Welcome to the new Public Access Portal.

We are happy to take you through the steps of the new Public Access Portal!
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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.
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.
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 question mark icon in the bottom right-hand corner of the application tile will allow you to download and print a PDF version of the application. You may fill this out and attach it to your online submission.
5. Fill out all applicable information in steps 1 and 2.
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.
Tips

- Some building permits will provide an estimated permit fee cost. These are subject to change. Payment will not be taken until final Permit approval.

- You may exit your permit application and return to it at a later time. You will simply need to Log In and select the Incomplete tab.

- Some permits have additional permit applications required in conjunction with the original application. For example floodplain, storm water, sprinkler, and sewer applications. These applications are available by clicking the question mark icon on the application tile.
Checking Review Status
1. Log In to your account
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.
3. Under the Workflow section you will find what stage of the review process your permit is in.
Linking a Related Application
1. After logging in to your account. In the drop down Actions menu of your permit, select Link.
   - To Link, you must know the permit number of the application you are trying to link the permit to.
2. Fill out the Relationship and Application information to link the Child Case to the Parent Case
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.
For any questions or comments, please reach out to 405-739-1211 or 405-739-1210.