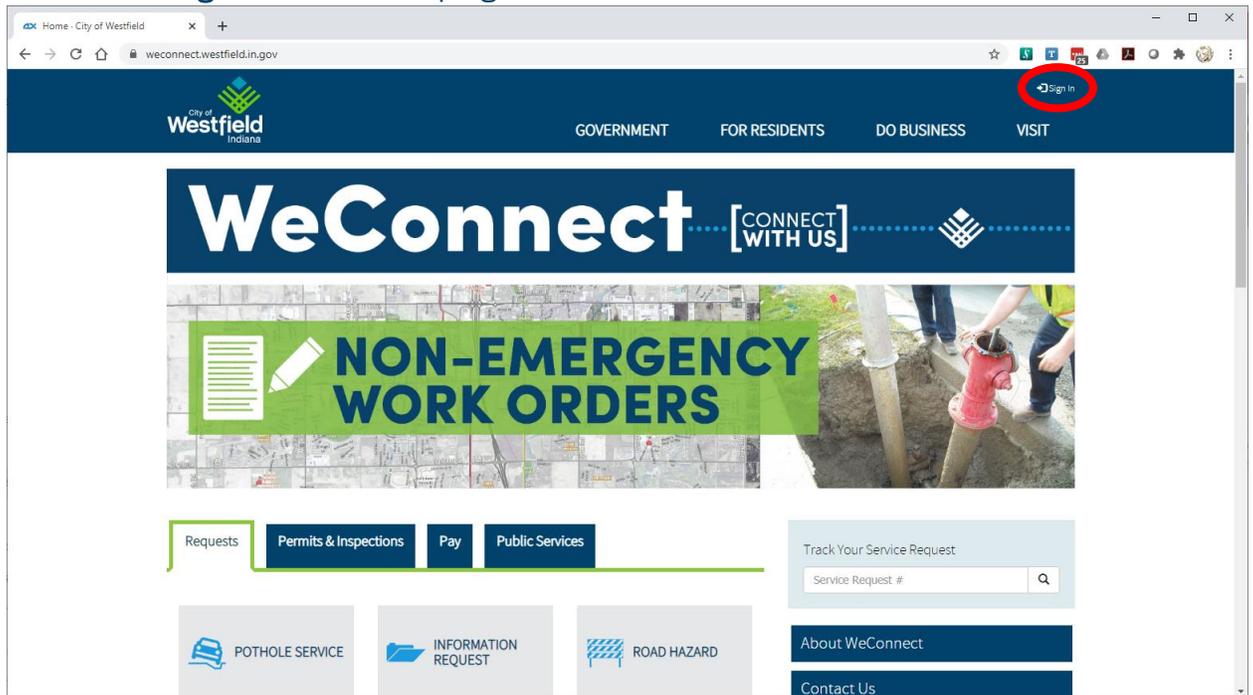


BUILDING PERMIT SOP

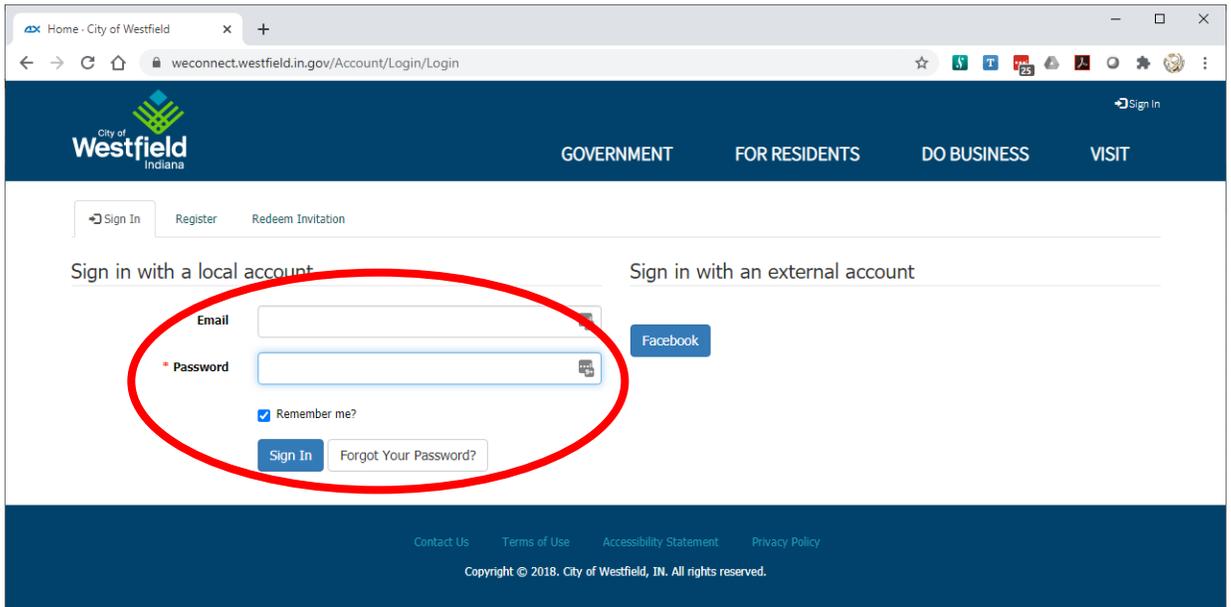
The following is a guide to submitting a building permit application to the City of Westfield, Indiana. Once you have completed the application it will be reviewed by City staff within 10 business days.

Sign in or create an account

1. Open a web browser
2. Navigate to <https://weconnect.westfield.in.gov>
3. Click on the **Sign In** link in the top right corner

