



Creating a Sub Permit Application using the Self Service Portal

<https://barrowcountyga-energovweb.tylerhost.net/apps/selfservice#/>

For assistance, please call 770-307-3021



Beginning **August 26, 2025**, sub permit applications should be created using the Barrow County Citizen Self Service Portal.

Steps to create a Sub Permit Application:

1. Login	5. Click Sub-Records
2. Choose Search on the menu	6. Click Apply on the desired sub permit
3. Enter the Master Permit Number , click Search	7. Proceed through the application process and submit
4. Select the Master Permit Number from the Search Result	

The screenshot illustrates the six steps to create a sub permit application:

- 1**: Click the **Login or Register** link on the homepage.
- 2**: Click the **Search** link on the top navigation bar.
- 3**: Enter the **Master Permit Number** (e.g., CNB0925-00002) in the search bar and click **Search**.
- 4**: Select the **Master Permit Number** (e.g., CNB0925-00002) from the search results.
- 5**: Click the **Sub-Records** link.
- 6**: Click the **Apply** button for the desired sub permit type (e.g., Electrical, HVAC, Plumbing).

Below the sub-records table, there are three "Apply" buttons: **Electrical**, **HVAC**, and **Plumbing**.