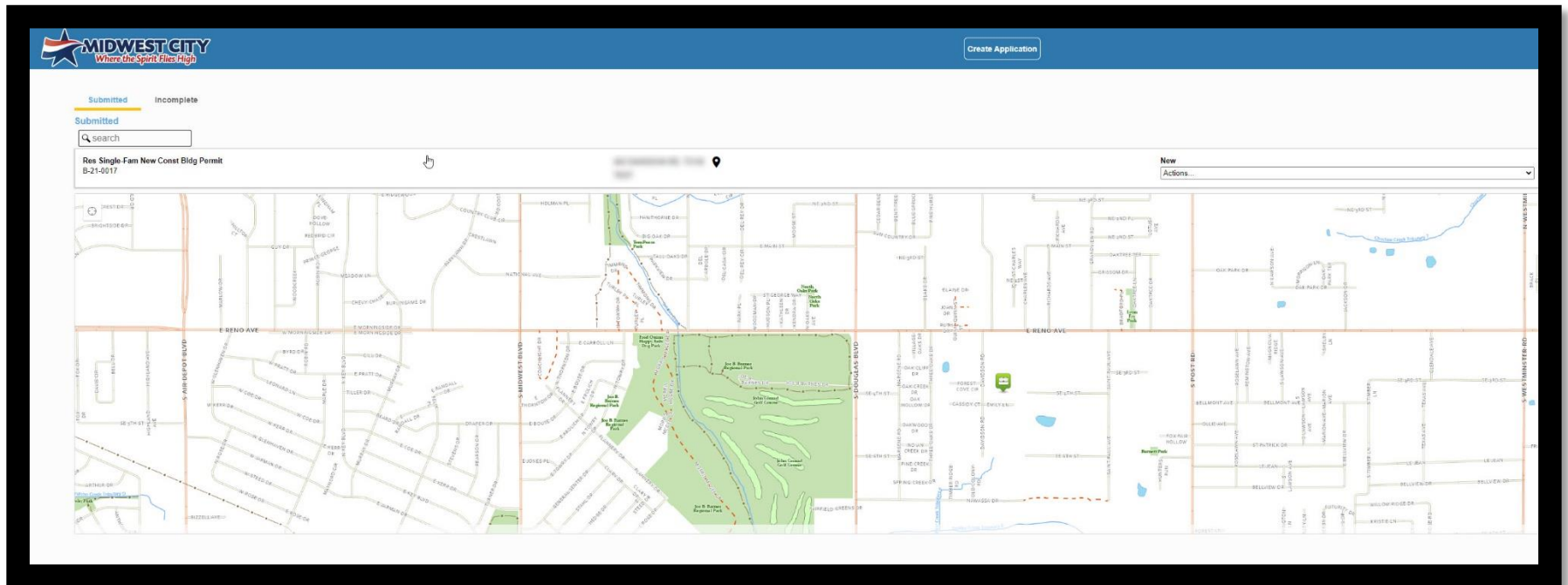


Welcome to the new MWC Public Permit Portal



We are happy to take you through the steps of the new Public Permit Portal!

How-To guide:

