**STEP 1: Select a Property**
You can search by Address, Parcel Number, or Owner Name

**STEP 2: Enter Permit Details**
Choose the permit type, input the work description and pick the Basic Usage (if applicable)

**STEP 3: Enter Applicant Info**
Verify your contact information and choose the parties to receive e-mail notifications when the permit’s status changes

**STEP 4: Estimate Fees**
Locate the fees needed for the permit and enter the quantity

**STEP 5: Attachments**
Some permit types may allow, or even require an attachment

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.

**Successful Permit Application**
You will receive a summary confirmation screen at the end of the permit application indicating a successful application
Online Payments

Once your application has been processed, you can pay your invoice(s) online from the "View My Activity" Screen.

When you have chosen the invoice(s) to pay, you will be redirected to the municipality’s third party payment website.

Once completed, you can then print the confirmation, exit the webpage, or apply for another permit.

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