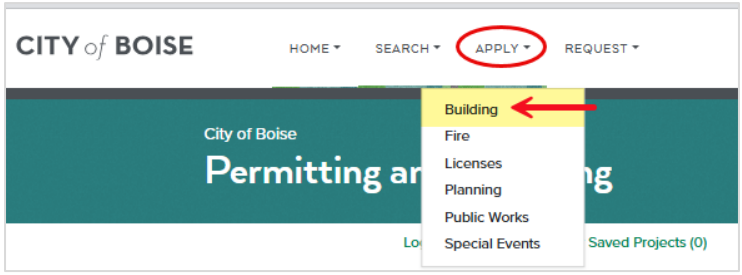
How to
Apply for a Demolition Permit

To submit a demolition permit online, you will need to have a public user account for our Permitting & Licensing site. To register for a new account, use this link on How to Register for a Public User Account.

Once you have successfully registered for a new user account, follow the steps below for submitting your application. You may complete all fields if desired, however, you're only required to complete the fields with a red asterisk.

1. Log in to the Permitting & Licensing site.

2. At the top of the screen, click on **Apply** > **Building**.

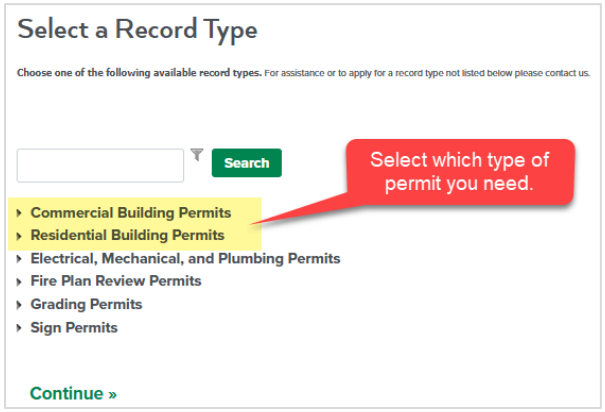


3. The system will guide you through each step of the online application. At the bottom of each screen, you have the option to either:
   - **Continue**, which will advance to the next page of the application, or
   - **Save and Resume later**, allowing you to save your work if you are not yet ready to submit the application.

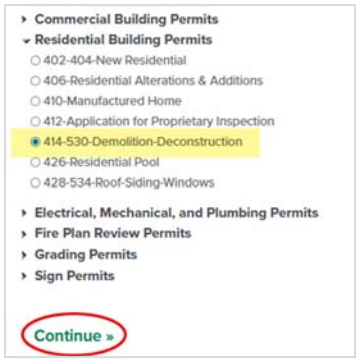
***Required Fields**

If you fail to complete any of the required fields, shown with a red asterisk, the system will prompt you with an error noting the field name(s) you have missed. You can click on the specific error to be directed to the field in error.

4. On the **Select a Record Type** screen, click on either *Commercial Building Permits* or *Residential Building Permits*, depending on what type of structure you plan to demo.



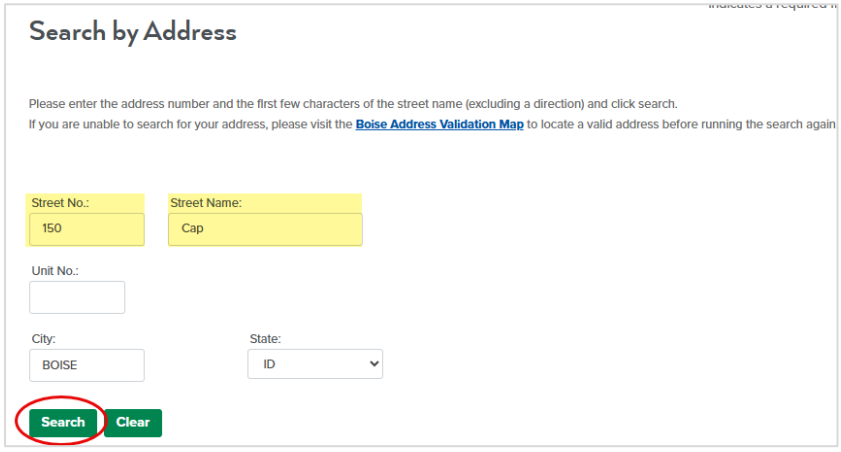
5. Once you click on your selection for Commercial or Residential, select **414-530-Demolition-Deconstruction** on the next screen, and then click **Continue >>.**



