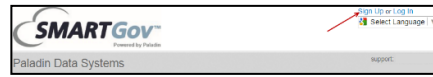


The following recommended browsers should allow for the most optimal experience: **Internet Explorer 11 or Google Chrome**. The public portal allows residents and contractors to track the permitting and inspection process online through a standard web browser. This can only be done via secure login. Registered users will have the ability to view and upload files, receive e-mails and track the permit as it moves through the process.  
**Get started here:** <https://vlg-balharbour-fl.smartgovcommunity.com>

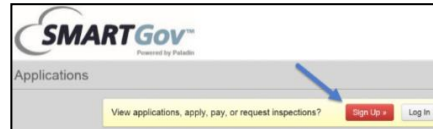
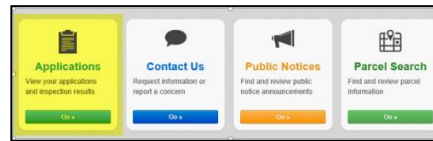
**Sign Up - Main Page**

- Click **Sign Up** in the upper right corner of the **Main Page**



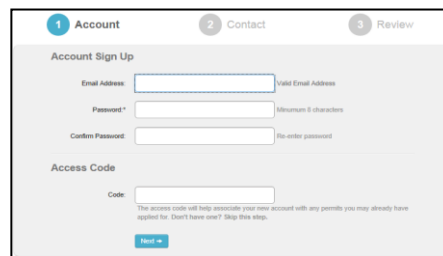
**Sign Up - Applications Page**

- Click **Sign Up** on the **Applications Search Page**



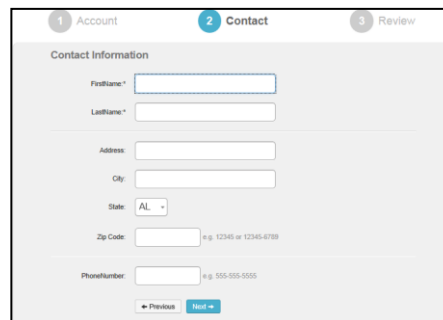
**Wizard - Step 1 (Account)**

- **E-mail Address** - enter a valid email address
- **Password** - must be a minimum of 8 characters
- **Confirm Password** - re-enter the password
- **Access Code** - enter: \_\_\_\_\_
- **Next**



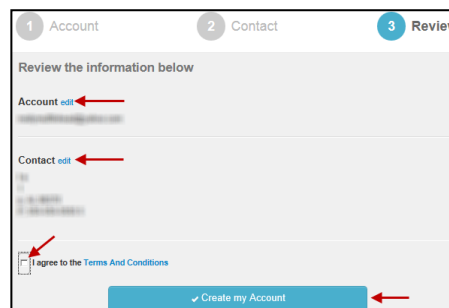
**Wizard - Step 2 (Contact)**

- **First Name** - enter first name
- **Last Name** - enter last name
  - **Address** - this is optional
  - **City** - this is optional
  - **State**- this is optional
  - **Zip Code**- this is optional
  - **Phone**- this is optional
  - **Phone Type**- this is optional
- **Next**



**Wizard - Step 3 (Review)**

- **Edit** the account or contact information
- Click the **"I agree to Terms & Conditions"** checkbox
- Click **Create my Account**

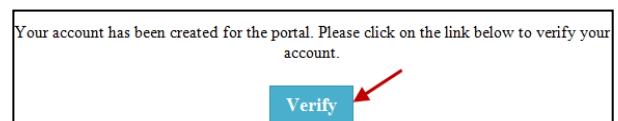
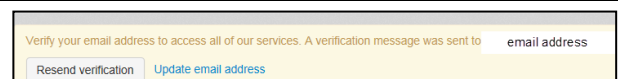


SMARTGov sends a **verification e-mail** to the e-mail address provided during account setup.

A message displays on the screen allowing the user to resend the e-mail or update the e-mail address.

Click the **'Verify'** button on the e-mail.

Once verified, the user will log in to the portal to view permit information.



## View Permit Information – My Applications

**MFR-ADD-2016-001** Multi Family Residential Addition Print Contact

|   |  |  |  |  |
|---|--|--|--|--|
| <b>Address:</b><br>1 143RD ST SW<br>LYNNWOOD, WA<br>98087-6703<br>Parcel<br>#: 00375000007908 | <b>Status:</b><br>Permit<br>has been<br>issued | <b>Submitted:</b> 3/23/2016<br><b>Approved:</b> 3/23/2016<br><b>Issued:</b> 3/23/2016<br><b>Closed:</b><br><b>Expires:</b> 9/19/2016 | <b>Inspections:</b><br>Required: 18<br>Requested: 1<br>Reinspect: 0<br>Complete: 0 | <b>Due Now:</b><br><b>\$0<sup>0</sup></b><br>Additional<br>fees may be<br>required |
|---|--|--|--|--|

[Request »](#)

Bureau of Land Management, Esri, HERE, ...

**Click icons to jump to sections**

**Contacts**

APPLICANT: Whitfield, Lenston  
1982 Powder Hill Place NE

OWNER: BEEM JIMMIE A JR & WEBSTER DEBORAH A  
PO BOX 662  
MARYSVILLE, WA 98270

## Request an Inspection

### From the Permit

- Click the **Request** button

**MFR-ADD-2016-001** Multi Family Residential Addition Print Contact

|   |  |  |  |  |
|---|--|--|--|--|
| <b>Address:</b><br>1 143RD ST SW<br>LYNNWOOD, WA<br>98087-6703<br>Parcel<br>#: 00375000007908 | <b>Status:</b><br>Permit<br>has been<br>issued | <b>Submitted:</b> 3/23/2016<br><b>Approved:</b> 3/23/2016<br><b>Issued:</b> 3/23/2016<br><b>Closed:</b><br><b>Expires:</b> 9/19/2016 | <b>Inspections:</b><br>Required: 18<br>Requested: 0<br>Reinspect: 0<br>Complete: 0 | <b>Due Now:</b><br><b>\$0<sup>0</sup></b><br>Additional<br>fees may be<br>required |
|---|--|--|--|--|

[Request »](#)

- The **Application Number** defaults
- Select an **Inspection Type** from the list
- Click the **Calendar** to view availability
- Enter Comments (optional)
- Click **Request Inspection**
- **A confirmation e-mail will be sent to user confirming the date and time.**

**Inspections**  
Inspections requested before 3pm will be scheduled for the next business day.

|   | Date                | Status              |                           |
|---|---------------------|---------------------|---------------------------|
| B-Footings  | 3/24/2016 requested | Awaiting Inspection | <a href="#">Cancel »</a>  |
| B-Stem/Foundation Wall/Piers and Masonry              |                     |                     | <a href="#">Request »</a> |
| Storm and Footing Drains at Building Perimeter        |                     |                     | <a href="#">Request »</a> |
| Fire Protection Systems (Sprinkler/Alarm/Underground) |                     |                     | <a href="#">Request »</a> |
| B-Floor Framing                                       |                     |                     | <a href="#">Request »</a> |
| B-Rough Electrical                                    |                     |                     | <a href="#">Request »</a> |
| B-Rough Mechanical                                    |                     |                     | <a href="#">Request »</a> |
| B-Rough Plumbing                                      |                     |                     | <a href="#">Request »</a> |

**NOTE:** Users may send cancellation requests for Inspections before the designated cutoff time.