

Start on My Dashboard and select “Create New Application” at the top.

My Dashboard

Create New Application

37 My Projects, Permits and Licenses

29 Applications with Fees Due

1 Available Inspection Requests

MY PROJECTS, PERMITS AND LICENSES

The table below contains a list of all of your permits and licenses. To view more details about a permit or license, click the icon. To renew a business license, click the icon in the Actions column.

Show 10 entries Search:

Permit Number	Project Name	Type	Sub-Type	Status
B22-00620	TEST FOR FZ	Residential Building	Residential New Construction	Issued
PL22-00747		Plumbing	Plumbing Permit - Residential New	Issued
PL22-00746		Plumbing	Plumbing - Water Heater Changeout	Issued
B22-00610	Test 3 - JT Comment Letters - Character Limit Test	Commercial Building	Commercial New Construction	Issued
EL22-00672		Electrical	Electrical - Res. New - Attached	Review
ME22-00527		Mechanical	Mechanical Res. Heat and Air Changeout	Issued
PL22-00741		Plumbing	Plumbing - Water Heater Changeout	Issued
PL22-00730		Plumbing	Plumbing Permit - Residential Other	Issued

Next, click “Create Related Permit Application” and search for the address in the yellow highlighted search tab.

Permit Type Location People Contractors Permit Details Upload Files Summary Terms & Conditions

Select the option to create a new permit application or select the option to relate a new permit application with an existing permit application. Then click on a permit type category to expand the list. Choose a listed permit application type. Optionally, add a Project Name to use for future reference. Click the Next button to advance to the next step.

Use this tool to find out if your project site is within the City of Edmond: <https://gis.edmondok.com/addresslocator/>

Create New Permit Application

Create Related Permit Application

Select Parent Permit/Case/License

Search for your parent permit parent permit by address using the Search field above the table. To select a parent permit, click on the table row record.

Show 10 entries Search: 644

Permit/License Number	Permit/License Type	Sub-Type	Site Address	Status
B21-00913	Residential Building	Residential Addition	6440 WENTWORTH DR	ISSUED
B22-00295	Residential Building	Residential Alteration/Addition	3644 WAGONWHEEL RD	ISSUED
S21-00071	Swimming Pools	Residential Pool Permit	6440 WENTWORTH DR	ISSUED
B22-00625	Residential Building	Residential New Construction	644 HARBOR TOWN DR	ISSUED

Showing 1 to 4 of 4 entries (filtered from 1,511 total entries)

Add Project Name (if applicable)

Previous Cancel Next

Select the parent permit and then select your application type.

Once you have selected your subtype, click “Next” at the bottom right-hand corner.

Search for your parent permit parent permit by address using the Search field above the table. To select a parent permit, click on the table row record.

Show: 10 entries Search: 644

Permit/License Number	Permit/License Type	Sub-Type	Site Address	Status
B21-00913	Residential Building	Residential Addition	6440 WENTWORTH DR	ISSUED
B22-00295	Residential Building	Residential Alteration/Addition	3644 WAGONWHEEL RD	ISSUED
S21-00071	Swimming Pools	Residential Pool Permit	6440 WENTWORTH DR	ISSUED
B22-00625	Residential Building	Residential New Construction	644 HARBOR TOWN DR	ISSUED

Showing 1 to 4 of 4 entries (filtered from 1.511 total entries) 1 row selected

Select application type: *

- > Electrical
 - Electrical - Commercial New
 - Electrical - Commercial Other
 - Electrical - Commercial Pool
 - Electrical - Residential New
 - Electrical - Residential Other
 - Electrical - Residential Pool
- > Plumbing
- > Mechanical
- > Misc.
- > Building Fire Code

Add Project Name (if applicable)

Next

On the next page, click “Add My Info” under the Applicant tab for a quick autofill and then click “Next”.

Permit Type | People | Contractors | Permit Details | Summary | Terms & Conditions

Applicant

Add My Info

Name * Company name

Kirsten Ledington

Address 1 *

28 E Main

Address 2

City * State * Zip *

Edmond Oklahoma 73034

Phone * Email *

405-359-4752 kirsten.ledington@edmondok.gov

Comments

Previous Cancel Next

Use the search tab to find your company name, highlight the name and click "Add".

SEARCH AND ADD CONTRACTORS

Show 10 entries Search: test

Contractor Name	City	State	Contractor Type	License Num
Test Electric			ELECTRICAL	EC01161

Showing 1 to 1 of 1 entries (filtered from 3 total entries) 1 row selected

Add

SELECTED CONTRACTORS

Show 10 entries

Contractor Name	City	State	Contractor Type	License Num
No data available in table				

Showing 0 to 0 of 0 entries

Remove

Previous Cancel Next

It will now show up in the Selected Contractor section. Click "Next".