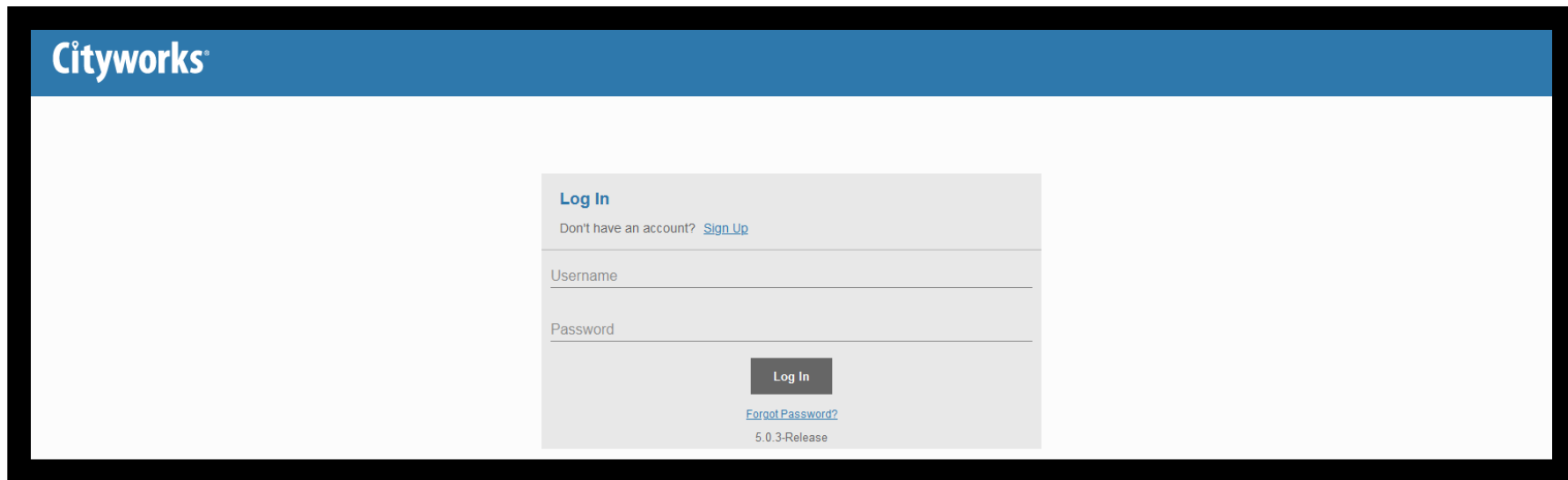
1. Create an Account.....3
2. Submitting a Permit.....7
3. Checking Review Status.....14
4. Linking Child Cases.....18

Create an Account

1. Follow the link below.

