



# Permits Online: Registering for Account

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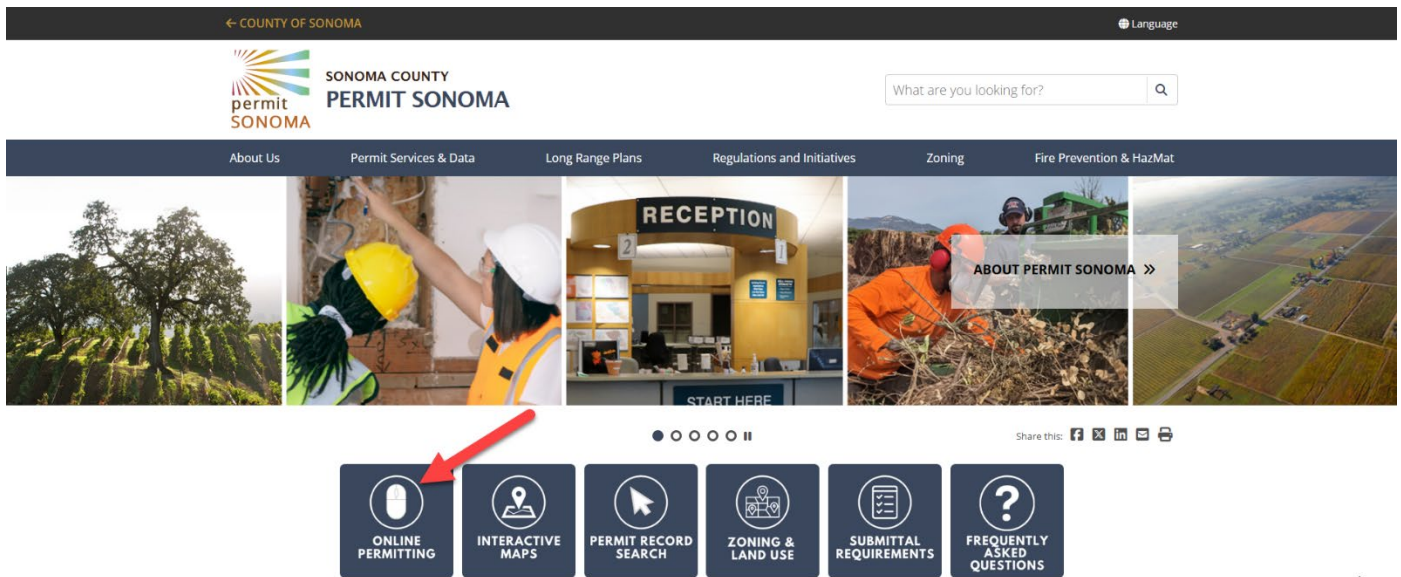
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## Go to Permits Online

- 1) In your web browser, go to: [www.PermitsSonoma.org](http://www.PermitsSonoma.org)
- 2) From the first row of dark blue feature icons, select **Online Permitting**.

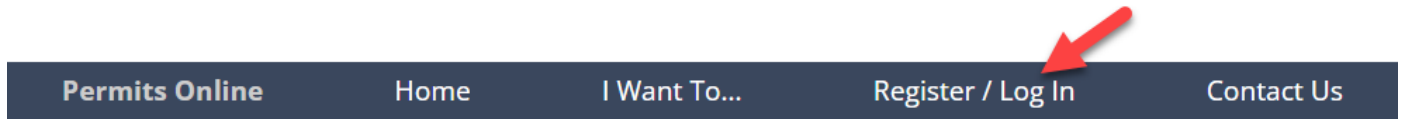


3) Welcome to Permits Online. From here you will be able to: Apply for permits, upload documents to permit applications, review previously uploaded documents\*, pay fees, schedule inspections, etc.



# Creating a Permits Online Account

To fully access your permit (view and upload documents, schedule inspections, etc.) you must be a registered user. Select **Register/Log In** in the navigation bar near the top of the page.



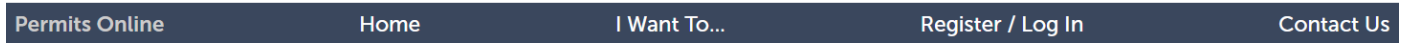
## Existing Users

Enter your E-mail Address and Password and select the **Sign In** button.

More Permits Online information: [www.PermitsSonoma.org/PermitServices/PermitsOnline](http://www.PermitsSonoma.org/PermitServices/PermitsOnline)

## New Users – Create an Account

- 1) To create an account, select the **Register for an Account** link on the top right of the page or the **Create an Account** link at the bottom center.



Announcements Register for an Account Reports (8) Login

Search Existing Permits ...

### Sign In

[Forgot Password?](#)

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

2) **Step 1 of 2: Account Details**

Enter account information. All fields are required.  
(Note: Password and security answer are case sensitive.)

Select **Continue** button to proceed.

# Login Information

## Step 1 of 2: Account Details

**\* Required Fields**

USERNAME:\*

EMAIL ADDRESS:\*

PASSWORD:\*


TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION:\*

Select ▼

SECURITY ANSWER:\*

Security answer is case sensitive! 20 characters ma

I have read, understand, and agree to the [Terms of Service](#) 

**CONTINUE**

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### 3) Step 2 of 2: Contact Details

- a) Choose the appropriate contact type (Individual or Organization).
- b) Enter all required fields and enter optional fields as appropriate.  
(Note: We strongly recommend that the email address on this Contact Details screen is the same email address as the one entered in Step 1 of 2: Account Details above.)

Select **Submit** button to complete the account creation process.

## Select Contact Type

Step 2 of 2: Contact Details

Individual  
 Organization

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## Select Contact Type

Step 2 of 2: Contact Details

Individual  
 Organization

---

**\* Required Fields**

FULL NAME:\*

NAME OF BUSINESS:

ADDRESS:\*

CITY:\*

STATE:\*

ZIP:\*

MAIN PHONE:\*

ALTERNATE PHONE:

FAX:


E-MAIL:\*

SUBMIT

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- 4) Your Permits Online account is created. You may now log in to access your permit. Select the **Login Now** button. The next screen will be the Sign In page, where you will enter your Email Address and Password and select the **Sign In** button.

Search Existing Permits ... 



Your account is successfully registered.  
Now link your account with your existing permits (instructions below).

Congratulations. You have successfully registered an account.

Now be sure to link all your existing permits with your new online account. You must link your Permits Online account with your previously existing permits to upload/view documents or to schedule inspections.

[Link Account to Permits >](#)

### Account Information

User Name:   
Email:   
Password:   
Security Question:

### Contact Information

Address:   
City:   
State:  Zip:   
Main Phone:   
Alternate Phone:   
Fax:

  
**Login Now**