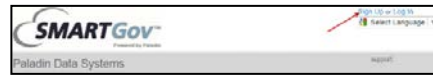


The following recommended browsers should allow for the most optimal experience: **Internet Explorer 11 or Google Chrome**. The public portal allows residents and contractors to track the permitting and inspection process online through a standard web browser. This can only be done via secure login. Registered users will have the ability to view and upload files, receive e-mails and track the permit as it moves through the process.

Get started here: <https://vlg-balharbour-fl.smartgovcommunity.com/Public/Home>

Sign Up - Main Page

- Click **Sign Up** in the upper right corner of the **Main Page**



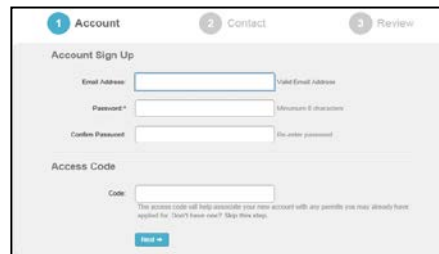
Sign Up - Applications Page

- Click **Sign Up** on the **Applications Search Page**



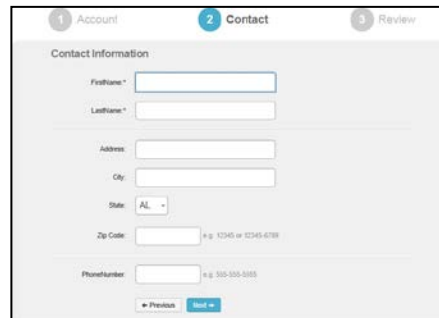
Wizard - Step 1 (Account)

- **E-mail Address** - enter a valid email address
- **Password** - must be a minimum of 8 characters
- **Confirm Password** - re-enter the password
- **Access Code** - enter: _____
- **Next**



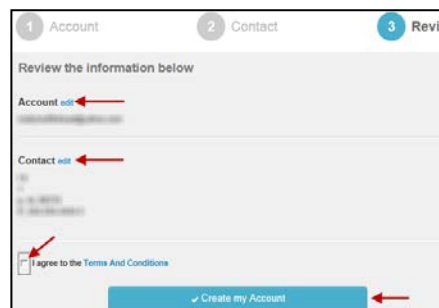
Wizard - Step 2 (Contact)

- **First Name** - enter first name
- **Last Name** - enter last name
 - **Address** - this is optional
 - **City** - this is optional
 - **State** - this is optional
 - **Zip Code** - this is optional
 - **Phone** - this is optional
 - **Phone Type** - this is optional
- **Next**



Wizard - Step 3 (Review)

- **Edit** the account or contact information
- Click the **"I agree to Terms & Conditions"** checkbox
- Click **Create my Account**

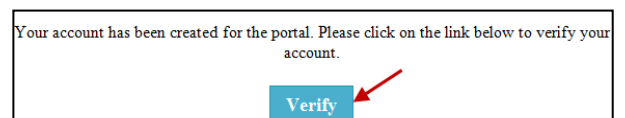
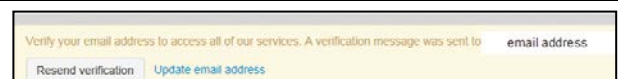


SMARTGov sends a **verification e-mail** to the e-mail address provided during account setup.

A message displays on the screen allowing the user to resend the e-mail or update the e-mail address.

Click the **'Verify'** button on the e-mail.

Once verified, the user will log in to the portal to view permit information.



View Permit Information – My Applications

MFR-ADD-2016-001 Multi Family Residential Addition Print Contact

Address: 1 143RD ST SW LYNNWOOD, WA 98087-6703 Parcel #: 00375000007908	Status: Permit has been issued	Submitted: 3/23/2016 Approved: 3/23/2016 Issued: 3/23/2016 Closed: Expires: 9/19/2016	Inspections: Required: 18 Requested: 1 Reinspect: 0 Complete: 0	Due Now: \$0⁰ Additional fees may be required
---	--	--	--	--

[Request »](#)

Click icons to jump to sections

Contacts

APPLICANT: Whitfield, Lenston
19362 Powder Hill Place NE

OWNER: BEEM JIMMIE A JR & WEBSTER DEBORAH A
PO BOX 862
MARYSVILLE, WA 98270

Request an Inspection

From the Permit

- Click the **Request** button

MFR-ADD-2016-001 Multi Family Residential Addition Print Contact

Address: 1 143RD ST SW LYNNWOOD, WA 98087-6703 Parcel #: 00375000007908	Status: Permit has been issued	Submitted: 3/23/2016 Approved: 3/23/2016 Issued: 3/23/2016 Closed: Expires: 9/19/2016	Inspections: Required: 18 Requested: 0 Reinspect: 0 Complete: 0	Due Now: \$0⁰ Additional fees may be required
---	--	--	--	--

[Request »](#)

- The **Application Number** defaults
- Select an **Inspection Type** from the list
- Click the **Calendar** to view availability
- Enter Comments (optional)
- Click **Request Inspection**
- **A confirmation e-mail will be sent to user confirming the date and time.**

Inspections

Inspections requested before 3pm will be scheduled for the next business day.

	Date	Status	
B-Footings	3/24/2016 requested	Awaiting Inspection	Cancel »
B-Stem/Foundation Wall/Piers and Masonry			Request »
Storm and Footing Drains at Building Perimeter			Request »
Fire Protection Systems (Sprinkler/Alarm/Underground)			Request »
B-Floor Framing			Request »
B-Rough Electrical			Request »
B-Rough Mechanical			Request »
B-Rough Plumbing			Request »

NOTE: Users may send cancellation requests for Inspections before the designated cutoff time.