



Create an Application using the Self Service Portal

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

For assistance, please call 770-307-3021



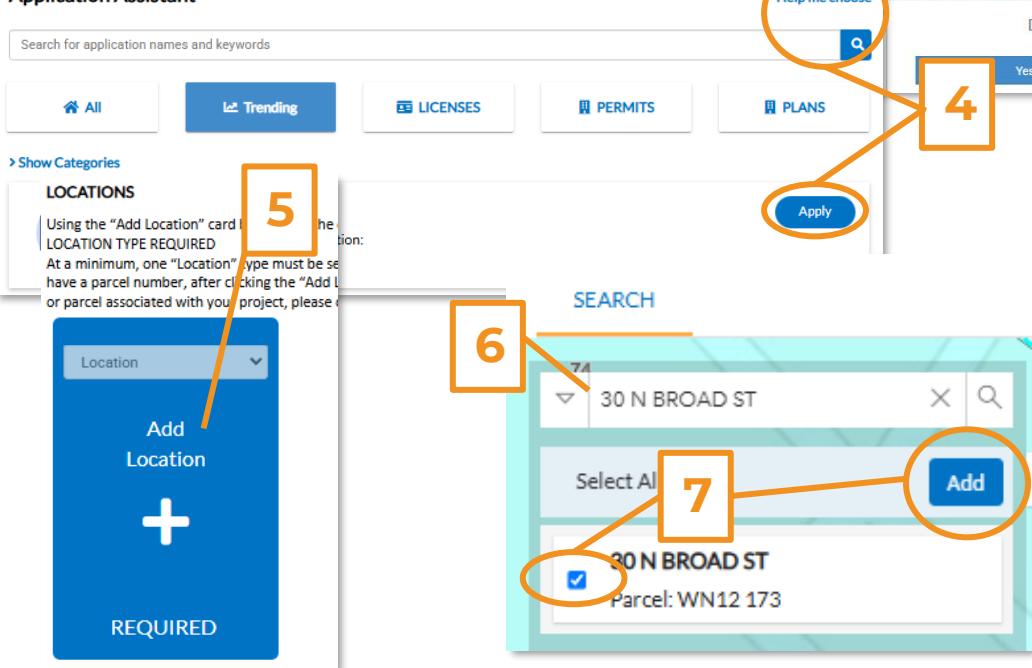
Beginning **August 26, 2025** applications should be submitted using the Barrow County Citizen Self Service Portal.

Please note during the submittal process:

- The **Save Draft** button can be used to come back to the application at any point in time. Please note, staff cannot see in draft applications.
- The **Create Template** button could be used for those completing permit applications that follow the same specs.

Steps 1-8 to create an application:

1. Login	5. Click Add Location to add the address location(s) for the application
2. Choose Apply on the menu	6. Search for the address . <i>Please note less is more when searching and street types are abbreviated (for example Street = St).</i>
3. Select Yes , if you need help getting started with application prompts, otherwise select No	7. Select the checkbox and select Add when the address is located. <i>Please note some applications allow for manual entry of addresses, only use that for vacant pieces of property with unassigned addresses.</i>
4. Find or search for the application name, select Apply on the desired application. Application prompts are also in the help me choose link.	8. Add additional addresses as applicable, otherwise select Next .





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Steps 9-14 to create an application:

9. On the **Type** page, enter any pertinent details for your project or application. Click **Next**
10. On the **Contacts** Page, select the blue card (without the dropdown) to add a contact that fits the requirements.
11. Use the **Search** to find your name completed when registering. You can also **Search** for other contacts if they've done business with the county previously. There is also a star to add searched contact(s) to your **Favorites**. Alternatively, you can enter a new contact via **Enter Manually**. Select the **Add** button when the contact is located or entered.
12. Repeat step 10/11 for each applicable contact. *Please note you can add contacts that are not listed by clicking the blue card to the right (with the dropdown) and selecting the contact type.*
13. Click **Next**.
14. Enter all details in the fields for your application in the **More Info** Page. Click **Next** when completed.

