

# CITIZENSERVE PORTAL NEW USER WALK-THROUGH



LOGIN

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## City of Greenfield

### Submission Portal



Residential Permits



Commercial Permits



All Permits



Utility Permit



Board and Commission Filings



Report a Code Violation  
(you may register as Anonymous)



Unified Development Ordinance



GIS Mapping



City Website

When you use our online portal for the first time, you will have to register for an account. If you are submitting a permit, you will need to fill out all the information requested in the prompts to create an account. After clicking on the type of permit you want to submit, a new screen will come up and first time users can select "Register Now" to create an account and login. Please also note there are links to the Unified Development Ordinance, City Mapping, and the City Website if you need to navigate back to those.



LOGIN

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## LOGIN

[Home](#) / [My Account](#) / [Login](#)

### Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

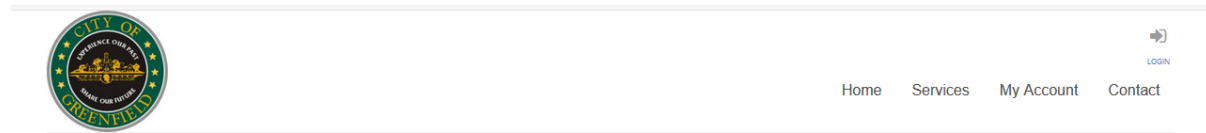
### New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, [click the link below](#) to get started.

[REGISTER NOW →](#)

# CITIZENSERVE PORTAL NEW USER WALK-THROUGH

Select the registration type that best fits your relationship to the project. Anonymous registrations can be used at any time for Code Enforcement complaints if you would prefer to not include your information with the violation report. For permitting purposes, use one of the other types and make sure to fill out the information completely.



## REGISTER

Home / My Account / Register

If you register as Anonymous, you will only be able to submit an anonymous Code Complaint. If wish to receive updates regarding your complain, you must select a different Registration Type.

Registration Type:

- Anonymous
- Contractor
- Owner's Agent
- Property Owner
- Tenant

Home / My Account / Register

If you register as Anonymous, you will only be able to submit an anonymous Code Complaint. If wish to receive updates regarding your complain, you must select a different Registration Type.

Registration Type:

Email:

Confirm Email:

First Name:

Last Name:

Home Address:

City, State, Zip:

Business Name:

Mailing Address:

City, State, Zip:

Home Phone:

Cell Phone:

Work Phone:

Fax:

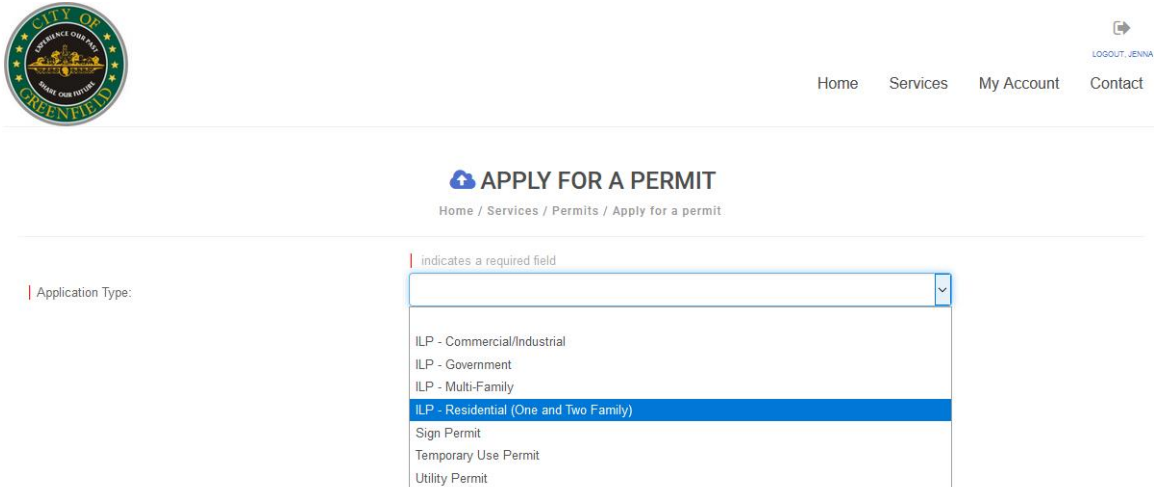
at least one phone number is required

User Name:

Password:

# CITIZENSERVE PORTAL NEW USER WALK-THROUGH

After filling out all of the required information and creating a username and password, you can create an account. If you clicked on a permit to start this process, you should be taken to the “Apply for a Permit Page.” Otherwise, navigate back to the home screen and select the type of permit needed.



Use the drop down box to select the type of project (example, ILP – Residential One and Two Family) and then a subtype (example, New Construction Single Family Dwelling). Add a description (in this example, we used a description similar to the work type, but for other types of permits simply put a short description of the work you will do. If you are familiar with our Improvement Location Permit, you will notice that the fields in the application follow the ILP. Fields with a red line next to them are required.

Type in the address and select Find Address. Newer addresses may be slow to update in the system and may not be available for autofilling of the parcel field or similar. This is one improvement we will work on throughout this year to expedite the entry of new parcels into the system. After all of the information is filled out, attach any required documents as a single PDF, sign the application, and submit the permit. This will automatically send the permit to our staff to review, who will follow-up with you if additional information is needed. If you have questions or have difficulty using the system, please contact our offices at 317-477-4320.

# CITIZENSERVE PORTAL NEW USER WALK-THROUGH

## APPLY FOR A PERMIT

Home / Services / Permits / Apply for a permit

indicates a required field

| Application Type: ILP - Residential (One and Two Family) ▾

| Sub Type: New Structure - Single Family Dwelling ▾

| Work Description: New Construction Single Family

| Is this application for a new or existing project?: A new project ▾

| Address: 10 S STATE ST

GREENFIELD IN 46140

Parcel #: 30-07-32-404-002.000-009

Property Owner: Greenfield, City of

ENTER A DIFFERENT ADDRESS →

Zoning: General Business ▾

Lot: 1

Subdivision: City Hall Subdivision

| Who is submitting this application?: Building/Contractor ▾

| Size of Structure (sqft):

| How many stories?: ▾

| Will the residence include a basement?: ▾

| Will the residence include a rear porch or deck?: ▾

| Is the property in a flood zone?: ▾

| Estimated Cost of Construction (excluding land value):

| Present or Former Use of Property: ▾

Would you like to add additional contacts to the application?: No ▾

### Document Attachments

| Site Plan:

The undersigned agrees that any construction

| Signature: