


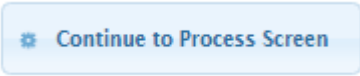
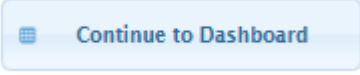
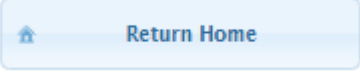
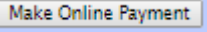



PERMITPRO ONLINE PERMITTING SYSTEM

INSTRUCTIONS

Website address:

http://www.capeelizabeth.com/services/online_services/online_permitting/home.html

1. **REGISTER** – MAKE SURE YOU REMEMBER YOUR EMAIL AND PASSWORD
2. LOG IN WITH THE EMAIL AND PASSWORD YOU REGISTERED WITH
3. CLICK ON THE NAME OF THE APPLICATION YOU WANT TO SUBMIT
4. FILL OUT **ONLY THE NAME** OF THE STREET, **NOT THE NUMBER** IN THE FIRST LINE
5. CLICK ON THE SECOND FIELD AND ENTER THE STREET NUMBER IN AND SELECT FROM THE NUMBERS THAT COME UP ON THE LIST
6. CLICK ON THE THIRD FIELD TO SELECT THE CORRECT PARCEL AND OWNER
7. AT THE BOTTOM OF THE PAGE HIT **“CONTINUE”**
8. FILL OUT THE APPLICATION FORM **COMPLETELY**
9. HIT  THEN HIT  AND  TO CONFIRM AND SUBMIT THE APPLICATION TO THE SYSTEM
10. ON THE CONFIRMATION SCREEN YOU CAN CLICK  TO MOVE TO THE PROCESS SCREEN TO UPLOAD DOCUMENTS AND CHECK THE STATUS OF YOUR APPLICATION. YOU CAN CLICK  IF YOU WANT TO VIEW ALL APPLICATIONS SUBMITTED TO THE SYSTEM TO SEARCH BY ADDRESS OR YOU CAN CLICK  IF YOU WISH TO SUBMIT ANOTHER APPLICATION
11. RIGHT CLICK ON THE APPLICATION AND SELECT PRINT IF YOU WISH TO PRINT OUT YOUR APPLICATION
12. IN CASE YOU WOULD LIKE TO PAY BY CREDIT CARD, CLICK ON THE  SIGN ON THE LEFT SIDE OF THE PAGE AND FOLLOW THE PAYMENT INSTRUCTIONS
13. **LOG OUT** – CLICK ON THE  ON THE UPPER RIGHT SIDE OF THE PAGE