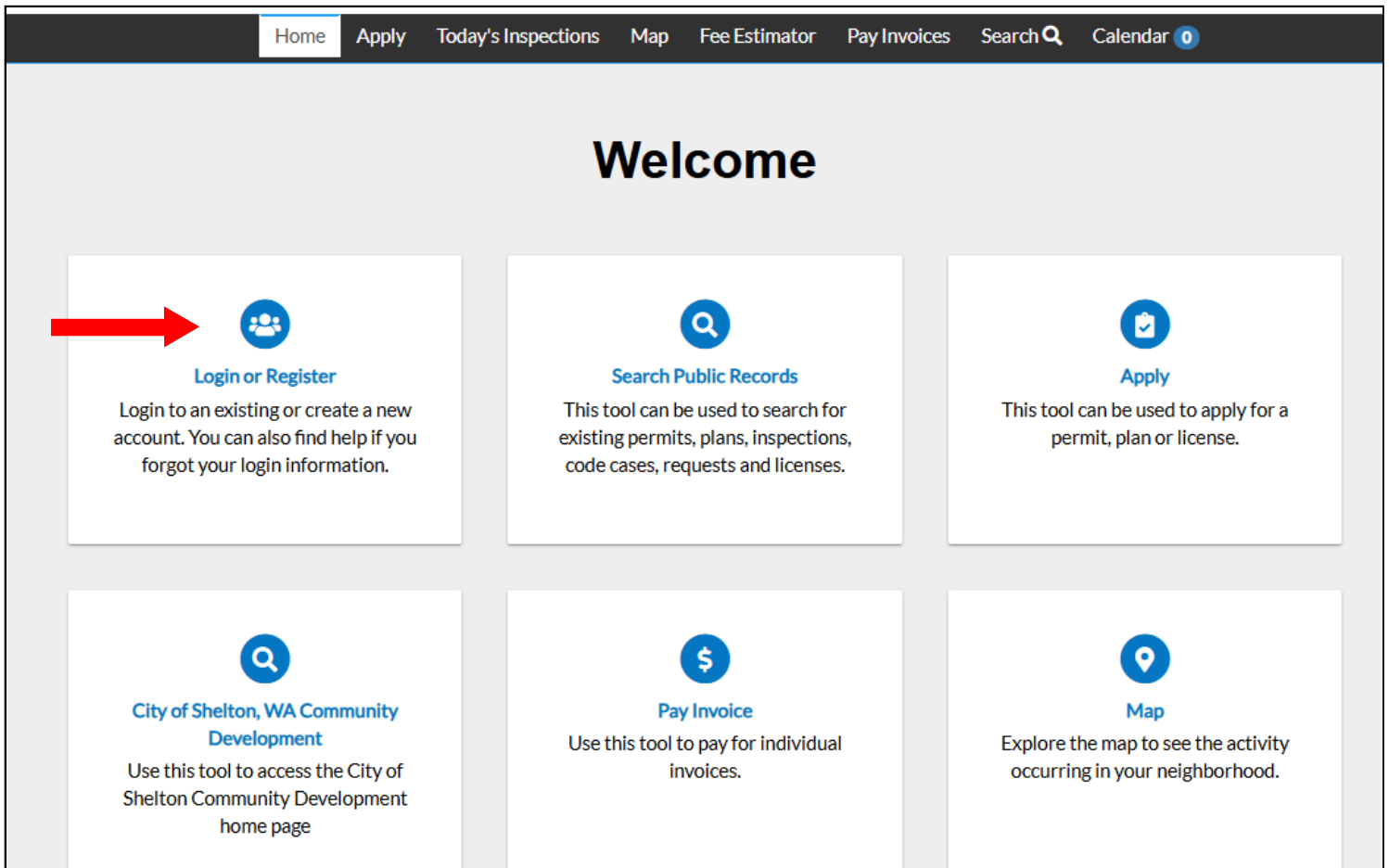
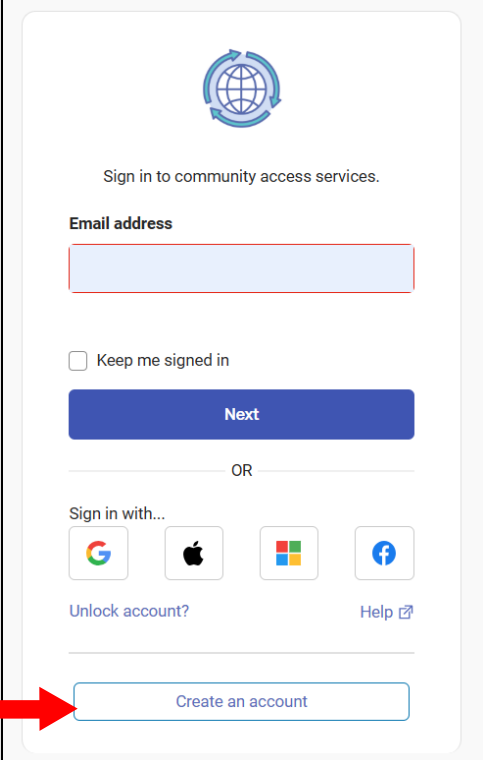


Go to <https://sheltonwa.gov/> then scroll down until you see the APPLY FOR A PERMIT button icon.



