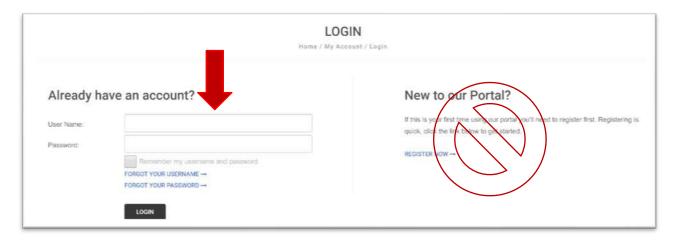
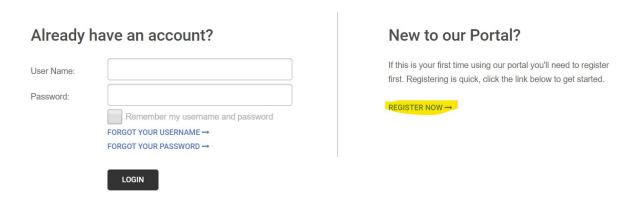
1. Enter the login information provided to you or Click FORGOT YOUR USERNAME and enter your email address. If you do not have an email address tied to your account please contact the City of Shawnee to update your information.



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

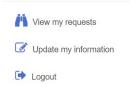


If you receive the following error message it means you do have an account, click FORGOT YOUR USERNAME to have it sent to you.

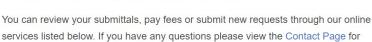
I'm sorry, this email address is already in our system, please enter a different email address or login with your existing account.

FORGOT YOUR USERNAME →

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



Welcome to your online account



Online Services:

departmental contact infomation.



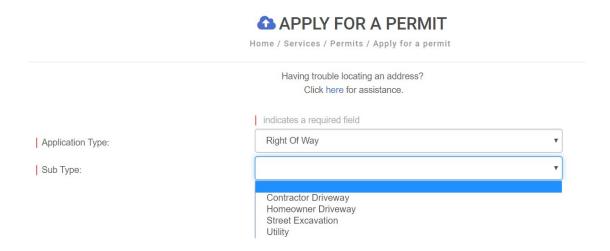
PERMITTING

Clink 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.

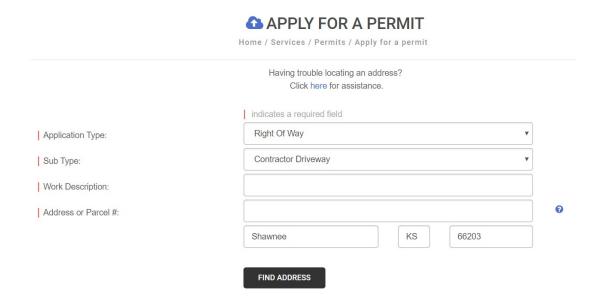




3. Choose Application Type = Right of Way, Choose the appropriate Subtype



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



- 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.

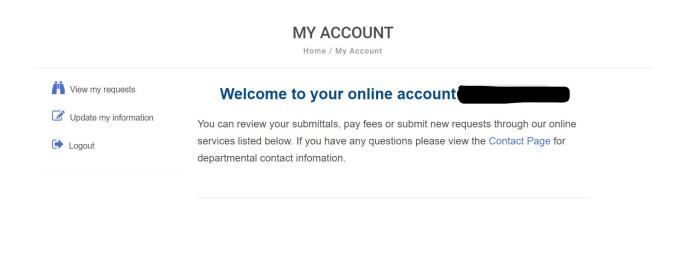
SUBMIT SAVE FOR LATER

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.



TO REVIEW YOUR SUBMITTED PERMITS:

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



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

