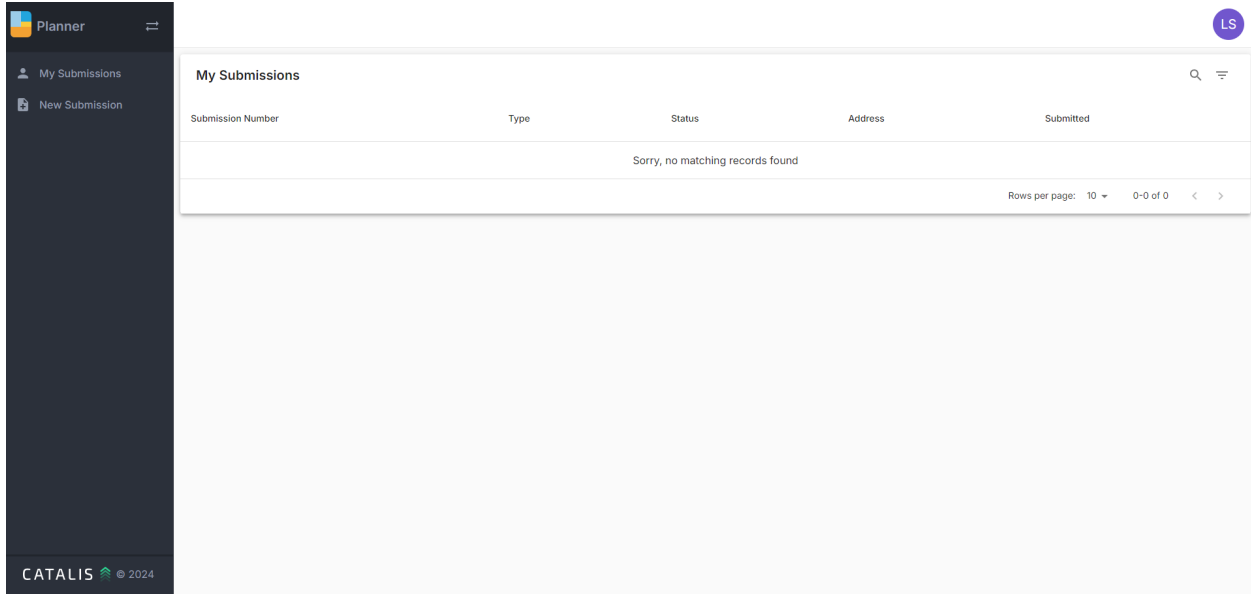
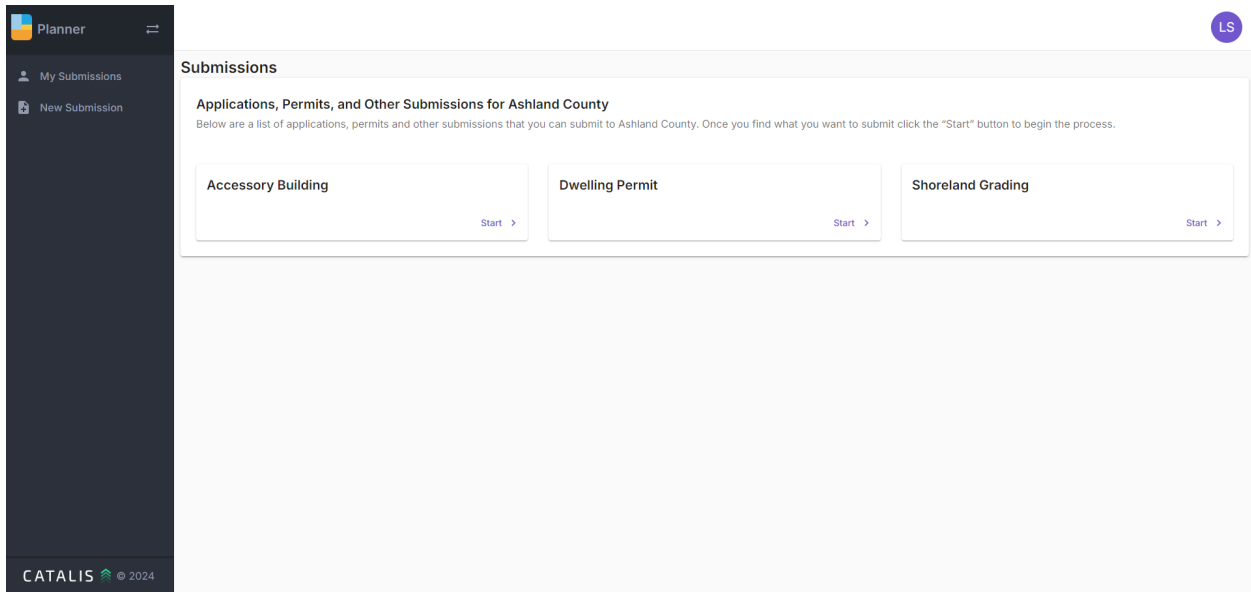


