

New Online Permit Submittals

(All permit types can be processed through our online portal)

1. Go to this link: <https://selfservice.louisvilleco.us/EnerGovProd/SelfService#/home>
2. Register for an account (if you haven't created one yet)
 - a. If you're not seeing the confirmation email, please check your trash/spam folder first.
 - b. If you're still not seeing the email, that means your company email's security is blocking the email. The only workaround the city has is for you to register with a personal account (gmail, yahoo, etc.) and then once you've completed the registration, change the email back to your company one.
3. Select Apply from the portal header and choose the appropriate permit type
 - a. If you're unsure which permit type to choose, please email us at building@louisvilleco.gov BEFORE you complete the application process. Failure to choose the correct permit type will cause you to re-submit.
4. If you have any questions about the documents that are required during the application process, see the table below or email us at building@louisvilleco.gov.
5. If you're required to resubmit your plans, the applicant's email will be notified. When you're viewing your permit record, upload your resubmittal in the Attachments tab.
6. When your permit/plans have been approved, the applicant's email will be notified saying you can pay for your invoice online.
 - a. Please be aware that our online portal cannot take payments that exceed \$10,000. If yours does, we will request a check to be mailed to City Hall.
7. Once you have paid, city staff is notified that they need to review/approve your payment.
8. Once your payment has been approved, the applicant's email is notified and you will be instructed to print off your permit, inspection card, and plans and will need to place them at the job site.

Documents Needed during Application Process		
Residential		
Remodels	Additions	New Builds
❖ Plans (stamped may be required depending on scope of work)	❖ Plans (stamped) ❖ Water & Sewer Tap Application (Only for an upgrade) ❖ Fixture Count Form ❖ Soils Report or an Open Hole Inspection ❖ Site Plan ❖ Residential New Build/Addition Checklist	❖ Plans (stamped) ❖ Water & Sewer Tap Application ❖ Fixture Count Form ❖ Soils Report ❖ Site Plan ❖ Site Improvement Worksheet ❖ Residential New Build/Addition Checklist
Commercial		
TF or Minor Commercial Work	Additions	New Builds
❖ Plans (stamped)	❖ Plans (stamped)	❖ Plans (stamped)

<ul style="list-style-type: none"> ❖ Waste Water Classification Survey (Only if the tenant is new) ❖ Fixture Count Form (Stamped) ❖ Commercial Checklist 	<ul style="list-style-type: none"> ❖ Waste Water Classification Survey (Only if the tenant is new) ❖ Water & Sewer Tap Application (Only for an upgrade) ❖ Fixture Count Form (Stamped) ❖ Soils Report ❖ Commercial Checklist 	<ul style="list-style-type: none"> ❖ Waste Water Classification Survey (Only if the tenant is known) ❖ Water & Sewer Tap Application ❖ Fixture Count Form (Stamped) ❖ Soils Report ❖ Site Improvement Worksheet ❖ Commercial Checklist
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*To find these forms, select Building Safety Information from the portal header

*If you have any questions about this process, please contact Liz at eschettler@louisvilleco.gov.