

Registering for Permits Online and Uploading Documents

Contents:

[Go to Permits Online](#)

[Accessing/Creating an Account](#)

[Existing Users](#)

[New Users – Create an Account](#)

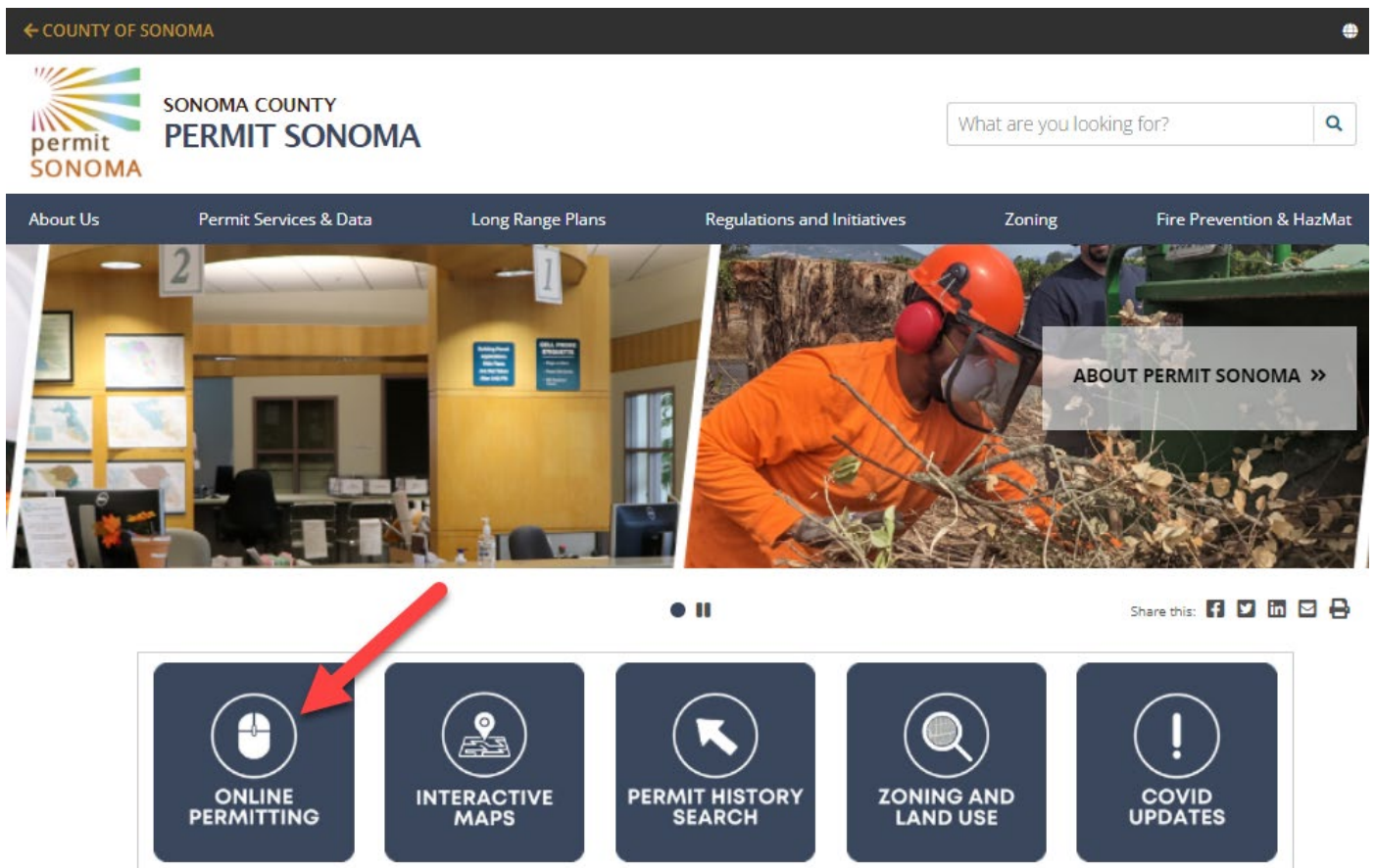
[Accessing Your Permit](#)

[Adding Documents to the Permit Record](#)



Go to Permits Online

- 1) In your web browser, go to: www.PermitsSonoma.org
- 2) From the first row of dark blue feature icons, select **Online Permitting**.

