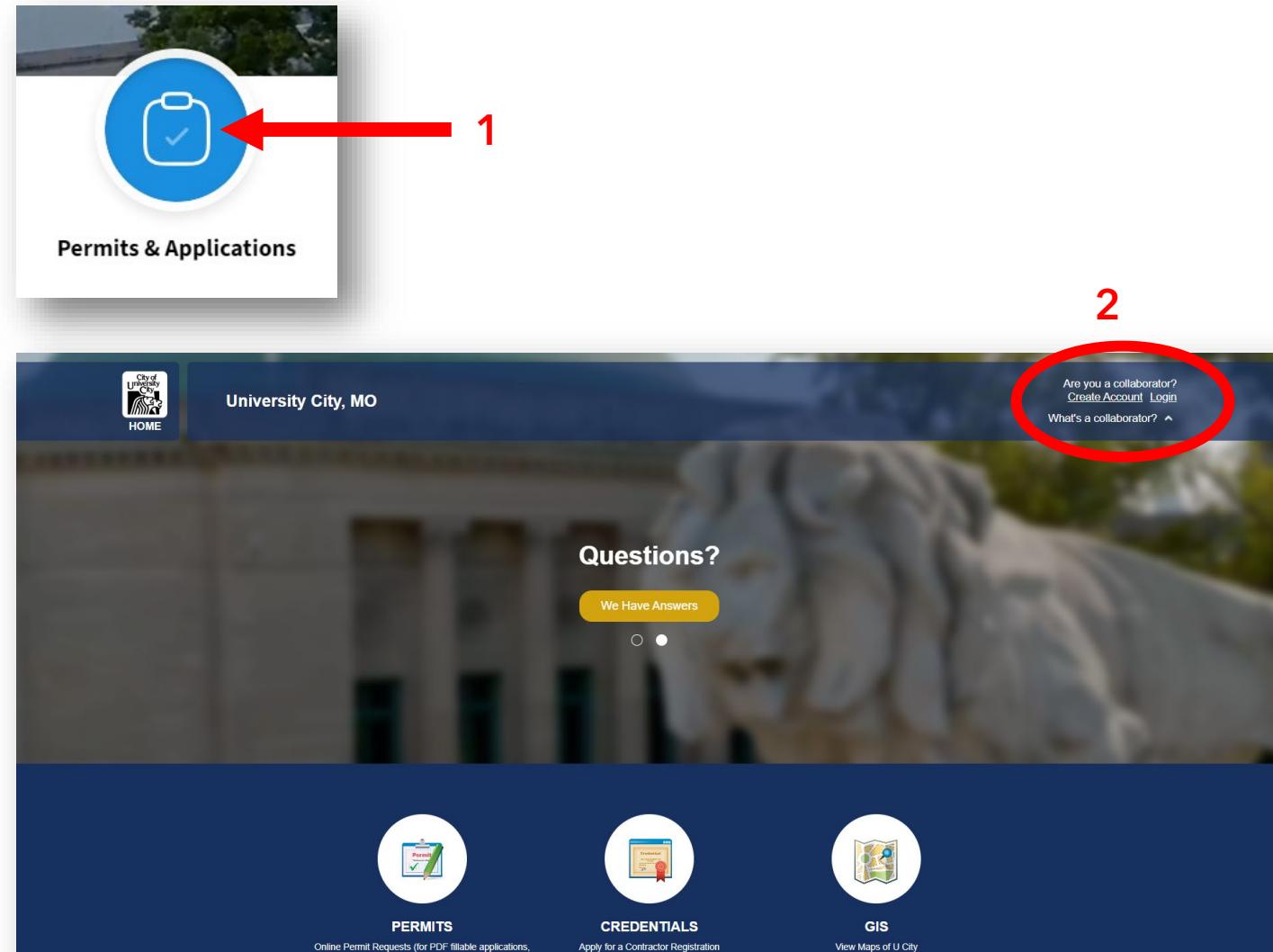




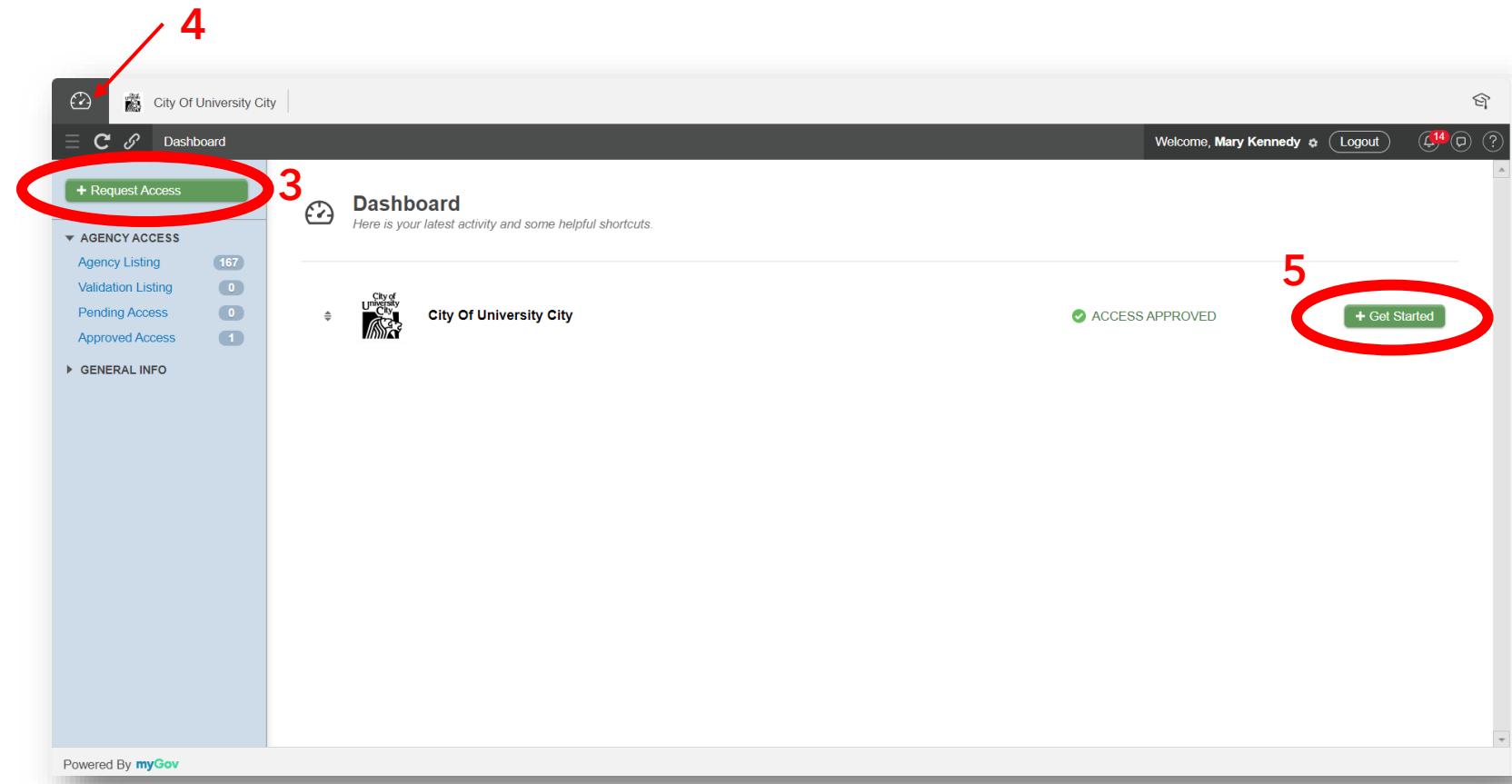
Applying for Permits & Contractor Registrations for the first time

1. Visit ucitymo.org > Click the **“Permits & Applications”** shortcut on the homepage
2. If you don't yet have a collaborator account (i.e., permitting portal account for residents, contractors, property agents, etc.), click **“Create Account”** and follow the instructions on the page.



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3. If you do not yet have access to U City's portal, choose the green button "**Request Access**" and search for University City. To the right of the City's name, click the grey wheel and choose "Send Request."



4. Click the **Dashboard** button. You will see that City of University City now says "Access Approved."
5. Click the green "**Get Started**" button.

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6. Click “**Make New Request**”

7. If you are applying for a permit, choose the **“Permits & Inspections”** header.

8. Choose the type of permit you would like to apply for.

Many permit types require a contractor registration. Please contact the Dept of Planning & Zoning if you have questions (contact info in footer).

