



## Create an Application using the Self Service Portal

<https://barrowcountyga-energovweb.tylerhost.net/apps/selfservice#/>

For assistance, please call 770-307-2987



Beginning August 26, 2025, **Fire Marshal** applications should be submitted using the Barrow County Citizen Self Service Portal.

Please note during the submittal process:

- The **Save Draft** button can be used to come back to the application at any point in time. Please note, staff *cannot* see in draft applications.
- The **Create Template** button could be used for completing permit applications that follow the same specs.

### Steps 1-7 to create an application:

|  |  |
|--|--|
| 1. Login   | 4. Click <b>Add Location</b> to add the address location(s) for the application  |
| 2. Choose <b>Fire Marshal Applications</b> on the menu   | 5. Search for the <b>address</b> . <i>Please note less is more when searching and street types are abbreviated (for example Street = st).</i>  |
| <b>Available Applications:</b><br>30-Day Commercial Burn Permit Application Fire Building & Site Plan<br>Blasting and Pyrotechnic Events Fire New Construction Inspection<br>Fire Alarm Plans Fire Safety System Plans<br>Special Events Permits Temporary Structure Application | 6. Select the checkbox and select <b>Add</b> when the address is located. <i>Please note some applications allow for manual entry of addresses, only use that for vacant pieces of property with unassigned addresses.</i> |
| 3. Find or search for the application name, select <b>Apply</b> on the desired application. Application prompts are also in the help me choose link.   | 7. Add additional addresses as applicable, otherwise select <b>Next</b> .  |

1. Login or Register

2. Fire Marshal Applications

3. PERMITS

4. Add Location

5. Search for '30 N BROAD ST'

6. Select '30 N BROAD ST' and click 'Add'

7. Next



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### Steps 8-13 to create an application:

8. On the **Type** page, enter any pertinent details for your project or application. Click **Next**
9. On the **Contacts** Page, select the blue card (without the dropdown) to add a contact that fits the requirements.
10. Use the **Search** to find your name completed when registering. You can also **Search** for other contacts if they've done business with the county previously. There is also a star to add searched contact(s) to your **Favorites**. Alternatively, you can enter a new contact via **Enter Manually**. Select the **Add** button when the contact is located or entered.
11. Repeat step 10/11 for each applicable contact. *Please note you can add contacts that are not listed by clicking the blue card to the right (with the dropdown) and selecting the contact type.*
12. Click **Next**.
13. Enter all details in the fields for your application in the **More Info** Page. Click **Next** when completed.

PERMIT DETAILS  
In the blank field below please enter the total square footage and valuation of the project.  
Please do not use a comma punctuation mark when entering valuation.  
Note: Fields with an asterisk(\*) are required.

\* Permit Type: HVAC

Description:

Back Create Template Save Draft Next

CONTACTS

9

Applicant Add Contact + REQUIRED

Property Owner Add Contact + REQUIRED

Applicant Add Contact +

Search Enter Manually My Favorites

| Favorite | First Name | Last Name  | Address                           | Company    | Email      | Action     |
|----------|------------|------------|-----------------------------------|------------|------------|------------|
|          | [REDACTED] | [REDACTED] | 30 N Broad Street Winder GA 30680 | [REDACTED] | [REDACTED] | <b>Add</b> |

Results per page: 10 1-10

Sort: Relevance

Back Create Template Save Draft Next

Applicant

Property Owner

Applicant

Contractor

Property Owner

+

Remove

Save Draft Next

Back Create Template Save Draft Next

MORE INFO  
Please provide additional details about your project below.  
Note: Fields with an asterisk(\*) are required.

Permit Information  
\*Property Type:   
Is the homeowner doing the work?   
\*Scope of Work:   
\*Type of System:   
Any Additional HVAC Systems?   
\*Should this be attached to a Master Permit?   
\*Master Permit Number:   
\*Will you be using 3rd Party Inspection Services?



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### Steps 14-18 to create an application:

14. On the **Attachments** page, select the blue card to add through file explorer a document that fits the requirements *OR* drag and drop a document into that card.

15. Repeat step 15 for each required document type. *Add additional documentation that may not be required by clicking the blue card with the dropdown, selecting the applicable type and using the same procedure as in step 15.* Click **Next**.

16. On the **Signature** page, type your name acknowledging the submittal is true and correct. Either toggle to enable type signature or manually draw your signature. Click **Next**.

17. Review your submittal and click **Submit** when verified all information is correct. Go back through the pages if the submittal needs to be updated.

18. **Your application was successfully submitted.**  
*If a sub permit is needed to be pulled click **Continue to Permit**, and in the available actions click Sub-Records to apply.*

You can review the status of your application at any point in time by going to the Dashboard when logged in and viewing your record.

The screenshot shows the application process in three main sections:

- Attachments:** A user is adding a "Driver's License" file. Step 14 is highlighted with an orange box around the "Driver's License" button. Step 15 is highlighted with an orange box around the "Select Type" dropdown menu.
- Signature:** The user is drawing a signature on a digital signature field. Step 16 is highlighted with an orange box around the "Draw Signature Here" area.
- Review and Submit:** The user is clicking the "Submit" button to complete the application. Step 17 is highlighted with an orange box around the "Submit" button. Step 18 is highlighted with an orange box around the "Your application was successfully submitted!" message.

Permit Number: HVAC1025-00077

Permit Details | Tab Elements | Main Menu

|                          |                            |               |
|--------------------------|----------------------------|---------------|
| Type: HVAC               | Status: Submitted - Online | Project Name: |
| Applied Date: 10/10/2025 | Issue Date:                |               |
| District: Barrow County  | Assigned To:               | Expire Date:  |
| Finalized Date:          |                            |               |
| Description:             |                            |               |

Summary Locations Fees Inspections Attachments Contacts Sub Records More Info

Progress: 0% Completed (0% Completed, 0% In Progress, 0% Not Started)

Workflow:

- Confirm Application Complete
- Confirm Fees Paid
- Issue Permit
- Final HVAC -
- Close Case

Available Actions: No Actions