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

ATTENTION NEW PORTAL USERS: Please select Sign Up, in the upper right corner of this page, and then on the next page select Create An Account. Kentucky Online Gateway will verify your login email address, and then you can begin using the DHBC Online Permitting system.

This website provides online permit application services for DHBC’s Building Code Enforcement, HVAC, Electrical and Manufactured Housing Divisions.

Permitting and Licensing Services for all other DHBC Divisions are provided on the DHBC Portal Home page.

Please click this link to review the Expanded Jurisdictions Roster.
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.

State Employee Gateway Login

Login to your State Employee account using either your:

EMAIL ADDRESS - OR - KHRIS ID

SIGN IN

CREATE ACCOUNT
Please complete your Kentucky Online Gateway Profile

If you already have an existing Kentucky Online Gateway (KOG) Account, please click here to reset your password OR click on the CANCEL button below to log into your account.

Please fill out the form below and click Sign Up when finished.
All fields with * are required.

* First Name

* Middle Name

* Last Name

* E-Mail Address

* Verify E-Mail Address

* Password

* Verify Password

Mobile Phone

Language Preference

Street Address 1

English

Street Address 2

City

State

State

State

Question

In what city were you born? (Enter full name of city only)

Answer

Question

What was the name of your first pet?

Answer

NOTE: if you had a JO Portal Account, use the same E-mail Address you used for the JO Portal.
Go to your personal email account and open the validation email. Click the link to validate.
Validate New Account

✔ Click on the button below to **Sign in** now and complete the final step of the account creation process.

[Continue to Sign in]
Sign in using the account information you created.
Click “Enroll” on the DHBC Online Portal tile.

You will be directed to the SmartGov Portal.
Log In to the Portal.

Click the “Go” button to begin.

ATTENTION NEW PORTAL USERS: Please select Sign Up, in the upper right corner of this page, and then on the next page select Create An Account. Kentucky Online Gateway will verify your login email address, and then you can begin using the DHBC Online Permitting system.

This website provides online permit application services for DHBC’s Building Code Enforcement, HVAC, Electrical and Manufactured Housing Divisions.

Permitting and Licensing Services for all other DHBC Divisions are provided on the DHBC Portal Home page.

Please click this link to review the Expanded Jurisdictions Roster.
After you are logged in, click the “Go” button to begin.
Click the “Apply” button to begin your permit application.
Select a category (trade).

Click the “Next” button to continue.

**NOTE:** If you are the owner of the home, check the box for homeowner.
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 permit site location.

Click the “Next” button to continue.
Review Contractor information. Enter a license # and click “+Add” to add a Contractor. Click the “X” next to the Contractor to remove. At least one Contractor is required.

Click the “Next” button to continue.
Enter permit details required for the permit type.

Click the “Next” button to continue.

Permit details are based on permit type selected.
Review your permit application

You will NOT be able to add or change any Details of this application once you click Submit. On the next page, to upload any documents or plans scroll down to the SUBMITTALS section and click on the "0 Files" link on the right.

**General Information** edit

Applicant: test person

Permit Type: HVAC - Multi-Family Dwelling

Project Name: downtown main st project

Project Description: new apartments

Site Address: 123 N Main St

Harrodsburg, KY 40330

Review permit application to be sure everything is correct.

Use the “edit” link to make changes before submitting your permit application.
When everything is correct, click “Save and Continue” to submit your permit application.
Pay permit fees online with check (ACH) or credit card by clicking “Pay Online”.

