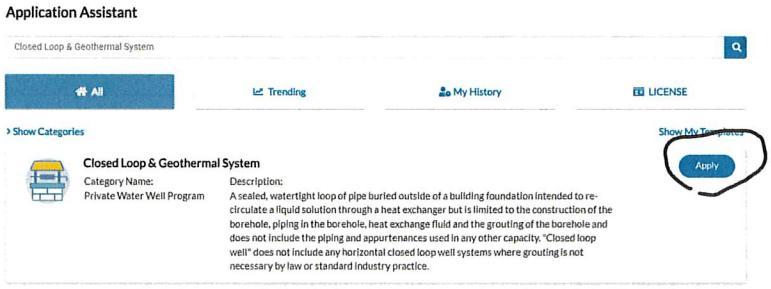
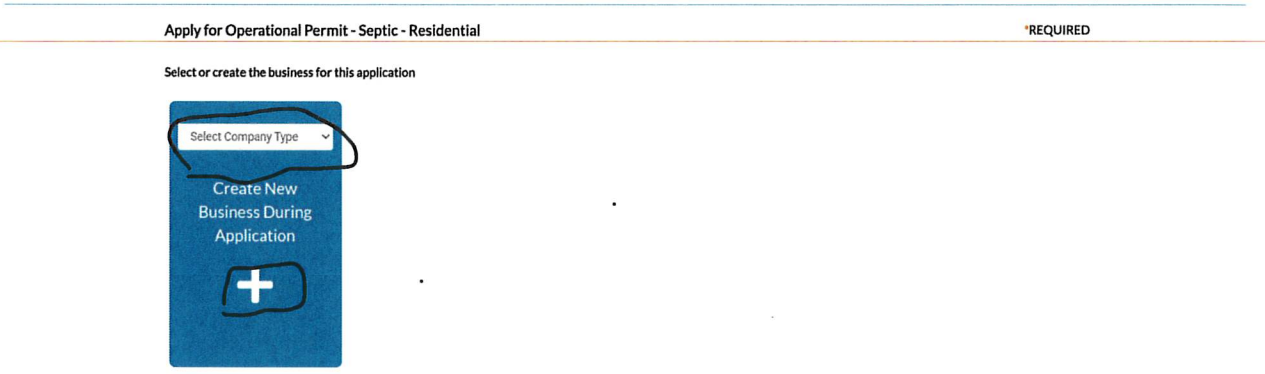
How to apply for a closed loop/geothermal permit (you must have a Civic Access account first)

Log in to Civic Access, click on “Apply” then type “closed” into the search bar and select “Closed Loop & Geothermal System”

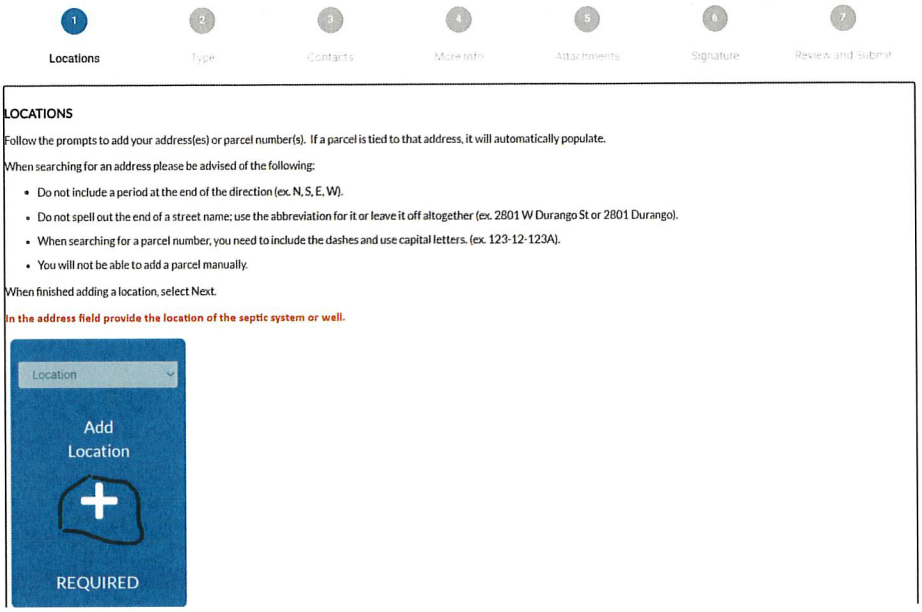
Once you have the desired selection, click apply.



