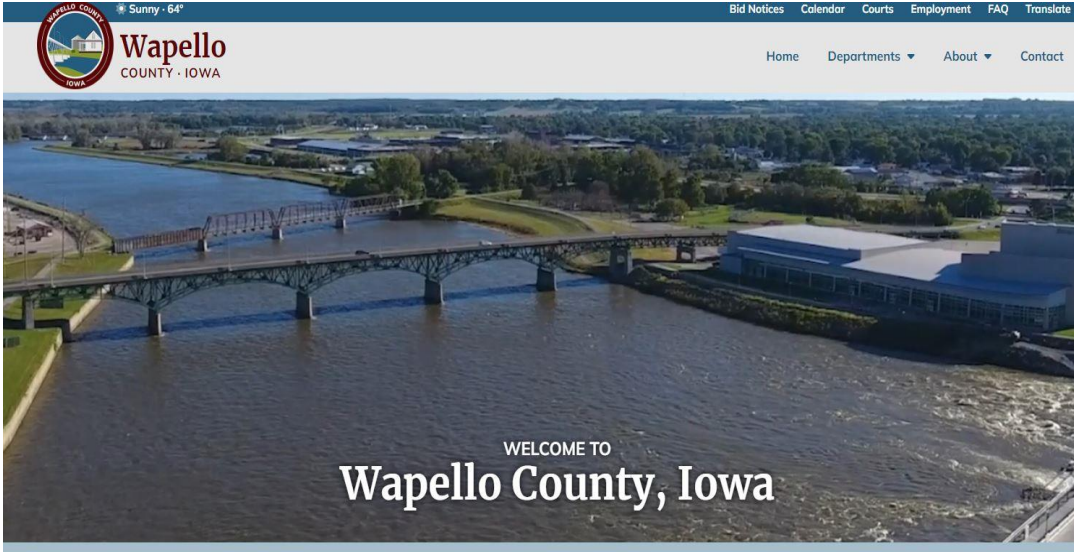


ONLINE BUILDING PERMIT APPLICATION STEPS

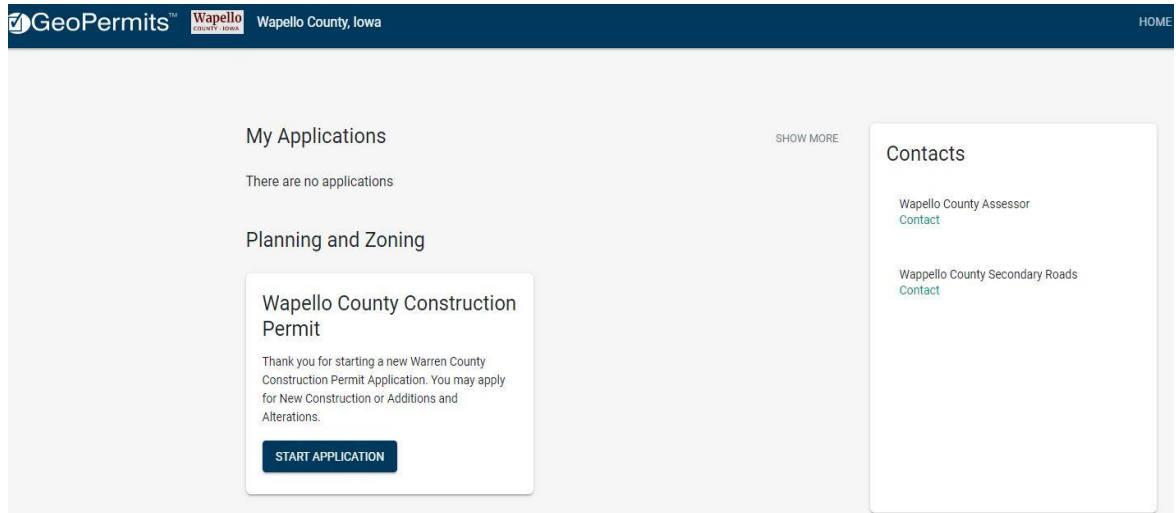
1. Go to the website—www.wapellocounty.org
2. Under Department tab, click **Planning and Zoning**.



