

City of Elyria eSuite Permits

The City of Elyria eSuite Permits website allows for Contractors and Residents to access permits, including viewing, paying, and requesting inspections.

** Certain versions of mobile devices may have compatibility issues with portions of this site. If you experience problems on your device, use a laptop or desktop computer if possible.

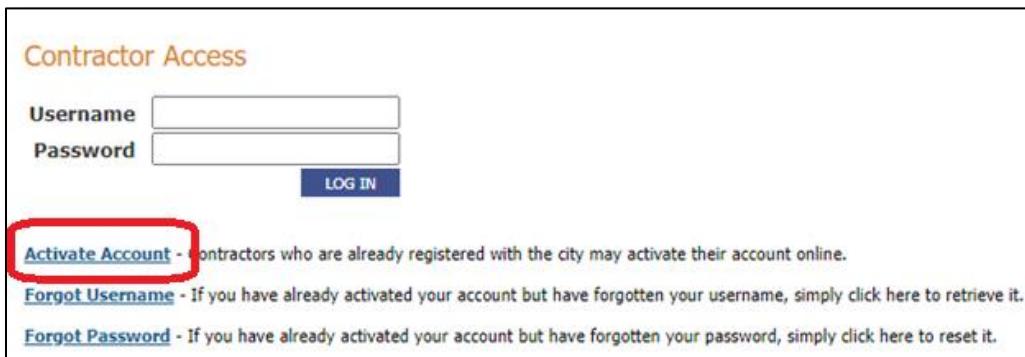
For Contractors:

Activating Account:

To activate your account, you will need your **Business Name**, an existing/active **License Type** and matching **License Number** through the City of Elyria. If you do not know this information, contact the City of Elyria eSuite Support Line at 440-326-1597.

- If you are a registered contractor with the City of Elyria, but have not created an account yet, select "Activate Account".
- If you are unable to activate your account, or are a new contractor, contact the City of Elyria eSuite Support Line at 440-326-1597.

1. Go to www.cityofelyria.org/ePermits and select "Activate Account".



Contractor Access

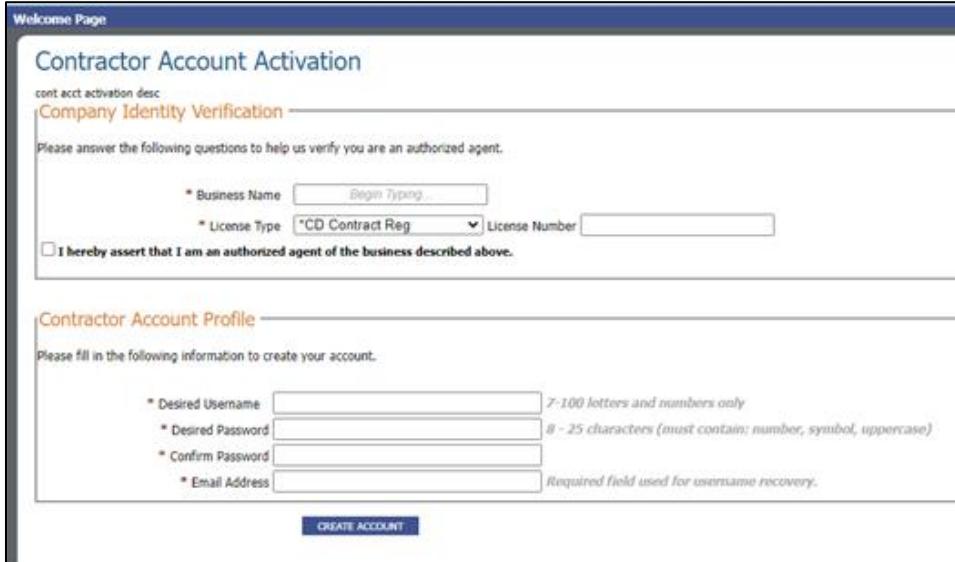
Username
Password

LOG IN

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

[Forgot Username](#) - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.



Welcome Page

Contractor Account Activation

Contract activation desc

Company Identity Verification

Please answer the following questions to help us verify you are an authorized agent.

* Business Name Begin Typing...
* License Type *CD Contract Reg License Number
 I hereby assert that I am an authorized agent of the business described above.

Contractor Account Profile

Please fill in the following information to create your account.

* Desired Username 7-100 letters and numbers only
* Desired Password 8 - 25 characters (must contain: number, symbol, uppercase)
* Confirm Password
* Email Address Required field used for username recovery.