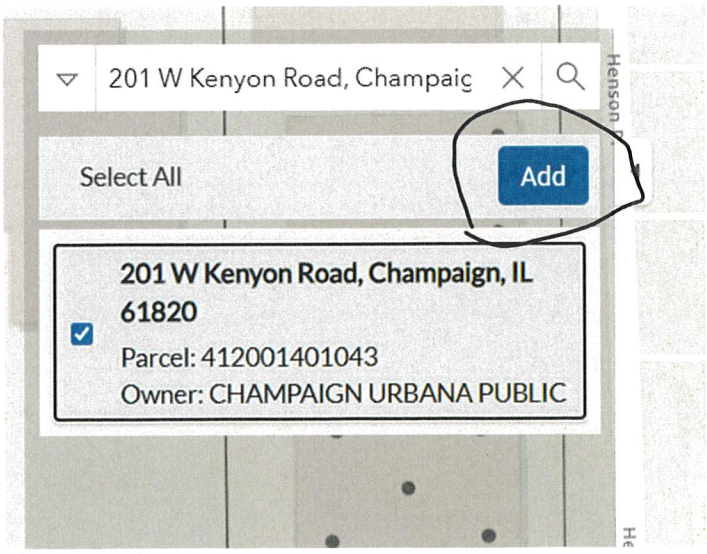
On the next page you will need to select the company type, then click on the plus sign below that.



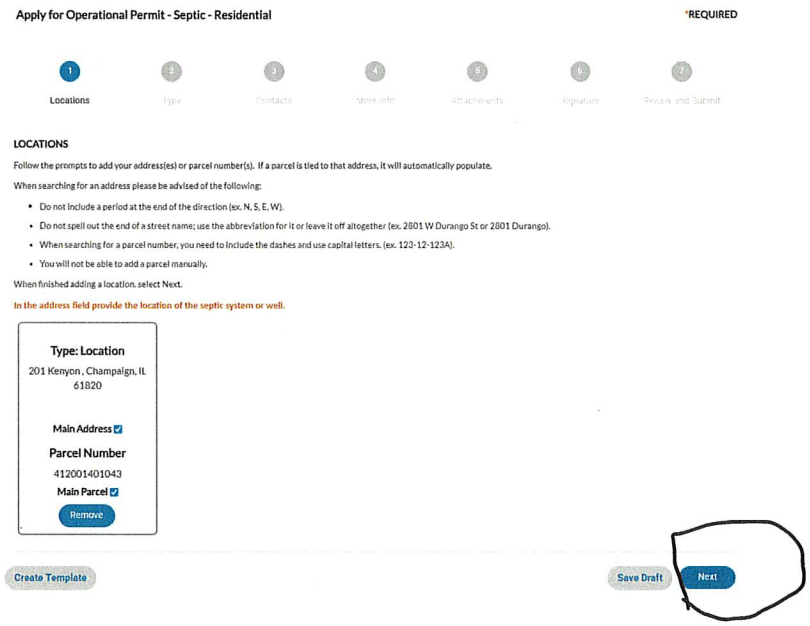
Moving forward, you will be prompted to enter the location. Pay close attention to the directions for how an address should be entered.



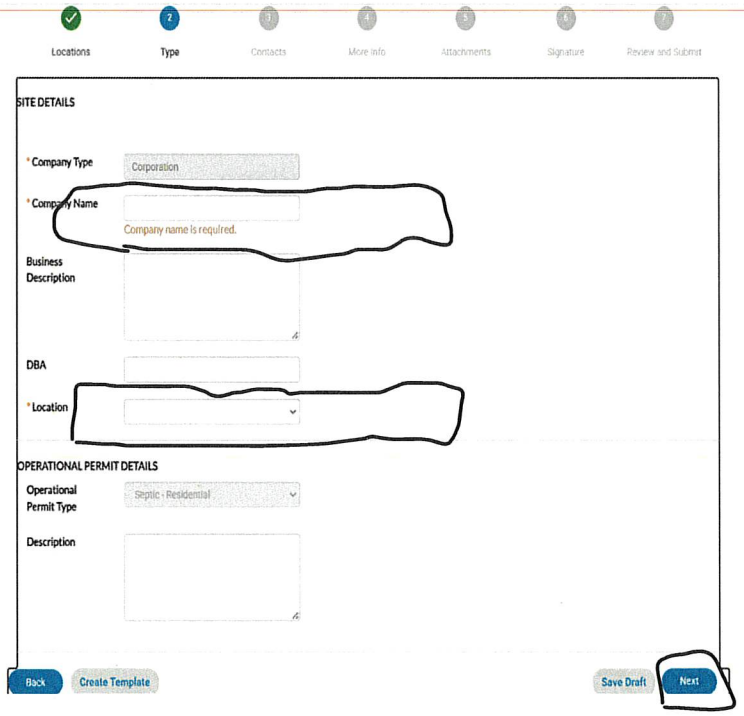
Slowly enter the address into the search bar. If a number is entered (for example 201), the address you are looking for may pop up. If you have issues entering the address, try using the PIN/parcel number, without dashes (-). Instructions on how to find the parcel number are on a separate tutorial.



