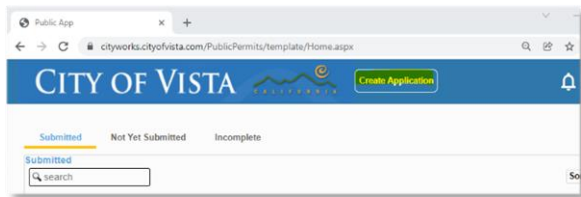
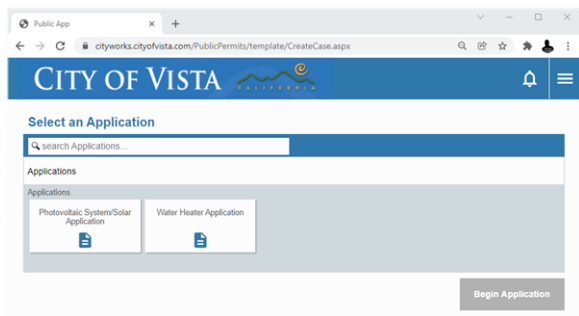


How to Create a Permit Using City of Vista's Online Permitting System

1. Go to cityofvista.com/permits and create an account. The first time you log in, you must use the link in the email you receive to activate your account.
2. Once logged in to the site, click the **Create Application** button at the top of the page.

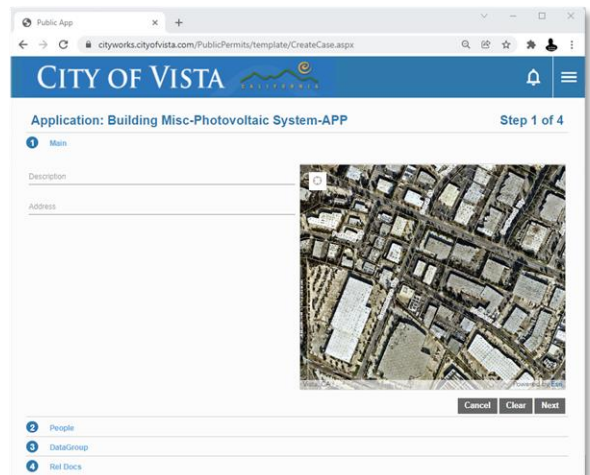


3. Select the permit type from the list available. Currently we have Water Heaters permit type available online.



4. Click the **Begin Application** button on the lower right side.

5. In section 1, enter a **Project Name** and **Address**. Once the address is verified and located on the map, click **Next**. If the address does not show up in the suggested addresses, make sure that the address is correct and is located within the Vista city limits.



Hint

If you make an error and need to go back, simply click on one of the 4 headings to get back to that section.

- In section 2, enter information about the applicant and property owner. An email address and phone number are required for both people and they can be the same person. If a contractor is going to be doing the work, make sure to enter that information *including their California Contractor License number* on the License Number line. You can use the **Use My Information** button to automatically populate the information you entered when you registered for any of these roles.

**For additional information, please contact
the Development Services counter at
(760) 639-6108**

- In section 3, select whether you are (1) the property owner planning on doing the work yourself or (2) hiring a licensed contractor to do the work; the valuation of the project; and a more detailed description of the intended work to be done on this permit.

- In section 4, if your permit type requires plans, add them in a pdf format by clicking **Add** and browsing to the location of your file. *Make sure to add the "Plans" tag to the file as shown below.*

- Click **Submit**, then **Accept** on the next screen that appears. You will receive a confirmation email supplied. It will come from VistaCityworks@cityofvista.com.