



# PERMITTRAX CITIZEN'S CONNECT FOR PUBLIC WORKS PERMITS

HOW TO SIGN UP AND USE THE ONLINE PERMIT PORTAL

VISIT AND BOOKMARK THE WEB ADDRESS:

[LONGVIEW, WA PERMITTRAX PORTAL](#)



The screenshot shows a web interface with a red header bar containing the text "CHOOSE CONNECTION". Below the header is a dropdown menu with the text "City of Longview Public Works Department" and a downward arrow. A red oval highlights this dropdown menu. To the right of the dropdown is a red button with the text "Select Connection". A red arrow points upwards from the bottom of the page towards the "Select Connection" button. Below the dropdown and button is a horizontal line. Underneath the line, on the left, is the logo for "The City of Longview Washington". To the right of the logo is the text "City of Longview Public Works Department". Below this text is "City of Longview LIVE - [LIVE]". At the bottom of the screenshot is a paragraph of text: "Welcome to the City of Longview Public Works Department's online permit information system. For questions regarding Public Work Department permits call 360-442-5200. Please note our office hours are Monday - Thursday from 7AM - 6PM (excluding holidays)."

1.) Select "City of Longview Public Works Department"

2.) Click "Select Connection"



### City of Longview Public Works Department

Welcome to the City of Longview Public Works Department's online permit information system. For questions regarding Public Work Department permits call 360-442-5200. Please note our office hours are Monday - Thursday from 7AM - 6PM (excluding holidays).

### Additional Information

- [The City of Longview Website](#)
- [City of Longview Permits and Inspections](#)
- [City of Longview Engineering Permits](#)



### ACTIVE PERMITS

Filter:

Bureau of Land Management, State of Oregon GEO, State of Oregon, Esri, HERE, Garmin, NGA, USGS, NPS, U.S. Forest Service

Powered by [Esri](#)

### SIGN IN

Please enter your email address and password below to sign into the system.

Email:

Password:

Remember Me On This Computer?

[Sign In](#)



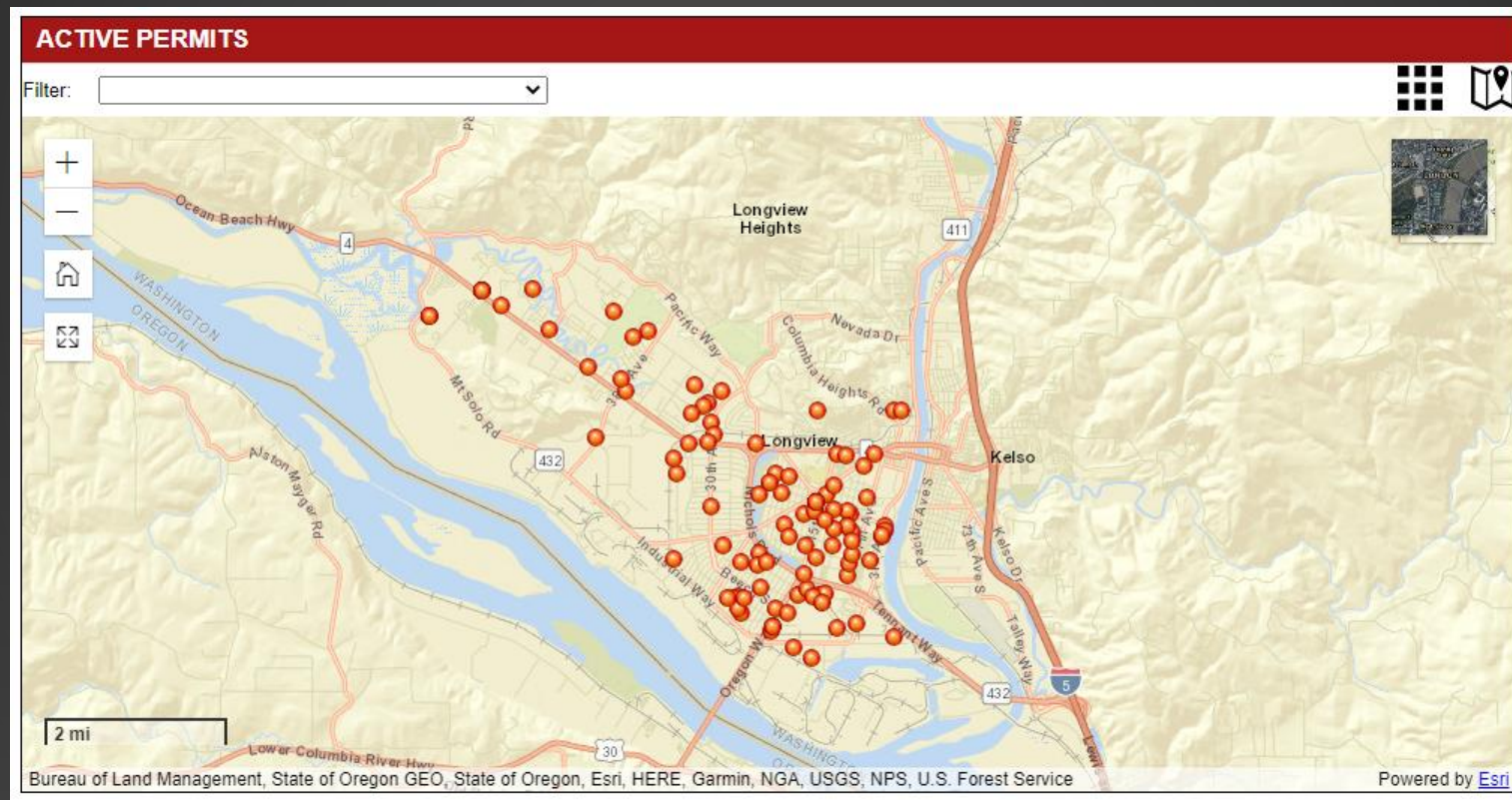
[Register New Account](#)

