ON-LINE BUILDING PERMIT PORTAL
mansfield.onlinegovt.com

** Pop up blocker must be OFF or you will not be able to complete the process.
(This is found in the URL line to the right or in your settings)

IF YOU HAVE NOT PREVIOUSLY REGISTERED:

Click on the Register Tab on the Home Page, upper right side.
  a.   When entering phone numbers, do not use dashes, enter numbers only.
  b.   Scroll down on right side to enter a User Name & Password.
  c.   After registering, you must activate your account through your email address.

TO APPLY FOR A BUILDING PERMIT, AT THE MAIN SCREEN, LOG IN:

1. Click Apply for Permit.

2. Click Residential Or Commercial.

3. Click Box to accept the certification terms.

4. Start entering the address. This will auto populate and you can choose the correct address.

5. Check the applicant information. You may add additional applicants.

6. Enter Description of Work. Remember to **scroll down on the right side** to continue and complete the application.

7. Payment Screen:

    a.   You can print or save your application for your records. If you print or save an application, click the 1st tab that will take you back to the payment screen.

    b.   **You must either pay by EFT check, credit card or print a fees estimate to mail in a check or pay in person to complete the permit application process.**

        i.   **If you exit, do not click pay by credit card or click print estimate, your permit application will not go through**.

        ii. **If you get to the payment screen and it brings you back to the main screen before you can pay, your pop up blocker has not been turned off.**

    c.   To pay by either check or credit card, click type and follow payment information.

    d.   Mailing in a check: You must Click Print an Estimate. If you print an estimate to mail in a check, please be advised that permits are not approved until reviewed and fee is received in our office.

8. **To attach documents**:
    a.   Finish entering permits – **YOU MUST BE LOGGED IN TO ACCESS THE PENDING PERMIT**
    b.   Click My Account (at top)
    c.   Find your pending permit.
    d.   Click Documents Tab
    e.   Choose File & Upload

9. Once the permit has been approved, you will receive an email of the inspections required. You can also log in and check the status of your application(s).

Turn pop-ups on or off

Chrome

1. On your computer, open Chrome.
2. At the top right, click More.
3. Click **Settings**.
4. At the bottom, click **Advanced**.
5. Under "Privacy and security," click **Content settings**.
6. Click **Popups**.
7. Turn **Allowed** on or off.

Fire Fox

To access the pop-up blocker settings:

1. Click the menu button ≡ and choose Options.
2. Select the Privacy & Security panel.
- Under the **Permissions** section, uncheck the box next to **Block pop-up windows** to disable the pop-up blocker altogether.
- A click on Exceptions… opens a dialog box with a list of sites that you want to allow to display pop-ups.
- The dialog box offers you the following choices:

Edge

1. Open **Microsoft Edge** from the taskbar.
2. Select **More** > **Settings**, and then scroll down and select **View advanced settings**.
3. Turn Block pop-ups to **Off**.

Safari

1. From the Safari browser select "Safari" > "Preferences".
2. Click on "Security" at the top of the window.
3. Check the box "Block pop-up windows" to enable this feature. Uncheck it to disable it.