

Registering for Permits Online

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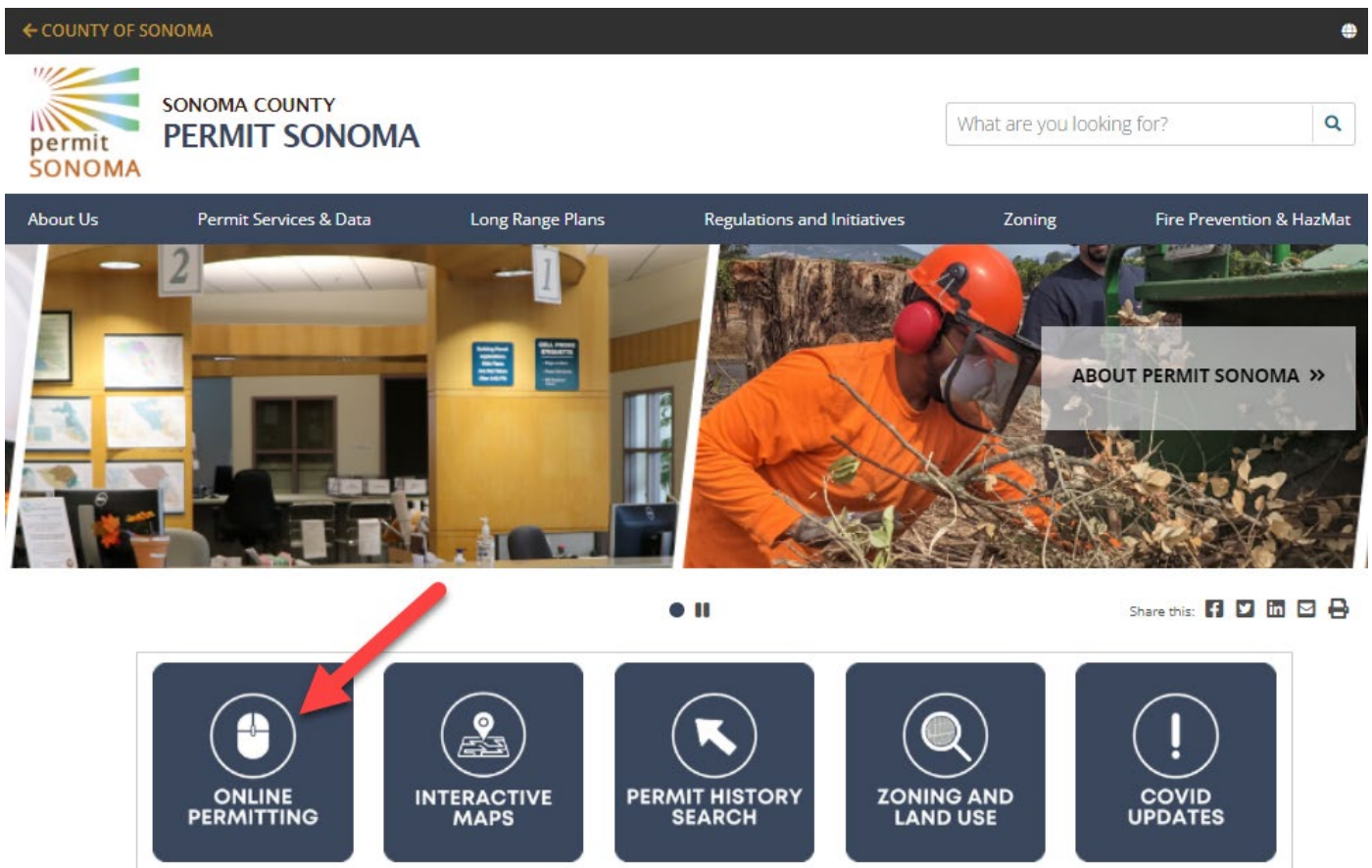
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Go to Permits Online

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

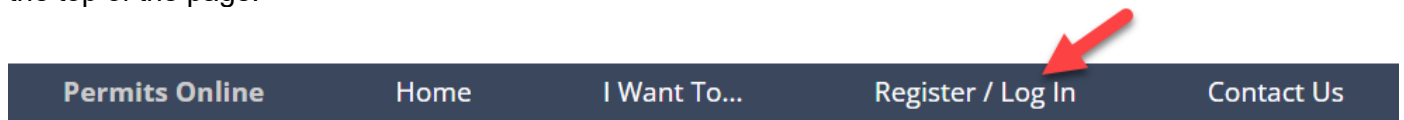


- 3) Welcome to Permits Online. From here you will be able to: Apply for permits, upload documents to permit applications, review previously uploaded documents*, pay fees, schedule inspections, etc.



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 white login form with a dark blue 'Login »' button. It has two input fields: 'E-mail Address:' and 'Password:'. Below the fields are links: 'Remember me on this computer', 'Reset My Password', and 'New Users: Register for an Account'. A search bar 'Search Existing Permits ...' with a magnifying glass icon is in the top right.

Please Login

Login required to check your permit status and schedule inspections.

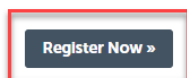
Many online services offered by Permit Sonoma require login for security reasons. If you are an existing user, please enter your user e-mail address and password above.

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:

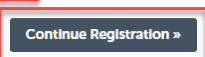
- Enter your e-mail address
- Choose a user name and password
- Personal and Contact Information


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 with a title 'General Disclaimer'. The text reads: 'While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections. All trademarks and service marks contained in or displayed on this Web site are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited without the prior written permission of the Agency. The Agency is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of the site or with respect to the material contained on the site, including without limitation, any material posted on the site. This Web site and all materials contained in it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The Agency is not responsible for any special, indirect,

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)'. The 'Login Information' section includes fields for User Name, E-mail Address, Password, Type Password Again, Enter Security Question, and Answer. The 'Contact Information' section includes fields for Full Name, Name of Business, Address, City, State, Zip, Main Phone, Alternate Phone, Fax, and E-mail. There are three buttons: 'Add New' (highlighted with a red box and the number 2), 'Continue' (highlighted with a red box and the number 3), and 'Continue Registration' (highlighted with a red box and the number 4, with a red arrow pointing to it from the right). A red box and the number 1 highlight the 'Login Information' section. A red box and the number 3 highlight the 'Continue' button in the 'Contact Information' section.

- 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 a confirmation page with a green banner that says 'Your account is successfully registered.' Below this, there is a search bar for 'Existing Permits' and a message: '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, the 'Login Now' button is highlighted with a red box.