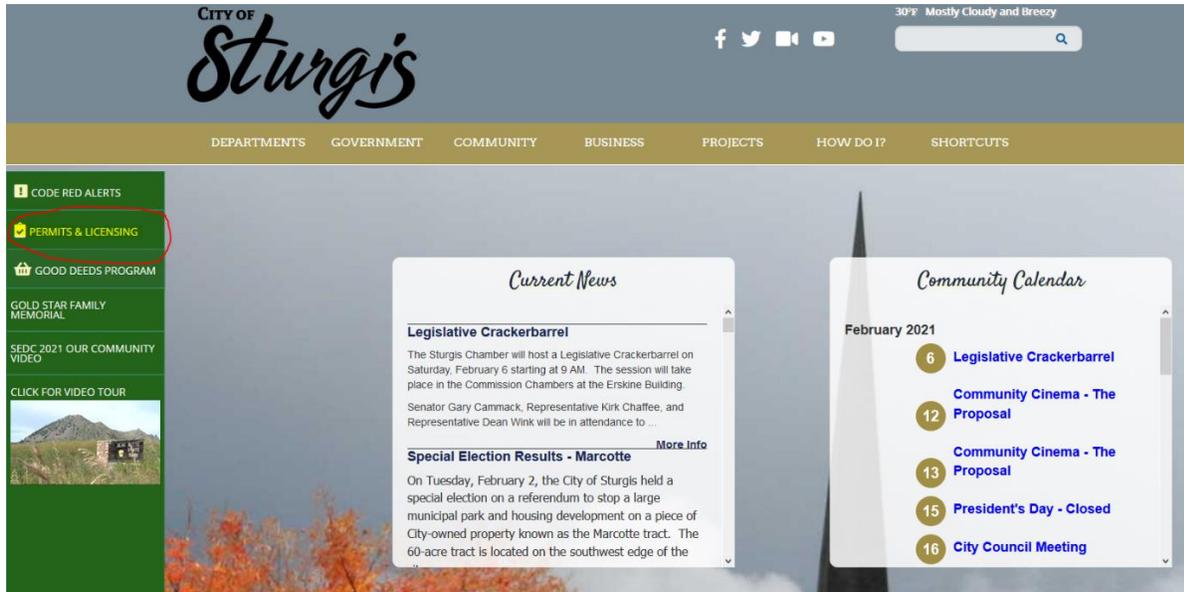
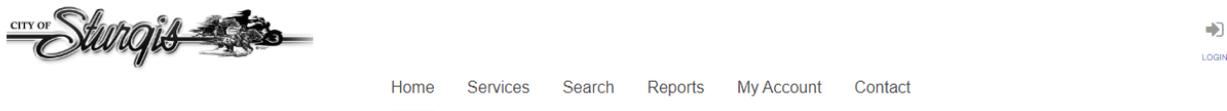


## How to Apply for a Permit or License via CitizenServe

On the City of Sturgis Homepage ([sturgis-sd.gov](http://sturgis-sd.gov)), click on “Permits & Licensing” button.



Alternately, you can type in <http://www2.citizenserve.com/sturgis> into your address bar on your browser.



### WELCOME TO OUR ONLINE PORTAL

Thank you for visiting our website where you can access all of online services from your home, office, or mobile device.

Thank you for visiting our website. Through this portal you have access to all of our online services for permitting, planning and zoning, licensing, code enforcement and general requests. We value your input, if you have any comments or suggestions please contact us at (605) 347-4422, options 2 or 3.

#### Online Services You Need

##### CONTRACTOR, VENDOR AND BUSINESS LICENSING

Starting a business? Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device.

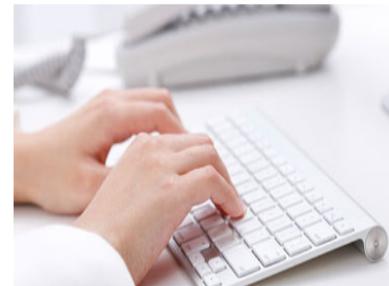
- [APPLY FOR A LICENSE \(INCLUDING TEMPORARY VENDOR LICENSES\) →](#)
- [SEARCH FOR A LICENSE →](#)
- [LEARN MORE ABOUT LICENSING →](#)

##### PERMITTING

Remodeling or adding on to you home? Learn when you need a permit, submittal requirements, apply online, view review status, pay permit fees and schedule inspections all from your home, office or mobile device.

- [APPLY FOR A PERMIT →](#)
- [SEARCH FOR A PERMIT →](#)
- [LEARN MORE ABOUT PERMITTING →](#)

#### Complaints and Requests



Have you seen blight, weeds, inoperable vehicle, or other code enforcement violations in your neighborhood? If so submit an online complaint, and it will be automatically routed to the appropriate department for investigation.