<https://cityworks.midwestcityok.org/PublicAccess/template/Home.aspx>

2. Select Sign Up.



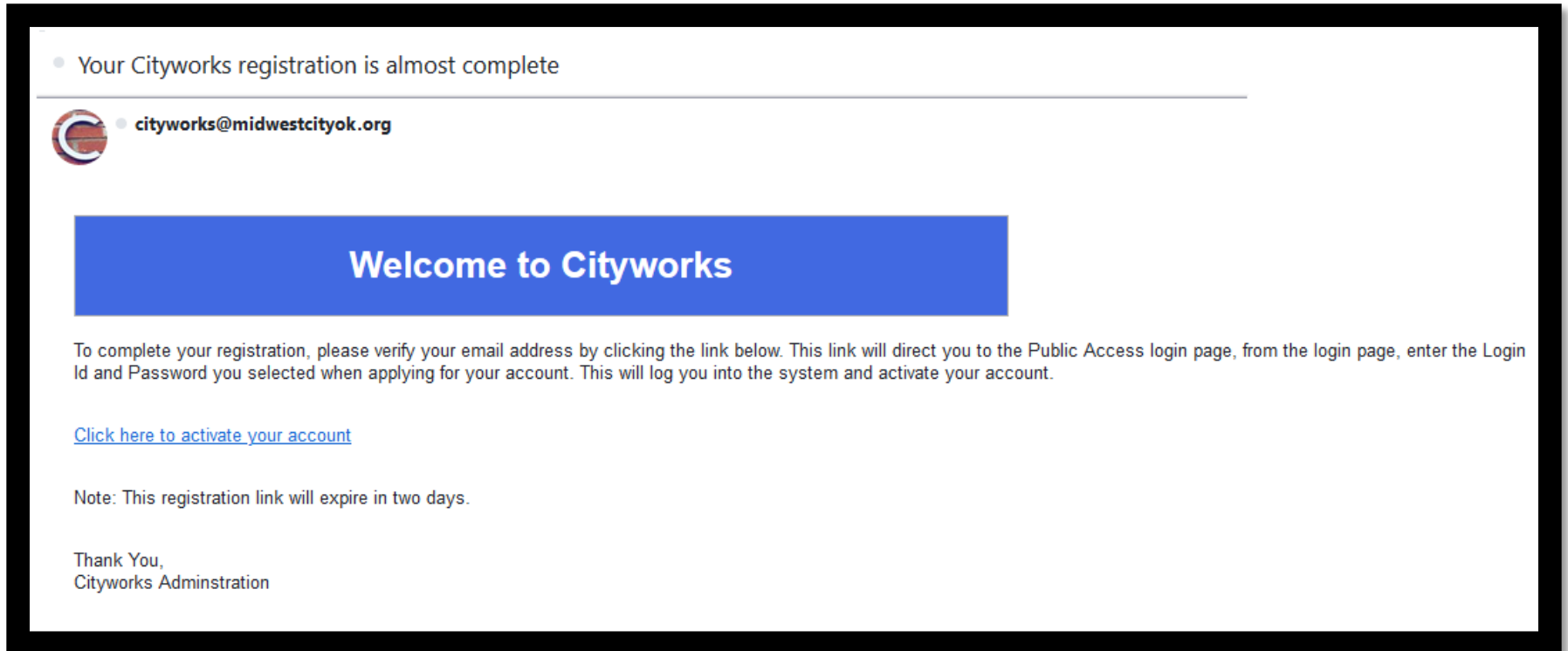
3. Enter all fields and select Register button.

