

APPLYING FOR A PERMIT ONLINE

A quick guide to Fife's online permit portal



Applying online for a permit

Once you have created a portal account, you can apply for any permit through the public portal.

Visit the Portal

Visit: cityoffife.org/onlinepermits. Click on the link for "Apply online"

Gather your information

1

- You'll need to set up a portal account. Visit cityoffife.org/onlinepermits for instructions.
- Make sure to have the address or parcel number handy.
- Gather your electronic documents to upload.
- Research the kind of permit you need at bit.ly/2zeFbvV.
- Have the name of the contractor available.



Enter as many permit details as possible

2

- Accuracy helps ensure fees are calculated correctly at the time of application.
- Be accurate on number of fixtures, mechanical equipment and signs.
- Enter square footage information accurately. Be accurate on occupancy and construction type.
- Incomplete/inaccurate information will slow or delay permits; fees could increase.



Final steps

3

- Upload documents. Find application in portal, scroll to "submittals," click blue link to right of submittal item, upload documents (you can upload numerous documents under a single submittal item). Add comments as needed.
- Be sure to pay the "due now" portion of the fees to proceed with the application review. Mail or drop off payment at [Fife City Hall](#).
- Keep an eye on "My Applications" page for permit status.



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