

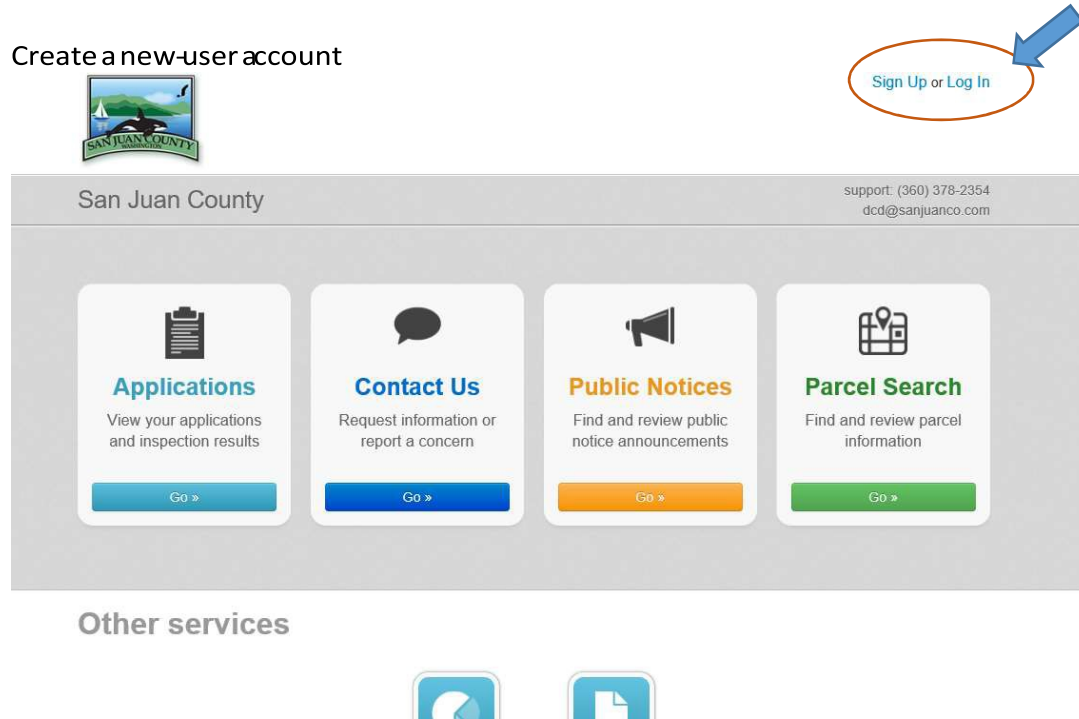
## SMARTGOV PUBLIC PORTAL QUICK START “SIGN-UP” INSTRUCTIONS FOR APPLICANTS

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](mailto: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 at [sanjuanco.com/opc](http://sanjuanco.com/opc)

2. Create a new-user account



San Juan County

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

**Applications**  
View your applications and inspection results  
Go »

**Contact Us**  
Request information or report a concern  
Go »

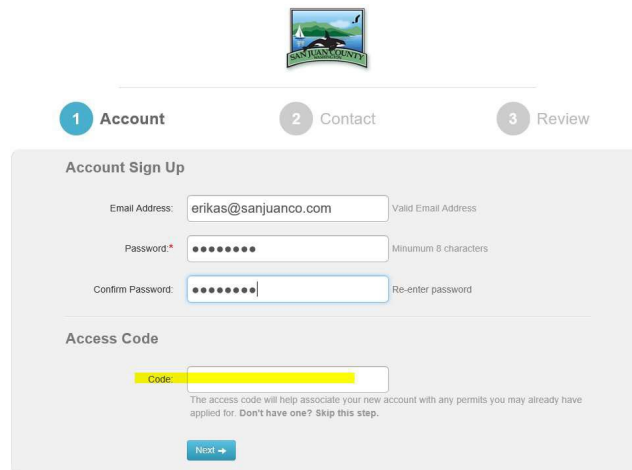
**Public Notices**  
Find and review public notice announcements  
Go »

**Parcel Search**  
Find and review parcel information  
Go »

Other services

Twitter icon | Facebook icon

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.



1 Account 2 Contact 3 Review

Account Sign Up

Email Address:  Valid Email Address

Password\*:  Minimum 8 characters

Confirm Password:  Re-enter password

Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.

Next »

Already have an account? [Log In.](#)

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

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Verify your email address to access all of our services. A verification message was sent to [erikas@sanjuanco.com](mailto: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](mailto:lisad@sanjuanco.com) [Manage Email Notifications](#) [edit](#)

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

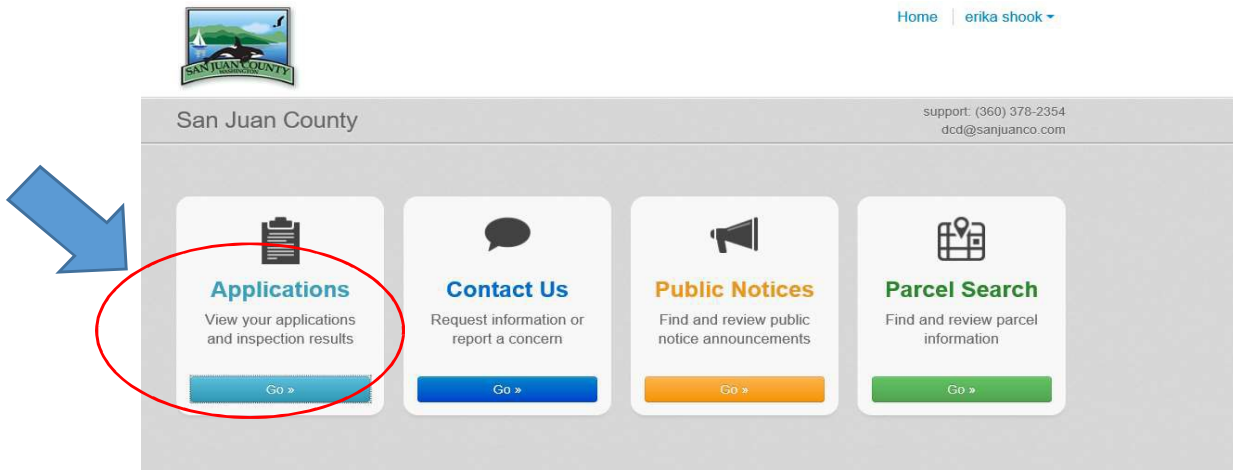
Contact: **Lisa DesJardins** [edit](#)  
PO Box 947  
Friday Harbor, WA 98250  
P: 360-370-7574

[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](mailto: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



Home | erika shook



Applications

Contact Us

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  
Pay »

**My inspections**  
Request an inspection when you are ready  
Request »

**My applications**  
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Other services



Check inspection schedule