- Please note that the registered e-mail will receive inspection results and will have to be shared with other parties if multiple people will need access to the permit.

The screenshot shows the Cityworks registration interface. At the top left is the Cityworks logo. Below it is the heading 'Apply for a login' and a note 'All fields are required'. The form is divided into two columns: 'CREDENTIALS:' and 'CONTACT INFORMATION:'. The 'CREDENTIALS:' column contains three input fields: 'Email Address', 'Password', and 'Confirm Password'. The 'CONTACT INFORMATION:' column contains five input fields: 'First Name', 'Last Name', 'Address', 'City', 'State' (a dropdown menu), 'Zip', 'Home Phone', and 'Mobile Phone'. At the bottom left of the form are two buttons: 'Register' and 'Cancel'.

4. Authenticate your account by clicking on the link provided in the email from cityworks@midwestcityok.org.

-Note this will log you into the system and activate your account.



Submitting a Permit

1. Log In to your account.

Cityworks

Log In

Don't have an account? [Sign Up](#)

Username

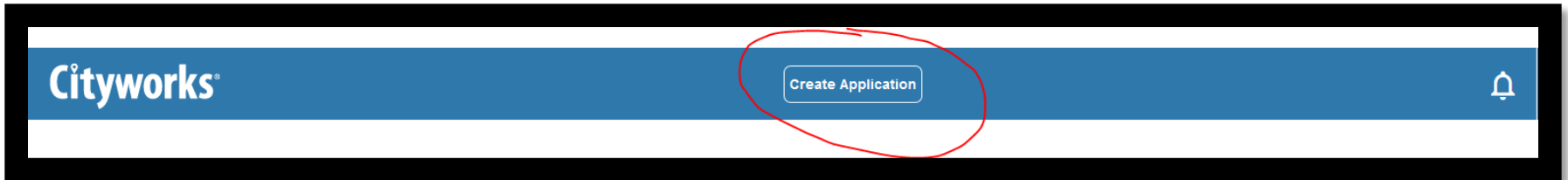
Password

Log In

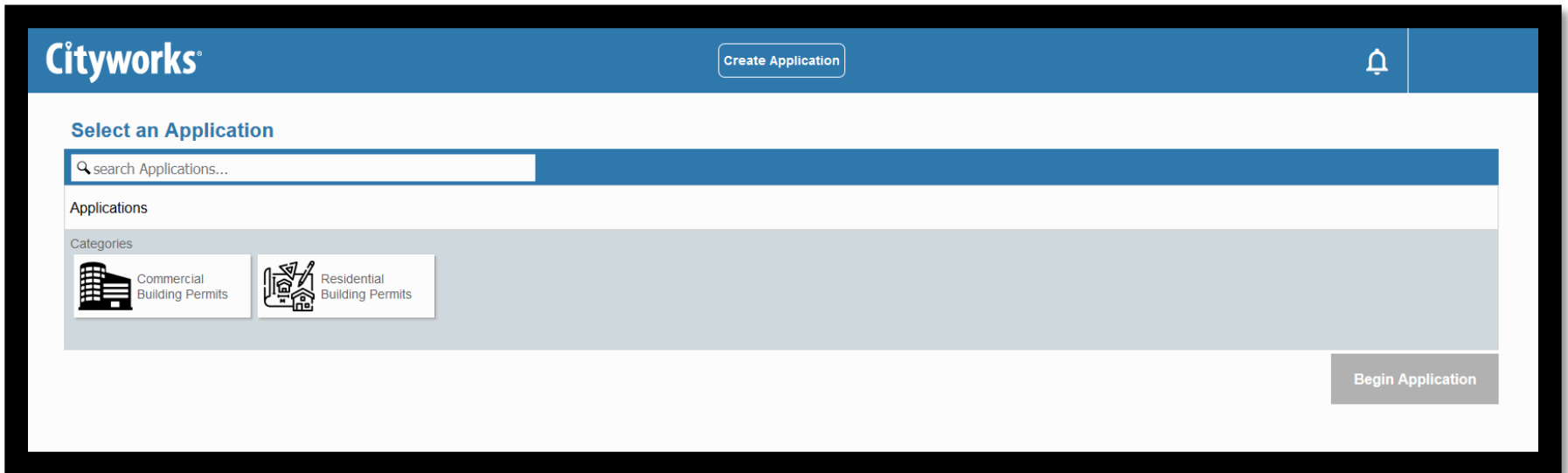
[Forgot Password?](#)

5.0.3-Release

2. Select Create Application button at the top of the screen.



3. Select your permit category, Commercial or Residential, to see the permits available.



4. Select the appropriate Permit Application and then select the Begin Application button.

The screenshot displays the Cityworks web application interface for selecting a permit application. At the top, the Cityworks logo is on the left, and a 'Create Application' button and a notification bell icon are on the right. Below the header, the page title is 'Select an Application'. A search bar contains the text 'search Residential Building P...'. Below the search bar, the breadcrumb navigation shows 'Applications > Residential Building P...'. The main content area is titled 'Applications' and contains a grid of 21 permit application cards. Each card features an icon representing the permit type, the permit name, and a question mark icon in the bottom right corner. The cards are arranged in three rows: the first row has 7 cards, the second row has 7 cards, and the third row has 7 cards. At the bottom right of the grid area, there is a 'Begin Application' button. At the bottom left of the page, a URL is visible: <https://cityworks.midwestcityok.org/PublicAccess/template/Home.aspx>

| Retaining Wall Permit | Fence Permit | Storm Shelter Permit | Carport Permit | Accessory Building Permit | Residential New Construction Building Permit | Residential Remodel Building Permit |
|--|-------------------------------------|---|--------------------------------|--------------------------------------|---|---|
| Residential New Addition Building Permit | Duplex New Addition Building Permit | Duplex New Construction Building Permit | Duplex Remodel Building Permit | Multi-Family Remodel Building Permit | Multi-Family New Construction Building Permit | Multi-Family New Addition Building Permit |
| Patio Cover Permit | Swimming Pool / Hot Tub Permit | Demolition Permit | | | | |