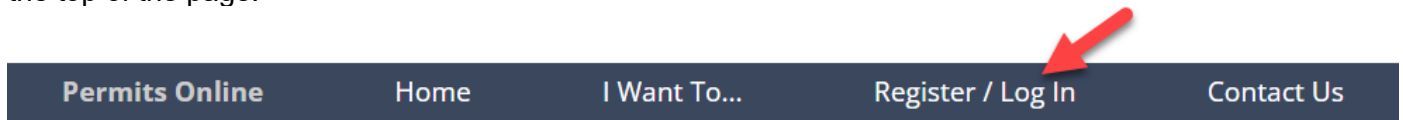


- 3) Welcome to Permits Online. From here you will be able to: Apply for permits, upload documents to permit applications, review previously uploaded documents*, pay fees, schedule inspections, etc.



Accessing/Creating an Account


To access your permit, you must be a registered user. Select **Register/Log In** in the navigation bar near the top of the page.



Existing Users

Enter your E-mail Address and Password and select the **Login** button. (Skip to [Accessing Your Permit](#) below)

New Users – Create an Account

Registration Video  A video describing the account registration process is also available. Watch Video: youtu.be/S99yAgYiPGI

1) To create an account, select the **Register Now** button

A login form with two input fields: 'E-mail Address:' and 'Password:'. To the right of the password field is a dark blue button with white text that says 'Login »'. Below the input fields are three checkboxes: 'Remember me on this computer', 'Reset My Password', and 'New Users: Register for an Account'. In the top right corner of the form area, there is a search bar with the text 'Search Existing Permits ...' and a green search icon.

Please Login

Login required to check your permit status and schedule inspections.

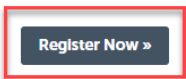
Many online services offered by Permit Sonoma require login for security reasons. If you are an existing user, please enter your user e-mail address and password above.

You will be locked out after 5 failed attempts to log in. It's better to reset your password instead of getting locked out!

New Users

If you are a new user you should [register](#) for a free Permits Online account. It only takes a few simple steps and you will be able to apply for permits, upload and download documents for permits, view a complete history of your applications, access invoices and receipts, check on the status of pending permits, and more.

Be sure to [link all your existing permits](#) with your new online account.



2) Review and accept the terms and select **Continue Registration**.

Account Registration

You will be asked to provide the following information to open an account:

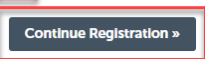
- Enter your e-mail address
- Choose a user name and password
- Personal and Contact Information


Please review and accept the terms below to proceed.

Safari Browser Users: In order to complete the registration process, you must first follow these instructions to: [Update your Safari settings](#)

A scrollable text box containing a 'General Disclaimer'. The text states that the Agency does not warrant the accuracy or timeliness of its web information, nor makes representations about the functionality or condition of the website. It also mentions that trademarks and service marks are the property of their respective owners and that the Agency is not responsible for any viruses or other contamination of the user's system.

I have read and accepted the above terms.



- 3) Enter the required Login information. Select the  icon for help with any of the fields.
- 4) Select **Add New** to enter the required Contact Information.
- 5) Select the Contact Type (Individual or Organization) and select **Continue**. Enter the Contact Information and select **Continue**.
- 6) Our database will search to see if we already have your information. If you are not found, select **Continue** to be added.
- 7) Select **Continue Registration** to complete the registration process.

The screenshot shows a registration form with two main sections: "Login Information" and "Contact Information (Required)".

- 1**: A red box highlights the "Login Information" section, which includes fields for User Name, E-mail Address, Password, Type Password Again, Enter Security Question, and Answer. Each field has a small blue question mark icon for help.
- 2**: A red box highlights the "Add New" button located below the "Contact Information (Required)" header.
- 3**: A red box highlights the "Continue" button in the "Contact Information" section, which includes fields for Full Name, Name of Business, Address, City, State, Zip, Main Phone, Alternate Phone, Fax, and E-mail.
- 4**: A red arrow points to the "Continue Registration »" button at the bottom of the form.

- 8) You're now ready to log in to access your permit. Select **Login Now**, enter your E-mail Address and Password and select the **Login** button.

