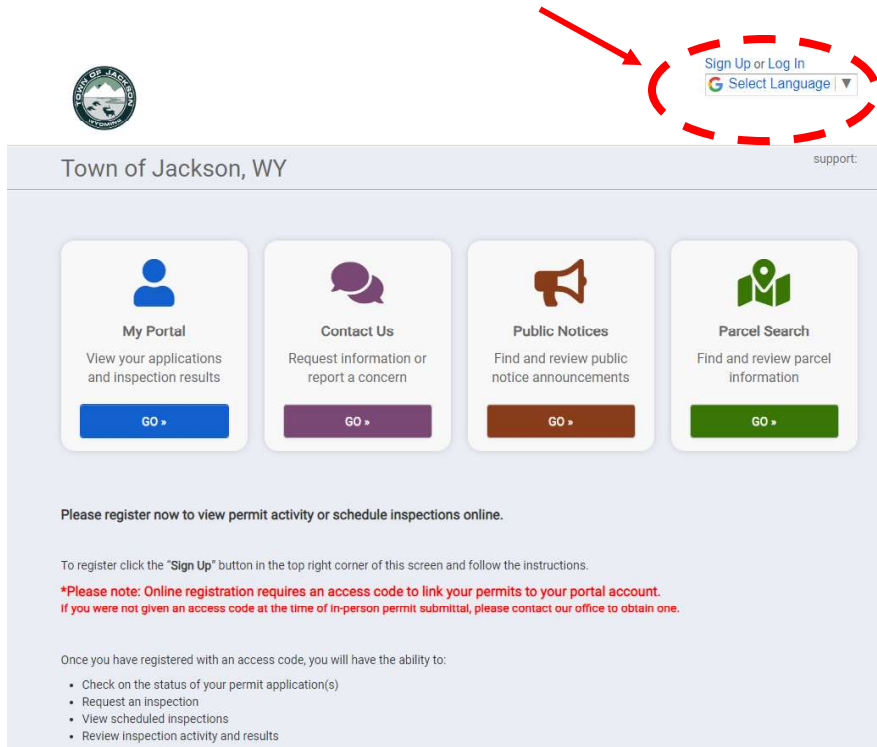


## New Applications in SmartGov- Portal Directions

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

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



Town of Jackson, WY support:

- 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.

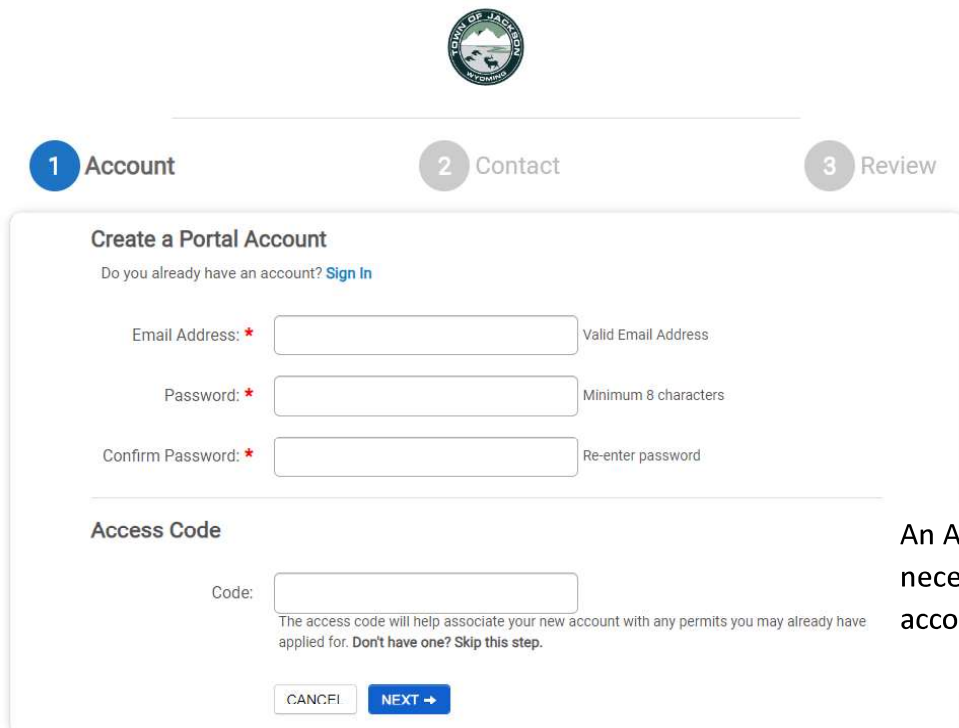
To register click the "Sign Up" button in the top right corner of this screen and follow the instructions.

**\*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.

An Access Code is not necessary to create an account.


3. Choose "My Portal."

Town of Jackson, WY support:




**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 »

4. Choose "Apply Online"


SEARCH

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

150 ALTA NORTH ROAD Teton County, WY 83001  
Parcel Number: 2044-06-040-0000  
Pinpoint No. Sign: 835002

150 ALKAMONT ROAD Teton County, WY 83001  
Parcel Number: 2044-06-194-00-001  
Pinpoint No. Sign: 835002

150 ASPEN CREEK JACKSON, WY 83001  
Parcel Number: 2044-06-040-0000  
Pinpoint No. Sign: 835002

150 BUFFALO WAY JACKSON, WY 83001  
Parcel Number: 2044-06-040-0000  
Pinpoint No. Sign: 835002

150 CHARTER LANE JACKSON, WY 83001  
Parcel Number: 2044-06-040-0000  
Pinpoint No. Sign: 835002

150 EVANS ROAD JACKSON, WY 83001  
Parcel Number: 2044-06-040-0000  
Pinpoint No. Sign: 835002

150 E COTTONGWOOD DRIVE Teton County, WY 83001  
Parcel Number: 2042-06-040-0001  
Pinpoint No. Sign: 835002

150 E EVANS ROAD Teton County, WY 83001  
Parcel Number: 2044-06-040-0000  
Pinpoint No. Sign: 835002

150 E HANSEN AVENUE JACKSON, WY 83001  
Parcel Number: 2044-06-040-0000  
Pinpoint No. Sign: 835002


150 E KADEN AVENUE JACKSON, WY 83001  
Parcel Number: 2044-06-040-0000  
Pinpoint No. Sign: 835002

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.

SEARCH

Enter at least 2 characters

**Apply Online**

Apply online with our quick and easy process

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**My Inspections**

Request an inspection when you are ready

REQUEST »

**My Applications**

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VIEW »