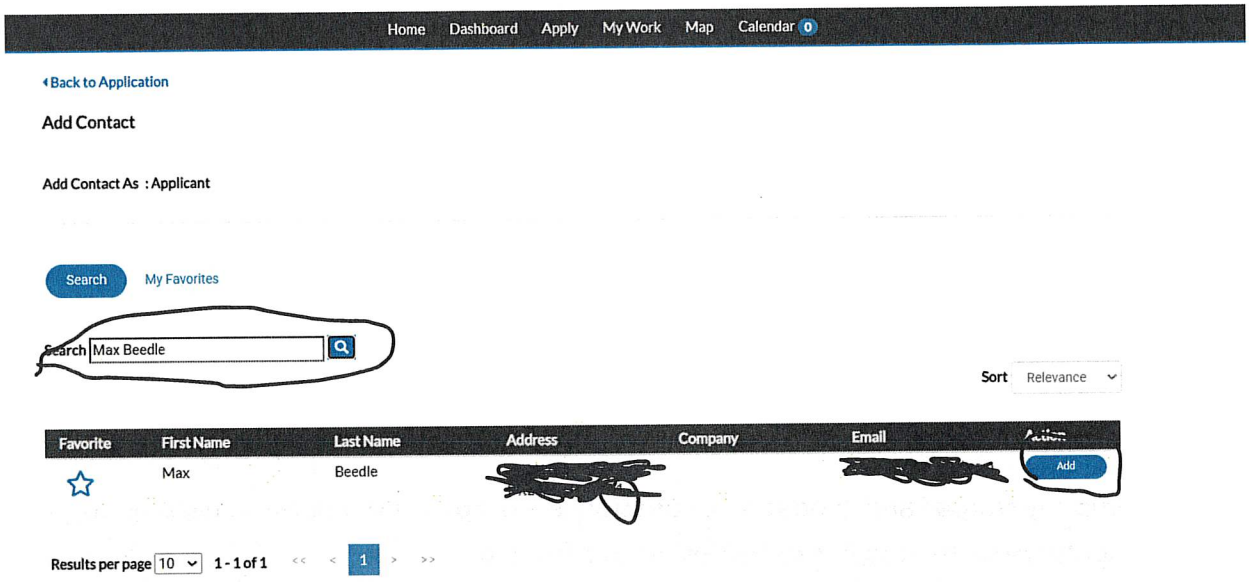
If the address is correct, click add. On the next screen, click next.



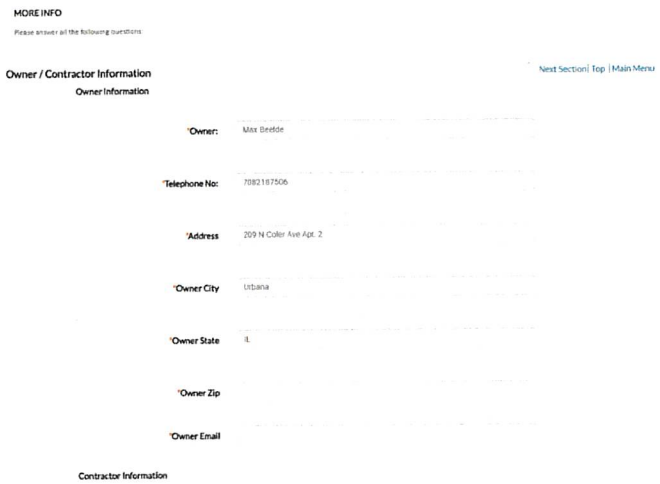
Fill in “Company Name” and “Location”. Location is a drop-down box with only one option (Environmental Health), and it must be selected. Then, click next



