



Permits Submittal Process

To apply and submit a project to permits, complete the following steps:

1. Create an Civic Access account and start pre-application process
2. Await email from reviewer to notify approval
3. Pay application fees and call to schedule for an inspection
4. Complete the project and receive final approval

1.

Register an account with the
[Corinth Civic Access Portal](#) 

Email color copies of driver's ID, trade
licenses, and certificate of insurance
(if applicable)
Permits@CityofCorinth.com

Create a Civic Access Account  **Email pre-application documents**

2.

A pre-application reviewer will be
assigned to look over documentation
to ensure adherence

Once approved the reviewer will notify the
applicant they are registered via email

Pre-application assigned  **Reviewer to email applicant**

3.

Once pre-application is approved, you will be
able to begin your permit application via Civic
Access. Fees may be assigned and the
applicant pays it

After payment is approved, the permit is
issued and work can begin. When you reach
the applicable point schedule your inspection
via Civic Access or the [inspections tab](#). The
type and amount of inspections will vary

Pull a permit and pay fees  **Request an inspection**

4.

After receiving approval for your
final inspection you will be notified
on the portal

The permit will be finalized for the project and will
be updated on Civic Access

Final inspection approval  **Permit is Completed**

**Inspections are done M-Th and done on
the following day if requested before
12:00PM.**

**For additional question please contact
building services at
940-498-3207**

Legend:



- Relevant Link



- Steps to register
as contractor