Permit System Getting Started

This getting started guide will help you log in for the first time and get everything setup so you will be ready to apply for a permit. If you are a ROE click here to get the ROE getting started guide. There are three sections to this guide, The first one is getting started for the district, the second one is getting started for the firms, and the third one is how to apply for a permit.

If you need technical assistance with the website please send a helpdesk email to permithelp@kaneroe.org

School Districts

1. Logging onto the system
    a. https://permits.kaneroe.org/
    b. Click here for a how to video
2. Adding Design Professional firms to the system.
    a. As the district you will need to link each of your schools to the proper Design Professional firms so they can gain access to the permit system.
    b. Click here for a how to video
3. Adding District Users
    a. As the district you can add more district employees to access the system if you want.
    b. Click here for a how to video

Design Professional Firms

1. Logging onto the system
    c. https://permits.kaneroe.org/
    d. Click here for a how to video
4. Updating your firm's contact information
    a. You can go in and update your firm contact information. Some of the information is already filled in by the district when they create your account.
    b. Click here for a how to video
5. Updating your profile with your licenses
    a. You will need to go in and update your profile with your license information so you can activate your account as a Design Professional.
    b. Click here for a how to video

6. Adding Firm Users
   a. You can now add other employees of your firm to the system if you want them to have access to the permit system.
   b. [Click here for a how to video](#)

Creating a Permit

Here is a list of videos on how to create a permit.

Construction Permit

- [Creating a new Application](#)
- [Step 1- Application Info](#)
- [Step 2- Pre Application Files Upload](#)
- [Step 3- Completion Occupancy, Inspections, Post File Uploads](#)

Temporary Occupancy Permit

- [Creating a new Application](#)
- [Temporary Occupancy Step 1- Application Info](#)
- [Temporary Occupancy Step 2- Application Files Upload](#)

Other videos regarding the permit process.

- [Making a note in the application](#)
- [Filing Cabinet](#)
- [Viewing Activity Logs](#)
- [Downloading a Building Permit](#)
- [Apply for Variance](#)
- [Downloading a Completed Permit](#)
- [Playlist of all videos](#)