

New Applications in SmartGov- Portal Directions

1. Create an account on the Teton County SmartGov Website Portal

[Teton County, WY Public Portal \(https://co-teton-wy.smartgovcommunity.com/Public/Home\)](https://co-teton-wy.smartgovcommunity.com/Public/Home).

The screenshot shows the Teton County, WY Public Portal homepage. At the top left is the Teton County Wyoming logo. To the right, there are links for "Sign Up or Log In" and "support:". Below the header, there are four main service tiles: "My Portal" (View your applications and inspection results), "Contact Us" (Request information or report a concern), "Public Notices" (Find and review public notice announcements), and "Parcel Search" (Find and review parcel information). Each tile has a "GO >" button. Below these tiles is a "Welcome to the Teton County, WY Permit Application Portal" section. It includes a brief description of the portal's purpose, contact information for various departments (Planning, Building, Fire/Electrical, Engineering), and important notices regarding application requirements and inspection times.

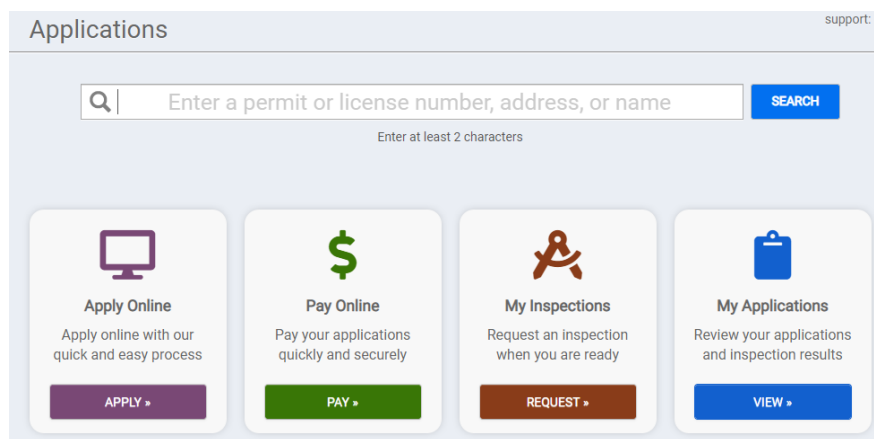
The screenshot shows the "Create a Portal Account" form. At the top, there are three steps: "1 Account", "2 Contact", and "3 Review". The form asks "Do you already have an account? Sign In". It contains three input fields: "Email Address: *" (with a "Valid Email Address" label), "Password: *" (with a "Minimum 8 characters" label), and "Confirm Password: *" (with a "Re-enter password" label). Below these is the "Access Code" section, which states "You must create an access PIN. This must be a 6 digit PIN" and includes a "Code:" input field with a note: "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." At the bottom, there are "CANCEL" and "NEXT >" buttons.

Hint: Once you have created an account you will need to go to your email and verify the account to complete the set up. An Access Code is not required to create your account. Once you get a confirmation email you can click that SmartGov link and sign on with your email address and set password.

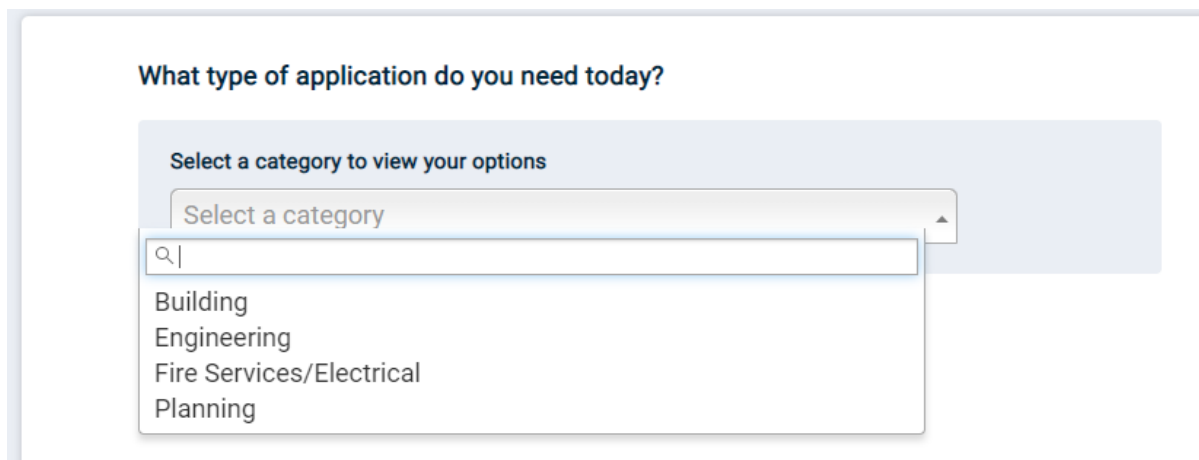
2. Go through the [permit checklist](#) to verify that you have all the required documents and/or prerequisite permits to complete your submission.

Hint: For a building permit application, verify if you need any other supplemental applications such as Grading or a Small Wastewater Facility. If you need to submit one or both child permit applications, double check you have all the additional required documents for these applications as well, and submit them all concurrently.

3. You are now ready to begin preparing your permit application. Go to **My Portal** and select **Apply Online**.
 - a. Hint: You can start drafting applications well before you submit them, and you can access your drafts under “My Applications.”



