

**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 1<sup>st</sup> tab that will take you back to the payment screen.
  - b. **You must either pay by credit card or print a fees estimate to mail in a check 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 credit card, click Credit Card 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
  - b. Go to Case Status
  - c. Enter address of permit to attach documents.
  - 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).