CITY OF DUPONT ONLINE
PERMITTING AND LICENSES

1. Apply online through the DuPont Customer Portal
If this is your first time applying for an electronic permit or license, you'll need to make a new portal account. Click on this link to go to the portal: City of DuPont, WA Public Portal (smartgovcommunity.com) then click "Sign Up" to create your account.

Once you are signed up and logged in you can set up your notifications (under My Account). If you want email notification on the process of your permit or license just click on the Manage Email Notifications and check "Receive Email Notifications" and check all the types of notification you want to receive.
You are now ready to apply so click "My Portal" and then "Apply Online" and choose what type of application you want.

2. Fill out your Project Details
Have your information available. Depending on your permit or license type, the application page will ask for project details such as valuation of work.

3. Upload required documents
Upload all PDF required submittal items to your permit or license application.
Not uploading all required permit documents will delay the processing of your application.

4. Submit your application
Once you've provided the necessary information and uploaded your documents (if applicable), you're ready to submit your application. Click the submit button at the bottom of the application page.

5. Pay fees
Payment of fees is the final piece of a complete application. Just click on the Pay Online button and enter payment information. After payment it is made by our 3rd party vendor, Authorize.net, you should be directed back to your portal. Please don't exit out before the process is complete as the 3rd party vendor and SmartGov need to communicate payment for it to show up on your Portal as paid. If it doesn't show up please contact us and we can verify the payment went through and manually enter the payment on your portal. Your application will be fully complete when all required submittal documents have been provided and the appropriate fees have been paid.

6. Completeness Check
Staff will confirm that all required submittal documents have been provided. If required submittal documents are missing, you will receive a Notice of Incomplete Application identifying what is needed.
Each application will show the progress of the permit or license. When everything is complete and issued you will be able to print out your permit or license receipt. Make sure a copy of the issued permit is available at the project site along with any plans (if applicable).