

New Applications in SmartGov- Portal Directions

1. Create an account on the Town of Jackson SmartGov Website Portal.

<https://twn-jackson-wy.smartgovcommunity.com/Public/Home>

Town of Jackson, WY

support:

Sign Up or Log In Select Language

My Portal
View your applications and inspection results **GO »**

Contact Us
Request information or report a concern **GO »**

Public Notices
Find and review public notice announcements **GO »**

Parcel Search
Find and review parcel information **GO »**

Please register now to view permit activity or schedule inspections online.

To register click the "Sign Up" button in the top right corner of this screen and follow the instructions.

***Please note: Online registration requires an access code to link your permits to your portal account. If you were not given an access code at the time of in-person permit submittal, please contact our office to obtain one.**

Once you have registered with an access code, you will have the ability to:

- Check on the status of your permit application(s)
- Request an inspection
- View scheduled inspections
- Review inspection activity and results

2. Create an Account: Enter your email address, create a password, and confirm the password. You will then receive an email to verify the account. Once the account is verified, you will use the SmartGov link to sign in with the email address and password you supplied.

1 Account **2 Contact** **3 Review**

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. [Don't have one? Skip this step.](#)

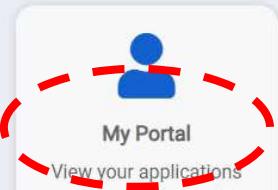
CANCEL **NEXT →**

An Access Code is not necessary to create an account.

3. Choose "My Portal."

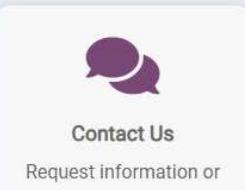
Town of Jackson, WY

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My Portal
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GO »



Contact Us
Request information or report a concern

GO »



Public Notices
Find and review public notice announcements

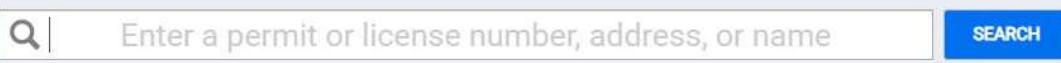
GO »



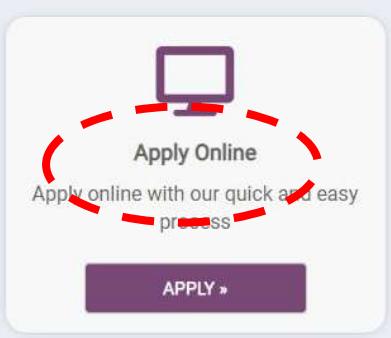
Parcel Search
Find and review parcel information

GO »

4. Choose "Apply Online"



Enter at least 2 characters



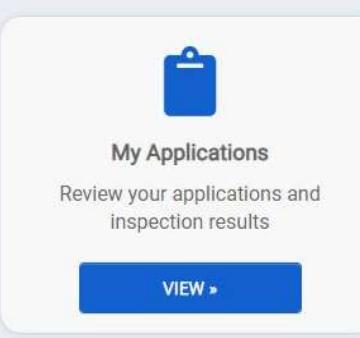
Apply Online
Apply online with our quick and easy process

APPLY »



My Inspections
Request an inspection when you are ready

REQUEST »



My Applications
Review your applications and inspection results

VIEW »

5. Choose the Category for the appropriate department.

What type of application do you need today?

Select a category to view your options

Planning

6. Choose the permit.

- Administrative Adjustment
- Basic Use Permit (BUP)
- Beneficial Use Determination
- Boundary Adjustment Unplatted
- Certificate of Appropriateness Type 2
- Design Review
- Development Plan
- Exempt Land Division
- Historic Register
- LDR Map Amendment
- LDR Text Amendment
- Partial Vacation w/o Replat
- Pre-Application Conference Request (Required)
- Sketch Plan
- Subdivision Plat
- Tree Removal
- ZCV Minor Deviation
- Appeal of an Administrative Decision
- Basic Use Permit - Short Term Rental Annual
- Boundary Adjustment Platted
- Certificate of Appropriateness Type 1
- Conditional Use Permit (CUP)
- Development Option Plan
- Environmental Analysis
- Formal Interpretation
- Home Occupation BUP
- LDR Planned Unit Development
- Master Sign Permit
- Pre-Application Conference Request (Optional/Elective)
- Sign Permit
- Special Use Permit (SUP)
- Temporary Sign Permit
- Variance
- Zoning Compliance Verification

7. Once you have selected the permit type, follow the steps on the portal to prepare your application.

Where is your project located?