SEARCH AND ADD CONTRACTORS

Show 10 entries Search: test

Contractor Name	City	State	Contractor Type	License Num
Test Electric			ELECTRICAL	EC01161

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Add

SELECTED CONTRACTORS

Show 10 entries

Contractor Name	City	State	Contractor Type	License Num
Test Electric			ELECTRICAL	EC01161

Showing 1 to 1 of 1 entries

Remove

Previous Cancel Next

Please fill out all the required fields (*) and provide any other information that you have. Once complete, click “Next”.

Permit Type People Contractors **Permit Details** Summary Terms & Conditions

ELECTRICAL PERMIT INFORMATION

Permit Type * New

Scope of Work * Add new service to 3 story house

Temp Service Pole

New Amps * 400

Existing Amps

Phase * Single Phase

Previous Cancel Next

Click on the tabs to view the summary of each section. If everything looks ok, click “Next”.

Home Create Incomplete Applications Cancel Inspections ACCOUNT Modify Account Log Out Select Language

Permit Type People Contractors **Permit Details** **Summary** Terms & Conditions

Application Info To Be Submitted

Application Type: Electrical - Residential New
Site Location:
Associated to Application #: B22-00625
Project Description:

People

Contractors

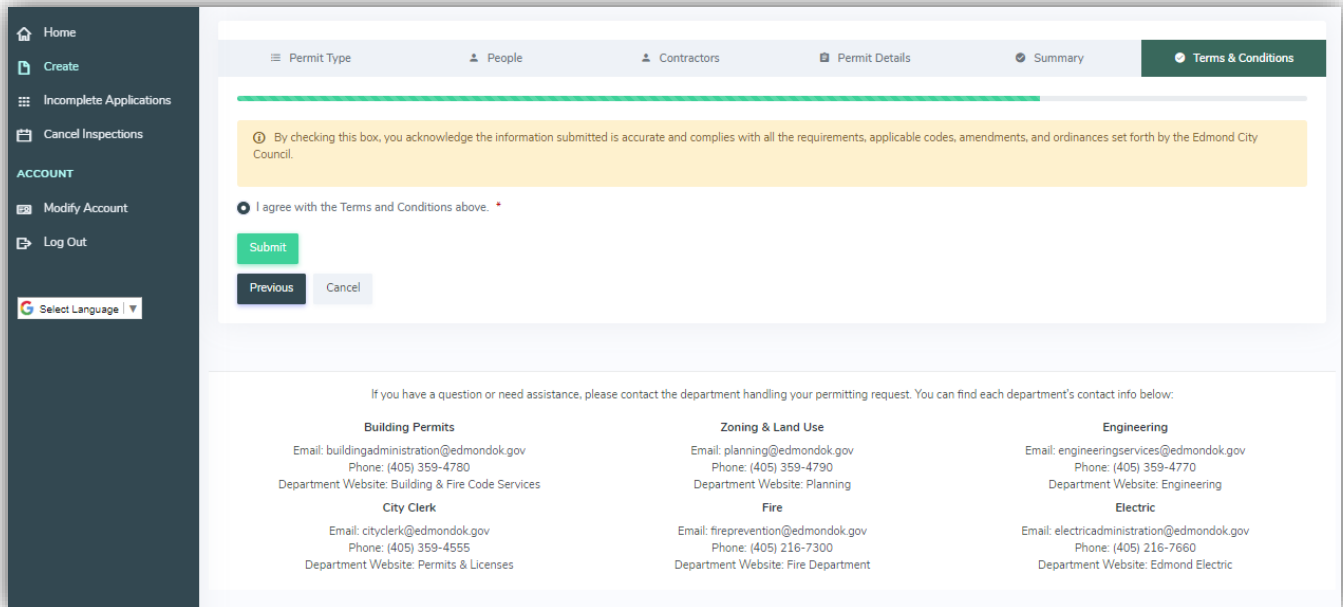
Details

Description	Value
Permit Type	New
Scope of Work	Add new service to 3 story house
New Amps	400
Existing Amps	
Phase	Single Phase

