




Building Services Permits Submittal Process

To apply and submit a project to Plans and Permits, complete the following steps;

1. Create an Civic Access account and start pre-application process
2. Await email from reviewer to notify approval
3. Pay application fees and call to schedule for an inspection
4. Receive final approval and the permit will be issued

1.

Register an account with the
[Corinth Civic Access Portal](#) 

Email color copies of trade licenses,
proof of ID & certificate of insurance
Permits@CityofCorinth.com

Create a Civic Access Account



Email pre-application documents

2.

A pre-application reviewer will be
assigned to look over documentation
to ensure adherence

Once approved the reviewer will notify
applicant via email

Pre-application assigned



Reviewer to email applicant

3.

Once pre-application is approved, you will be
able to begin your permit request via Civic
Access. Fees may be assigned and the
applicant pays it via the portal

After payment is approved, call building
services to schedule an inspection for your
property. **The type and amount of inspections
will vary on project**

Pull a permit and pay fees



Request an inspection

4.

After receiving approval for your
final inspection you will be notified
on the portal

The permit will be issued for the project and
inspector will reach out to issue the permit

Final inspection approval



Permit is Issued

Inspections are done M-Th and done on
the following day if requested before
12:00PM.

For additional question please contact
building services at
940-498-3207

Legend



- Relevant Link