

## Create an Application using the Self Service Portal

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

For assistance, please call 770-307-2987



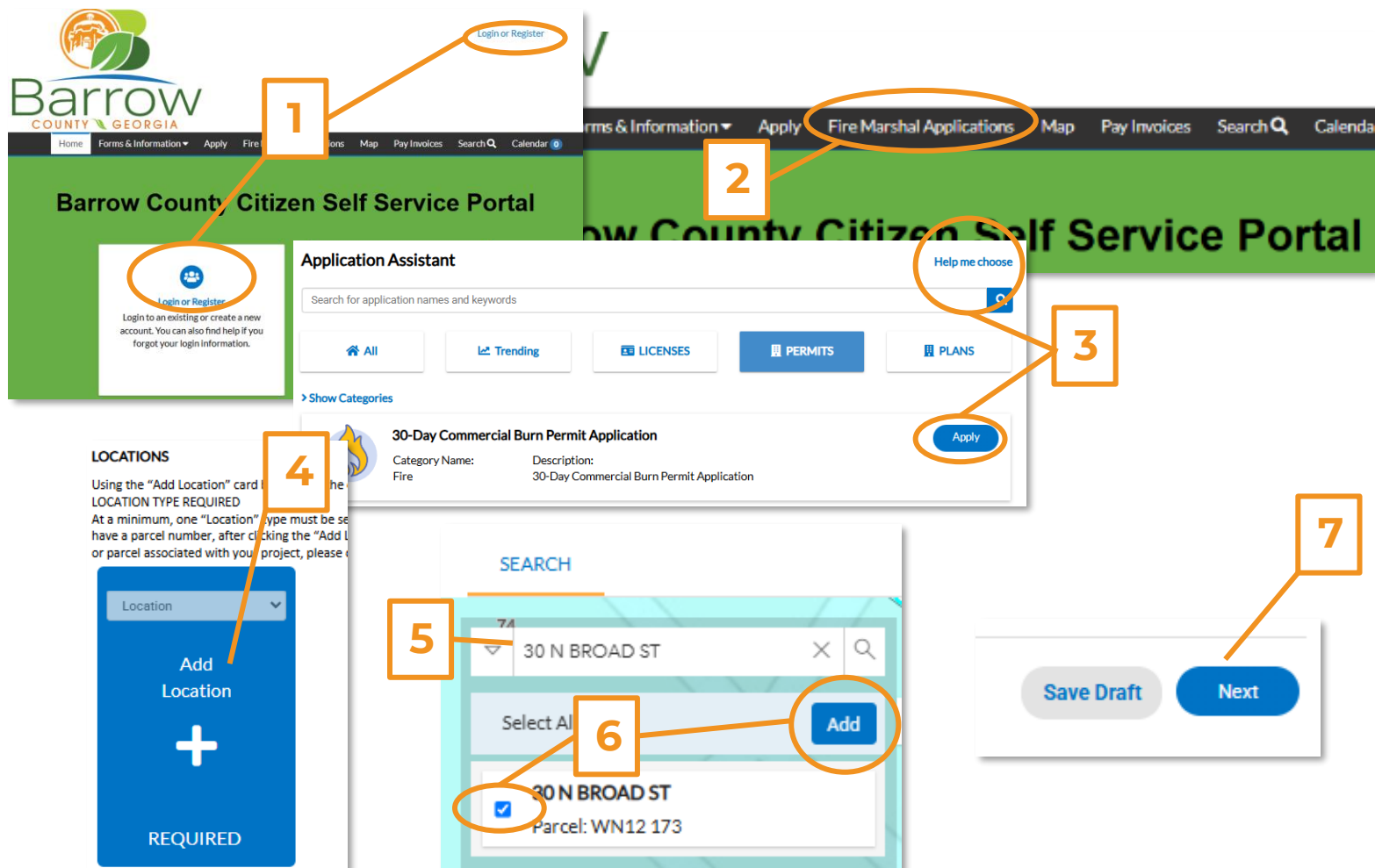
Beginning August 26, 2025, **Fire Marshal** applications should be submitted using the Barrow County Citizen Self Service Portal.

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> 30-Day Commercial Burn Permit Application   Fire Building & Site Plan Blasting and Pyrotechnic Events   Fire New Construction Inspection Fire Alarm Plans   Fire Safety System Plans 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> .