5. Fill out all applicable information in steps 1 and 2.

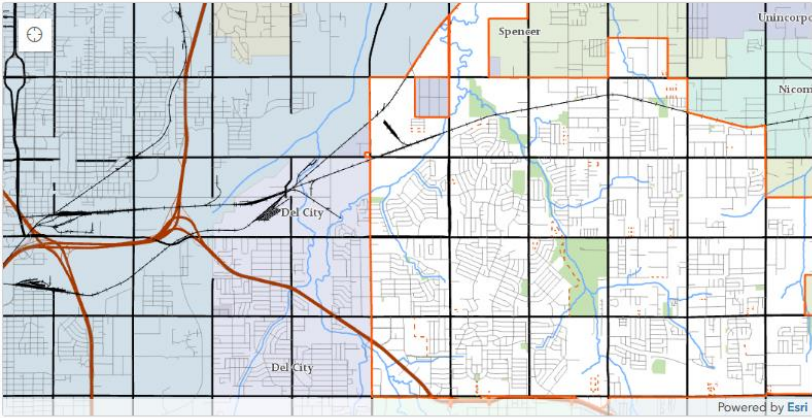
Cityworks Create Application 🔔

Application: Res Fence Permit Step 1 of 3

1 Main

Description of Project

Address of Project Location (Select Address from Suggestions Below)

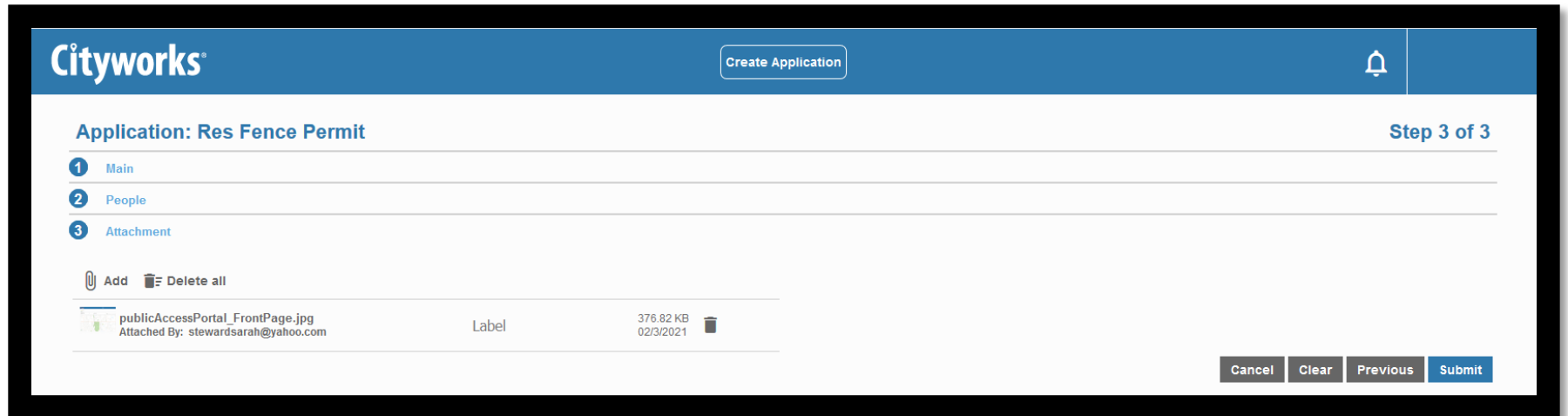


Cancel Clear Next

2 People

3 Attachment

6. Attach the PDF and any other applicable documents according to your permit type in step 3.
 - All permits require a site plan to be attached. Additional documents may be requested during plan review.



7. Press Submit. Payment will be taken once your permit has been approved and you have been notified that payment is due.

8. Some building permits will provide an estimated permit fee cost. These are subject to change. Select Submit after reviewing. Again, payment will not be taken until final Permit approval.

