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

Enter as many permit details as possible

- 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

- 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.