

SETTING UP A PORTAL ACCOUNT

A quick guide to Fife's online permit portal



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"



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.



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.



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