Cityworks Create Application 🔔

Application: Res Fence Permit Step 4 of 4

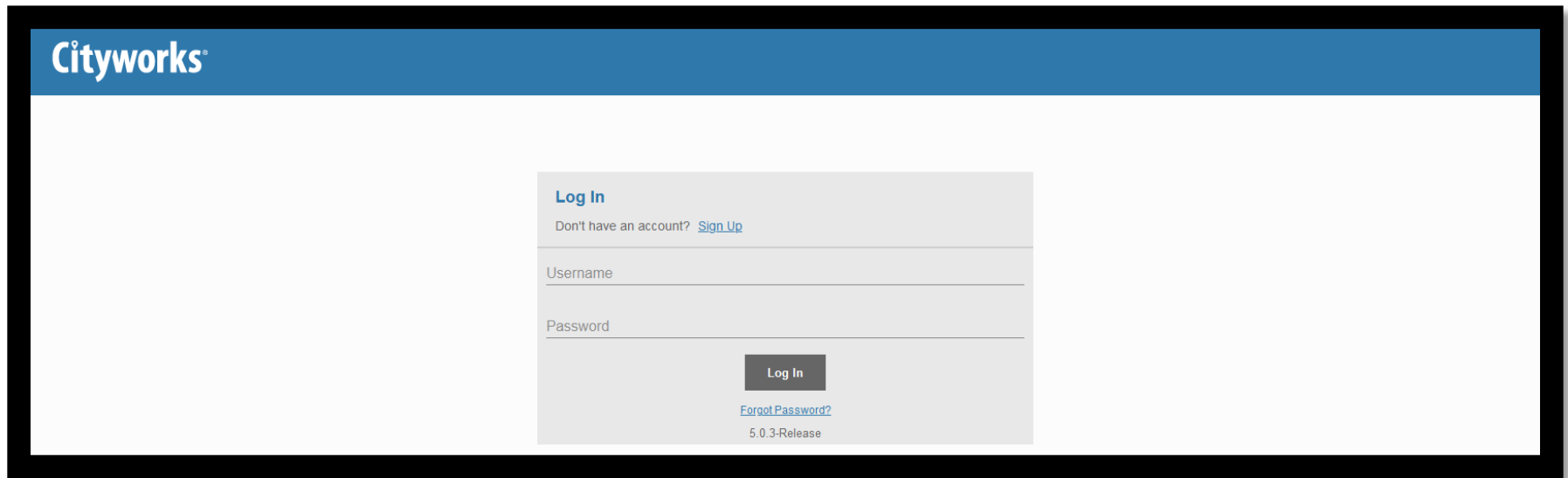
- 1 Main
- 2 People
- 3 Attachment
- 4 **Payment**

| Fee | Amount | Amount Paid | Amount Due |
|-----------------|----------------------------|---------------------------|---------------------------|
| Fence Fee - Res | \$30.00 | \$0.00 | \$30.00 |
| | Total Fees: \$30.00 | Total Paid: \$0.00 | Total Due: \$30.00 |

Cancel Clear Previous Submit

Checking Review Status

1. Log In to your account



The screenshot shows the Cityworks login interface. At the top left, the 'Cityworks' logo is displayed in white on a blue background. The main content area is white and contains a light gray login form. The form has a title 'Log In' in bold blue text. Below the title, there is a link 'Don't have an account? [Sign Up](#)'. The form includes two input fields: 'Username' and 'Password', each with a horizontal line for text entry. A dark gray 'Log In' button is positioned below the password field. Underneath the button, there is a link '[Forgot Password?](#)' and the version number '5.0.3-Release'.

2. Find the permit and select the In Review drop down arrow. Select Check Case Status.
-Checking review status is only available for permits submitted through the Public Permit Portal. In person submission will not be available for Check Case Status.