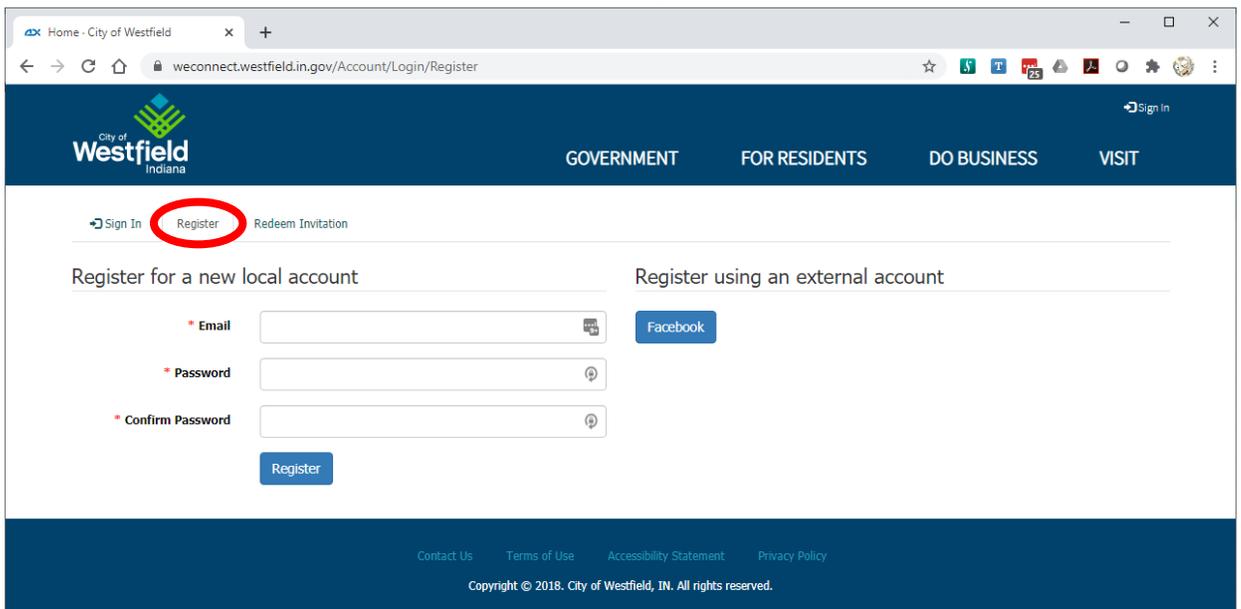


4. If you have an account, enter your email and password



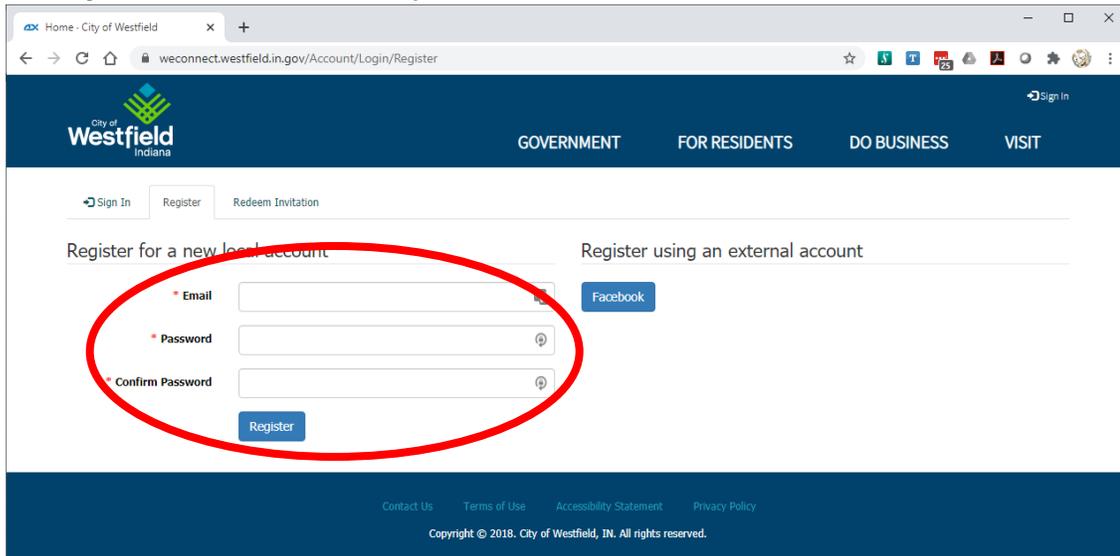
The screenshot shows the login page for the City of Westfield. The browser address bar displays "weconnect.westfield.in.gov/Account/Login/Login". The page features a navigation menu with "GOVERNMENT", "FOR RESIDENTS", "DO BUSINESS", and "VISIT". Below the navigation, there are tabs for "Sign In", "Register", and "Redeem Invitation". The "Sign In" tab is selected. The main content area is divided into "Sign in with a local account" and "Sign in with an external account". Under "Sign in with a local account", there are input fields for "Email" and "Password", a "Remember me?" checkbox, and "Sign In" and "Forgot Your Password?" buttons. A red circle highlights the "Email" and "Password" input fields. A "Facebook" button is also visible under the "Sign in with an external account" section. The footer contains links for "Contact Us", "Terms of Use", "Accessibility Statement", and "Privacy Policy", along with a copyright notice: "Copyright © 2018. City of Westfield, IN. All rights reserved."

5. If you need to create an account, click on the Register tab at the top



The screenshot shows the registration page for the City of Westfield. The browser address bar displays "weconnect.westfield.in.gov/Account/Login/Register". The page features a navigation menu with "GOVERNMENT", "FOR RESIDENTS", "DO BUSINESS", and "VISIT". Below the navigation, there are tabs for "Sign In", "Register", and "Redeem Invitation". The "Register" tab is selected and highlighted with a red circle. The main content area is divided into "Register for a new local account" and "Register using an external account". Under "Register for a new local account", there are input fields for "Email", "Password", and "Confirm Password", and a "Register" button. A "Facebook" button is also visible under the "Register using an external account" section. The footer contains links for "Contact Us", "Terms of Use", "Accessibility Statement", and "Privacy Policy", along with a copyright notice: "Copyright © 2018. City of Westfield, IN. All rights reserved."

