

# Creating a Sub Permit Application using the Self Service Portal

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



The screenshot illustrates the process of creating a sub permit application through the Barrow County Citizen Self Service Portal. The steps are numbered 1 through 7, corresponding to the instructions in the table above.

- Login or Register:** The user is directed to the 'Login or Register' link on the portal's main menu.
- Search:** The user navigates to the 'Search' option in the top navigation bar.
- Search Results:** The user enters the 'Master Permit Number' (CNCB0925-00002) and clicks 'Search'.
- Select Master Permit Number:** The user selects the Master Permit Number from the search results.
- Sub-Records:** The user clicks on the 'Sub-Records' tab in the 'Public Information' section.
- Apply:** The user clicks the 'Apply' button for the desired sub permit (Electrical, HVAC, or Plumbing).
- Proceed through the application process and submit:** The user proceeds through the application process and submits the sub permit application.