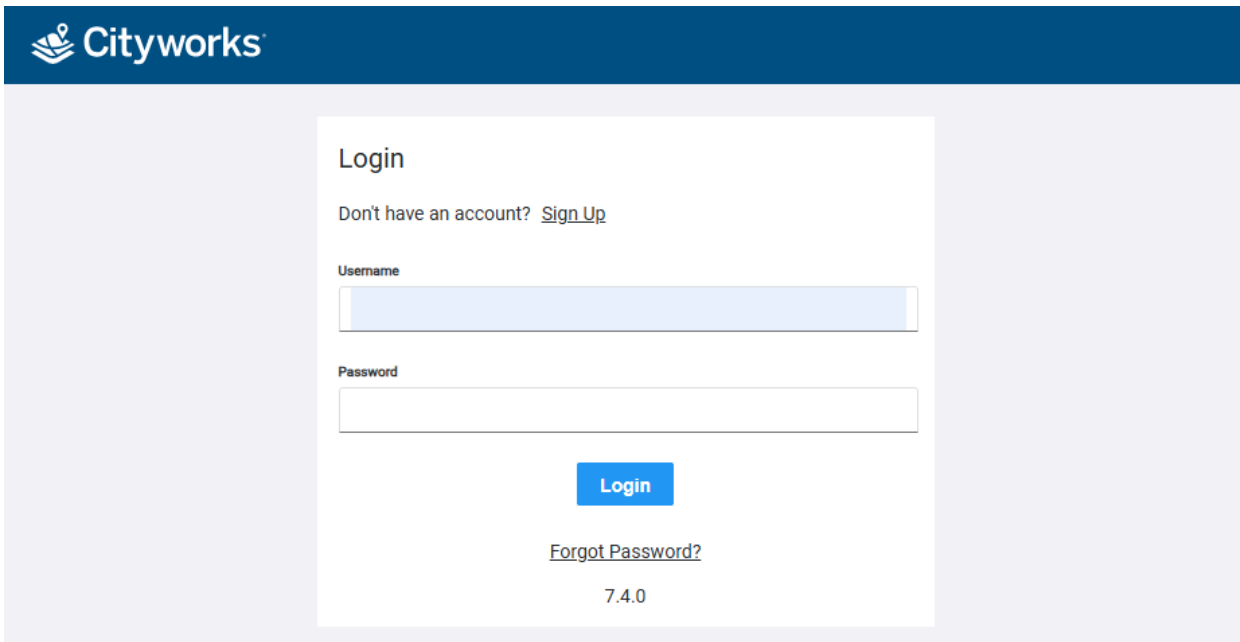


The City's online permitting portal can be linked from the City website or accessed directly at <https://cmms.delawareohio.net/Permits/>