How to Apply for an Accessory Building Permit Online

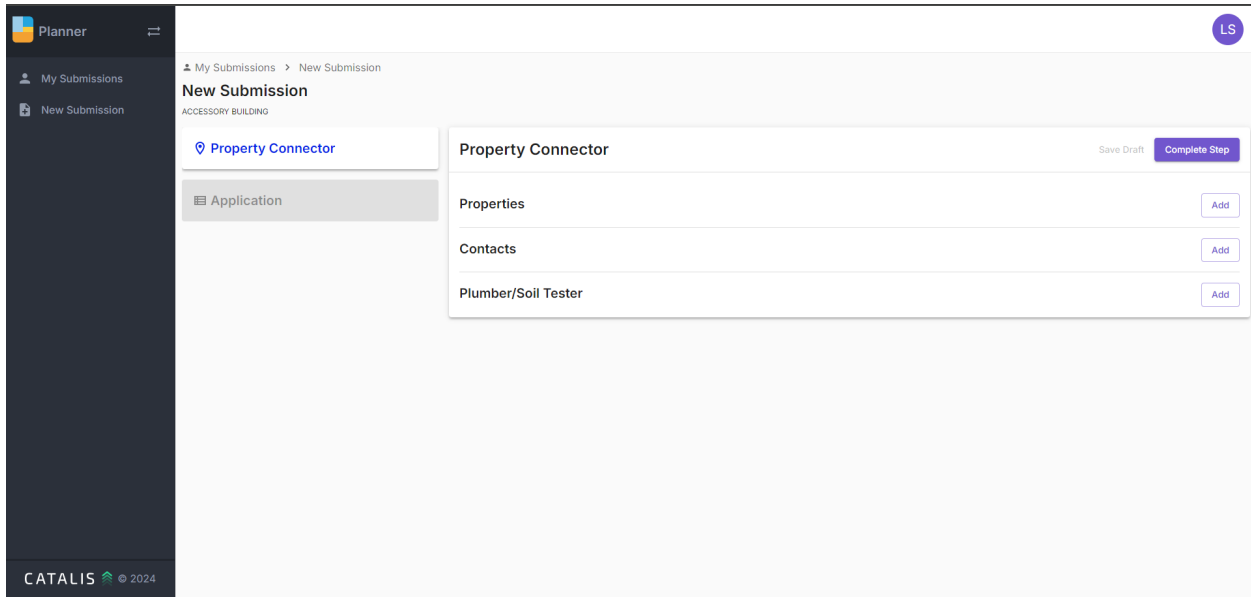
1. Login to the Catalis website. If you haven't done so already, you must create an account.
2. Below is what your screen should look like after you have logged in. You must then click **New Submission** on the left-hand side.



