

New Applications in SmartGov- Portal Directions

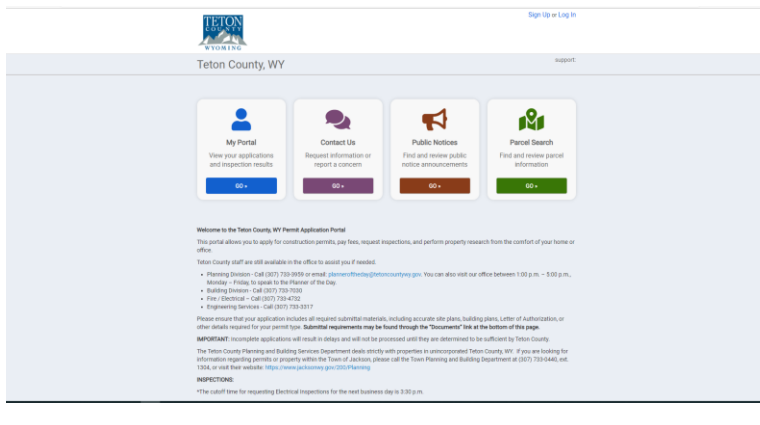
1. Go through the permit application and its corresponding checklist to verify that you have all the required documents to complete your submission.

Hint: In addition to your building permit application, verify if you need any other supplemental applications such as Grading or a Small Wastewater Facility. If you need to submit one or both child permit applications, double check you have all the additional required documents for these applications as well.

ALL REQUIRED APPLICATIONS NEED TO BE SUBMITTED AT ONCE.

2. Create an account on the Teton County Website Portal

[Teton County, WY Public Portal \(smartgovcommunity.com\).](https://smartgovcommunity.com)

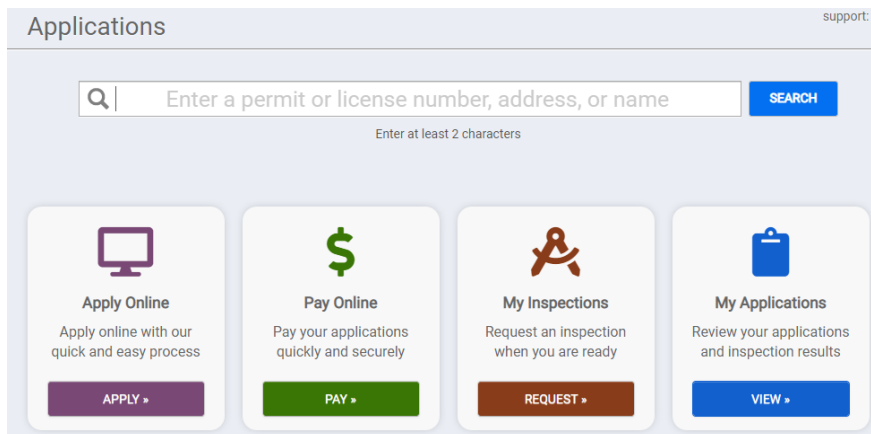
The image shows a screenshot of the "Create a Portal Account" form. The form is part of a three-step process, with "1 Account" selected. The form asks if the user already has an account and provides a "Sign In" link. It contains three input fields: "Email Address" (with a "Valid Email Address" label), "Password" (with a "Minimum 8 characters" label), and "Confirm Password" (with a "Re-enter password" label). Below these fields is an "Access Code" section, which states that the user must create a 6-digit PIN. There is a "Code" input field and a note that the access code will help associate the new account with any permits. At the bottom of the form, there are "CANCEL" and "NEXT" buttons.

Hint: Once you have created an account you will need to go to your email address and verify the account to complete the set up. An Access Code is not required to access your account. Once you get a confirmation email you can click that SmartGov link and sign on with your email address and set password.