[Forgot your password?](#)

- 1.) Click "SIGN IN/REGISTER"
- 2.) Sign in or click "Register new account"
- 3.) Follow the on-screen prompts until you return to the Home screen

# HOME PAGE: PERMIT SEARCH AND ACTIVE MAP TOOL

Wonder if an address has a permit for work? The answers are at your fingertips with the active permits map! Forgot your permit # or need info from a permit? Use the search function!



# HOME PAGE: SEARCH FOR A PERMIT, UPLOAD, APPLY OR VIEW PERMITS YOU'VE APPLIED FOR

## SEARCH FOR A PERMIT



Search for a permit within Citizens Connect and view the status and other information pertaining to that permit.

[Click to Search](#)

## UPLOAD PORTAL



Welcome to the MyPermits plans and documents upload portal.

First-time users of this system will need to establish an account through the "Sign In" hyperlink located at the top right of the MyPermits Home page. Once logged into the system you can upload files to your permit.

- All upload files must be in Adobe PDF file format.
- Use only letters and numbers in the file name - special characters cause problems.
- File size limit is 250MB.

[Upload New Item](#)

## CLICK TO APPLY ONLINE



This is where you can apply online for **Right-of-Way** permits and **Public Improvement Project** permits.

[Click to Apply](#)

[How to Apply Online](#)

## MY PERMITS



My Permits allows you as a user to setup and track permits you are interested in. From the Permit Information screen you can click on the button at the top to add or remove that permit from this list.

ID	DESCRIPTION	SUB TYPE	STATUS	ADDRESS	APPLIED	FINAL
PWD2023-0029	PUBLIC WORKS PERMIT	COMMERCIAL-RIGHT OF ...	ISSUED	1418 15TH AVE, LONGVIEW	02/01/2023	

# APPLYING FOR ONLINE PERMITS ONCE YOUR ACCOUNT IS CREATED

## CLICK TO APPLY ONLINE



This is where you can apply online for **Right-of-Way** permits and **Public Improvement Project** permits.