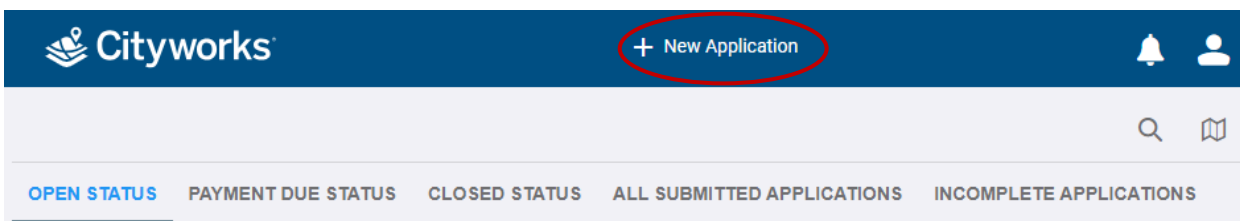
PERMIT SUBMITTAL PROCESS

1. Create an account (or login to an existing account)



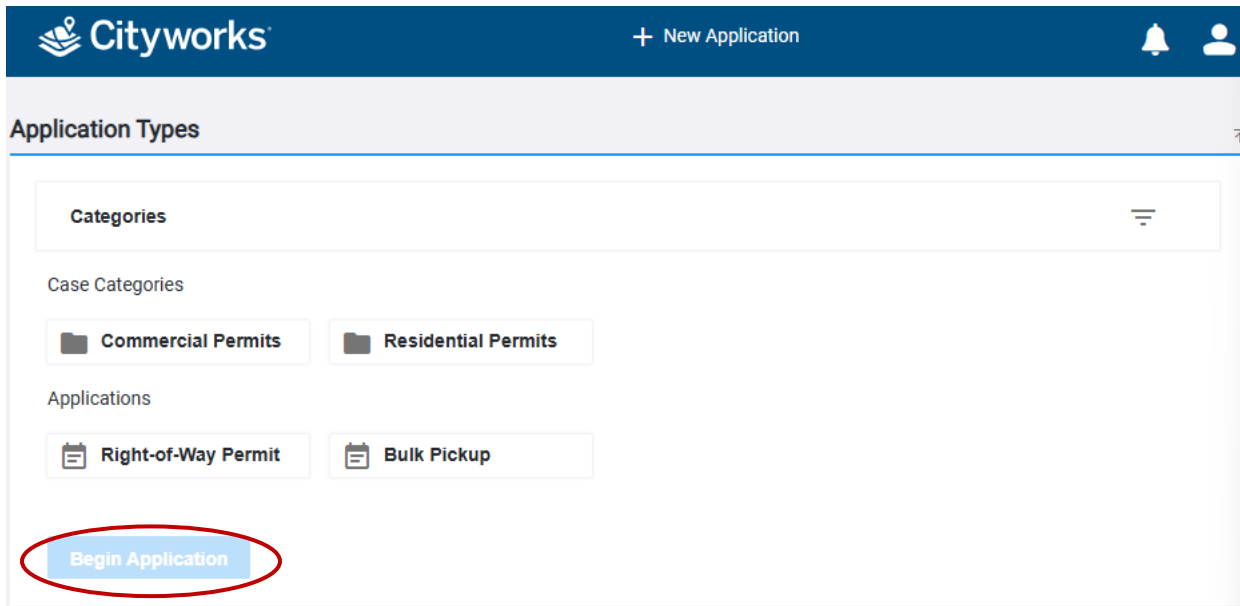
The screenshot shows the Cityworks login interface. At the top left is the Cityworks logo. The main content area is titled "Login". Below the title, there is a link: "Don't have an account? [Sign Up](#)". There are two input fields: "Username" and "Password". Below the password field is a blue "Login" button. At the bottom of the login form is a link: "[Forgot Password?](#)". The version number "7.4.0" is displayed at the bottom of the form.

2. Select "New Application"



The screenshot shows the Cityworks dashboard navigation bar. At the top left is the Cityworks logo. In the center, there is a blue button with a plus sign and the text "+ New Application", which is circled in red. To the right of the button are icons for a notification bell and a user profile. Below the navigation bar is a search icon and a book icon. At the bottom of the navigation bar are several menu items: "OPEN STATUS", "PAYMENT DUE STATUS", "CLOSED STATUS", "ALL SUBMITTED APPLICATIONS", and "INCOMPLETE APPLICATIONS".

3. Select the appropriate application type



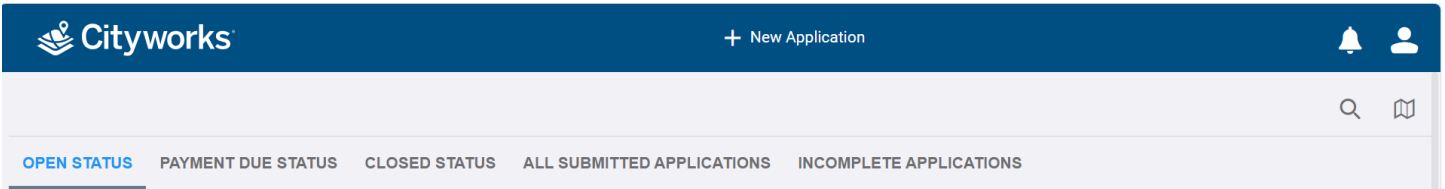
a. You may need to close out of a pop-up to be able to click “Begin Application”