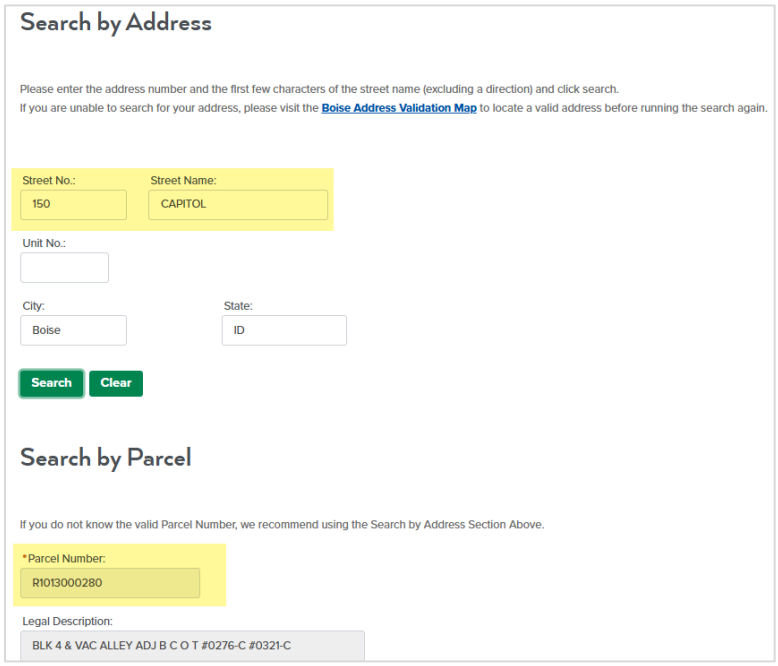
6. When you get to the **Search by Address** page, enter the *Street #* and the first few characters of the **Street Name**, and then click **Search**.

   NOTE: DO NOT include the directional (i.e., N, S, E, W) nor the street type (e.g., Ave, St, Blvd, etc.)

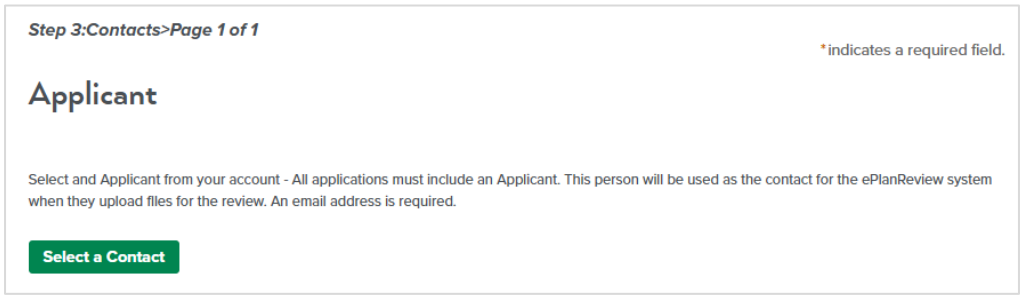
For example, if I am searching for the address for city hall, I would enter the Street # (150), and the first few letters of the Street Name (Capitol):



7. If an address/parcel match is found, the street name will be filled in, and the parcel number and owner information will automatically populate. Click **Continue** to go to the next page.



8. For the *Applicant section*, click on the green **Select a Contact** button and select your name.



9. If you want to add additional contacts, you can either click:
   - **Select a Contact** – if you have other related contacts attached to your user profile, or
   - **Add New Contact** – to manually add an additional contact.

10. If no additional contacts are needed, scroll to the bottom of the screen and select **Continue**.

11. Continue through each screen, making sure to update any fields shown with a red asterisk indicating it's a required field.

12. On **Step 5: Project Details > Page 2 of 2**, you'll notice that you're required to upload photos of available recyclable materials from the demolition. Click this link for How to Attach Photos to the Demolition Application.

    IMPORTANT: Photos must be uploaded before submitting the application. If you get to the last page of the application and have not uploaded any files, the system will prompt you to upload required photos.

13. You'll now move to **Step 6: Review**. This page will allow you to scroll through the application to review the information you have entered and edit any areas that may be incomplete.

14. Scroll down near the bottom of the page and review each item under "**Additional Requirements**". Click on the green links to review any of the details shown for more information.

15. Finally, check the box at the bottom of the page to **acknowledge the 6 bullets**, and then click **Continue.**

16. The system will process the details you have entered and return a receipt with your new demolition permit number, **BLD##-#####.** Please make note of the permit number and include it in any correspondence with anyone within Planning & Development Services.

OTHER DEMO RELATED INFORMATION:

- Contractor Declaration Form
- Demolition/Deconstruction Actual Diversion Report
- How to Attach Photos to the Demolition Application
- Process Flow