

# City of Shawnee Online Portal

1. Enter the login information provided to you or Click FORGOT YOUR USERNAME and enter your email address. If you do not have an email address tied to your account please contact the City of Shawnee to update your information.

If you have not been provided login information click REGISTER NOW. Choose a Registration Type and fill in the appropriate information.

## Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)


LOGIN

## New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

If you receive the following error message it means you do have an account, click FORGOT YOUR USERNAME to have it sent to you.


 I'm sorry, this email address is already in our system, please enter a different email address or login with your existing account.

[FORGOT YOUR USERNAME →](#)

# City of Shawnee Online Portal

2. From the My Account page you will see a link at the bottom of the page “Apply for a Permit”.

 View my requests

 Update my information

 Logout

Welcome to your online account 

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

## Online Services:



### PERMITTING

Click on the link below to apply for a permit. Permits to work within the right-of-way are regulated by Shawnee Municipal Code Chapter 12.06 "Right-of-Way Management" Streets, Sidewalks and Public Places.


[APPLY FOR A PERMIT](#) →

[GO TO PERMITTING](#) →



# City of Shawnee Online Portal

## 3. Choose Application Type = Right of Way, Choose the appropriate Subtype

 **APPLY FOR A PERMIT**

[Home](#) / [Services](#) / [Permits](#) / [Apply for a permit](#)

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Having trouble locating an address?  
Click [here](#) for assistance.


indicates a required field

Application Type:

Sub Type:

- Contractor Driveway
- Homeowner Driveway
- Street Excavation
- Utility

## 4. Enter the description and address of the project. Click FIND ADDRESS

 **APPLY FOR A PERMIT**

[Home](#) / [Services](#) / [Permits](#) / [Apply for a permit](#)

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Having trouble locating an address?  
Click [here](#) for assistance.

indicates a required field

Application Type:

Sub Type:

Work Description:

Address or Parcel #:

Shawnee

**FIND ADDRESS**

## City of Shawnee Online Portal

5. Fill out the required information.
  6. If you are ready to submit your application press **SUBMIT** at the bottom of the screen. This will send your application to the City of Shawnee to review.  
If you are not ready to submit your application press **SAVE FOR LATER**. This will place your application in a shopping cart for you to finish and submit at a later time.
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**SUBMIT**

**SAVE FOR LATER**

You will receive an email confirmation that your application was received. You will receive an additional email from the City of Shawnee once your application is approved.

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TO REVIEW YOUR SUBMITTED PERMITS:

- 1. Select View my requests from the left menu bar on the My Account page.

## MY ACCOUNT

Home / My Account

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-  View my requests
-  Update my information
-  Logout

### Welcome to your online account [REDACTED]

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

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- 2. Click on the permit number you need to review.

## MY REQUESTS

Home / My Account / My Requests

View My Permits ▼

Under ReviewIssuedClosedAll

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1-1 of 1

Permit #	Address	Issue Date	Work Description	Balance Due
<a href="#">ROW20-000002</a>	[REDACTED]	01/01/2018	[REDACTED]	\$0.00