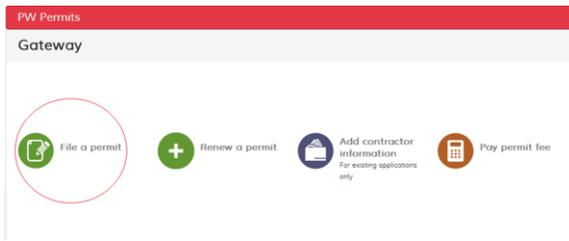
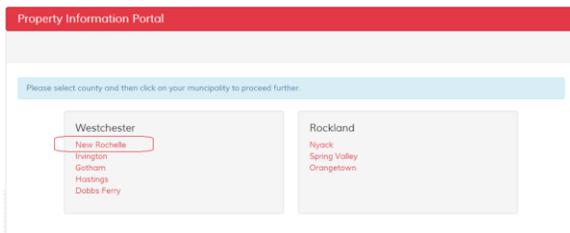


If you are not already at the site, go to www.streetopeningpermits.us

1 Click File a permit



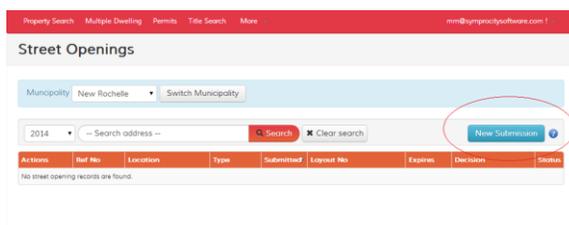
2 Select a municipality



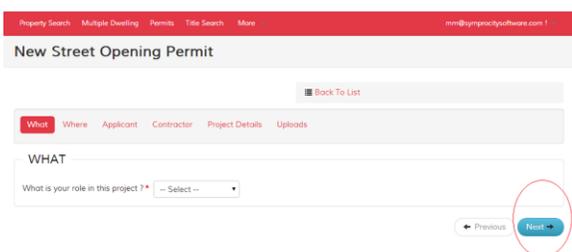
3 Specify if you have used the system before and login or create a user name and password



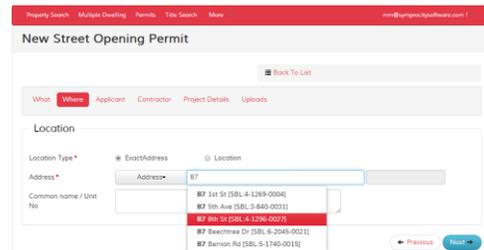
4 Once you have logged in click New Submission



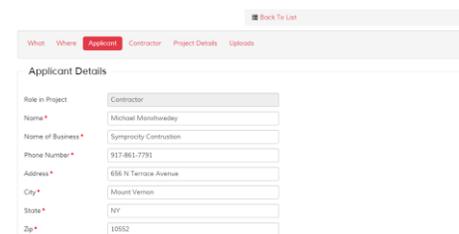
5 Select your role in the project and select type of work and click next



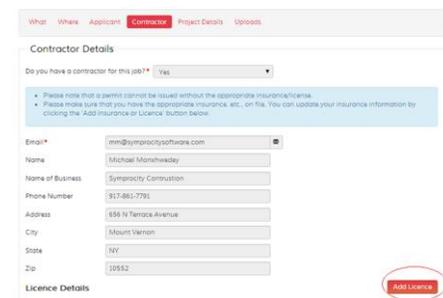
6 Enter the project location –select it from the list



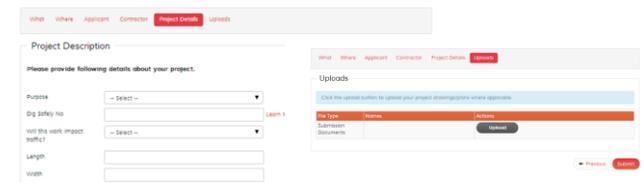
7 Enter applicant details and click Next



8 Enter the contractor details –click Add license to enter and upload insurance



9 On the next 2 screens provide the project description then upload your drawings (if any)



10 On the final page print a copy of your application and follow the instructions on the instructions page

