

Sidewalk Use Permit Electronic Submittal Instructions

To access the Permitting Portal, you must use Firefox, Chrome, or Internet Explorer

Microsoft Edge is not compatible with the Permitting Portal

Download Firefox <https://www.mozilla.org/en-US/firefox/new/Download>

Chrome <https://www.google.com/chrome/>

1. Go to <https://cmms.delawareohio.net/Permits> and Log In
Hint: Your username is the email address you used to register with the site



Log In

Don't have an account? [Sign Up](#)

Username

Password

[Log In](#)

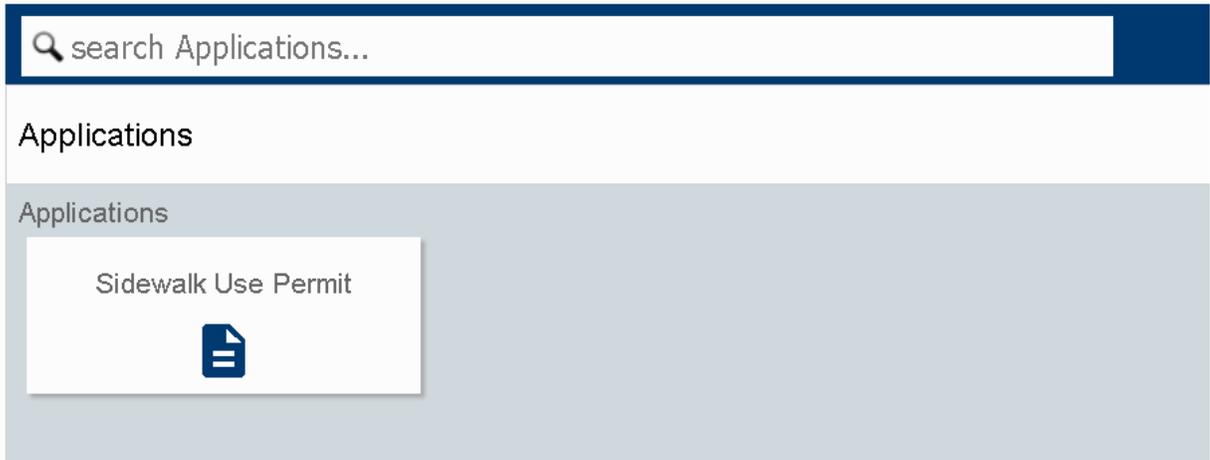
[Forgot Password?](#)

5.0-Release

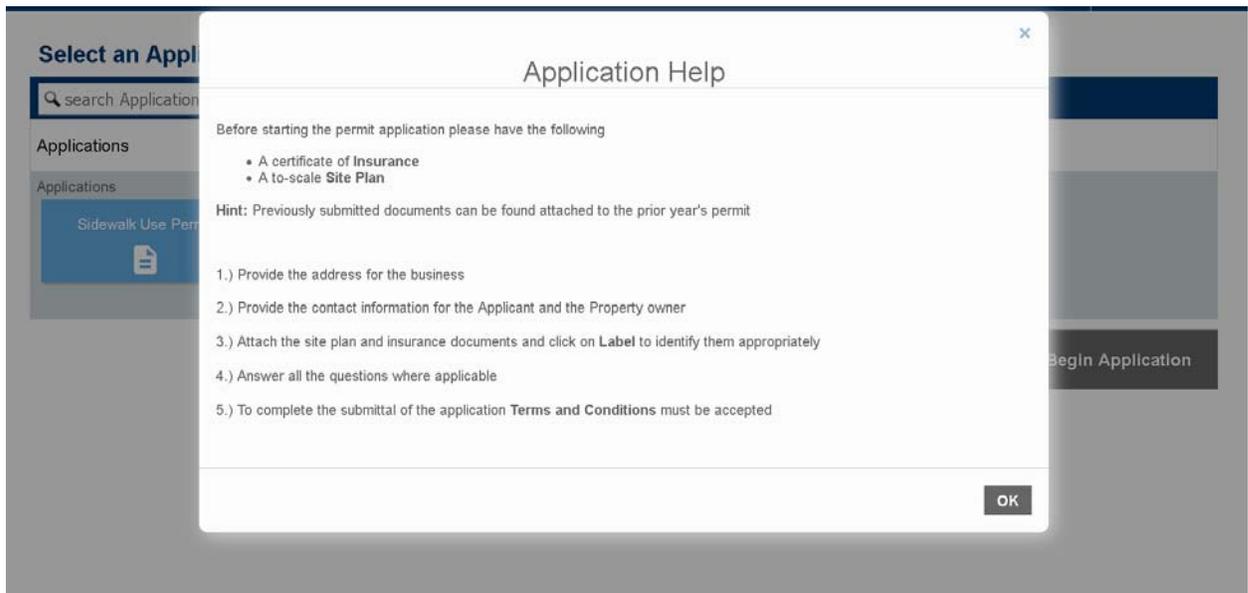
2. Click on "Create application"
3. Select "Sidewalk Use Permit"