[Click to Apply](#)

[How to Apply Online](#)

# APPLICATION ENTRY

- Walk through the eight-step process and enter the appropriate information. Submit your application.
- Upload your plans, drawings, pictures and any supporting documentation for our review. The more information, the better.
- Once received, we will contact you if we need more info, otherwise we will approve and adjust fees based on the information in your application. Then we release the permit for payment and mark “ready to issue”.
- Once payment is made, the permit bounces back to us for it to be issued and for the permit document to be attached
- Inspections can be scheduled via phone at 360-442-5090.

# ADD EXISTING PERMITS TO “MY PERMITS”



ADD TO MY PERMITS



Information as of 2/2/2023 3:25:41 PM

## PUBLIC WORKS PERMIT: PWD2023-0004

<b>Type:</b>	RESIDENTIAL-RIGHT OF WAY	<b>Applied:</b>	01/04/2023
<b>Status:</b>	ISSUED	<b>Issued:</b>	01/10/2023
<b>Total Fees:</b>	\$125.00	<b>Expires:</b>	07/09/2023
<b>Balance Due:</b>	\$0.00	<b>Final:</b>	
<b>Primary Contact:</b>	LENNAR NORTHWEST LLC		
<b>Location:</b>	20 SADIE CIR, LONGVIEW		
<b>Parcel:</b>	107460326		
<b>Work Description:</b>	FRONTAGE IMPROVEMENTS FOR NEW SFR, INCLUDING SIDEWALK, APPROACH, METER AND CLEANOUT PLACEMENT, AND PLANTER STRIP WITH STREET TREES.		

- Open permit by clicking on permit number and click “add to my permits”



# “MY PERMITS”

## CLICK TO APPLY ONLINE



This is where you can apply online for **Right-of-Way** permits and **Public Improvement Project** permits.

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[How to Apply Online](#)

## MY PERMITS



My Permits allows you as a user to setup and track permits you are interested in. From the Permit Information screen you can click on the button at the top to add or remove that permit from this list.

ID	DESCRIPTION	SUB TYPE	STATUS	ADDRESS	APPLIED	FINAL
<a href="#">PWD2023-0029</a>	PUBLIC WORKS PERMIT	COMMERCIAL-RIGHT OF ...	ISSUED	1418 15TH AVE, LONGVIEW	02/01/2023	
<a href="#">PWD2023-0004</a>	PUBLIC WORKS PERMIT	RESIDENTIAL-RIGHT OF W...	ISSUED	20 SADIE CIR, LONGVIEW	01/04/2023	

Applications submitted and past projects that have been added to “my permit” will show up on your dashboard here

Application status “Ready To Issue” means either: You have fees ready to pay, or we have not yet issued the permit



# WHERE TO PAY FEES ON A PERMIT

WELCOME: LEVI.LINDEMAN@CI.LONGVIEW.WA.US

[HOME](#) [LOGOUT](#)

REMOVE FROM MY PERMITS

PAY BALANCE

Information as of 2/2/2023 4:33:55 PM




## PUBLIC WORKS PERMIT: PWD2023-0001

Type:	RESIDENTIAL-RIGHT OF WAY	Applied:	01/03/2023
Status:	ISSUED	Issued:	01/05/2023
Total Fees:	\$125.00	Expires:	07/04/2023
Balance Due:	\$125.00	Final:	
Primary Contact:	COMCAST		
Location:	1035 20TH AVE, LONGVIEW		
Parcel:	01302		
Work Description:	BORE INSTALL A 2-INCH COMCAST CONDUIT, 36 INCHES DEEP, STARTING FROM THE EAST SIDE HEADING WEST ACROSS THE ALLEY AND TO UTILITY POLE 73299		

- You can only pay for a permit if the permit is listed under "My Permits"
- Select "Pay Balance" to pay permit fees with a credit or debit card online

# WHERE TO FIND THE PERMIT DOCUMENT

- Open the permit details by clicking on the underlined permit number either from search results or from “My Permits”
- Scroll down to the associated files and click on the permit document.

ASSOCIATED FILES		
VIEW	DESCRIPTION	FILE TYPE
	<a href="#">PWD2023-0029_PWD_ROW_PERMIT_V1_1327184561</a>	ADOBE Acrobat PDF