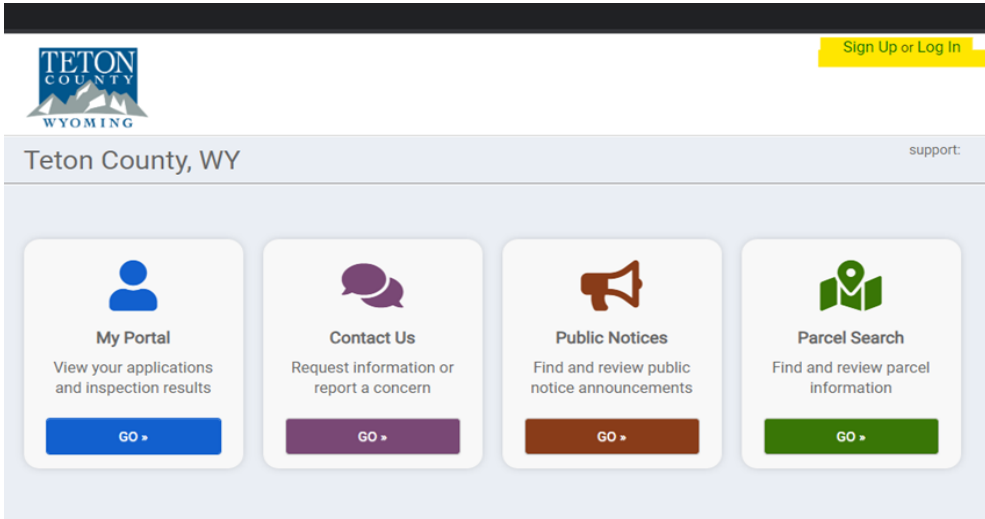
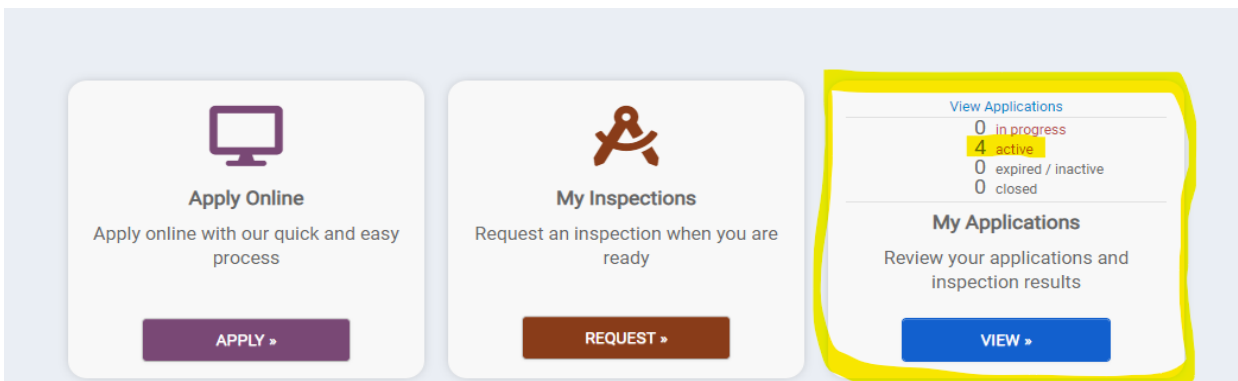


How to Submit Corrections- For Portal Users

- **CORRECTIONS ARE FOR PERMITS IN PLAN CHECK AND SPECIFICALLY REQUESTED BY THE PLANNING, BUILDING, OR ENGINEERING DEPARTMENT. NOT AN ALREADY ISSUED PERMIT.**
- **Call the Permit Tech to open a spot in your portal for uploading CORRECTIONS. Once this is done you can proceed to the next steps.**
- Go to <https://co-teton-wy.smartgovcommunity.com/Public/Home>
- Sign into your account or if you do not have an account, click sign up in the upper right-hand corner.
 - You **do not** need an access code to create your account.



- Once you are logged in and/ or got access to your permit, click the blue go button for “My Applications.”
 - if you create an account and don't see your application listed. Call us and we can give you the access code and walk you through how to connect your permit.



- Next, click on the permit number you want to submit your corrections to.

Active				
▲ 1 record				
Permits				
Permit / Reference #	Address	Submitted	Expires	Status
BDR2023-0018 / REFERENCE-23-0122 Residential New Construction (Includes Remodel and Addition)	1470 ALTA NORTH ROAD	2/16/2023	2/13/2024	Issued


- Scroll down until you see “Permit Submittals.”

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

i Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you've included all the information requested. Follow the link provided on the submittal name if you need additional information.

* Required for Application

 Required before permit can be closed

Submittal Name	Received	Version	Status
Corrections *	--	1	Pending 

- Click the **0 files** button and begin uploading your correction documents. Once you are done, email the person who has requested the corrections and let them know they are uploaded and can be reviewed. We have no way of knowing when people are done uploading so it's very important to let us know when you are done uploading everything.
- You may also email the permit technician to let them know you are done uploading. tpayton@tetoncountywy.gov
- If you have any questions, please call 307-733-3959.