



Apply for Permit

[MyGov Public Portal](#)

[Login for User \(Collaborator\) Account](#)

1. Login to Collaborator Portal

Collaborator Login

Please log in to your Collaborator account.

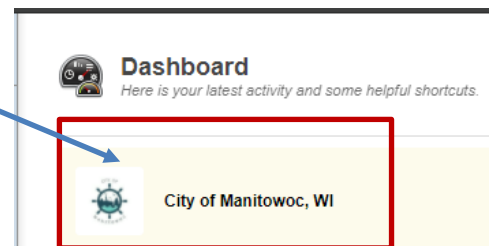
Email:

Password: [Forgot your password?](#)

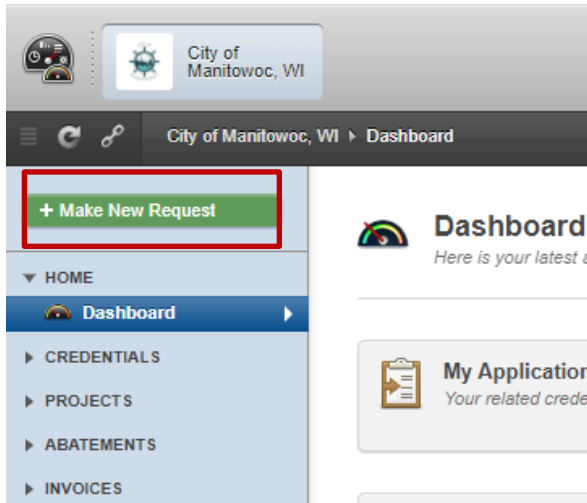
Remember me [Use a permalink](#)

2. Click City of Manitowoc Icon to Get Started

Note: If left-hand sidebar is collapsed, click "Toggle Menu Visibility" icon to expand.



3. Make a New Request



4. Select Building Department



Building Inspection

5. Permits & Inspections > Select Permit Type

PERMITS & INSPECTIONS

Building Residential Permits

Building Alteration (R) Permit <i>This permit is for one and two-family residential alterations and may require plan review and a certificate of occupancy. This permit is independent of other work.</i>	Building Addition (R) Permit <i>This permit is for one and two-family residential additions to an existing residential building and may require plan review and a certificate of occupancy. This permit is independent of other work.</i>
Fence / Retaining Wall (R) Permit <i>This permit is for residential construction, addition, or replacement work for a fence or retaining wall. This permit is independent of other work.</i>	Re-Roof (R) Permit <i>This permit is for one and two-family residential roof repairs or replacement. This permit is independent of other work.</i>

6. Project Title May Be Altered to Include a Business Name, Apartment Number, Unit Number, or Other Identifier


Project Title:

ex: Remodel Pharmacy in Walmart

Option to Enter Business Name / Apartment Number

7. Type in At Least Three (3) Numbers for the Address Search, Select

Location:
Select an existing location from Location Manager.

Address  900

[Pick GIS Location](#)

Existing Projects for this Location:
View and link other projects at this location.

Please select a location

Project Description:
Enter a complete description of the main work related to this project.

ADDRESS	Property#
900 Quay St, Manitowoc, WI 54220	000217011
900 S 10th St, Manitowoc, WI 54220	000241010
900 E Cedar Ave, Manitowoc, WI 54220	816202048
1900 Kellner St, Manitowoc, WI 54220	814102191
1900 Kellner St, Manitowoc, WI 54220	

8. Enter the Project Description

Project Description:

Enter a complete description of the main work related to this project.

Description or Detail of the Project

9. Information Fields. All Fields with * Are Required

Field Name:	Value:
Contractor Name*	<input type="text" value="Test Contractor"/>
Owner Contact Information <i>Alternate Contact for Inspections (Internal Use Only)</i>	
Owner Phone*	<input type="text" value="999-999-9999"/>
Owner Email	<input type="text"/>
Building Use Residential*	<input type="text" value="One Family"/>
Exterior Alteration <i>Please Scroll Down For Options</i>	<input type="text" value="Door Install / Replacement"/>

Declared Value *
 Enter the declared project valuation.

\$ 100

Permit Applicant Acknowledgement *
 Applicant hereby certifies that all of the information provided on this permit application is accurate and complete to the best of their knowledge.

Select from the list
 Select from the list
 Yes
 No

10. If Required Credentials Did Not Auto-Populate Search & Select For Credentialed Contractor

Credentials:
 These are the credentials.

CREDENTIALS

+ Dwelling Contractor *

+ Dwelling Contractor Qualifier *

11. Request Project

Cancel + Request Project

12. At the Top of the Screen “Your New Request Was Successfully Submitted” Should Appear. If not, An Information Field May Be Incomplete

Please provide a valid address

Search for an existing location record

Pick GIS Location

Building Use Residential *

Please complete this mandatory field.

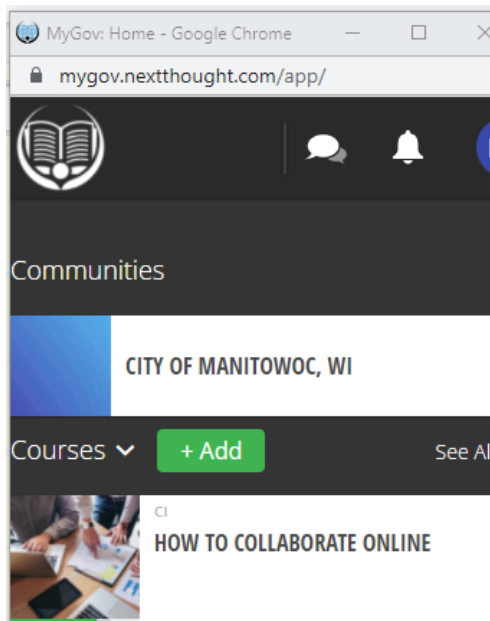
Select from the list

Helpful Videos

Right Corner of Collaborator Portal Select “Help” Icon



Play Overview “How to Collaborate Online”



Select Next Lesson “ Using the Collaborator Interface”

Suggested Videos:

- Collaborator Interface Basics Video 1
- How to Apply for Projects Video 2
- Respond to Corrections & Pay Fees Video 5
- Download Documents & Schedule Inspections Video 6
- The Collaborator Side Bar Video 8