6. Enter your email and create a password for the WeConnect site



Home - City of Westfield
weconnect.westfield.in.gov/Account/Login/Register

City of Westfield Indiana

GOVERNMENT FOR RESIDENTS DO BUSINESS VISIT

Sign In Register Redeem Invitation

Register for a new local account Register using an external account

* Email Facebook

* Password

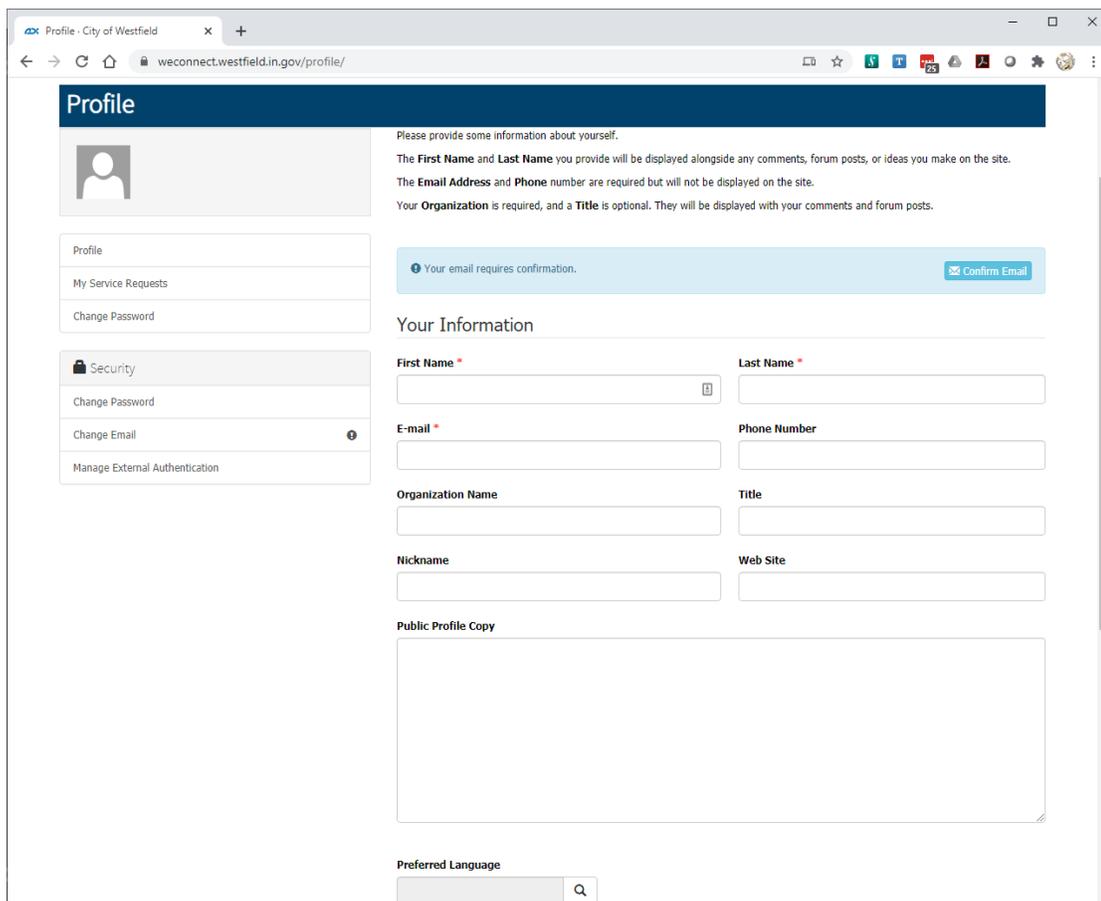
* Confirm Password

Register

Contact Us Terms of Use Accessibility Statement Privacy Policy

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7. Complete the fields on the My Information page



Profile - City of Westfield
weconnect.westfield.in.gov/profile/

Profile

Please provide some information about yourself.
The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.
The **Email Address** and **Phone number** are required but will not be displayed on the site.
Your **Organization** is required, and a **Title** is optional. They will be displayed with your comments and forum posts.