PERMIT DETAILS

In the blank field below please enter the total square footage and valuation of the project. Please do not use a comma punctuation mark when entering valuation. Note: Fields with an asterisk(*) are required.

* Permit Type: HVAC

Description:

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Search:

Favorite	First Name	Last Name	Address	Company	Email	Action
	<input type="text"/>	<input type="text"/>	30 N Broad Street Winder, GA 30680	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Results per page: 10 1-1 of 1

Sort: Relevance

Applies to:

Applicant 30 N Broad Street, Winder, GA, 30680	Property Owner 30 N Broad Street, Winder, GA, 30680
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CONTACTS

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played below must be provided. Please perform a search first to find your contact, if you are unable to locate the required contacts, Add Contact* card, click the Enter Manually tab to create the new contact.

JRE SUBMISSIONS... Add Contact* card, you can search for your contacts which you regularly reference and click the star located to the left of their name. It will be displayed under the My Favorites tab.

Applicant <input type="button" value="Add Contact"/>	Property Owner <input type="button" value="Add Contact"/>	Applicant <input type="button" value="Add Contact"/>
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Apply for Permit - HVAC

Locales:

MORE INFO

Please provide additional details about your project below. Note: Fields with an asterisk(*) are required.

Permit Information

*Property Type:

*Is the homeowner doing the work?

*Scope of Work:

*Type of System:

Any Additional HVAC Systems?

*Should this be attached to a Master Permit?

*Master Permit Number:

*Will you be using 3rd Party Inspection Services?

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Steps 15-19 to create an application:

15.	On the Attachments page, select the blue card to add through file explorer a document that fits the requirements <i>OR</i> drag and drop a document into that card.	18.	Review your submittal and click Submit when verified all information is correct. Go back through the pages if the submittal needs to be updated.
16.	Repeat step 15 for each required document type. <i>Add additional documentation that may not be required by clicking the blue card with the dropdown, selecting the applicable type and using the same procedure as in step 15.</i> Click Next .	19.	Your application was successfully submitted. <i>If a sub permit is needed to be pulled click Continue to Permit, and in the available actions click Sub-Records to apply.</i>
17.	On the Signature page, type your name acknowledging the submittal is true and correct. Either toggle to enable type signature or manually draw your signature. Click Next .	You can review the status of your application at any point in time by going to the Dashboard when logged in and viewing your record.	

Attachments

PLAN FILE
Before plan
Unnecessary
Files attach
Reduce the
Remove an
if a file's size
Documents uploaded
cannot have the same file name, if you see the message "File already exists," please rename one of the files and attempt to upload the file again.

15

Driver's License
Add Attachment
+
Supported: pdf,jpg,png,jpeg,tiff
REQUIRED

Select Type
Select Type
Additional Files
Current Business License
Driver's License
State License
text,dwg,zip,csv,rtf,def...

Apply for Permit - HVAC

Locations Type Contacts More Info Attachments Signature Review and Submit

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SIGNATURE
I hereby declare under penalty of perjury that the foregoing is true and correct.

* Please type your name as consent to electronically sign this application.

Enable Type Signature
October 10 2025
X Draw Signature Here

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Submit

Your application was successfully submitted!

Home Dashboard Forms & Information Apply Fire Marshal Applications My Work Map Pay Invoices

Permit Number: HVAC1025-00077

Permit Details | Tab Elements | Main Menu

Type: HVAC Status: Submitted - Online Project Name:

Applied Date: 10/10/2025 Issue Date:

District: Barrow County Assigned To:

Finalized Date:

Description:

Summary Locations Fees Inspections Attachments Contacts Sub Records More Info

Progress 0% Completed
0% In Progress
0% Not Started

Workflow

Available Actions

○ Confirm Application Complete
○ Confirm Fees Paid
○ Issue Permit
○ Final HVAC
○ Close Case

No Actions