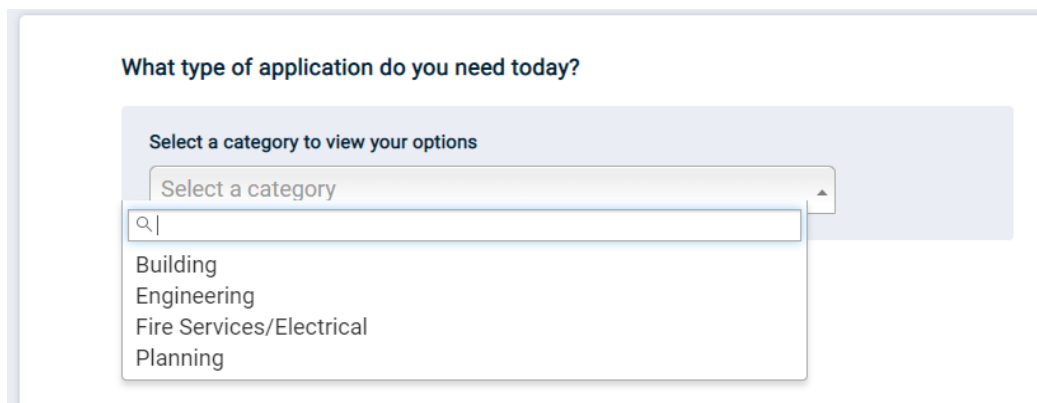
3. You are now ready to begin submitting your permit application.

Go to the portal and select Apply Online.

It is the purple box that sits on the home page of the Portal.



4. Start by selecting the type of permit you are applying for and then select the category that accurately portrays the kind of application you are submitting.



Select a category to view your options

Building

- (Re-Roof) If there are structural changes to the roof or a change in pitch and/or height you will need to submit a Misc application.
- Commercial Demolition
- Commercial New Construction
- Mechanical
- Misc for Projects under 500 sq ft
- Plumbing
- Pool or Spa
- Residential Demolition
- Residential New Construction (Includes Remodel and Addition)
- Solar
- Wireless Facility/Cell Tower

I.

Select a category to view your options

Engineering

- Adams Canyon Sewer Connection
- Bridge Permit
- Floodplain Permit
- Floodplain Revisions
- GEC - Grading & Erosion Control Commercial
- GEC - Grading & Erosion Control Individual Residential
- GEC - Grading & Erosion Control Multi Lot Residential (Plan level only)
- GEC - Grading & Erosion Control Multi Unit (3+) Residential
- GEC - Grading & Erosion Control Permit Revisions
- Small Wastewater Facility Commercial
- Small Wastewater Facility Repair
- Small Wastewater Facility Residential

II.

Select a category to view your options

Fire Services/Electrical

- Electrical Commercial
- Electrical Low Voltage
- Electrical Residential
- Electrical Temporary Service
- Wildland Urban Interface

III.

Select a category to view your options

Planning

- Administrative Adjustment
- Appeal of Final Agency Decision
- Basic Use Permit
- Beneficial Use Determination
- Boundary Adjustment Platted
- Boundary Adjustment UnPlatted
- Conditional Use Permit
- Development Option Plan
- Development Plan
- Environmental Analysis
- Exempt Land Division
- Formal Interpretation
- LDR Text Amendment
- Misc Planning Request
- Planned Unit Development
- Pre-Application Conference
- Property with No Address
- Sign
- Sketch Plan
- Special Use
- Subdivision Plat
- Surety Release Request
- TCSPT Easement
- Variance
- Zoning Compliance Verification - Boundary Adjustment
- Zoning Compliance Verification - Environmental Standards
- Zoning Compliance Verification - Minor Deviation
- Zoning Compliance Verification - Property Status
- Zoning Compliance Verification - Visual Resource Analysis
- Zoning Map Amendment

IV.

5. Once you have selected the permit you are wishing to complete, follow the steps on the portal to upload all your information. Make sure you completely fill out the Details tab of the permit application as well as the Submittals tab on the application.
6. Please make sure you have a signed copy of the permit application to upload to the portal.
7. Submit permit application.