

New User Permit Step-by-Step Instructions

To start, go to www.brentwoodmo.org. Scroll down on main page.

To Set up Account and Apply for a Permit

- 1) Select **Forms and Permits**
- 2) Upper right corner Select **Create Account**
- 3) **Request Access**/or **Click on Brentwood Icon** upper left corner, then **Make New Request** – Green Button upper left-hand corner
- 4) Select **Business License Type**
- 5) Complete the Application and Submit

To return to your account and bypass the city website, go to web.mygov.us

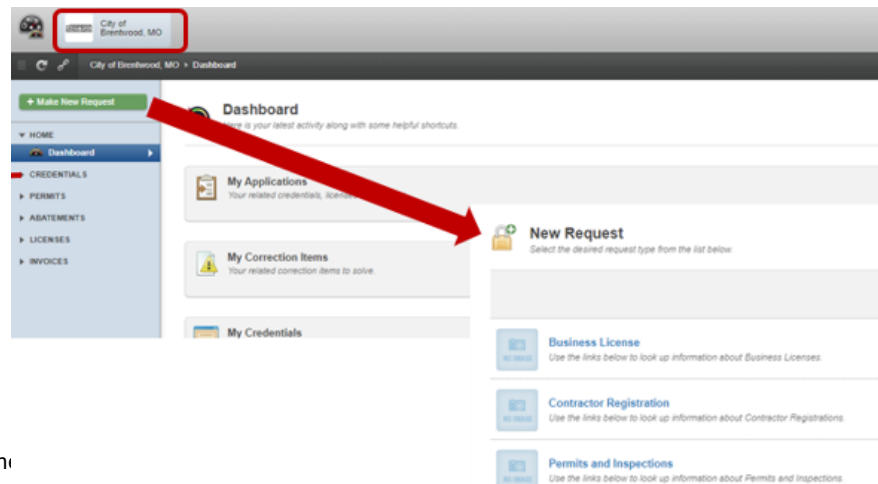
Step 1



Step 2

A screenshot of the 'New Collaborator Account' form on the City of Brentwood website. A large red arrow points from the 'FORMS & PERMITS' button in Step 1 to this form. The form includes fields for 'First Name', 'Last Name', 'Email', and 'Password', each with a required field asterisk. Below the fields is a checkbox for 'I have read and agree with the Terms of Service' and a 'Validate Email' button. At the bottom, there is a 'Login as Collaborator' link.

Step 3



*Contractor license is a requirement for Homeowner/Property Manager/Resident. Contractor is an option if you are not a contractor.