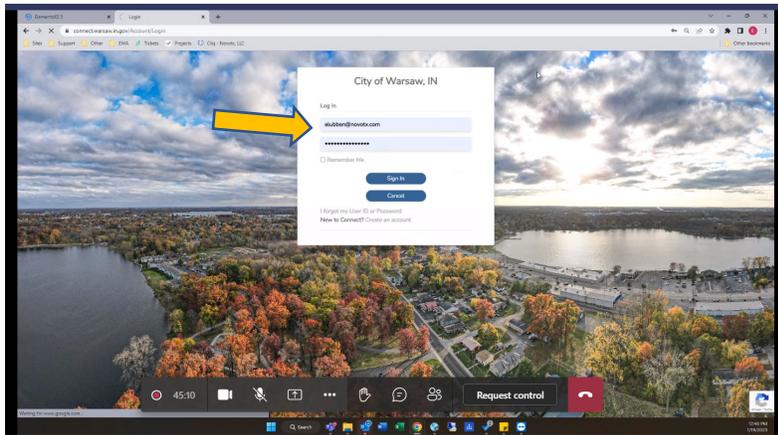


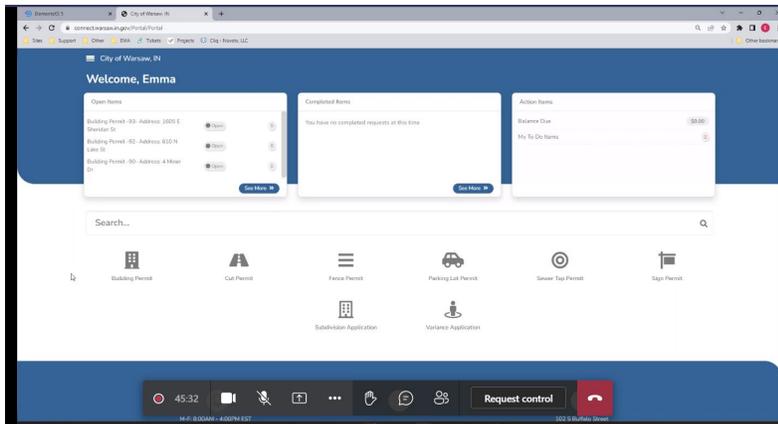
Submitting a Permit Application – Public Portal

Go to: connect.warsaw.in.gov

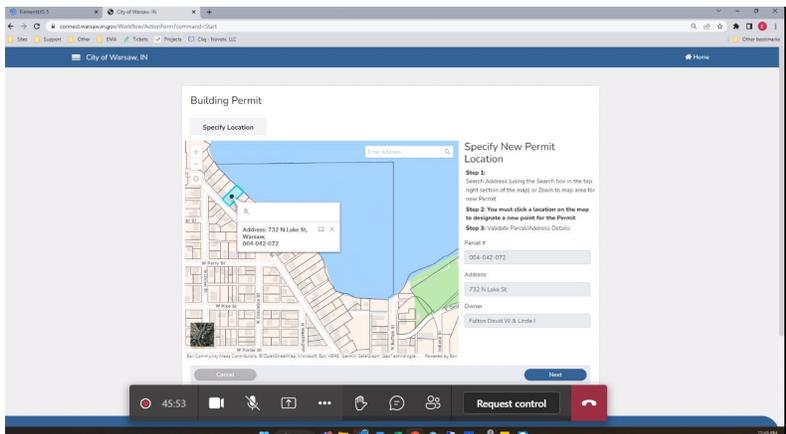
1. All users must Login – Create an account if needed.



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).



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

The screenshot shows a web browser window displaying the 'Building Permit' application form. The form is divided into two main sections: 'Location of Construction Activity' and 'Owner Details'. The 'Location' section includes fields for Address (201 N UNION ST), Parcel Number (004-040-039), City (WARSAW), State, and Zip. The 'Owner Details' section includes fields for Owner's Name (GRONINGER GROUP LLC), Owner's Phone No., Owner's Address (115 N COLUMBIA ST), Owner's City, Owner's State, and Owner's Zip. A red box highlights the 'Address' field. At the bottom of the browser window, a mobile interface is visible with a 'Take control of the presentation' button.

The screenshot shows the 'Building Permit' application form with the 'Permit Type' and 'Scope of Work' sections. The 'Permit Type' dropdown menu is highlighted with a red box and a yellow arrow. The 'Scope of Work' dropdown menu is also highlighted with a red box. Below these sections, there are checkboxes for 'Mechanical', 'Plumbing', and 'Electrical'. The 'Gross Floor Area' field is empty. The 'Will the construction require the use of a crane?' dropdown menu is highlighted with a red box. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

- 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.

The screenshot shows the 'Building Permit' application form with the 'Attach' section. A red box highlights the document upload area, which contains a dashed box and the text 'Drop your files here'. A yellow arrow points to this area. Above the dashed box, there is a note: 'Please note: Maximum attachment size limit is 10 MB. Uploading photos and documents are optional. Please select "Next" to continue.' At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. The mobile interface at the bottom shows the time as 07:30 and a 'Take control of the presentation' button.