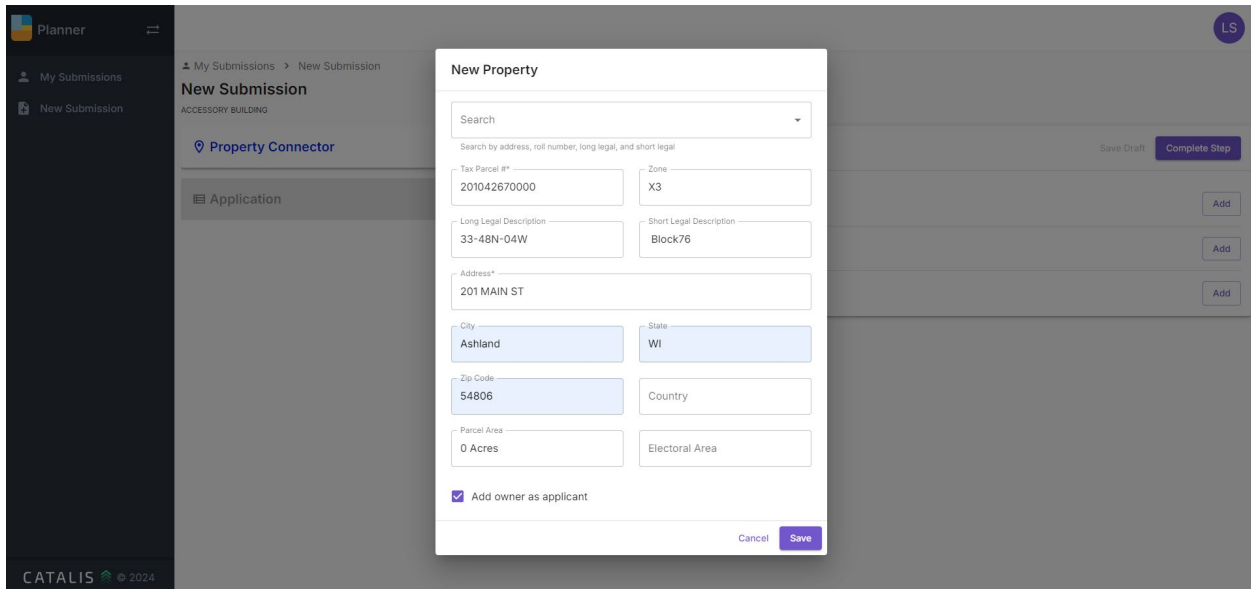
3. Click **start** to begin the application process.



- The first step in the application process will be to add in where your property is located. Click **Add** next to the **Properties** tab.



- Fill in the property information in the search box. You may search by *address*, *parcel id number*, or *legal description*. Click save and then complete step.



6. Fill out the application section.

Planner

My Submissions

New Submission

My Submissions > 103

103

ACCESSORY BUILDING

Property Connector

Application

Payment Step

Cancel Submission

Save Draft Complete Step

Application

Additional Property Information

Town/City: City of Ashland Lot

Subdivision: Vaughns Division Acres

Application

Structure Type: New Basement: No

Construction Type: Stick-built Structure Use: Storage

Sanitary

Supporting Documents

7. The plot plan is required. You will need to scan the plot plan and upload it to the site. You may also add any other supporting documents.

Planner

My Submissions

New Submission

My Submissions > 103

103

ACCESSORY BUILDING

Property Connector

Application

Payment Step

Cancel Submission

Save Draft Complete Step

Application

Supporting Documents

Plot Plan*

Additional Supporting Documents (Max 10)

Files:

Test Submission - Plot Plan.pdf

Shoreland Declaration

Is your property within 300 feet of a river or stream?*

No my property is NOT within 300 feet of a river or stream

8. Is your property within 300 ft of a river or stream? Is your property on a lake? Answer the Shoreland Declaration accordingly. Sign and date the application. Scroll up to the top of the page and click complete step.

The screenshot shows the 'Planner' application interface. On the left is a dark sidebar with 'My Submissions' and 'New Submission' options. The main content area is titled 'Payment Step'. It contains a 'Shoreland Declaration' section with a dropdown menu set to 'No my property is NOT within 300 feet of a river or stream'. Below this is an 'Applicant Acknowledgement' section with a text area containing a declaration, and two input fields for 'Signature' (filled with 'Lake Superior') and 'Date' (filled with '09/05/2024'). At the bottom, there is a '0 Comments' section with an 'Add a comment' input field. The footer of the application shows 'CATALIS © 2024'.

9. Once you have reached the payment step, the application will need to be reviewed by the Zoning Department. Click submit request.

The screenshot shows the 'Planner' application interface at a later stage. The sidebar remains the same. The main content area now shows 'My Submissions > 103' and 'ACCESSORY BUILDING'. A 'Payment Step' section is highlighted in the sidebar. The main content area features a 'Request a Review' section with a 'Submit Request' button. Above this section is a 'Cancel Submission' button. Below the 'Request a Review' section is a '0 Comments' section with an 'Add a comment' input field. The footer of the application shows 'CATALIS © 2024'.

10. After you have clicked submit request, you will then see that the payment step is in review.

The screenshot shows the 'Planner' application interface. On the left is a dark sidebar with 'My Submissions' and 'New Submission' options. The main content area shows a submission for '103 ACCESSORY BUILDING'. A vertical list on the left includes 'Property Connector' (checked), 'Application' (checked), and 'Payment Step' (active). The 'Payment Step' section displays a message: 'Payment Step step is in review. Your application is under review, we will inform you once it's complete.' There is a 'Cancel Submission' button in the top right and a 'Pay & Complete' button. Below the message is a '0 Comments' section with an 'Add a comment' input field.

