

How to apply for a permit:

- 1) Go to www.REMInspecting.com
- 2) Click on Building Projects
- 3) Scroll down to “Click here for a building permit application.”
- 4) This will bring you to InspectWiz
- 5) Click Create Permit Application and complete the steps.
 - Make sure to type the address slowly as the software completes a search for each character you enter.
 - If you are still having issues, please reach out and we can manually enter the site address for you.
- 6) Once you start the permit application process use the forward and back arrows within the program to move through the steps.
 - All components of the application that are Yellow in color or have a Red Asterix * next to it are required fields.
 - The goal is to get the steps on the right side of the application to be Green in color.
 - Once all the steps are complete and Green a Red submittal button will appear. If you don't click the submit and sign as the applicant, we will not be notified of a new application.
- 7) Once we receive the application, we will review and process it and request any additional information needed. We may send worksheets that we need completed and returned to determine the scope of work.
- 8) Once we have all the documentation we need, we will calculate the permit fee and send you a total.
- 9) Once payment is received, we will work on issuing the permit and will notify you once the permit is issued and work is able to begin.