The screenshot shows the account confirmation and login page. At the top right, there is a search bar labeled "Search Existing Permits ...". Below it is a green success message: "Your account is successfully registered." with a checkmark icon. Underneath, it says "Congratulations. You have successfully registered an account." The page is divided into two sections: "Account Information" and "Contact Information". The "Account Information" section lists fields for User Name, E-mail, Password, and Security Question. The "Contact Information" section lists fields for Main Phone, Alternate Phone, and Fax. At the bottom left, a red box highlights the "Login Now" button.

Accessing Your Permit

Link Account to Permits

To be able to access your permit, your online account must be linked with your permit. Submit a request by filling out this online form:

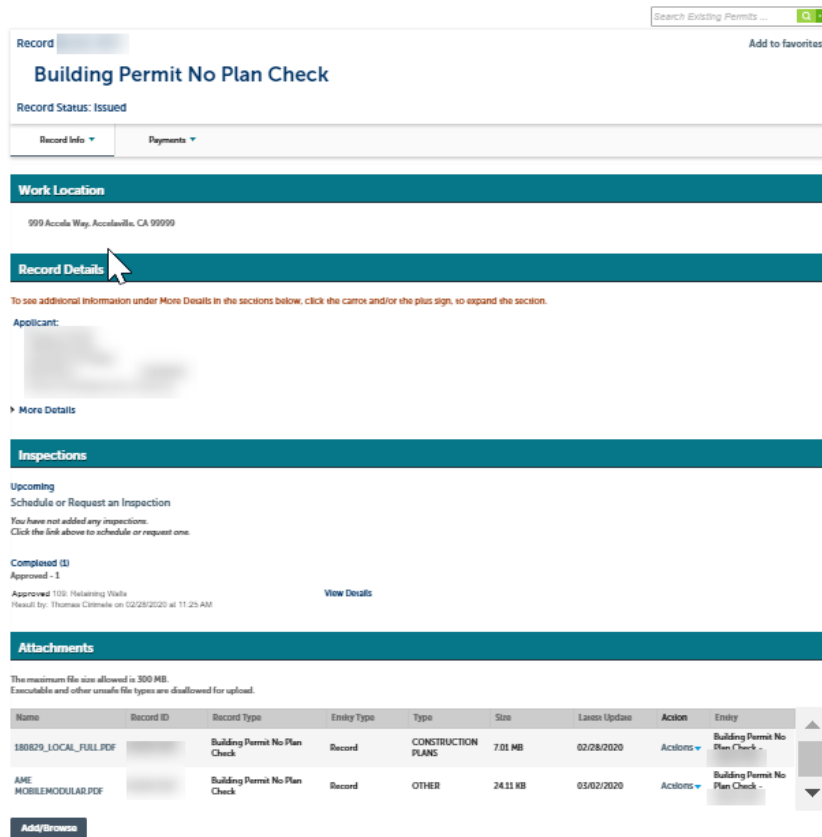
permitsonoma.org/permitservices/permitsonline/accountlinking

Once logged in,

- 1) Enter your permit number in the **Search Existing Permits** field and select the **Search** icon.



- 2) The Search Results will display. If there are multiple results, select the Record Number (permit number) you wish to view.
- 3) The permit information will display. From here you can: Attach/upload documents, review previously uploaded documents*, pay fees, and schedule inspections.



*Certain documents that are proprietary or subject to copyright, like construction plans, cannot be downloaded and viewed unless you meet **both** of the following criteria:

- Registered licensed professionals and/or contacts on record with the permit
- Licensed professionals and/or contacts have Permits Online accounts which must be [linked to the permit record](#)

Adding Documents to the Permit Record

Merging Documents into a Single File

Documents uploaded to permits are usually required to be a single document.

More information: permitsonoma.org/permitservices/permitonline/combiningfiles

- 1) Once you have opened a permit record, go to the Attachments section at the bottom of the page, and select **Add/Browse**

Attachments

The maximum file size allowed is 300 MB.
Executable and other unsafe file types are disallowed for upload.