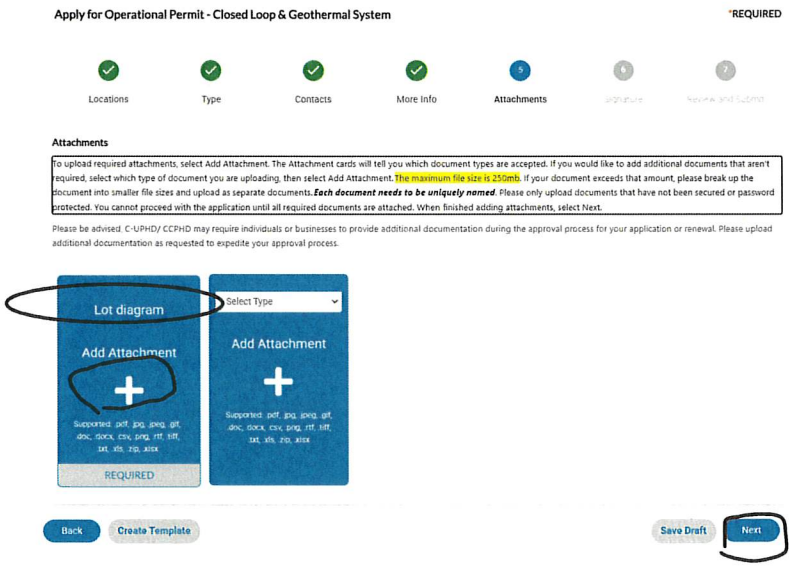
Page 3 is for adding contact information. If you are the contractor, add yourself here. You must already have an account set-up with Civic Access to be added. Type in your name in the search bar and press the magnifying glass symbol to search. Click “Add” to add the contractors contact.



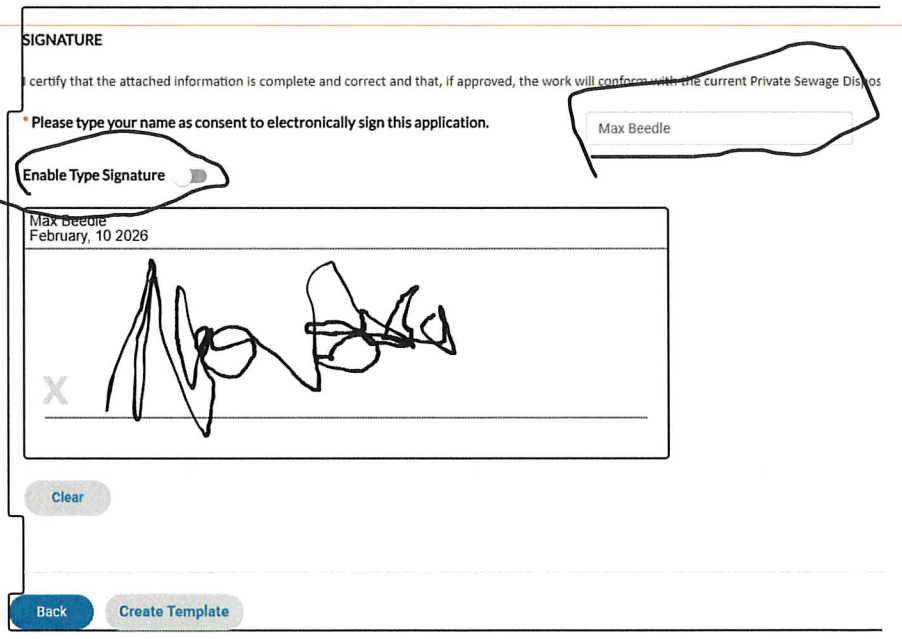
The next page is for information regarding the property owner, contractor, and the well itself. All fields with the red star next to it are required. Be sure to check non-starred fields to see if they apply to your application, filling these fields out beforehand saves time when the application is being reviewed. Click “Next” when done.

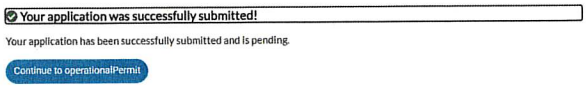


Next, select and upload the required lot diagram and any other necessary attachments. They can be uploaded as images, PDFs, etc. Once uploaded, click “Next”.



Finally, sign and submit. If you would like a cleaner signature than the one pictured, you can toggle the “Enable Type Signature” tab below to type in the signature. After, press “Next”.



After clicking “Next” you will be taken to a summary of your application. Verify that each field has been filled out correctly (you have the option to click “back” to change any field) and click “Submit”.

After this, your application has been sent to our office for review. If everything is in order, you will be sent an invoice and will receive notification of this in your email.