



Open the city's **Customer Service Portal** in your preferred web browser.

Click the login or register box. This will take you to a new page, where you will select **Register Here**.

Follow the registration instructions and please check your spam/junk folder for the verification link prior to reaching out.



After you have registered your account, you can log in to the **Customer Service Portal** and select **Apply**.

This will take you to a new page where you can view all application types.

You may also search for a specific application in the search bar.



**Location:** Add the job site location

**Permit Details:** Follow the instructions underneath the section title.

**Contacts:** Before adding a new contact please search for them so there are not duplicate entries. The applicant, contractors, and property owner are required.

**Attachments:** Upload all required plans and supporting documents



After the application is determined to be complete, staff will create an invoice and upload it to your portal.

You can either pay the fee online or drop off/mail a check to City Hall. You can access your invoice through your dashboard or by clicking pay invoice on the home page.

Plans will be routed for review once we have received payment.



You can check the status of your permit and plan in your dashboard to see where it is in the review process or if there are any outstanding items staff needs to complete their review.

Create an Account

Choose an Application

Application Criteria

Review Fees

Permit/Plan Status

### Have Additional Questions?

E-mail [comdev.info@cityofbg.org](mailto:comdev.info@cityofbg.org)

Or call 360-342-5040

