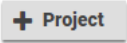
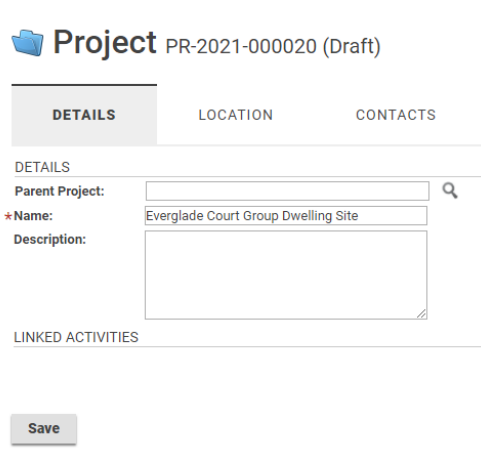


HOW TO CREATE A PROJECT

- 1) After logging in to the ePermitting portal, start by clicking the 'Home' option at the top.
- 2) Next click on the 'My Projects' tab. If you do not have a project started, click on 
- 3) Next choose and enter a project 'Name' and click 'Save'.



Project PR-2021-000020 (Draft)

DETAILS LOCATION CONTACTS

DETAILS

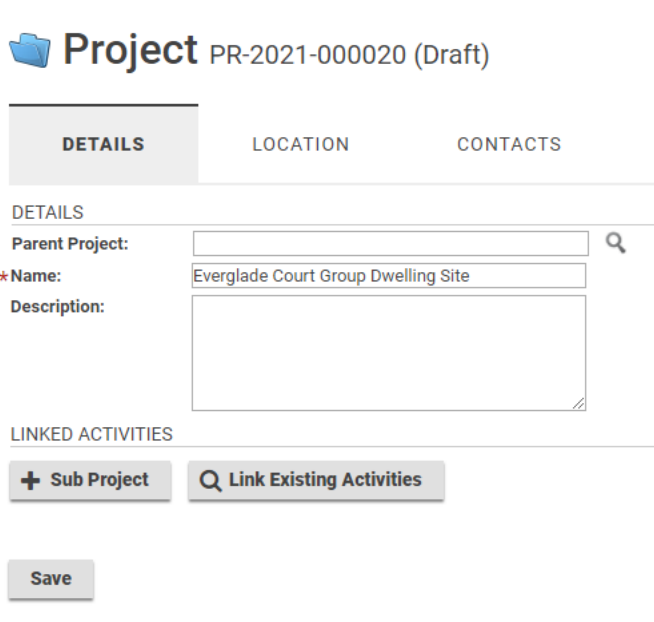
Parent Project:

*Name:

Description:

LINKED ACTIVITIES

- 4) Now you can link existing activities into a single Project folder. You may also create a Sub Project, which creates a sub folder within the same project.



Project PR-2021-000020 (Draft)

DETAILS LOCATION CONTACTS

DETAILS

Parent Project:

*Name:


Description:

LINKED ACTIVITIES

- 5) In the example below, a Sub Project was created with the chosen name *Detached Garages Everglade Court Dwelling Site*



HOW TO CREATE A PROJECT

Project PR-2021-000020 (Draft)

DETAILS	PROJECT ACTIVITY	LOCATION	CONTACTS
<p>DETAILS</p> <p>Parent Project: <input type="text"/></p> <p>*Name: <input type="text" value="Everglade Court Group Dwelling Site"/></p> <p>Description: <input type="text"/></p>			
<p>LINKED ACTIVITIES</p> <p>+ Sub Project Q Link Existing Activities</p> <div style="border: 2px solid red; padding: 5px;"> <p> PR-2021-000022 (Draft) Detached Garages Everglade Court Dwelling Site ✖</p> </div> <p>Save</p>			

- 6) Related projects were then linked into the Sub Project folder (below). Notice that the 'Parent Project' of the sub project will automatically show up when opening the Sub Project folder.

Project PR-2021-000022 (Draft)

DETAILS	PROJECT ACTIVITY	LOCATION	CONTACTS
<p>DETAILS</p> <p>Parent Project: <input type="text" value="PR-2021-000020"/></p> <p>*Name: <input type="text" value="Detached Garages Everglade Court Dwelling Site"/></p> <p>Description: <input type="text"/></p>			
<p>LINKED ACTIVITIES</p> <p>+ Sub Project Q Link Existing Activities</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p> ACC-2021-00551: Draft (Detached Garage or Accessory Building (Residential) - One Unit / Single Detached Dwelling (New - Detached Garage)) (Courtney Smith) ✖</p> <p> ACC-2021-00552: Draft (Detached Garage or Accessory Building (Residential) - Two Unit / Semi Detached Dwelling (New - Detached Garage)) (Courtney Smith) ✖</p> </div> <p>Save</p>			

Note: If you have already started a project, you will be provided with the option to link to other projects when applying for a new permit.