

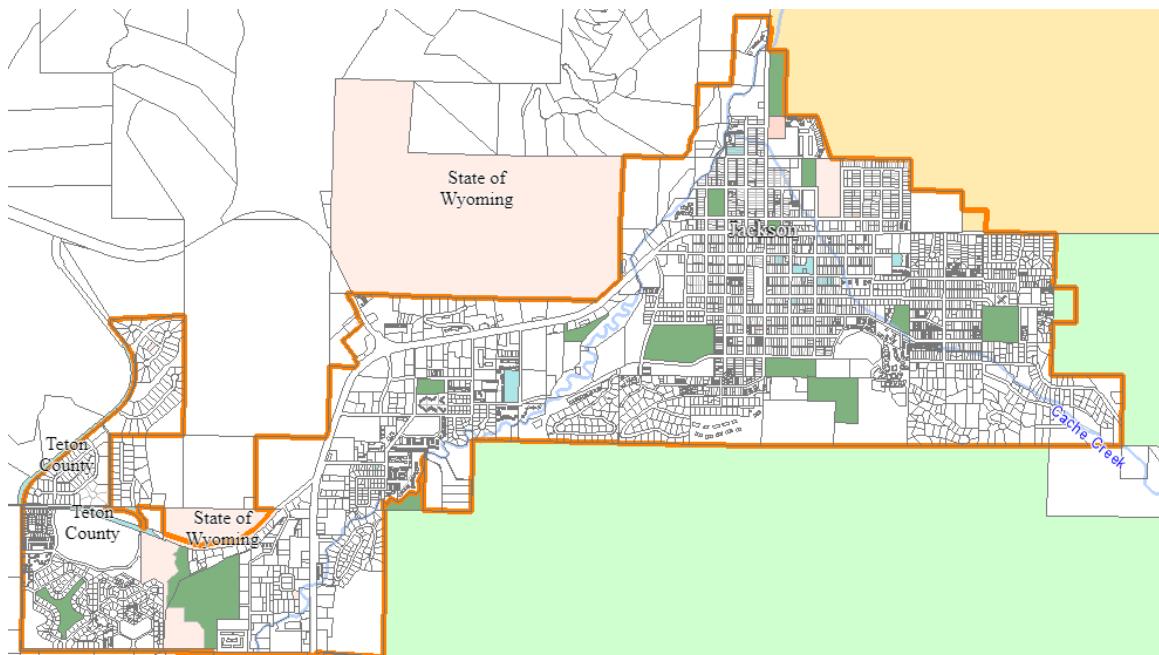


## Instructions for using Smart Gov to obtain trade permits.

Click on the link that was sent to you. This will direct you to the portal where you will click on sign up and create your account. Once you have created an account you will need to check your email and verify the account to complete the set up. We would suggest bookmarking this link for future use. To obtain an access code to link your permits to your portal account, email [townbuilding@jacksonwy.gov](mailto:townbuilding@jacksonwy.gov) . If you have any issue with an address or the system you can email [townbuilding@jacksonwy.gov](mailto:townbuilding@jacksonwy.gov).

### Prior to applying for a permit, you will need to know the following:

1. If you do not hold a Town of Jackson contractor license in your trade, you will not be able to apply for a permit through the online portal. Information on how to become licensed can be found at <https://www.jacksonwy.gov/184/Contractor-Licensing> .
2. If there is a building permit associated with the trade permit you are applying for, you will be required to provide that number in the application process. If you do not provide the number, the application will be denied. The associated building permit can be obtained from the general contractor or homeowner.
3. You will be required to know if your project is in the Town of Jackson or Teton County. In the map below, the Town is outlined in orange, anything outside that area is in Teton County. If your project is in Teton County, you will need to reach out to the Teton County Building Department at 307-733-7030 for their permitting procedures.



## **Submitting for permit:**

1. Once you are signed into the portal, click on my portal then click on apply online.
2. A new page will open, click on the drop down and choose Building Department/Building Permit.
3. A new page will open, click on the trade ( Mechanical or Plumbing) that you are applying for.
4. Enter the address where work will be taking place. Make sure the street address is entered as shown on the GIS & select from the address option that will drop down. If you select the wrong address, click on edit information and start again. If you do not have a valid address, you will not be able to use the portal. Click save and continue.
5. Complete the following information/fields listed on the screen. If there is a red asterisk it is a required field. Always click the save button before moving to the next field.
6. Mechanical permits: based on the fixture/mechanical/fuel gas permit fee schedule.
7. Plumbing permits: based on fixture/plumbing fuel gas permit fee schedule.
8. When the application is complete, click on the blue button to submit the application for review.
9. Once submitted, you will receive a confirmation email. We have up to 48 hours to process the application. Once approved and ready for issuance, the applicant will be notified by email.
10. Once notified, the applicant can sign into their portal account and pay the fee and print out the permit. Click on Options to print permit.

## **FAQ's:**

1. Certain entities are exempt from fees or have obtained a waiver. If your permit is approved and shows no fee due, that is the reason.
2. Town homes are permitted the same as a single family home.