The screenshot illustrates the steps to create an application on the Barrow County Citizen Self Service Portal:

- Login or Register:** The user is prompted to login or register on the main portal page.
- Fire Marshal Applications:** The user navigates to the 'Fire Marshal Applications' section from the top menu.
- Application Assistant:** The user selects an application from the 'Application Assistant' page, which lists various permit types like '30-Day Commercial Burn Permit Application'.
- Add Location:** The user clicks the 'Add Location' button to enter a new address.
- Search:** The user enters the address '30 N BROAD ST' in the search bar.
- Select Address:** The user selects the address from the search results and clicks the 'Add' button.
- Save Draft or Next:** The user can either click 'Save Draft' or 'Next' to proceed with the application.

## Create an Application using the Self Service Portal

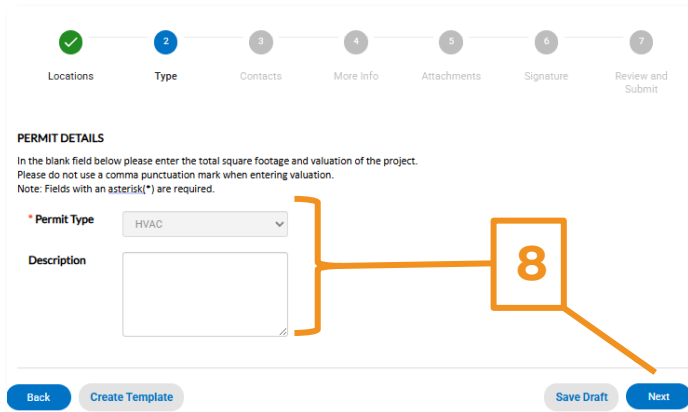
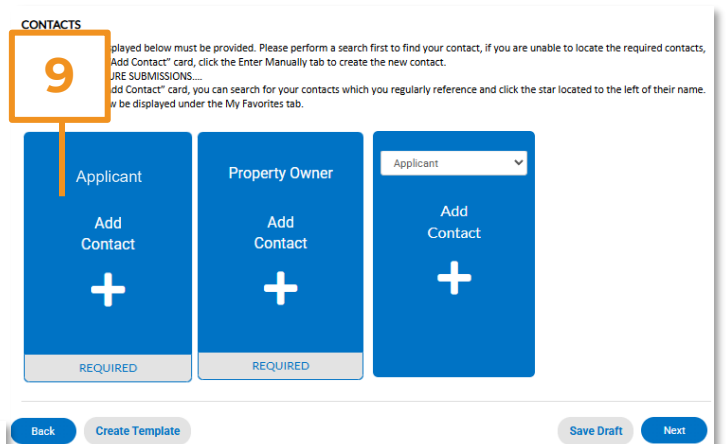
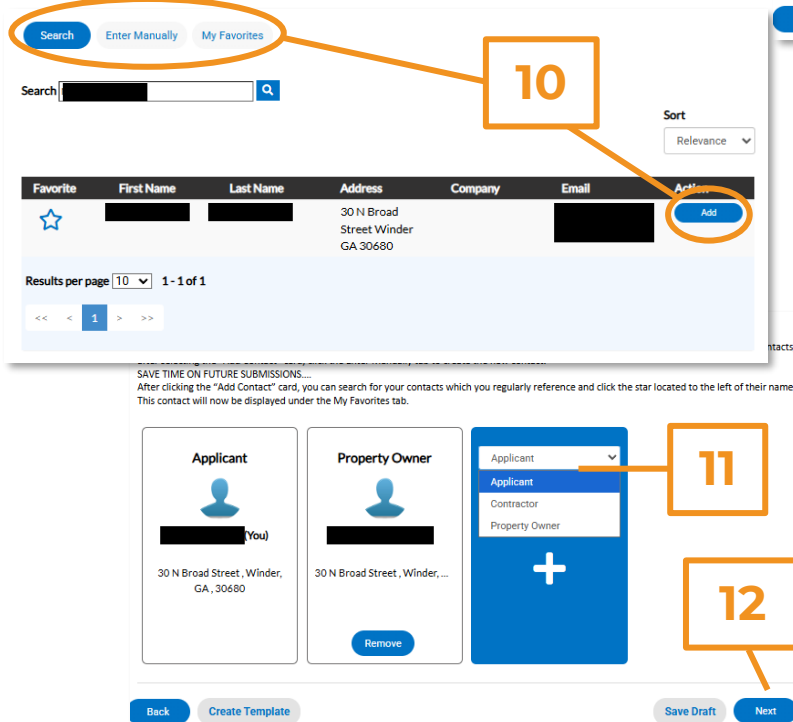
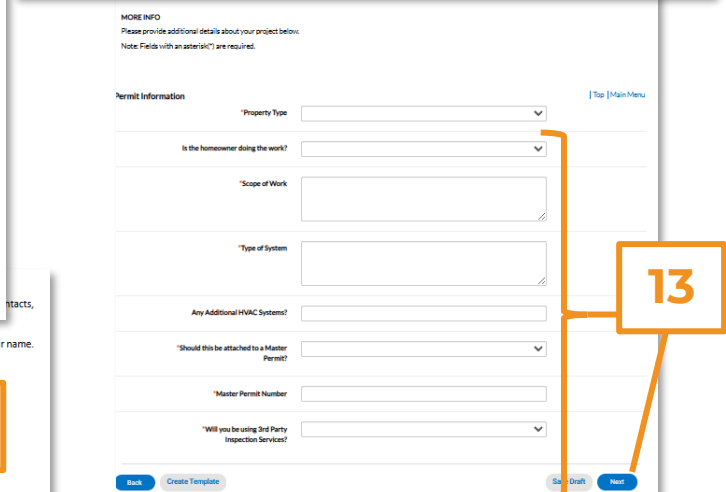
<https://barrowcountyga-energovweb.tylerhost.net/apps/selfservice#/>

