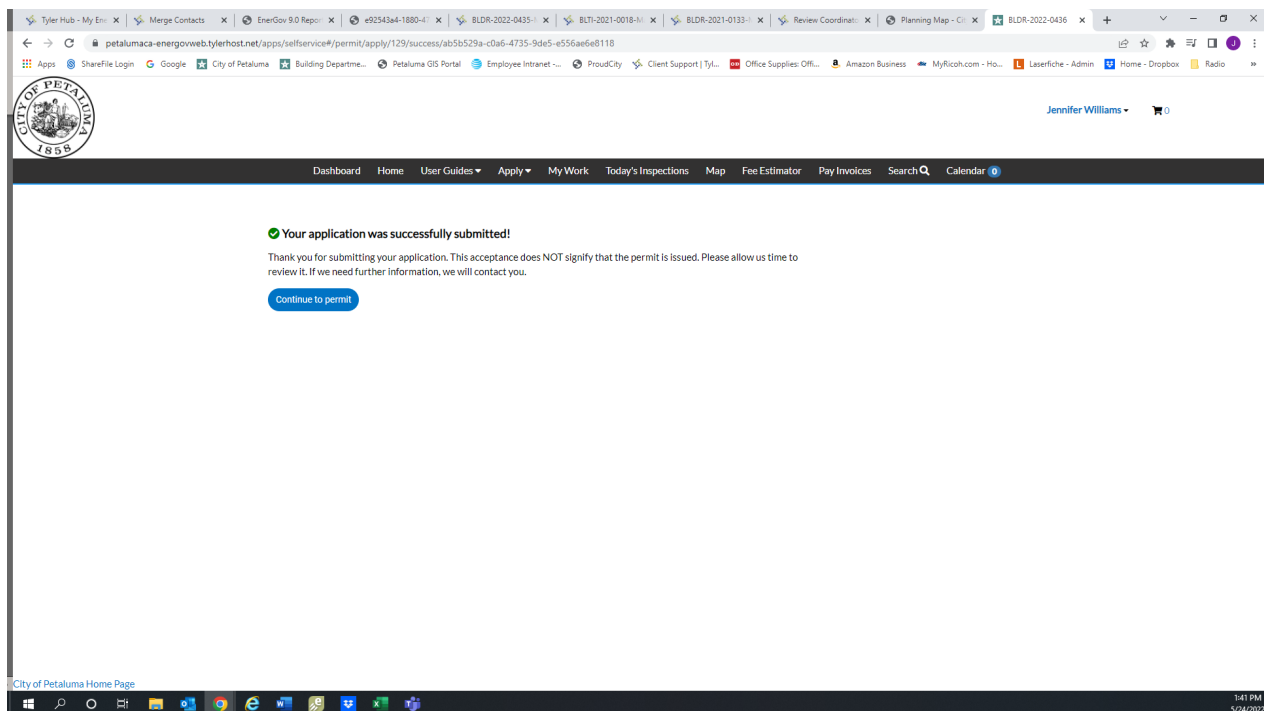
Description this is a test

Square Feet 0

Valuation 15000

Applied Date 11/17/2021

- Your permit is submitted! A success email will be sent to the contact email provided in your registration. The page below will pop up as well.
- Click on the “Continue to Permit” button to see your application and pay any fees that are due.



✓ Your application was successfully submitted!

Thank you for submitting your application. This acceptance does NOT signify that the permit is issued. Please allow us time to review it. If we need further information, we will contact you.

[Continue to permit](#)

City of Petaluma Home Page