4. Start by selecting the category for the kind of application you are submitting.



5. Choose from the permit type options in the selected category

Select a category to view your options

Building

- (Re-Roof) If there are structural changes to the roof or a change in pitch and/or height you will need to submit a Misc application.
- Commercial New Construction
- Misc for Projects under 500 sq ft
- Pool or Spa
- Residential New Construction (Includes Remodel and Addition)
- Wireless Facility/Cell Tower
- Commercial Demolition
- Mechanical
- Plumbing
- Residential Demolition
- Solar

Select a category to view your options

Fire Services/Electrical

- Electrical Commercial
- Electrical Residential
- Wildland Urban Interface
- Electrical Low Voltage
- Electrical Temporary Service

Select a category to view your options

Engineering

- Adams Canyon Sewer Connection
- Floodplain Permit
- GEC - Grading & Erosion Control Commercial
- GEC - Grading & Erosion Control Multi Lot Residential (Plan level only)
- GEC - Grading & Erosion Control Permit Revisions
- Small Wastewater Facility Repair
- Bridge Permit
- Floodplain Revisions
- GEC - Grading & Erosion Control Individual Residential
- GEC - Grading & Erosion Control Multi Unit (3+) Residential
- Small Wastewater Facility Commercial
- Small Wastewater Facility Residential

Select a category to view your options

Planning

- Administrative Adjustment
- Appeal of Final Agency Decision
- Basic Use Permit
- Beneficial Use Determination
- Boundary Adjustment Platted
- Boundary Adjustment UnPlatted
- Conditional Use Permit
- Development Option Plan
- Development Plan
- Environmental Analysis
- Exempt Land Division
- Formal Interpretation
- LDR Text Amendment
- Misc Planning Request
- Planned Unit Development
- Pre-Application Conference
- Property with No Address
- Sign
- Sketch Plan
- Special Use
- Subdivision Plat
- Surety Release Request
- TCSPT Easement
- Variance
- Zoning Compliance Verification - Boundary Adjustment
- Zoning Compliance Verification - Environmental Standards
- Zoning Compliance Verification - Minor Deviation
- Zoning Compliance Verification - Property Status
- Zoning Compliance Verification - Visual Resource Analysis
- Zoning Map Amendment

6. Once you have selected the permit you are wishing to complete, follow the steps on the portal to prepare your application.
7. Start with the project location, you can enter via street address or PIDN (parcel #).
 - a. Hint: The street address search is very sensitive. Make sure the street address is entered exactly as it is displayed on the GIS & select from the address options that will drop down. If you type in an address without selecting from the drop down, the system will not let you move forward.

Where is your project located?

I want to enter a parcel # instead.

Address:

150|

150 ALTA NORTH ROAD Teton County, WY 83001

Parcel Number: 22-44-18-20-4-00-006

Primary: Yes Begins: 8/25/2022

150 ALTAMONT ROAD Teton County, WY 83001

Parcel Number: 22-44-18-19-1-03-001

Primary: Yes Begins: 8/25/2022

150 ASPEN DRIVE Jackson, WY 83001

Parcel Number: 22-41-16-33-4-07-003

Primary: Yes Begins: 8/25/2022

150 BUFFALO WAY Jackson, WY 83001

Parcel Number: 22-41-16-32-4-20-002

Primary: No Begins: 8/25/2022

150 CRABTREE LANE Jackson, WY 83001

Parcel Number: 22-41-16-32-4-14-023

Primary: Yes Begins: 8/25/2022

150 E BROADWAY AVENUE Jackson, WY 83001

Parcel Number: 22-41-16-34-2-04-003

Primary: Yes Begins: 8/25/2022

150 E COTTONWOOD DRIVE Teton County, WY 83001

Parcel Number: 22-42-16-34-2-03-013

Primary: Yes Begins: 8/25/2022

150 E EVANS ROAD Teton County, WY 83001

Parcel Number: 22-40-16-33-4-00-015

Primary: Yes Begins: 8/25/2022

150 E HANSEN AVENUE Jackson, WY 83001

Parcel Number: 22-41-16-34-2-21-002

Primary: Yes Begins: 8/25/2022

150 E KARNS AVENUE Jackson, WY 83001

Parcel Number: 22-41-16-34-2-37-002

Primary: Yes Begins: 8/25/2022

8. Enter a Project Name and general description of your project
 - a. Ex) Project Name: Edwards Residence
 - b. Ex) Project Description: Visual Resource Analysis for Edwards Residence
9. Note that required parts of the application have a red asterisk (*) These details or submittals must be addressed in order to submit the application. Please address other details or submittals that are applicable to your project even if they are not marked as required.

▲ Permit Details 🔴 Not Complete

Pre-Application conference number & date (if held)

Accessory Residential Unit *

ARU Occupancy (family, friends, workforce rental, etc.)

Rental Period

10. A document must be uploaded to each required submittal (marked with the *). You can upload multiple documents under one submittal. Please only submit PDF versions of documents, unless there is a specific circumstance requiring another type of document.
11. Once all the required fields are addressed, the option to Submit Application will become available.
 - a. **Hint:** If any of the application sections still say “Not Complete” you will not be able to submit your application.
12. Submit permit application.
 - a. ****Important**** The account that is submitting the application either needs to be in the name of the property owner or an agent with a letter of authorization, hitting “submit” on the digital portal is the equivalent of signing an application.
13. Pay Fees
 - a. Application fees can be paid via credit card on the SmartGov portal (note a 2.5% service fee applies) or payment can be brought to the Planning & Building office.
 - b. Applications that require fees at submittal will not be processed until payment is received.
14. Stay up to date. You can check on the status of your active permits under My Applications. Building Permit Inspections can also be required via your portal account.
 - a. **Hint:** If you have applications that were submitted prior to creating your SmartGov account, call the Planning & Building office to have your portal account linked to your contact.

My Applications

Applications in Progress

No records in the past 365 days. Use the link at the bottom to search for additional applications.

Active

No records

Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

Expired, Delinquent, and Suspended

No records in the past 365 days. Use the link at the bottom to search for additional applications.

[Don't see your application? ▾](#)