For assistance, please call 770-307-2987



### 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.

## Create an Application using the Self Service Portal

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

For assistance, please call 770-307-2987



### 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.

**Attachments**

PLAN FILE  
Before plan  
Unnecessary  
Files attach  
Reduce the  
Remove an  
if a file's st  
Documents uploaded cannot have the same file name, if you see the message "File already exists" please rename one of the files and attempt to upload the file again.

**14**

Files must follow the guidelines below:  
- Must be in PDF, JPG, PNG, or TIFF format  
- Must be less than 500KB  
- Must be without reducing clarity below 300 DPI  
- Must be in English  
- Must be in a single page or multiple pages into multiple 500KB files  
- If a file's size is over 500KB, please split it into multiple pages and upload each page separately

**15**

**Driver's License**  
Add Attachment  
Supported: pdf, jpg, png, jpeg, tiff  
REQUIRED

Select Type  
Additional Files  
Current Business License  
Driver's License  
State License  
Text, doc, docx, ppt, pptx, xls, xlsx

**16**

**Apply for Permit - HVAC** \*REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

**SIGNATURE**  
I hereby declare under penalty of perjury that the foregoing is true and correct.  
\* Please type your name as consent to electronically sign this application.  
Consent name is required.

Enable Type Signature ☐

**17**

**18**

**Submit**

**Your application was successfully submitted!**  
Thank you for applying, you can continue to monitor progress on this application in this portal. For all Trade Permits please access the sub records on the main page of your Permit record. Applications are reviewed in the order in which they are received. Typical turn times are up to 2-3 weeks. Once the staff review is complete, you will receive an email from staff regarding notes pertaining to your application. Fees will be assessed after staff review and an invoice will be provided prior to the permit being issued.

**Continue to permit**

**Home Dashboard Forms & Information Apply Fire Marshal Applications My Work Map Pay Invoices**

Permit Number: HVAC1025-00077 **Add to Cart**

Permit Details | Tab Elements | Main Menu

Type: HVAC Status: Submitted - Online Project Name:  
Applied Date: 10/10/2023 Issue Date:  
District: Barrow County Assigned To:  
Finalized Date: Expire Date:  
Description:

**Summary** Locations Fees Inspections Attachments Contacts Sub-Records More Info

**Progress**  
0% Completed  
Completed  
In Progress  
Not Started

**Workflow**  
Confirm Application Complete  
Confirm Fees Paid  
Issue Permit  
Final HVAC  
Close Case

**Available Actions**  
No Actions