

Help with using the online Application for Building Permit

1. If you are a new or first time user you must begin by REGISTERING and create a user profile.
2. After completing the registration you are automatically logged into the system but please PRINT your new registration information and keep it for future reference. You may login at a later time to change your user name and password.
3. When printing is complete Click on PERMITS or HOME to start your application.
4. Please read the instructions carefully and fill in all fields known. Use the Tab or Enter Key to move to the next field the Backspace Key to move back to the previous screen. Required fields are shaded in red and must be entered to submit the application. If red field does not apply enter N/A
5. You can save the information on the permit at any time and revisit the application to edit or add information if not known at this time.
6. When you have entered the required data and are ready to submit the application, select "SAVE" at the bottom of the form. You will be notified on screen whether or not your application was submitted or simply saved.
7. To print your applications click the "PRINT" button at the bottom of the application.
8. To complete the submission of your application the printer will print 2 applications. One copy is for you and the other must be SIGNED and accompany the plans you are submitting.
9. You can access your application @ www.wescofire.org and click on "APPLY FOR PERMITS ONLINE" link to edit or check the status of the permit.
10. You will need the username and password to access the system at a later time. You can modify the assigned user name and password anytime by logging on and selecting "My Profile"