[SUBMIT A COMPLAINT →](#)



LOGIN

To create an account, click on Login on the top right-hand side of the screen:

The next screen will prompt you to log in with an existing account or to create a login. If you need to create an account, click on Register Now. If you believe you already have an account, please select the FORGOT YOUR USERNAME/PASSWORD options or contact city staff at (605) 347-4422 ext. 3 for help regaining access to your account.



LOGIN

Home Services Search Reports My Account Contact

## LOGIN

Home / My Account / Login

### Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

### New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

Choose a registration type from the drop-down menu.

## REGISTER

Home / My Account / Register

Registration Type:

| indicates a required field

Anonymous
Citizen
Contractor
Other
<b>Property Owner</b>
Tattoo/Body Piercer
Vendor

The rest of the application will appear. Please enter your information.

*Please note that if your email address is in the system, you may already have an account. Please go back to the login on the previous screen or contact city staff to look up your information existing in the system.*

---

indicates a required field

| Registration Type:

Email:

Confirm Email:

First Name:

Last Name:

Home Address:

City, State, Zip:

Business Name:

Mailing Address:

City, State, Zip:

Home Phone:

Cell Phone:

Work Phone:

Fax:

---

| User Name:

| Password:

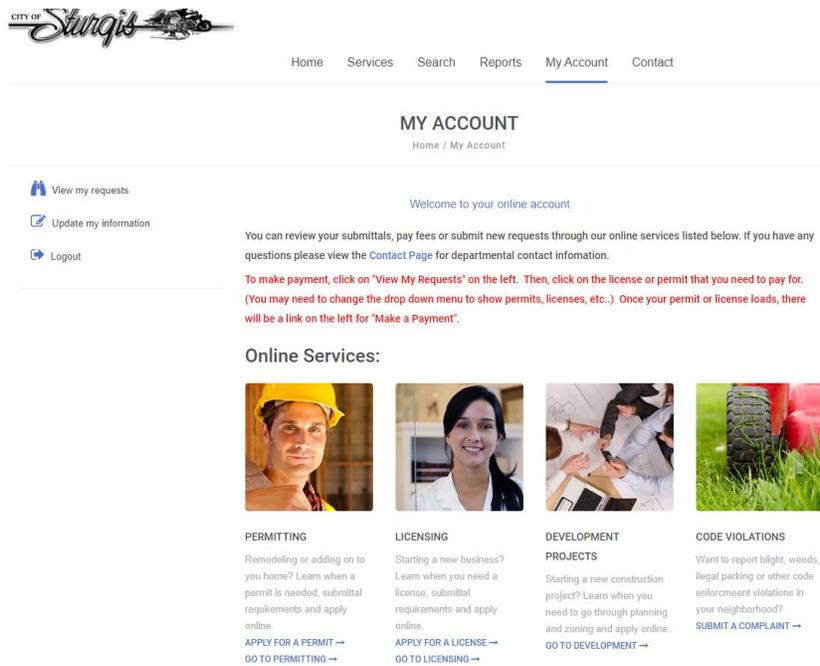
| Confirm Password:

---

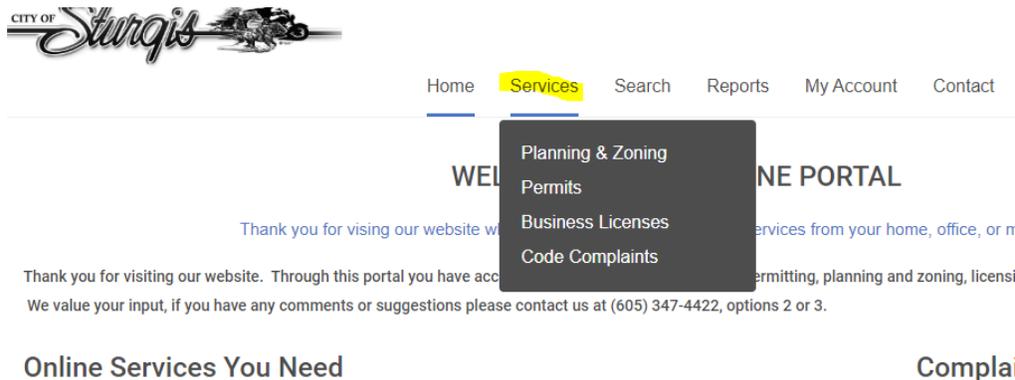
SUBMIT

Please create a User Name and Password. A recommended User Name is your email address. The Password requires a capital letter and numerical and/or special characters (eg. !@#)

Once an account is created, you will be redirected back to the Home screen to create a request.



Under the Services tab, select the type of application you would like to apply for.



For Plat Applications, Zoning Amendments, Uses on Review, Variances, Vacate requests, etc., please select Planning & Zoning.

For Building Permits, Tap Permits, Digging Permits, Sign Permits, etc. please select Permits.

For a Contractor's License, please select Business Licenses.

To submit a Code Complaint, please select Code Complaints.

