



How to Submit a Stormwater Permit Application

1. Go to the [Citizen's Access Portal](#) and create an account
2. Log in to your account
3. Start a new application by following these steps:
 - a. Click **New**
 - b. Select **Building Permit**
4. Read and accept the **General Disclaimer**
5. Click **Continue Application**
6. In the Select a License section, choose **None Applicable**
7. Click **Continue Application**
8. Under Land Development, select **LD – Stormwater Permit**
9. Click **Continue Application**
10. Complete Steps 1 through 4 by providing the required details
11. Finish Step 5 and submit payment
12. A stormwater permit number will be assigned — be sure to write it down
13. Upload all required documents to support your application
14. Once you see the message **Success**, your application will be available for review
15. Check your email or return to the portal for updates on your review status