Click on CREATE AN ACCOUNT

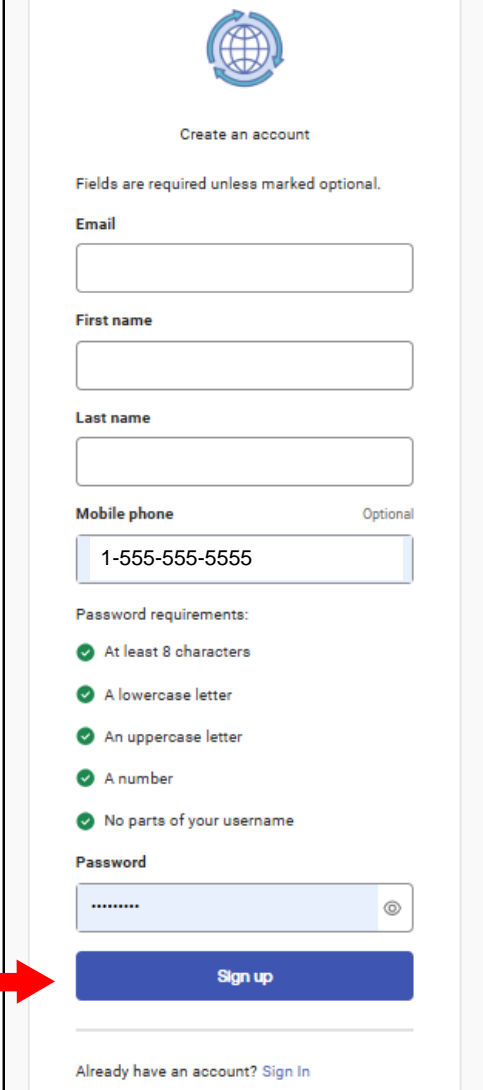
Follow the steps to create an account



The screenshot shows a sign-in page with a globe icon at the top. Below the icon, it says "Sign in to community access services." There is an "Email address" input field. Below that is a checkbox labeled "Keep me signed in". A blue "Next" button is present. Below the button is the text "OR". Underneath, it says "Sign in with..." followed by icons for Google, Apple, Microsoft, and Facebook. There are links for "Unlock account?" and "Help". At the bottom, there is a "Create an account" button, which is highlighted by a red arrow pointing from the left.

Fill out required fields

Type in a password



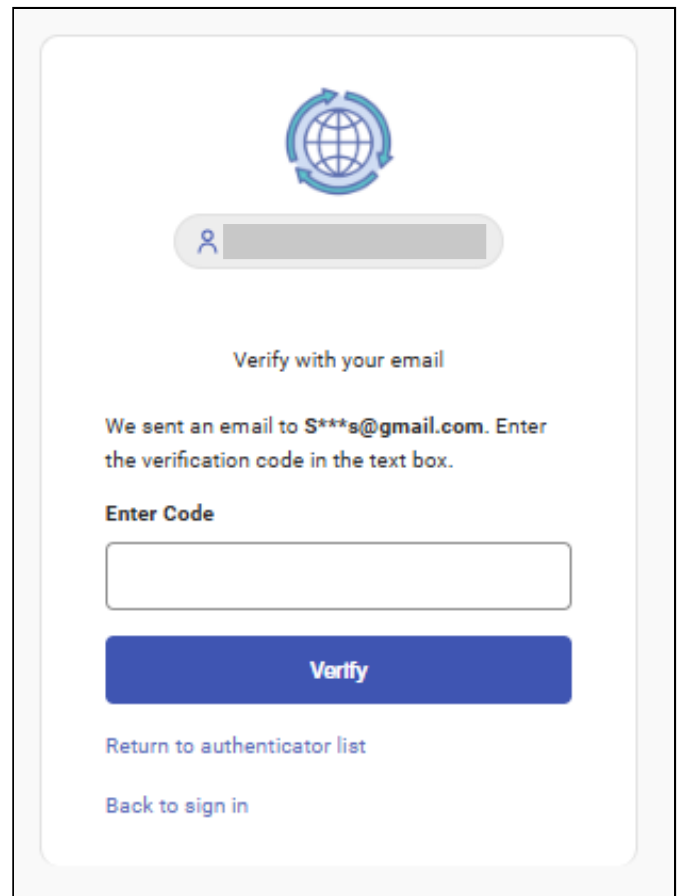
The screenshot shows an account creation page with a globe icon at the top. Below the icon, it says "Create an account". A note states "Fields are required unless marked optional." There are input fields for "Email", "First name", and "Last name". Below these is a "Mobile phone" field with the value "1-555-555-5555" and the label "Optional". A section titled "Password requirements:" lists five criteria, each with a green checkmark: "At least 8 characters", "A lowercase letter", "An uppercase letter", "A number", and "No parts of your username". Below this is a "Password" input field with a strength indicator. At the bottom, there is a blue "Sign up" button, which is highlighted by a red arrow pointing from the left. Below the button, it says "Already have an account? Sign In".

