

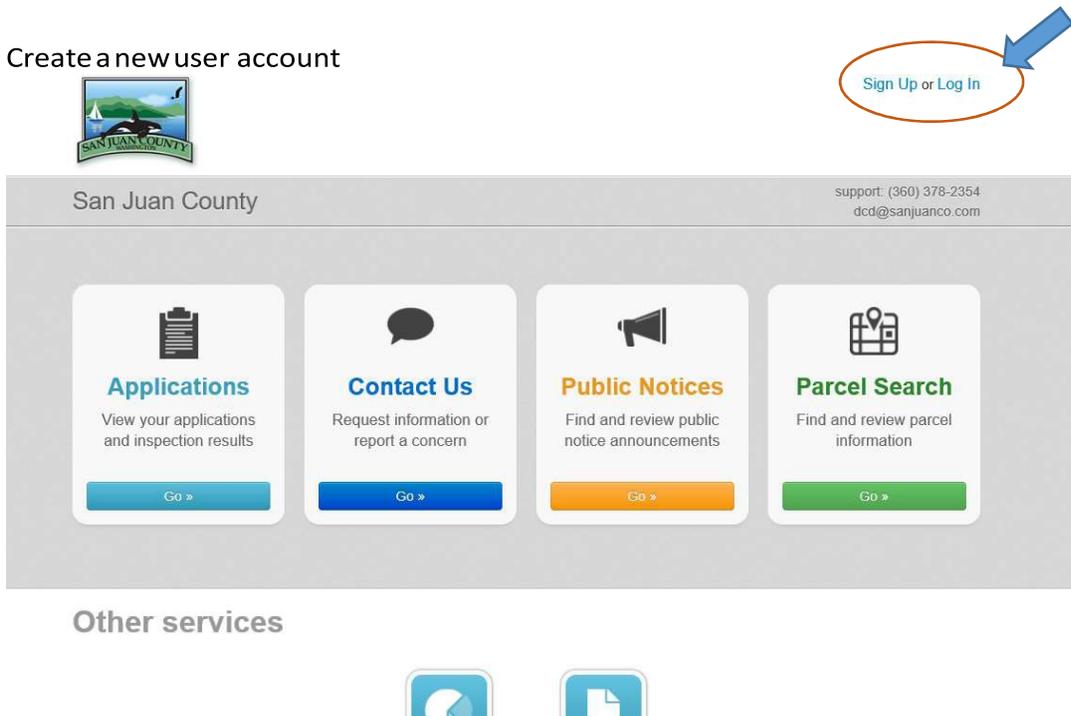
SMARTGOV PUBLIC PORTAL QUICK START “SIGN-UP” INSTRUCTIONS FOR APPLICANTS

In order to apply for permits, review permit notes and fees, and request inspections, you will need to sign up for a user account and be logged into the system. You will need an email address. If you have an existing permit in the system, you will need the portal access code that was emailed to you by San Juan County. (If you don't have your portal access code, you can request it by emailing dcdpermits@sanjuanco.com. Be sure to include the permit number or project address.)

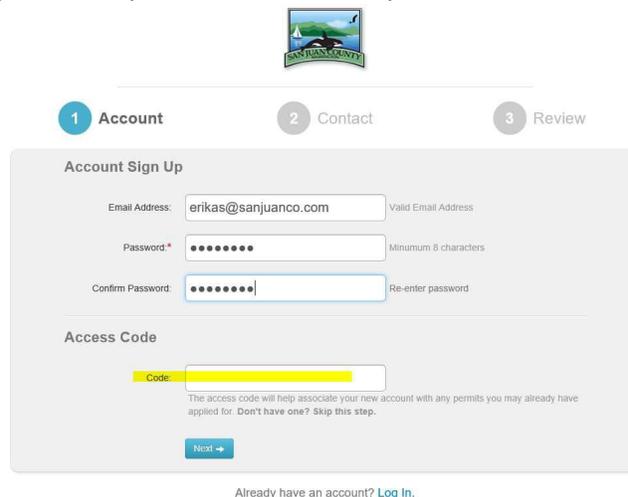
To get back to the home screen, click the San Juan County logo on any page.