Your email requires confirmation. [Confirm Email](#)

Your Information

First Name *

Last Name *

E-mail *

Phone Number

Organization Name

Title

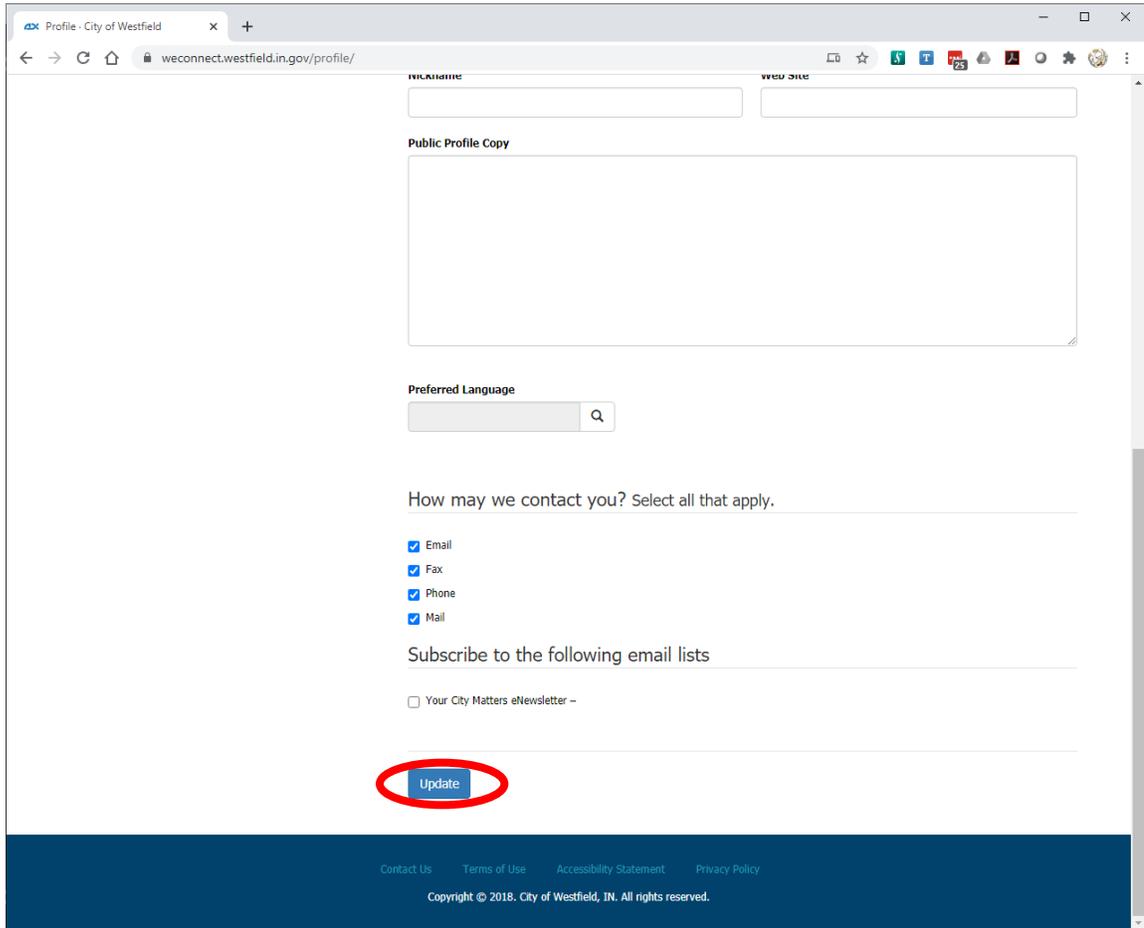
Nickname

Web Site

Public Profile Copy

Preferred Language

8. Click **Update** at the bottom of the page



The screenshot shows a web browser window with the URL `weconnect.westfield.in.gov/profile/`. The page contains several form fields: a **First Name** field, a **Web Site** field, a **Public Profile Copy** text area, a **Preferred Language** dropdown menu, and a section for contact preferences. The contact preferences section includes the text "How may we contact you? Select all that apply." followed by four checked checkboxes: **Email**, **Fax**, **Phone**, and **Mail**. Below this is a section for email lists with the text "Subscribe to the following email lists" and one unchecked checkbox labeled "Your City Matters eNewsletter -". At the bottom of the form, a blue **Update** button is circled in red. The footer of the page contains links for [Contact Us](#), [Terms of Use](#), [Accessibility Statement](#), and [Privacy Policy](#), along with the copyright notice "Copyright © 2018. City of Westfield, IN. All rights reserved."