

City of Box Elder

Civic Access Guide – Find Correct Application

Civic Access give customers a couple of different methods for finding online applications. If you are not 100% certain which one to select, the Application Assistant provides easy-to-use search capabilities.

I Know what to select

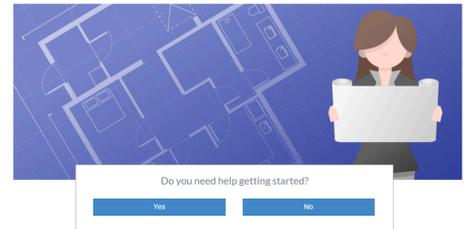
1. Click the Apply tile on the Home page, or select the Apply menu option



Apply

Use the City's custom navigator utility to help find your plan, permit, license, or select from a list if you already know

2. If you see the following question “Do you need help getting started?” select No



3. OPTIONAL – Clicking the Show Categories link will unhide categories that can be expanded to further divide online applications into their appropriate subheadings. Clicking these items will display available applications in the results window.

< Hide Categories

- All

+ Licenses 11

- Permits 82

All 82

Addressing/Naming 3

Building (Commercial) 35

Building (Residential) 27

4. OPTIONAL – Selecting one of the tabs at the top will display all applications for that main category



5. If you know the name of the application, simply typing in the search box will reveal an auto populated drop-down that allows for selecting results containing the letters typed

Application Assistant

el

- Electrical (Commercial)
- Electric (Residential)
- Remodel

Help Me Select

If you are not certain which application you need to complete, the city’s custom help module can assist you with locating that application by answering a series of guided questions.

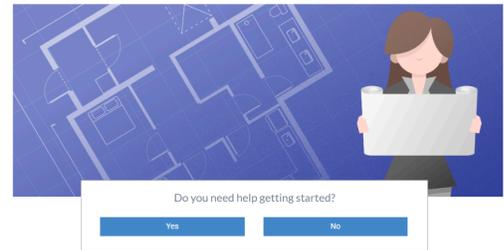
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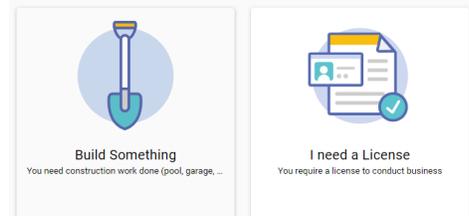
Apply

Use the City's custom navigator utility to help find your plan, permit, license, or select from a list if you already know

2. If you see the following question “Do you need help getting started?” select Yes



3. Continue clicking tiles or providing answers to the questions



4. When you have provided the necessary answers for the assistant to determine your application needs, you will be either:
 a. Presented with a page explaining your potential application(s) that need to be filled out
 b. Automatically refreshed to the application desired