# City of Box Elder

Civic Access Guide – Completing Your Online Application

Once you have located your application, the process is straightforward and provided in an easy-to follow walk-through. Each case type in the system (permit, plan, or license) will have different instructions and fields to complete. This guide will help explain each of the steps involved without going into detail for each case type.

1. Once you have found the application using either the Application Assistant or Help Module, click Apply
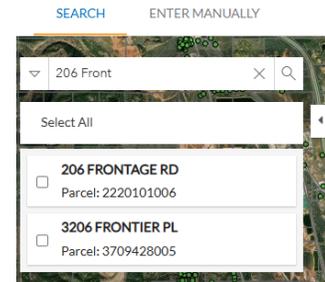
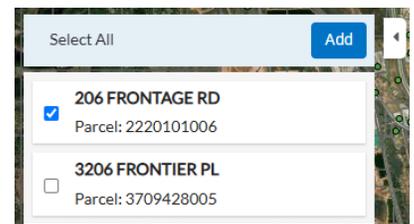2. On the Location step, click the Add Location tile
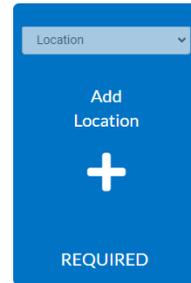
3. From the map search page, begin typing the location's address that pertains to the application and select from the auto populated drop-down
NOTE- If you are using a Meade County Address you must enter it manually!

4. On the pop out window displayed from the pin select the "Add" button

5. Click Next

6. Read all instructions at the top of the Details step

7. Complete all required fields as well as any non-required fields with information you wish to relay to city staff

PERMIT DETAILS

* Permit Type   New Construction - Residential

* Description

* Square Feet

* Valuation

8. Click Next

Next

9. Read all instruction at the top of the Contacts step

CONTACTS

Must have an Applicant, Contractor and Owner. They could be the same person.

10. Click the tile for any contact type that is required for this case

Applicant

Dave Crump (You)

3160 grove rd

Property Owner

Add Contact

+

REQUIRED

Applicant

Add Contact

+

11. On the search page, begin typing the name of your contact and click the magnifying glass
a. The contact you wish to add to your application may already exist the system

Search   Enter Manually   My Favorites

Search pbg

b. If your contact is found, click the Add button from within the result section of the screen and skip to step 12

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	PBG	OnlineServices	10500 N MILITRY TRL PALM BEACH GARDENS FL 33410		onlinepbgservices@gmail.com	Add

Results per page 10 ▼ 1 - 1 of 1 << < 1 > >>

c. If your contact was not found, click the Enter Manually tab

Enter Manually

For further assistance with online services, please contact staff directly by calling 605-923-1408

i. Provide all required information in the Enter Manually screen

Even though all three phone fields appear to be required, only one is to meet the requirement

* First Name
* Last Name
Company Name
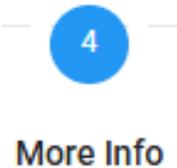Email
* Home Phone
* Mobile Phone
* Business Phone

d. Click Submit

Submit

12. Click Next

Next

13. On the More Info step, read all instructions located at the top of the page

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More Info

a. Complete all fields within the Main section of the page
The more info step will vary greatly from one permit, plan, or license to another

Main

Do you wish to expedite your review?   No

*Is this a Service Change?   No

*Is this a Low Voltage Project?   No

*Is this a Temporary Power Pole?   No

14. Click Next

Next

15. On the Attachments step, be certain to read all instructions before uploading files
Failing to read and follow all instructions could potentially delay the processing of your application

Attachments

PLAN FILE REQUIREMENTS

Before plans are submitted for review, files must follow the below guidelines:

- Unnecessary content removed
- Layers removed/file flattened
- Files attached within PDFs must be removed
- Remove unnecessary markups such as SHX Text when PDFs are generated in CAD type applications
- Reduce the files size as much as possible without reducing clarity below 300 DPI
- Remove any file security
- If a file's size is greater that 50MB, split pages into multiple 50MB files
- IF APPLICABLE: Take note of the different plan types associated with this application. Certain applications require pl

16. Click Next

Next
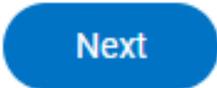
17. On the Review and Submit step, review all previously completed items from the application and then click the Submit button

Submit

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