Fill in the on-screen questions for your application. Any field marked with a "\*" is a required field, and the application cannot be submitted without this information. Certain fields may be left blank if unknown. Please SUBMIT the application so staff may review the application. The "Save for Later" is an option if you would like to submit the application at a later time. **Staff cannot review the application if the "Save for Later" option is selected.**

Once submitted, the application will need to be reviewed and approved by staff. Applications may be found under My Account as seen on the Home Screen.



- Home
- Services
- Search
- Reports
- My Account**
- Contact

## MY ACCOUNT

Home / My Account

**View my requests**

Update my information

Logout

Welcome to your online account

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

To make payment, click on "View My Requests" on the left. Then, click on the license or permit that you need to pay for. (You may need to change the drop down menu to show permits, licenses, etc..) Once your permit or license loads, there will be a link on the left for "Make a Payment".

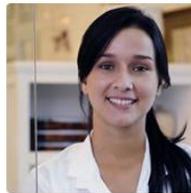
### Online Services:



#### PERMITTING

Remodeling or adding on to your home? Learn when a permit is needed, submittal requirements and apply online.

[APPLY FOR A PERMIT →](#)  
[GO TO PERMITTING →](#)



#### LICENSING

Starting a new business? Learn when you need a license, submittal requirements and apply online.

[APPLY FOR A LICENSE →](#)  
[GO TO LICENSING →](#)



#### DEVELOPMENT PROJECTS

Starting a new construction project? Learn when you need to go through planning and zoning and apply online..

[GO TO DEVELOPMENT →](#)



#### CODE VIOLATIONS

Want to report blight, weeds, illegal parking or other code enforcement violations in your neighborhood?

[SUBMIT A COMPLAINT →](#)

Permits, Licenses, Code Complaints, etc. may be accessed through the "View My..." drop-down menu.

## MY REQUESTS

Home / My Account / My Requests

View My Permits

Issued Closed All

Search

1-1 of 1

Permit #	Address	Issue Date	Work Description	Balance Due
<a href="#">B18-000</a>		08/20/2018	Install sidewalk from house to garage	

Access a permit or license by clicking on the blue text for the permit or license #.

# VIEW PERMIT

Home / Services / Permits / View Permit

 Make a payment

 Request an inspection

 Upload documents

 Leave message

Permit #: B18-006

Project #: 18-00

Status: Approved, Pending Payment

Balance Due: \$20.00

Address: 

Description: Install sidewalk from house to garage

Permit    Reviews    Documents    Inspections

Permit #: B18-000  
Permit Type: Building Permit  
Sub Type: Concrete  
Issue Date: 08/20/2018  
Expiration Date: 09/05/2019

### PROJECT INFORMATION

Construction Cost (Labor and Materials): 330.00  
Structure Type: Residential  
Owner Occupied: Yes  
Residence:  
Is this property covered by any covenant or subject to homeowner association regulations?: No

Under the View Permit screen, you may upload additional documentation, request an inspection, or leave a message for staff.

**Please note that payments cannot be made until you receive an email notification that your permit has changed to "Approved, Pending Payment."** Please check your email for status changes in your request.

## ONLINE APPLICATION STATUS UPDATED

The status of your request has been updated.

**B18-000**

Description: Install sidewalk from house to garage

Address:

New Status: Approved, Pending Payment

[CLICK HERE TO VIEW YOUR APPLICATION](#)



If the status of the application has been changed to "Approved, Pending Payment", you may log in and submit a credit account or checking/savings account payment at this time. You may also drop off cash or check to the Department of Planning and Permitting or at the Finance Office located at City Hall.

**City staff cannot accept credit card payments in the office; this must be submitted through the online portal through your account.**

-  Make a payment
-  Request an inspection
-  Upload documents
-  Leave message

To make an online payment, select Make a payment under the View Permit screen.

 **PAYMENT**

Home / My account / View permit / Make a payment

---

Permit #: B18-006. -  
Amount Due: \$20.00

---

| indicates a required field

Payment Amount:	<input type="text" value="\$20.00"/>
Payment Type:	<input type="text" value="Credit Card"/>
Cardholder Name:	<input type="text"/>
Card Number:	<input type="text"/>
Card Expiration Month / Year:	<input type="text"/> <input type="text"/>
Security Code:	<input type="text"/> 
Billing Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**SUBMIT**

Choose Credit Card, Checking Account, or Savings Account under the Payment Type drop-down. Fill in the required fields and SUBMIT your payment.

If more information is required, you will be contacted by city staff throughout the permitting process. Within 24-48 hours after receiving all the required documentation, city staff will email you a copy of your receipt and the license/permit. Other services, such as Planning and Zoning requests such as platting and conditional use permits may require further review and documentation. You will be contacted by city staff for more information regarding those types of requests.

**If you have any questions or issues during the application process, please contact the Department of Planning and Permitting at (605) 347-4422 ext. 3.**