Customer Portal
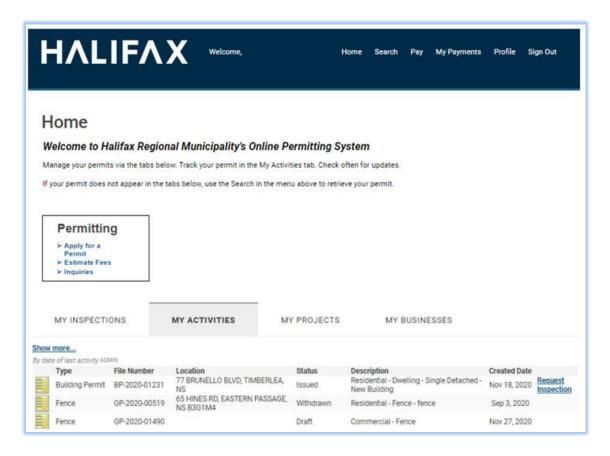
How To: Print an Issued Permit in the Customer Portal

1. Log in to the customer portal and navigate to the **My Activities** tab.
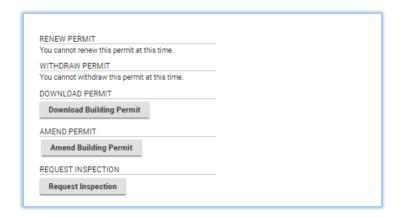
Customer Portal

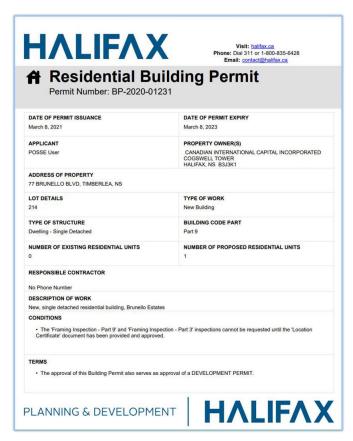2. Select the icon to the left of a permit to open the permit file.

3. Scroll to the bottom of the page and click the **Download Permit** button.

4. The Permit will appear as a PDF in the lower left-hand corner of the screen. Once the download is complete click the to open.

5. Use the action buttons in the upper right corner of the screen to Print or download to you computer.

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