

## Online Camp Permit Application Instructions

The applicant will be required to supply all the information requested.

If the camp is “indoor” select the address on the “Select Address” screen.

If the camp is “outdoor” (park) indicate by passing the Search Address screen and Parcel screen (click NEXT).

- All fields with an **!** are required fields. The permit request will not submit when a required field is left blank.
- All “Required” attachments must be included upon submittal.
- Note the permit number in pop-up received after clicking finish.
- Fee must be paid. After clicking on “Finish” on attachment page, log-off and log-in again to view invoice. Scroll down to the invoices section. Select the invoice and proceed through payment process. A convenience fee for credit /debit card is 2.5%. A convenience fee of \$2.00 for personal or business checking account.
- Upon approval and inspection performed, you will receive an email with a copy of the permit attached. This permit must be printed and posted at camp location.