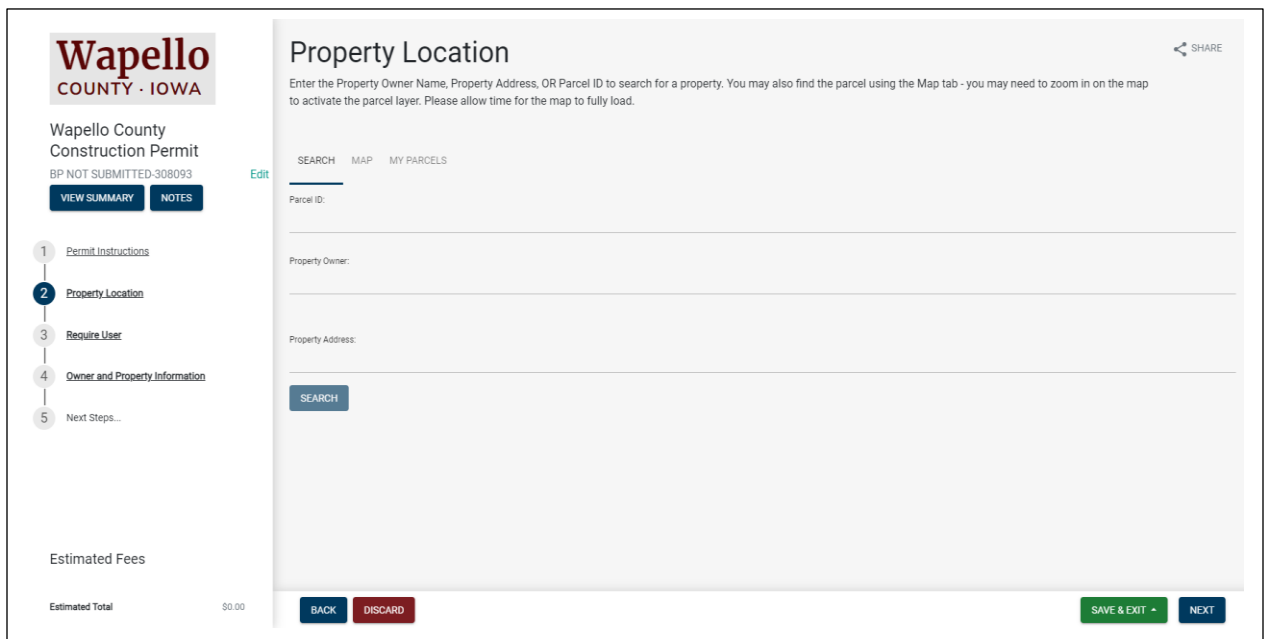
3. On the Planning and Zoning page. Click **Permits** tab



4. In GeoPermits, click on Start Application under **Wapello County Construction Permit**



5. Enter property location by Parcel ID, Property Owner, or Property Address. Click **Search** below property address.



- Click on the circle left of the Parcel ID to select your information. Then click **NEXT**.

The screenshot shows the 'Property Location' step of the permit application. On the left, a sidebar contains the Wapello County logo, the permit title 'Wapello County Construction Permit', and the permit number 'BP NOT SUBMITTED-308093'. Below this is a progress indicator with five steps: 1. Permit Instructions, 2. Property Location (highlighted), 3. Require User, 4. Owner and Property Information, and 5. Next Steps... There are also 'VIEW SUMMARY' and 'NOTES' buttons. The main content area is titled 'Property Location' and includes a 'SHARE' icon. Below the title is a search instruction: 'Enter the Property Owner Name, Property Address, OR Parcel ID to search for a property. You may also find the parcel using the Map tab - you may need to zoom in on the map to activate the parcel layer. Please allow time for the map to fully load.' There are three tabs: 'SEARCH', 'MAP', and 'MY PARCELS'. The 'SEARCH' tab is active, showing input fields for 'Parcel ID', 'Property Owner', and 'Property Address'. A 'SEARCH' button is below these fields. Below the search fields is a table with columns for 'Parcel ID', 'Address', 'City', 'Owner Name', and 'Acres'. Two rows of data are visible, each with a radio button on the left and an 'ADD NOTE' button on the right. The first row has a selected radio button. At the bottom of the table are 'BACK' and 'DISCARD' buttons. Below the table is an 'Estimated Fees' section with 'Estimated Total' at '\$0.00'. At the bottom right are 'SAVE & EXIT' and 'NEXT' buttons.

- Select **New User** to create an account and click **NEXT**. Select **Existing User** if you already have created an account.

The screenshot shows the 'Require User' step of the permit application. On the left, the sidebar is similar to the previous step, but the progress indicator now highlights step 3, 'Require User'. The main content area is titled 'Require User' and includes a 'SHARE' icon. Below the title is a detailed instruction: 'Please log-in or create an account. This will allow you to check on the status, schedule inspections, and receive your permit online. If you need to create an account, you will be taken to a registration page, will need to verify your email address, and will then be redirected back to this application. If you forgot your password, DO NOT CREATE ANOTHER ACCOUNT! Please contact our office so we can send a "password reset" email to you.' Below this is a section 'Apply on behalf of:' with three radio button options: 'Existing User' (selected), 'New User', and 'Myself'. Below the radio buttons is a search bar labeled 'Search' with the text 'mbailey' entered. At the bottom of the page are 'BACK', 'DISCARD', 'SAVE & EXIT', and 'NEXT' buttons.

8. Input your information from the building permit as it guides you through the steps. You can always click **Save & Exit** at any time.
9. After the application has been submitted, you will want to check your email often, as that is how the progress of the application is corresponded. Once our office approves it, you will receive an email asking for payment. Once payment is received, you will be emailed the approved Building Permit.
10. **All inspections will be made through this online application process. You will need to log in and request the inspection that you need.**