4. Fill out all required fields and upload any required documents.

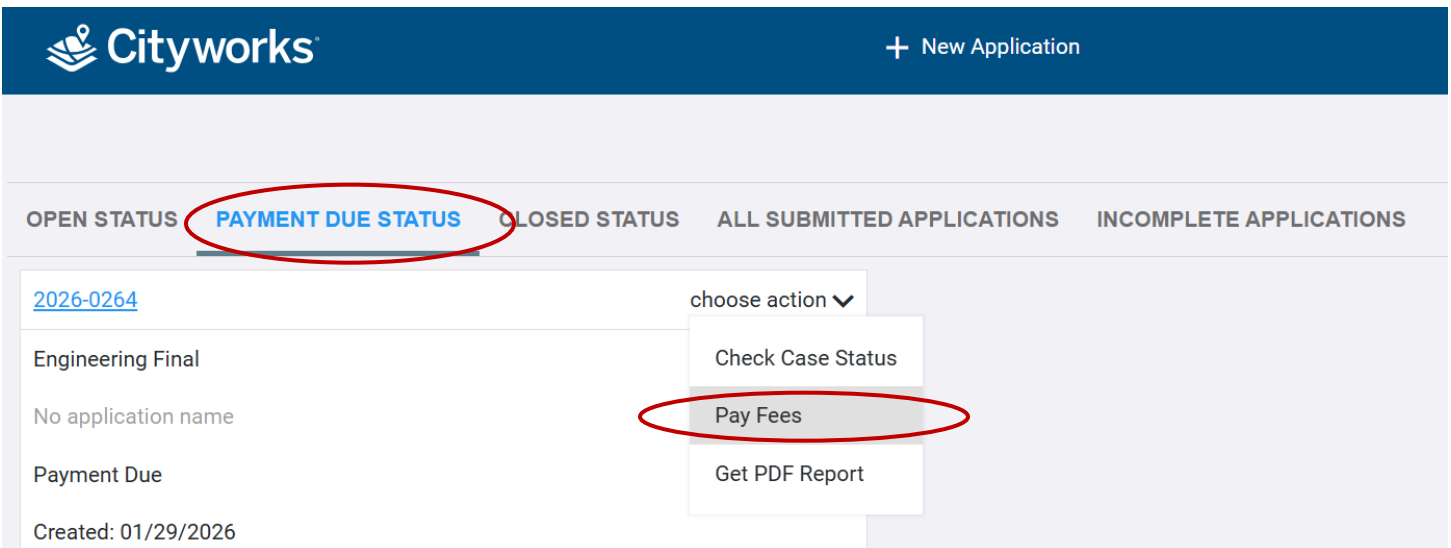
5. Click “Submit”.

CHECK PERMIT STATUS AND PAY FEES

1. Log in to the online portal to view the status of all permit applications, pay fees, and to continue incomplete applications.



2. To view all permits with payments due, click "Payment Due Status". To pay fees, click "choose action" then "Pay Fees"



3. After clicking “Pay Fees”, all fees and prior payments can be seen. To pay the amount due, review and accept the terms and conditions and click “Pay Now”

Cityworks + New Application

Fees

Fee	Waived	Amount	Amount Paid	Amount Due
Plan Review ENG		\$20,250.00	\$11,250.00	\$9,000.00
Total:		\$20,250.00	\$11,250.00	\$9,000.00

Payment Amount: \$9,000.00

Accept payment terms and conditions

Xpress Bill Pay

Pay Now

4. Select the payment method and follow the prompts to process payment.

City of Delaware
1 South Sandusky Street
Delaware, OH 43015
(740) 203-1600

Cart

E-PLANRV: 2026-0264	\$9,000.00
Total Payable Amount	\$9,000.00

Please select a pay method

Powered By: **xpress** BILL PAY