If you have not logged on to the SmartGov Portal, select “Sign Up” to create an account.
Welcome to the Kentucky Online Gateway

- Are you doing business in or with the Commonwealth of Kentucky?
- Are you a citizen or resident applying for or receiving benefits?
- Are you seeking government services from the Commonwealth?

If you answered "Yes" to any one of these questions, please sign into your existing Kentucky Online Gateway account or click on the button below to create an account.

SIGN IN
CREATE ACCOUNT
NOTE: use the same email address you used for the JO Portal.

Go to your personal email account and open the validation email. Click the link to validate.
Sign in using the account information you created.
Click “Enroll” on the DHBC Online Portal tile.

You will be directed to the DHBC Online Permitting Portal.
Log In to the Portal.

Click the “Go” button to begin.
Click the “Apply” button to begin your permit application.
1. Select a category (trade).
2. Select an application (permit type).

Click the “Next” button to continue.
1. Enter the project name.

2. Enter the project description.

Click the “Next” button to continue.
Enter the site location.

Click the “Next” button to continue.
Enter the site location.

Click the “Next” button to continue.
Review permit application to be sure everything is correct.

Use the “edit” link to make changes before submitting your permit application.
1. Click on “0 Files” to begin uploading documents.
2. When the next window opens, click the “Upload” button.
3. Choose a file from your device to upload.

Click the “Next” button to continue.
1. Click the “+Add” button to select permits to pay.

2. When all items are in the cart, click “Proceed to Checkout” button.
1. Click the “Proceed to Payment” button.
2. Click on the payment type icon (ACH/ELECTRONIC CHECK or CREDIT CARD).
### Select Payment Type

| ACH / ELECTRONIC CHECK | CREDIT CARD |

If selecting ACH / Electronic Check Payment Type please ensure that your checking account is enabled for ACH payments, does not have a debit block on the account and has sufficient funds to cover the fee listed in the summary. If selecting Credit Card Payment Type, please ensure your credit card has sufficient credit limit to cover the Summary Total, including the Portal Administration Fee.

### Indicate IAT ACH Information

**Is this an international ACH transaction (IAT)?**

- [ ] Yes
- [x] No

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**Summary**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC - Number of Systems</td>
<td>$455.00</td>
<td>1</td>
<td>$455.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td>$455.00</td>
</tr>
<tr>
<td>Portal Administration Fee</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$455.00</strong></td>
</tr>
</tbody>
</table>

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Answer question and proceed.
1. Fill in payment details and click the “Next” button.
Confirm payment details and click the “PAY NOW” button.
See confirmation number, and click the “FINISH” button.
You will be returned to the DHBC Permitting Portal.
Payment Confirmation

Payment Received

Transaction Summary

Receipt #: HV19-00003

Confirmation #: 47184428

Amount: $455.00
After all fees have been resolved, permit can be issued.

When the “Issue” link is available, select the link to print permit and begin inspection process.
After permit is issued, Portal User can request inspections.

Click the “Request” button to submit a request for an inspection.