

## Forest County Zoning and Recycling

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### Instructions for Online Permitting

1. Register using your email address. You do not have to put your phone number here. The program does not text.
2. Once you're logged into the program, click on "Create Submission"
3. Use the drop- down box to choose your workflow, ex: fire number, land use permit etc.
4. Click "Create"
5. Click on the Property Connector tab.
6. Click "add" next to properties
  - a. In the search box put in the parcel number or your property address
  - b. Click on the results if it matches the property you are filling out the permit for.
7. Click on "add" next to contacts. Please add your phone # and email address
8. Click on "Complete Step" in the upper right- hand corner, this will bring you to the application tab.
9. Choose what type of permit you are applying for in the application tab. Ex. Residence, garage, shed.
10. Continue to scroll down and answer all the questions. You can upload your plot plan and your constructions plans or you can mail them.
11. Click on "Complete Step" If the program does not forward you to the "Fees" section, you missed some required answers and will need to complete them prior to moving forward.

**Contact our office with any questions or problems and we can help you get through.**