(For Temporary Sign, Text Amendments, Appeal of Admin Decision enter NA for Address and City)

I want to [enter a parcel # instead](#).

Address:

City:

State

Site Zip

8. Enter the project location using the street address. **The street address must be entered EXACTLY as it is displayed on the GIS. You must select the address that matches in the drop-down menu. You will not be able to move forward if you do not select the address in the drop-down menu.

Where is your project located?

I want to [enter a parcel # instead](#).

Address:

150 ALTA NORTH ROAD Teton County, WY 83001
Parcel Number: 23-44-10-20-00-000

150 ALTA MONT ROAD Teton County, WY 83001
Parcel Number: 22-44-119-03-000

150 ASPEN DRIVE Jackson, WY 83001
Parcel Number: 20-11-11-25-00-000

150 BUFFALO WAY Jackson, WY 83001
Parcel Number: 22-44-10-24-00-000

150 CRAFTREE Lane Jackson, WY 83001
Parcel Number: 23-44-10-20-14-000

150 E BROADWAY AVENUE Jackson, WY 83001
Parcel Number: 22-44-10-24-00-000

150 E COTTONWOOD DRIVE Teton County, WY 83001
Parcel Number: 22-42-10-34-20-000

150 E EVANS ROAD Teton County, WY 83001
Parcel Number: 22-40-10-34-00-000

150 E HANSEN AVENUE Jackson, WY 83001
Parcel Number: 23-44-10-24-20-000

150 E KARNS AVENUE Jackson, WY 83001
Parcel Number: 22-41-10-34-20-000

After selecting the correct address, press “Save and Continue” located at the bottom.

SAVE AND CONTINUE

If you’re unable to find an accurate address in the drop-down menu, you can enter a PIDN (parcel #) in the provided space above the address box. You will not be able to move forward if you do not select the PIDN from the drop-down menu.

9. You are now ready to begin preparing your online permit application.

 Welcome to your project page!

Everything you need to manage your project from start to finish is here

UNCOMPLETED APPLICATIONS WILL EXPIRE 90 DAYS AFTER CREATION

- Complete your application
- Add site plans and required documents
- Review your project plan with the city
- Schedule inspections if needed
- Finalize the completed project

 GET STARTED

Step 10:

Enter a Project Name and general description of your project

a. Ex) Project Name: 150 E. Broadway St. - Short Term Rental

b. Ex) Project Description: 3-bedroom Short Term Rental

Give your project a name

Describe the purpose of the permit

 SAVE

 CANCEL

Continue through each section of the application.

**Note that required parts of the application have a red asterisk (*). These details or information are required for Smartgov to accept the application. If a choice is not denoted with a red asterisk (*) the item is not required but should be answered if the information is known.

11. Documents must be uploaded to each of the “Permit Submittals” sections (marked with the *). You can upload multiple documents, but PDF formatting for uploaded documents is highly recommended.

Submittal Name	Received	Version	Status	
Notarized Letter of Authorization or Warranty Deed (LOA required if authorized representative is not the landowner. If applicant is landowner, provide warranty deed) *	--	1	Pending	 Upload
Submittal Packet (narrative, LDR compliance, plans, etc.). Please see link here for required submittal checklist and other important information *	--	1	Pending	 Upload

12. Once all the required fields are addressed, the option to “Submit Application” will become available. **If any of the application sections still say “Not Complete” you will not be able to submit your application and will not have the “Submit Application” option.

13. Submit permit application. ****Important**** The account that is submitting the application must be the name of the property owner or an agent with a Letter of Authorization. By hitting “submit” on the digital portal the account holder is signing the application.

14. Pay Fees

*Application fees can be paid via credit card on the SmartGov portal (American Express is not accepted) or payment can be brought to the Planning & Building office.

*Applications that require fees at submittal will not be processed until payment is received.

15. Monitor your application. As your application is processed, you will receive updates during the review process. All communication will come from emails via Smartgov. **Active permits can be found under “My Applications.” If at any time you are unable to finish an application or submit the required documentation, you can edit and continue applications in the “My Application” section for up to 90 days.

Enter a permit or license number, address, or name SEARCH

Enter at least 2 characters

Enter at least 2 characters


Apply Online
Apply online with our quick and easy process
[APPLY »](#)


My Inspections
Request an inspection when you are ready
[REQUEST »](#)


My Applications
Review your applications and inspection results
[VIEW »](#)