1. Go to the San Juan County Public Portal <https://co-sanjuan-wa.smartgovcommunity.com/Public/Home>

2. Create a new user account



3. Enter your email and make a password. Enter the access code sent to you by San Juan County. If you don't have one, you can skip the access code step for now.



4. Enter your contact information. We will use this information to contact you with questions, correspondence, and decisions related to your permit applications, so be sure to provide us with the most updated information where you want us to send permit related correspondence.

VERY IMPORTANT NEXT STEPS!

5. After you've entered and submitted your contact information, a verification link will be sent to your e-mail. Please check junk mail if it doesn't appear in your in-box. Open and click on the "Verify" link.
6. Go back to the portal and click on your name in the upper right corner and LOG OUT and LOG IN again

San Juan County

support: (360) 378-2354
dcd@sanjuanco.com

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Verify your email address to access all of our services. A verification message was sent to erikas@sanjuanco.com.

Resend verification Update email address

Applications
View your applications and inspection results
Go >

Contact Us
Request information or report a concern
Go >

Public Notices
Find and review public notice announcements
Go >

Parcel Search
Find and review parcel information
Go >

Other services

7. Need to make changes to your account or enter an access code for a permit? Click on "My Account" from the drop down menu next to your name:

My Account

Email: lisad@sanjuanco.com [Manage Email Notifications](#) [edit](#)

Password: Updated 5 months ago. [edit](#)

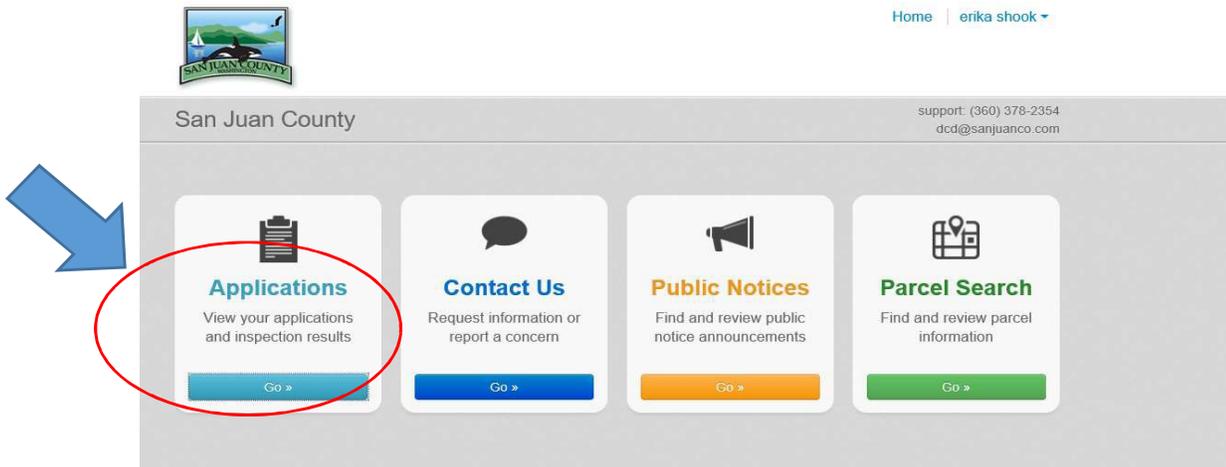
Contact: **Lisa DesJardins** [edit](#)
PO Box 947
Friday Harbor, WA 98250
P: 360-370-7574

[Payment History](#) [Access Code](#)

Edit as necessary

8. How to check the status of your applications, apply online, request an inspection or see the inspection schedule:

Click the applications button on the home page. You will need to make sure that you have an access code in the system. If you do not have one, you will need to email the Department of Community Development at dcd@sanjuanco.com with the subject line "Access Code Requested", please include your name, phone number and the permit number of the permit you would like access to. We will email you back with your access code, and you will need to enter it into your on-line account.



Other services



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Applications

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Search applications by #, address, or name

Check Status

Apply

Apply online
Apply online with our quick and easy process
[Apply »](#)

Pay online
Pay your applications quickly and securely
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Check inspection schedule