Select an Application



4. Directions will Pop-up Once you have read them Click OK



Begin Application

5. Click begin application
6. Main
 - a. Leave the Description field blank
 - b. Type the address in the address field then choose the correct suggestion
 - c. click next

1 Main

Description

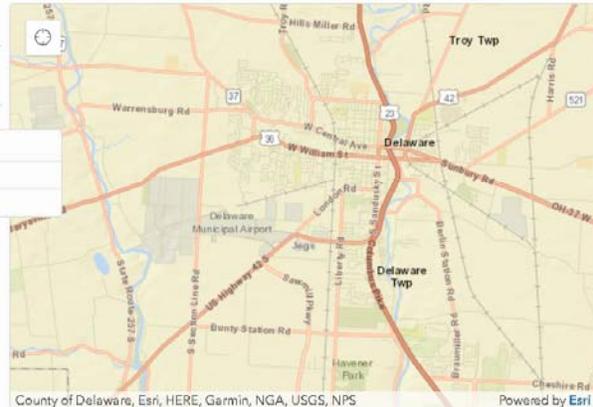
Address

1 s sandusky |

Suggestions...

1 S SANDUSKY ST, DELAWARE, OH, 43015

1 N SANDUSKY ST, DELAWARE, OH, 43015



Cancel Clear Next

7. People

- a. In Applicant panel, Click "Use My Info"

Applicant [more....](#)

Use My Information

Name

Rachel Hostetler

Address Line1

1 S Sandusky St

City Name

Delaware

State

OH

Zip Code

43015

Phone (Home)

000-000-0000

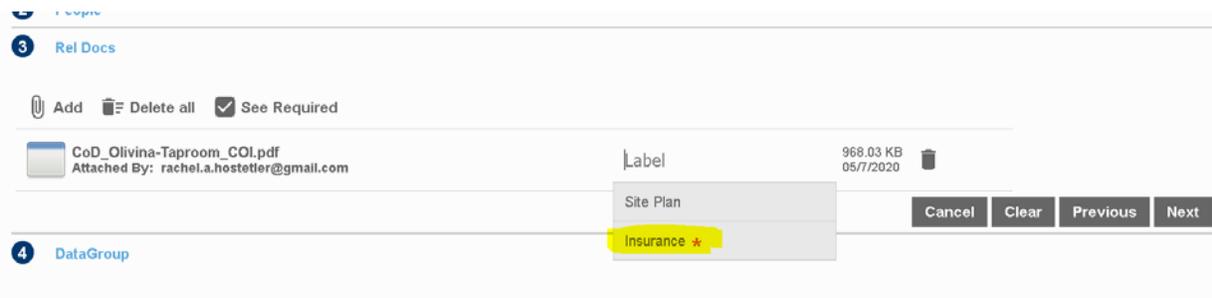
Phone (Mobile)

Email

email@email.com|

Comment

- b. In the Property Owner panel, enter the property owner's information
 - c. Click Next
8. Documents
- a. Click on Add Attachments, and browse to the location you saved your required documents, or drag and drop your Attachments
 - b. Attachments can only be in PDF format
 - c. Identify your Attachments by clicking on Label and choosing the correct description



HINT: Insurance is required for all permits; **Site Plans** are required for **new** permits and renewals **with changes**.

- d. Click Next
9. Fill out the Case Data and click Submit
10. Terms and Conditions – You must accept the Terms and Conditions to finish submitting your application. Your permit will not be processed if you decline the Terms and Conditions