

**** COVID-19 ****
SAFETY MEASURES
in place per CDC & OSHA guidelines

BUILDING PERMIT INSTRUCTIONS

The Town of Munster Community Development Office is not open to the public, but business can still take place.

TO FILE A BUILDING PERMIT APPLICATION

ONLINE:

1. **Download application at this webpage**
<https://www.munster.org/egov/apps/document/center.egov?view=item;id=185&fDD=-0>
2. **Submit completed applications with supporting documents by email to**
communitydevelopment@munster.org . – Supporting documents may include project plans, proposal, or contract.

BY PAPER:

1. **Download and print application from this webpage**
<https://www.munster.org/egov/apps/document/center.egov?view=item;id=185&fDD=-0>
2. **Attach supporting documents to completed application** – Supporting documents may include project plans, proposal, or contract.
3. **Submit complete application**
Place application with all attachments in a single envelope and deposit the envelope in the large red drop box located in the Town Hall parking lot.

The Town will review the application. Upon completion of review, applicant will be notified by email or phone of approval or denial and cost of the permit.

TO PAY FOR A BUILDING PERMIT

ONLINE:

Payments will be accepted through <https://paygov.us/>
See next page for detailed instructions.

BY PAPER:

Payments may be left in the large red drop box located in the Town Hall parking lot. Please include the following information with payment: applicant's name, permit number, and project address.

Upon payment being processed, the permit will be active. You may proceed with the project at this time. The Building Department will mail you the hard copy of the permit.

ONLINE BUILDING PERMIT PAYMENT INSTRUCTIONS

Note: At this time only credit card payments can be accepted online.

During the COVID-19 restrictions, fees for building permits, plan reviews and other fees associated with the Building and Community Development Department can be paid online through <https://paygov.us/>. This platform is normally used for water utility payments and the language on the site reflects that. Please know that your payment will be correctly posted to your Building Department transaction.

To make your payment, you will need the following information:

- The address of the building project (called the “Service Address”)
- The permit number (called the “Account Number”)
- The total permit fee
- A credit card

The permit number and the total permit fee will be provided to you by the Building Department in an email or telephone call informing you that your permit has been approved and ready to be paid for.

Note a 3% processing fee will be automatically added at the time of payment.

If you have questions about your permit or the information needed, please call 219-836-6990.

1. Visit <https://pay.paygov.us/EndUser/LocationCode.aspx>
2. and select “Make Payment” OR go to <https://pay.paygov.us/EndUser/LocationCode.aspx>



The screenshot shows the PayGov.US website interface. At the top, there is a navigation bar with 'Home' and 'Receipt lookup' links. Below this is a 'SELECT LOCATION' section. It features a 'Location Code' field with the value '3141' and an 'OR:' label. To the right, there are three dropdown menus: 'State' (set to 'Select State'), 'Jurisdiction Name' (set to 'Town of Munster'), and 'Transaction' (set to 'Town of Munster - Utility'). A blue 'Make A Payment' button is positioned below the dropdowns. At the bottom of the form, a note reads: 'If you do not see your state or jurisdiction, please call PayGov at: (866) 480-8552'.

3. Enter the Location Code: 3141 or search for Town of Munster and click “Make a Payment.”




4. On the next screen, complete the required fields.

- A. Under “Account Number,” enter your building permit number.
- B. Under “Purpose of Payment,” enter Permit, Plan Commission, or BZA.
- C. Under “Service Address,” enter the address where the work will be performed.


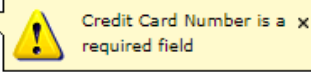
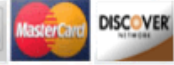
INDIANA-TOWN OF MUNSTER - TOWN OF MUNSTER - UTILITY

Welcome to the Town of Munster! For questions regarding your bill, call the Town of Munster Water Billing at 219-836-6949. Our Of Friday 7:30 am-4:30pm. PLC# 3141

CUSTOMER ACCOUNT INFORMATION:

Account Number (Do NOT include Dashes)	<input type="text"/>	 <u>BUILDING PERMIT NUMBER</u>
Purpose of Payment	<input type="text"/>	 <u>PERMIT, PLAN COMMISSION, OR BZA</u>
Name of Payer (Person owing the obligation)	<input type="text"/>	
Service Address	<input type="text"/>	 <u>PROJECT ADDRESS</u>
Daytime Phone Number (including dashes, ie 123-456-7890)	<input type="text"/>	

PAYMENT INFORMATION:

Payment Type:	<input type="text" value="Credit Card"/>		 <u>THE 3% FEE WILL BE SHOWN HERE</u>
Cardholder Phone:	<input type="text"/>	Email:	<input type="text"/>
Payment Amount:	<input type="text"/>	Fee Amount: \$0.00 Total Amount: \$0.00	
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="AK"/>	Zip/Postal Code:	<input type="text"/>
Card Number:	<input type="text"/>		
Expiration:	<input type="text"/>	<input type="text" value="2020"/>	

[Terms and conditions](#)

5. Print receipt for your records.