The screenshot displays the Cityworks web application interface. At the top, there is a blue header with the Cityworks logo on the left, a 'Create Application' button in the center, and a notification bell icon on the right. Below the header, there are two tabs: 'Submitted' (which is active and highlighted with an orange underline) and 'Incomplete'. Under the 'Submitted' tab, there is a search bar containing the text 'search' and a 'Sort' dropdown menu. Below these elements is a table with one row of data. The table has four columns: Permit ID, Address, Status, and Created Date. The data in the row is: 'Res Fence Permit B-21-0002', '100 N MIDWEST BLVD, 73110 New Fence', 'In Review' (with a dropdown arrow), and '01/27/2021'. The 'In Review' dropdown menu is currently open, showing the text 'Actions...'.

| Permit ID | Address | Status | Created |
|-------------------------------|--|-------------------------|------------|
| Res Fence Permit B-21-0002 | 100 N MIDWEST BLVD, 73110 New Fence | In Review Actions... | 01/27/2021 |

3. Under the Workflow section you will find what stage of the review process your permit is in.

Cityworks Create Application 🔔

← Back 📍 Map

Application

Res Fence Permit
B-21-0002

100 N MIDWEST BLVD, 73110
New Fence

In Review
Actions...

Created:01/27/2021
Expires:01/27/2021

Addresses

| Address | Location Type | Location Id |
|---------------------------|---------------|-------------|
| 100 N MIDWEST BLVD, 73110 | - | - |

Payments

| Payment Type | Received By | Payment |
|-------------------------|-------------|---------------|
| No payments to display. | | \$0.00 |
| | | Total: \$0.00 |

Conditions

| Condition | Applied | Completed |
|----------------------------|------------|-----------|
| Scan plans into Laserfiche | 01/27/2021 | |

People

| Title | Name | Address |
|-----------|---------------|--|
| Applicant | Sarah Steward | 100 N. Midwest Blvd, Midwest City, ok, 73109 |

Fees

| Fee | Amount | Amount Paid | Amount Due |
|---------------------|---------|--------------------|--------------------|
| Fence Fee - Res | \$30.00 | \$0.00 | \$30.00 |
| Total Fees: \$30.00 | | Total Paid: \$0.00 | Total Due: \$30.00 |

Flags

| Description | Severity | Applied | Completed |
|----------------------|----------|---------|-----------|
| No flags to display. | | | |

Workflow

| Description | Result | Target End | Completed | M | Comments |
|-----------------------------------|-----------|---------------------|--------------------|---|----------|
| Receive Permit Application | Received | 01/27/2021 12:31 PM | 01/29/2021 4:00 PM | 1 | |
| Add Applicant & Contractor info | Completed | 01/27/2021 12:31 PM | 01/29/2021 4:00 PM | 1 | |
| Planning - Review Plans | Approved | 02/1/2021 4:15 PM | 01/29/2021 4:01 PM | 2 | |
| Final Review of Plans/Application | | 02/1/2021 4:01 PM | | 3 | |
| Notify Applicant of Acceptance | | | | 4 | |
| Receive Fee Payment(s) | | | | 5 | |
| Issue Permit | | | | 6 | |
| Res Fence Inspection | | | | 7 | |

Linking Child Cases

1. After logging in to your account. In the drop down Actions menu of you permit, select Link.
 - To Link, you must know the permit number of the application you are trying to link the permit to.

The screenshot displays the Cityworks web application interface. At the top, there is a blue header with the Cityworks logo, a 'Create Application' button, and a notification bell icon. Below the header, there are tabs for 'Submitted' (selected) and 'Incomplete'. A search bar is present on the left, and a 'Sort' dropdown is on the right. The main content area shows a table of submitted permits:

| Permit Description | Address | Created Date |
|---|---------------------------------------|--------------|
| Res Single-Fam New Const Bldg Permit B-21-0008 | 100 N MIDWEST BLVD, 73110 New Home | 01/28/2021 |
| Res Fence Permit B-21-0004 | 100 N MIDWEST BLVD, 73110 test | 01/27/2021 |
| Res Single-Fam New Const Bldg Permit B-21-0003 | 100 N MIDWEST BLVD, 73110 New Home | 01/27/2021 |

Below the table is a map showing the geographic location of the permits, with a red circle highlighting the 'Link Case' option in the 'Actions...' dropdown menu for the first permit.

