Setting up a public portal account

Creating a Portal Account provides additional access, allowing online applications, document submissions, tracking permits through review/approval process, reviewing reports, uploading revised plans and more.

Visit the Portal

Visit: cityoffife.org/onlinepermits. Click on the link for "Setting Up a Portal Account"

1. Find your access code
   - Numerous portal accounts (users) can be linked to a single contact.
   - Connect to a contact through an access code.
   - Previous applicants can find that access code on a receipt or invoice for your last permit.
   - Can’t find it? Contact comdev@cityoffife.org.

2. More account set-up tips
   - Enter name, email and connect your account to a contact through your access code.
   - Check your email for a verification message.
   - Click that email and your account is ready to go.

3. Edit your notifications
   - In the portal, set your email notifications.
   - You can be notified of a change to the status of a permit or inspection.
   - Select other desired notification options to stay up-to-date on the review status of your application or inspection.

Need help? Contact comdev@cityoffife.org. You can also find in-depth portal instructions at cityoffife.org/onlinepermits