Click on the SIGN UP icon button



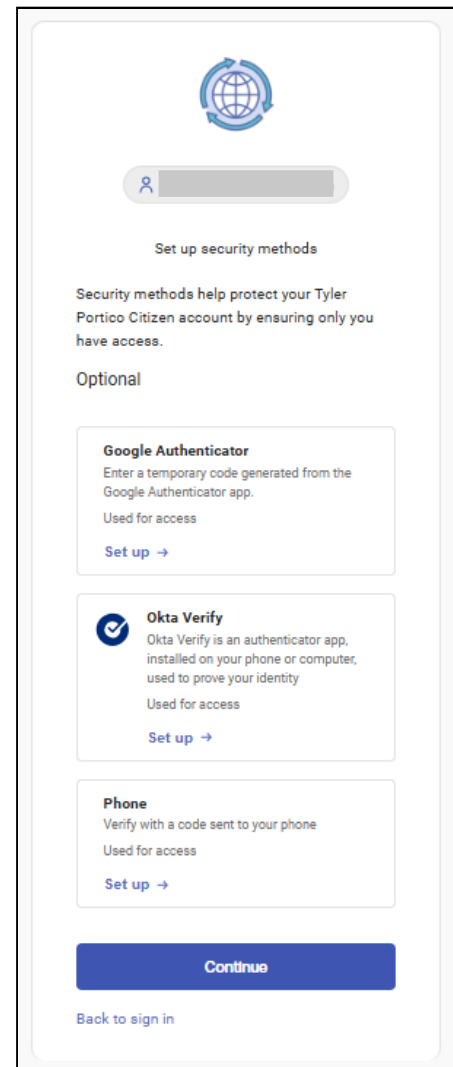
After creating an account, a confirmation code will be emailed to the EMAIL address used to create the account

Go to your email to verify your email address and activate your account by entering the verification code




The screenshot shows a web page for email verification. At the top is a blue globe icon with circular arrows. Below it is a grey rounded rectangle containing a person icon and a blurred text field. The main heading is "Verify with your email". Below that, it says "We sent an email to S***s@gmail.com. Enter the verification code in the text box." There is a text input field labeled "Enter Code". Below the input field is a large blue button labeled "Verify". At the bottom, there are two links: "Return to authenticator list" and "Back to sign in".

Choose a verification method and follow the steps



The screenshot shows a web page for selecting security methods. At the top is a blue globe icon with circular arrows. Below it is a grey rounded rectangle containing a person icon and a blurred text field. The main heading is "Set up security methods". Below that, it says "Security methods help protect your Tyler Portico Citizen account by ensuring only you have access." There is a section titled "Optional" with three options, each in a rounded rectangle: "Google Authenticator" (with a description and "Set up ->" link), "Okta Verify" (with a checkmark icon, a description, and "Set up ->" link), and "Phone" (with a description and "Set up ->" link). At the bottom is a large blue button labeled "Continue" and a link "Back to sign in".

Continue the registration process by following the steps below



SHELTON Washington


Civic Access Permitting Portal

[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#) [Calendar](#)

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.



Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

* Business Phone

* Home Phone

* Mobile Phone

Back

Next

Continue the registration process by following the steps below

Registration

Step 3 of 3: Address

* Address *REQUIRED

Street address, P.O. box. (required)

Apartment, suite, unit, floor, (optional)

City


State WA

Postal Code

[Back](#) [Submit](#)

Click on the SUBMIT button

Once your account is created you are now able to continue applying for permits

 **SHELTON**
Washington

Civic Access Permitting Portal

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Pay Invoices Search Calendar

My Permits

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
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[View My Permits](#)

My Plans

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
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[View My Plans](#)

My Inspections

Requested 0	Scheduled 0	Closed 0
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My Invoices

Current 0	\$0.00
Past Due 0	\$0.00
Total 0	\$0.00

To apply for a permit click on the APPLY BUTTON

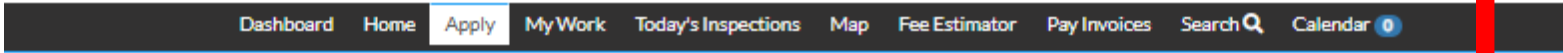
Then click on ALL



Or search for the specific permit or plan your applying for



Search Here



Application Assistant

> Show Categories

Show My Templates

Address Request Category Name: Address Request	Description: The Address Request Form is utilized to apply an address to an unaddressed property or to add additional addresses to developed properties.	Apply
---	---	-----------------------

Appeal to City Council Category Name: Appeal	Description: The Appeal To City Council is utilized for permit actions that are identified in the Shelton Municipal Code as being appealable to the City Council.	Apply
---	--	-----------------------

Appeal to Hearing Examiner Category Name: Appeal	Description: The Appeal to the Hearings Examiner is utilized for permit actions that are identified in the Shelton Municipal Code as being appealable to the City of Shelton Hearings Examiner.	Apply
---	--	-----------------------