ePermitting Instructions

(Electrical Permits ONLY at this time, Licensing Coming Soon)

The following procedure is for NEW Electrical Permits

1.) *Please have the following documents completed and saved to your computer before you continue*

- **Electrical Application (New & Renewal)**

   a. Fillable applications for Town Permits are located under the DOCUMENTS menu at the top of the site once

   logged in (or alternatively on the Town Website → **Applications, Forms & Fees**)

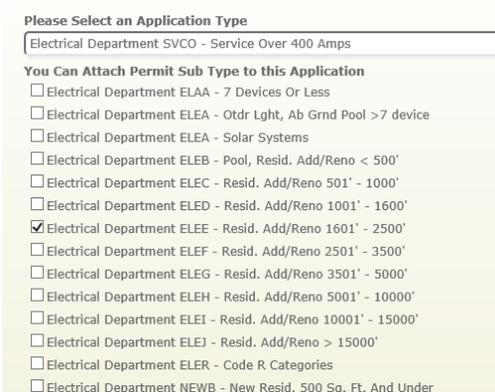   b. Fill out the application and save to your computer so you can upload to the ePermits website at step #11

2.) Navigate to https://epermits.southamptontownny.gov

3.) <u>Logging in:</u> Many users already have emails registered with the town. To ensure you are logging in with the account you have previously done business with, please click on **Forgot your account or password? Click Here to reset** under the log in button, and enter in your email to verify. If there is an account on file, an email will be sent immediately with your username and password. If not, create a New Account.

4.) Choose Application (Permit) Type (Click on the **Permit / License Application** menu to filter permit types)

5.) Some permits allow you to add additional permit types so you can process more than one at a time. Select all applicable permit types

6.) Click **Next Step**

7.) Choose a property to associate the permit to via options below (less info entered is better):

8.) Enter search criteria and then click **SEARCH**

9.) If more than one property results, check the box next to the correct property in the pick list and then click either **NEXT STEP** or **NEXT**

10.) Check the **AS BUILT** box if the work has been completed already and enter a **Description of Work (required)**.

11.) **Next Step** is to upload the application

   a. Choose the appropriate Document type (*Application (PDF))

   b. Click **Browse** and navigate to the application you saved to your computer in Step #1

   c. After you see the path of the document in the Document Location, click **Add Document**

   d. Click **Next Step**

12.) Choose a payment method and enter credit card info

13.) Review payment info

14.) Check box at bottom to the left of "All of the information is correct. Process my application."
15.) Click **Process**
16.) You will receive an email with your Application # and receipt

The following procedure is for Electrical Renewals

Please have all necessary documents completed before you continue

1.) Fillable applications for Town Permits are located under the DOCUMENTS menu at the top of the site.

   DOCUMENTS Sign Out

   Electrical Application   (or alternatively on the Town Website → **Applications, Forms & Fees**)

2.) Fill out the application and save so you can upload to the ePermits website (Step #9)
3.) Navigate to https://epermits.southamptontownny.gov
4.) Log in with existing credentials or create a new account (options are below the Log In button)
5.) Click on the Permit / License Renewal Menu

   Permit / License Application   Permit / License Renewal
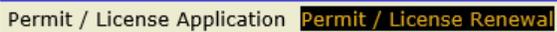
6.) If you have any expired renewals you will see them listed here. In the case below, there is 1 ELEB

Select	ELEB - Code B Categories	1601391	7/7/2016	10/5/2017

   Back to your Account

7.) Click **SELECT** next to the permit you would like to Renew
8.) Check the **AS BUILT** box if the work has been completed already and click **Next Step**
9.) Next step is to upload the application
   a. Chose the appropriate Document type (*Application (PDF))
   b. Click **Browse** and navigate to the application you just saved
   c. After you see the path of the document in the Document Location click **Add Document**
   d. Click **Next Step**
10.) Choose a payment method and enter credit card info
11.) Review payment info
12.) Check box at bottom to the left of "All of the information is correct. Process my application."
13.) Click **Process**
14.) You will receive an email with your Application # and receipt