2. Fill out the Relationship and Application information to link the Child Case to the Parent Case

The screenshot displays the Cityworks application management interface. At the top, there is a 'Create Application' button and a notification bell icon. Below the header, there are tabs for 'Submitted' and 'Incomplete'. A search bar is present under the 'Submitted' tab. A table lists three submitted applications:

| Application Name | Address | Status | Created |
|--|---------------------------------------|--------|------------|
| Res Single-Fam New Const Bldg Permit B-21-0008 | 100 N MIDWEST BLVD, 73110 New Home | New | 01/28/2021 |
| Res Fence Permit B-21-0004 | 100 N MIDWEST BLVD, 73110 test | New | 01/27/2021 |
| Res Single-Fam New Const Bldg Permit B-21-0003 | | | 01/27/2021 |

A 'Link Applications' dialog box is open in the foreground, showing the following fields:

- Application: B-21-0004
- Relationship: Child Of
- Application Number: B-21-0008

The dialog box includes 'Cancel' and 'Link' buttons. The background shows a map of a city grid with various colored overlays and labels like 'Del City', 'Unincorporated', and 'Choctaw'.

3. You can verify that the link went through by selecting Check Case Status. The Related Applications will show if the case is linked as a Parent or Child Case.

Cityworks Create Application 🔔

← Back 📍 Map

Application

Res Single-Fam New Const Bldg Permit
B-21-0008

100 N MIDWEST BLVD, 73110
New Home

New
Actions...

Created:01/28/2021
Expires:01/28/2021

Related Applications

| Application Number | Name | Relationship |
|---------------------------|------|--------------|
| B-21-0004 | test | Child |

Addresses

| Address | Location Type | Location Id |
|---------------------------|---------------|-------------|
| 100 N MIDWEST BLVD, 73110 | - | - |

Conditions

| Condition | Applied | Completed |
|----------------------------|------------|-----------|
| Scan plans into Laserfiche | 01/28/2021 | |

Contractors

| Business Name | Type | License | Expiration |
|--|-------|----------|------------|
| A-1 ELECTRIC HEAT & AIR JACKSON, JONATHAN P | MECH | L-051481 | 06/30/2021 |
| CUSTOM PLUMBING BY CHRIS JACKSON, CHRISTOPHER L | PLUMB | L-022888 | 06/30/2021 |
| OKLAHOMAS FINEST ELECTRIC HEATING & AIR NIEVAR, STEVEN | ELEC | L-006051 | 06/30/2021 |

Fees

| Fee | Amount | Amount Paid | Amount Due |
|---|-----------------|---------------------------|----------------------------|
| Application Fee - Res New Const & Additions | \$0.00 | \$0.00 | \$0.00 |
| Capital Improvement Fee - Res New Const | \$0.00 | \$0.00 | \$0.00 |
| Sidewalk Fee - Res New Const | \$0.00 | \$0.00 | \$0.00 |
| Pre-Con Bldg Site Inspection Fee | \$50.00 | \$0.00 | \$50.00 |
| Water Tie-On Fee - Res Single Fam | \$75.00 | \$0.00 | \$75.00 |
| Sewer Tie-On Fee - Res Single Fam | \$75.00 | \$0.00 | \$75.00 |
| UBCC Fee - Res Bldg | \$4.00 | \$0.00 | \$4.00 |
| UBCC Admin Fee - Res Bldg | \$0.50 | \$0.00 | \$0.50 |
| Sewer Assessment Fee | \$0.00 | \$0.00 | \$0.00 |
| Water Assessment Fee | \$0.00 | \$0.00 | \$0.00 |
| Total Fees: | \$204.50 | Total Paid: \$0.00 | Total Due: \$204.50 |

Flags

| Description | Severity | Applied | Completed |
|----------------------|----------|---------|-----------|
| No flags to display. | | | |

Related Applications

| Application Number | Name | Relationship |
|---------------------------|------|--------------|
| B-21-0004 | test | Child |

For any questions or comments, please reach out to 405-739-1211 or 405-739-1210