11. After the Zoning Department has reviewed, you will receive an email stating that you may now submit payment for the application.

The screenshot shows the 'Planner' application interface. The submission '103 ACCESSORY BUILDING' is now 'Reviewed on September 5, 2024 at 3:23 PM'. The 'Payment Step' section displays a table of fees:

Item	Amount
Accessory Building Fee	\$75.00
Subtotal	\$75.00
Total	\$75.00

Below the table is a 'Payment method' dropdown menu set to 'Pay online'. There is a 'Cancel Submission' button in the top right and a 'Pay & Complete' button. The '0 Comments' section with the 'Add a comment' input field is also present.

12. Choose the type of payment method you would like to submit. There is a **2.99%** convenience fee for using credit cards.

Planner

My Submissions > 103

103
ACCESSORY BUILDING

Property Connector ✓

Application ✓

Payment Step

Payment Step
Reviewed on September 5, 2024 at 3:23 PM

You must complete the payment before you can complete submission.

Item	Amount
Accessory Building Fee	\$75.00
Subtotal	\$75.00
Total	\$75.00

Payment method

- Pay in person
- Pay online
- Pay in person
- Mail in payment

Submit Payment

0 Comments

Add a comment

CATALIS © 2024

13. If you choose to pay online, an orange box at the top will ask if you are sure that you want to continue. Click continue.

Planner

My Submissions > 103

103
ACCESSORY BUILDING

Property Connector ✓

Application ✓

Payment Step

Payment Step
Reviewed on September 5, 2024 at 3:23 PM

Submitting will change the submission's status to pending. Please ensure all data is correct before proceeding. Continue

Item	Amount
Accessory Building Fee	\$75.00
Subtotal	\$75.00
Total	\$75.00

Payment method

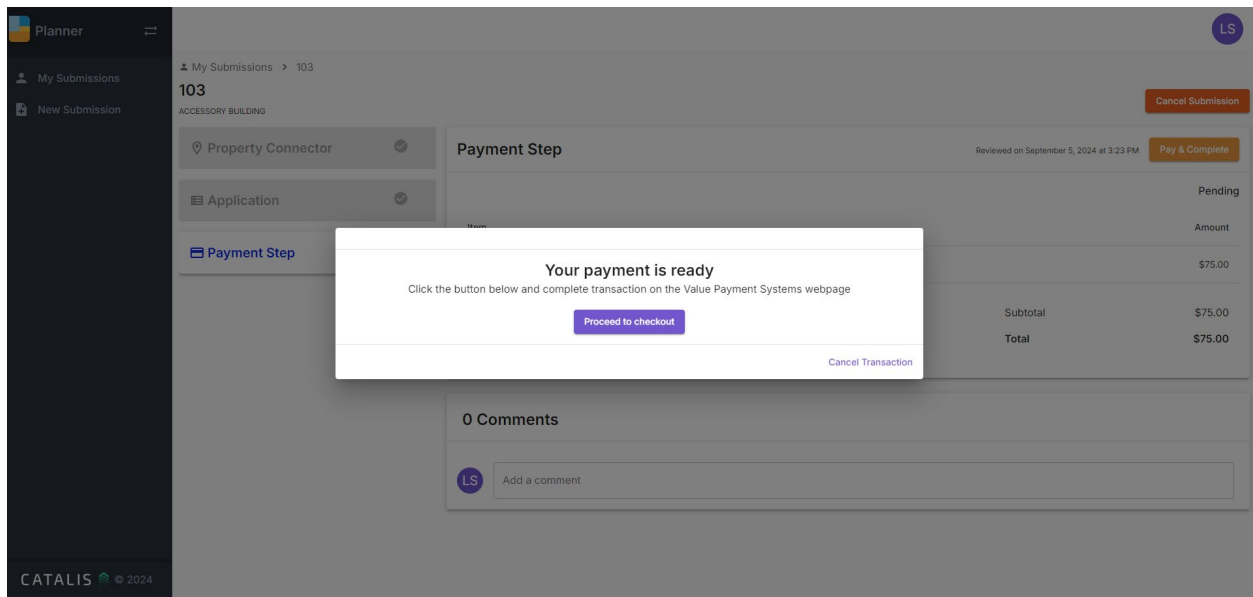
Pay online

0 Comments

Add a comment

CATALIS © 2024

14. Click proceed to checkout.



15. Click what type of credit card you are using and follow the steps. You will then receive an email with confirmation of payment. The money will not be withdrawn from your account for 2-3 business days.

