


Steps to Sign Up for an Online Account

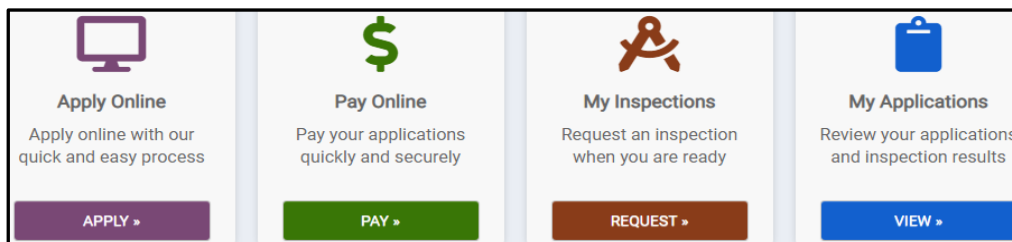
- Visit the City of Ozark website: ozarkmissouri.com, scroll down to the Popular Links on the left, click on “[Permit and License Portal](#)”.
- Choose “My Portal” to reach the Applications home page. Choose the  icon on the top right to begin creating an account.
- Page 1: Use a valid email address & create a password. Leave the “Access Code” box empty unless you are a contractor who has been assigned a code to manage a project.
- Page 2: Enter your contact information.
- Page 3: Review your info & the ‘Terms and Conditions’, checking the box that you agree.

Select  to create the account & prompt the verification email to be sent.

You must open your email and select “verify” before you can access the portal.

Once verified successfully, return to the “My Portal” page to find the options shown below:

**Note: you may have to log out and log back in for the verification to apply.



Steps to Submit an Application

Select the “Apply” button to reach the first steps & the drop-down options (steps are the same for both licensing and building permit applications)

Step 1: Category – Select the appropriate category for your needs.

Step 2: Application – Select your specific permit/license from the provided list.

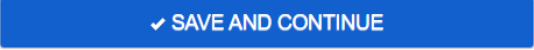
Choose “Next” and begin adding the permit information.

Step 1 – Type: Select the type of permit or license you are applying for.

Step 2 – Location: Enter the street address.

Step 3 – Details: Provide as much info as possible, paying close attention to the (*) indicating fields that are required.

Step 4 – Review: Check over the entered information.

Select  which will generate a window that verifies you have submitted the application, provides the permit number (keep for your records & future reference), shows the status, and sends a confirmation email.

Please allow up to 10 business days for the review processes of all application/submittal types.

Submittal Documentation (critical for application to be complete)

This is the point in the process where you must add any required site plans, photos, drawings etc.

- All plan drawings must be uploaded as one document as a combined set, not as individual sheets.
- Applications without the necessary documentation will be considered **incomplete** and **will not be processed**.

[Go to my new permit](#)

Choose [Go to my new permit](#) to open the application details. Scroll down to “Submittals” to locate the blue “0 Files” link, as shown circled below. Click the link to open the corresponding upload window.

Submittals

All required documents must be uploaded after submitting your application. Incomplete applications will not be processed.

- Review the “Submittals” below.
- Click the “0 Files” link next to each submittal to upload the required documents.

Submittal	Required	Received	Version	Status
Contact Information Form (Click link to download and fill out form)	Yes		1	Pending 0 Files
Site Plan or Sketch Plan that is a scaled drawing, and must show: property lines, any easement lines, existing buildings, existing fences, and the location of the proposed fence.	Yes		1	Pending 0 Files

Select the [Upload](#) button, then [ADD FILES](#) to find & select your needed documentation. Once located, choose [Begin Upload](#) and wait until there is a green check mark next to your document.

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You may now select “Close” & will be able to see your documents listed under the current version (example below).

Version 1 Pending			
Submitted File	Comments	Date Received	Review S
ozark logo.png	Testing.	5/18/2021 1:31 PM	Pending

Your application is now submitted for review; check the Portal often to see comments from reviewers, schedule inspections, pay fees, etc. The system **does not** automatically send email updates when comments & other details are added. **A final inspection is required after the project is completed. Schedule online through the Portal or call 581-8909 & include the name, address, and permit number associated.**