Previous Cancel Next

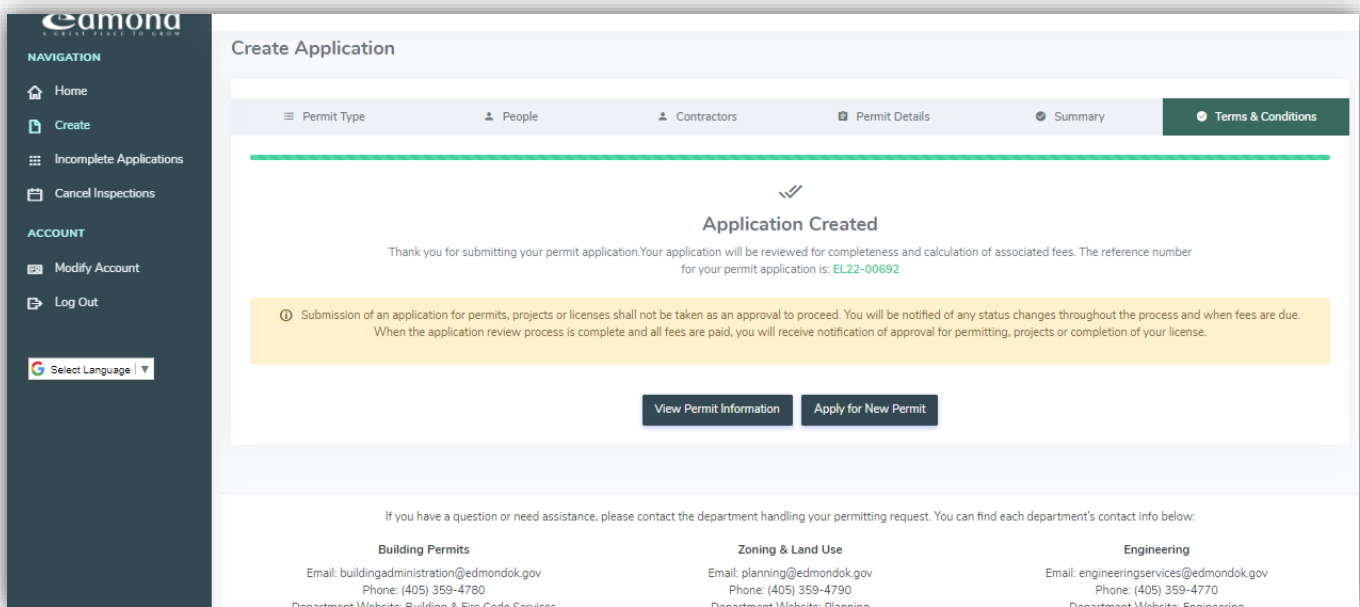
Once your application is completed, review the Terms and Conditions.

You will need to click “I agree with the Terms and Conditions above” before clicking “Submit”.



You have completed your application for a related permit.

The permit number can be found at the center of the page for reference.



Once your permit application has been reviewed, you will receive an email notification to pay it out on the portal. Go to the “Applications with Fees Due” section, click the credit card in the “Actions” column and make your payment. You can now schedule inspections at your convenience.

The screenshot shows the 'My Dashboard' for a user in the City of Edmond. The dashboard includes three main summary cards: 'My Projects, Permits and Licenses' (38), 'Applications with Fees Due' (30), and 'Available Inspection Requests' (1). Below these is a 'MY FEES' section with a table of due permits and licenses. A search bar and a 'Show 10 entries' dropdown are also present.

City of Edmond
 kirsten.ledington@edmondok.gov

My Dashboard [Create New Application](#)

38 My Projects, Permits and Licenses

\$ 30 Applications with Fees Due

1 Available Inspection Requests

MY FEES

The table below contains a list of all of your permits and licenses that have fees that are due. To view more details about the fee total click the 🔍 icon. To make a payment, click the 💳 icon in the Actions column.

Show 10 entries Search:

Permit Number	Permit Type	Permit Sub-Type	Location	Amount Due	Actions
EL22-00692	Electrical	Electrical - Res. New - Attached	644 HARBOR TOWN DR	154.25	🔍 💳
PL22-00769	Plumbing	Plumbing Permit - Residential Other	325 OAK SUMMIT RD	29.25	🔍 💳
EL22-00690	Electrical	Electrical - AMI Repair/Replace	28 E MAIN ST	4.25	🔍 💳
EL22-00688	Electrical	Electrical - AMI Repair/Replace	308 ELWOOD DR	4.25	🔍 💳
EL22-00683	Electrical	Electrical - Res. New - Attached	1509 DALTON CIR	184.25	🔍 💳
EL22-00681	Electrical	Electrical - Res. New - Attached	2100 TIMBERDALE DR	4.25	🔍 💳