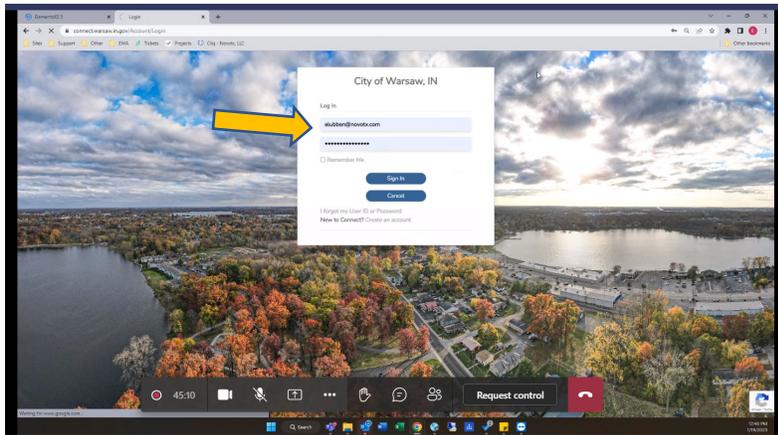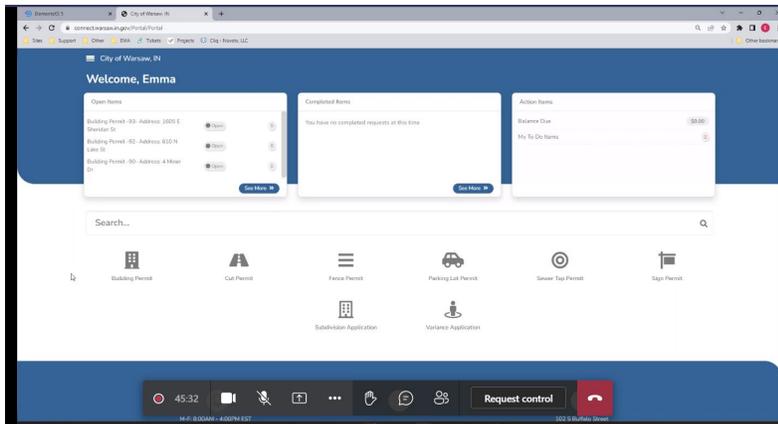# Submitting a Permit Application – Public Portal

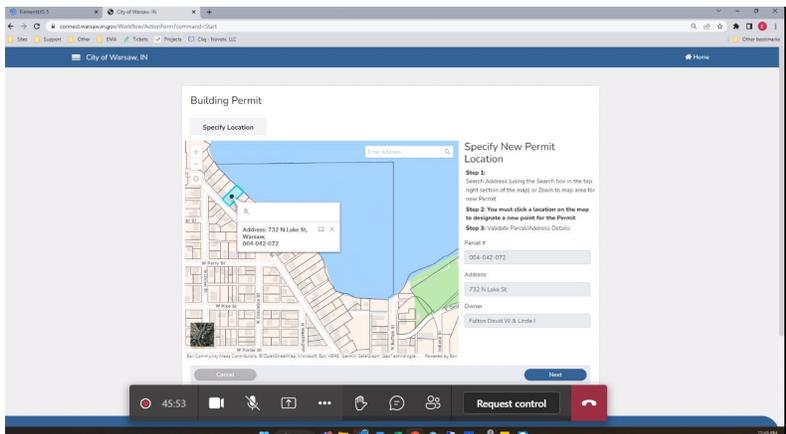Go to: **connect.warsaw.in.gov**

1. All users must Login – Create an account if needed.

2. On the permitting Dashboard, select the permit type.

3. Select the address for where the permit is needed or type an address in the upper right corner of the map (Make sure to include NSEW in the road name if applicable).

4. Fill out the application and select "Next." If the application does not refresh, check for required fields which are identified with a red box.

5. Upload documents related to the permit by clicking the box and selecting the desired documents or by dragging the document file to the box below. These documents may include site plans, construction drawings, sign designs, or more.