<table>
<thead>
<tr>
<th>Address</th>
<th>Status: Pending Approval</th>
<th>Due Now: $455.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 N Main St</td>
<td>Submitted: 4/9/2020</td>
<td>Pay Online »</td>
</tr>
<tr>
<td>Harrodsburg, KY</td>
<td>Approved:</td>
<td>Additional fees may be required</td>
</tr>
<tr>
<td>40330</td>
<td>Issued:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Closed:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expires: 10/9/2020</td>
<td></td>
</tr>
<tr>
<td>Project: new apartments</td>
<td>Inspections: Required: 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issued: 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reinspected: 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete: 0</td>
<td></td>
</tr>
</tbody>
</table>

Contact
Click the “+Add” button to select permits to pay.
When all items are in the cart, click "Proceed to Checkout" button.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Address</th>
<th>Fees</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1912-000122</td>
<td>HVAC - Multi-Family Dwelling rehab, downtown</td>
<td>400 Wilkinson Blvd</td>
<td>$455.00</td>
<td>$455.00</td>
</tr>
<tr>
<td>1912-000123</td>
<td>HVAC - 1&amp;2 Family</td>
<td>123 main street</td>
<td>$205.00</td>
<td></td>
</tr>
</tbody>
</table>
### Review your payment

<table>
<thead>
<tr>
<th>Permit</th>
<th>Total Amount Due</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1912-000122</td>
<td>$455.00</td>
<td>$455.00</td>
</tr>
</tbody>
</table>

**Total:** $455.00  
$455.00

[edit invoice]

Click the "**Proceed to Payment**" button.
Click on the payment type icon (ACH/ELECTRONIC CHECK or 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.
Answer question and proceed.
Fill in payment details and click the “Next” button.
Confirm payment details and click the “PAY NOW” button.
Thank you for your payment!

Summary

Confirmation Number: 47184428
Account Holder Details
rhonda love
123 main street
frankfort KY 40601

Cart Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC - Number of Systems</td>
<td>$455.00</td>
<td>1</td>
<td>$455.00</td>
</tr>
</tbody>
</table>

Total $455.00

By clicking ‘Pay,’ I certify that:
- The Routing and Account numbers are correct; and,
- I have contacted my financial institution and authorized Kentucky.gov’s originating bank, SPS (ODF#1 ID #1522077581), to debit my account; and,
- Should the ACH Debit transaction be returned by the bank as not payable, I am responsible for any fees or penalties assessed by my financial institution and the Department of Housing, Buildings and Construction.

See confirmation number, and click the “FINISH” button.
You will be returned to the DHBC Permitting Portal.
Click on “0 Files” to begin uploading documents.

## Submittals

Upload all relevant documents by clicking on “0 Files” next to each type.

File Limitations: Each file can be no larger than 200MB. **Plans MUST be PDF.**

Valid file types for the other documents submitted are .pdf, .doc, .docx, .rtf, .txt, .csv, .xls, .xlsx, .ppt, .pptx. ALL files uploaded must have unique names.

<table>
<thead>
<tr>
<th>Submittal</th>
<th>Required</th>
<th>Received</th>
<th>Version</th>
<th>Status</th>
<th>Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC Plans</td>
<td>Yes</td>
<td>1</td>
<td>Pending</td>
<td>0 Files</td>
<td></td>
</tr>
<tr>
<td>HVAC Duct Pressure Test Form (provide before final inspection)</td>
<td>Yes</td>
<td>1</td>
<td>Pending</td>
<td>0 Files</td>
<td></td>
</tr>
</tbody>
</table>
When the next window opens, click the “Upload” button.

<table>
<thead>
<tr>
<th>Version</th>
<th>Status</th>
<th>Received</th>
<th>Deficiency Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Version 1 Pending**

<table>
<thead>
<tr>
<th>Submitted File</th>
<th>Comments</th>
<th>Date Received</th>
<th>Review Status</th>
<th>Markup File</th>
</tr>
</thead>
</table>

[Return To Permit Detail] [Upload]
Choose a file and then click the “Upload” button.

Click the “Close” button to finish.
Payment Confirmation

Payment Received

Transaction Summary

Receipt #: HV19-00003

Confirmation #: 47184428

Amount: $455.00
After the permit is issued, a link will be available to print the permit.
After permit is issued, Portal User can request inspections.

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