Name	Record ID	Record Type	Entity Type	Type
180829_LOCAL_FULL.PDF	[REDACTED]	Building Permit No Plan Check	Record	CONSTRUCTION PLANS
AME MOBILEMODULAR.PDF	[REDACTED]	Building Permit No Plan Check	Record	OTHER

Add/Browse

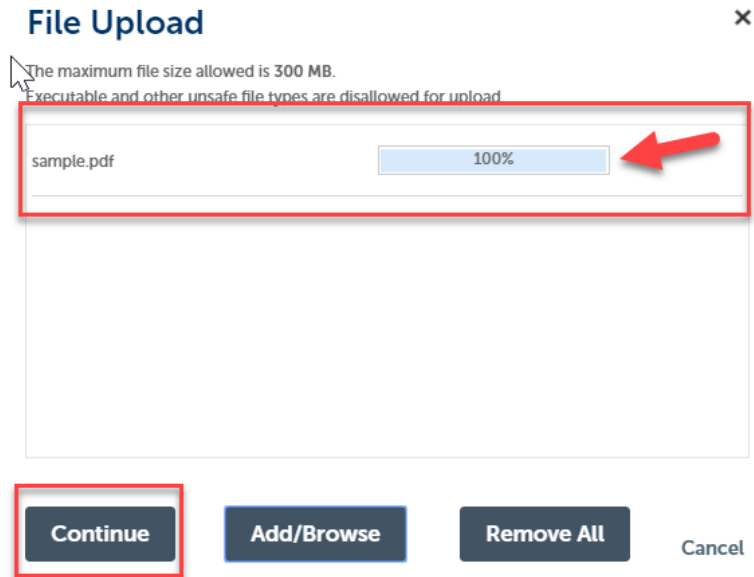
- 2) From the file upload screen, select **Add/Browse** again.

File Upload

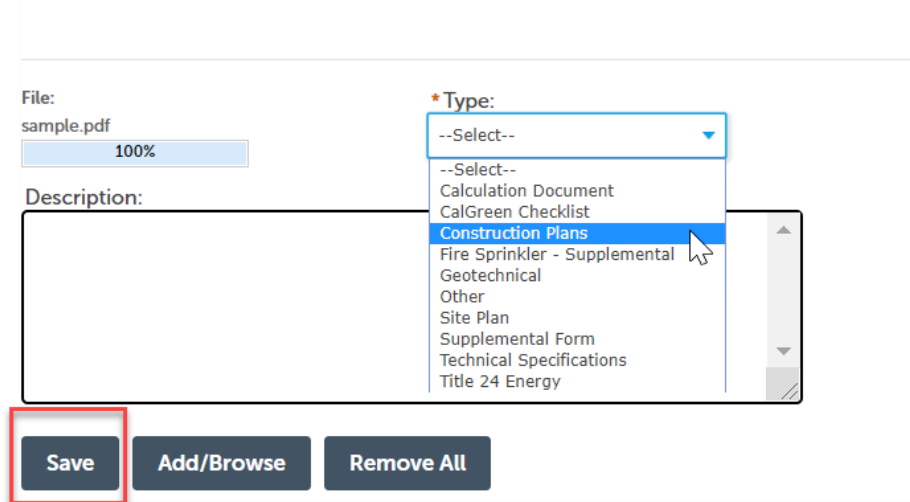
The maximum file size allowed is 300 MB.
Executable and other unsafe file types are disallowed for upload.

Continue **Add/Browse** **Remove All** **Cancel**

- 3) This will bring up the file management application on your computer. Navigate to your files and Select the document(s) you wish to add. More than one document can be added at a time. Once the desired files are listed in the File Upload screen and show 100% completion, Select **Continue**.
Note: the maximum file size per document is 300MB.




- 4) Select each document type from the drop-down menu, enter a description of the document, and select **Save**.



5) Your document(s) has been added.

Search Existing Permits ... 

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Attachments

The maximum file size allowed is 300 MB.
Executable and other unsafe file types are disallowed for upload.

Name	Record ID	Record Type	Entity Type	Type	Size	La
180829_LOCAL_FULL.PDF	██████████	Building Permit No Plan Check	Record	CONSTRUCTION PLANS	7.01 MB	02
AME MOBILEMODULAR.PDF	██████████	Building Permit No Plan Check	Record	OTHER	24.11 KB	03
SAMPLE.PDF	██████████	Building Permit No Plan Check	Record	CONSTRUCTION PLANS	584.16 KB	04

 [Add/Browse](#)