




# Permits Submittal Process

To apply and submit a project to 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](mailto: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 Completed

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

 - Steps to register  
as contractor