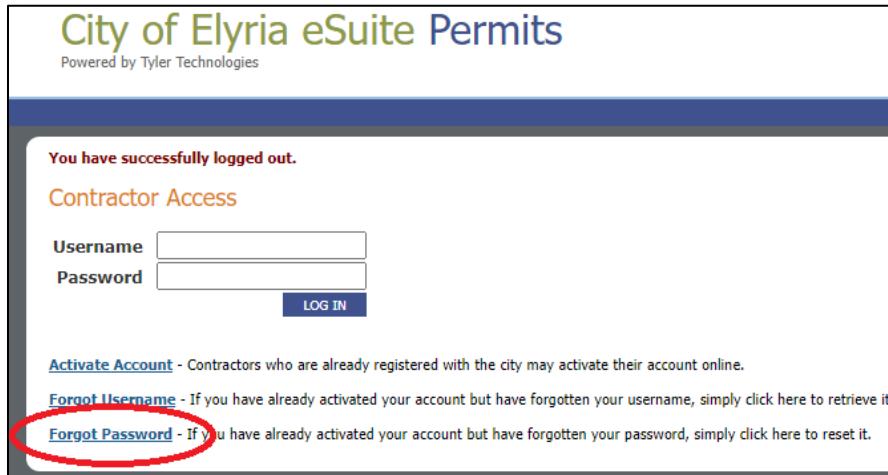
CREATE ACCOUNT

2. Fill out all fields marked with an **asterisk** next to them.
3. Click the "Create Account" button.

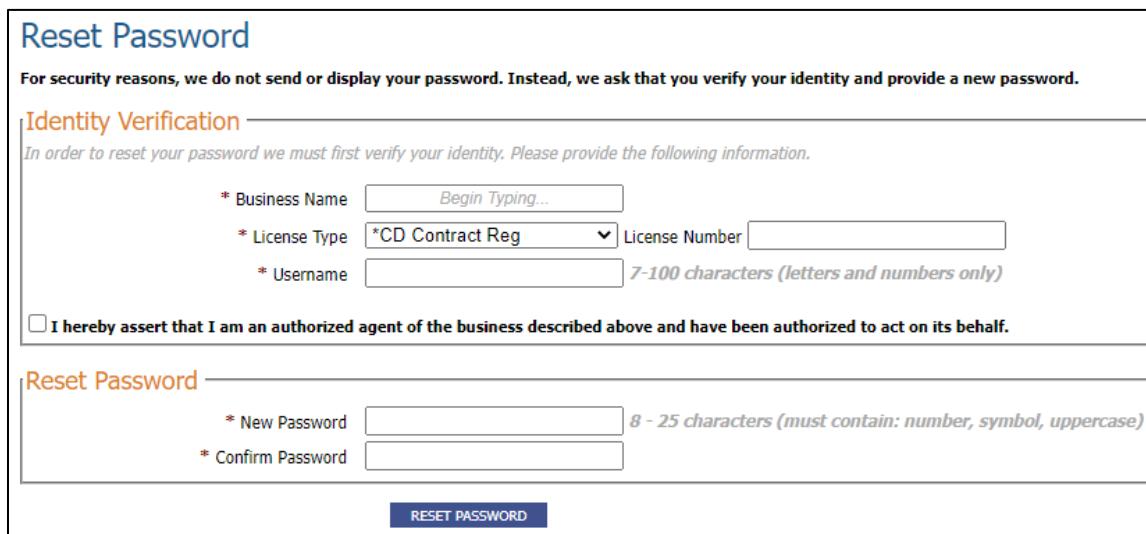
Resetting your password:

To reset your password, you will need your **Username**, **Business Name** and any **License Number** that has been assigned to you by the City of Elyria. If you do not know this information, contact the City of Elyria eSuite Support Line at 440-326-1597.

1. Go to www.cityofelyria.org/ePermits and select “Forgot Password”.



The screenshot shows the City of Elyria eSuite Permits login page. At the top, it says "You have successfully logged out." Below that is a "Contractor Access" section with "Username" and "Password" input fields and a "LOG IN" button. Below the login form, there are links: "Activate Account", "Forgot Username", and "Forgot Password". The "Forgot Password" link is circled in red.



The screenshot shows the "Reset Password" page. It starts with a note: "For security reasons, we do not send or display your password. Instead, we ask that you verify your identity and provide a new password." The "Identity Verification" section contains fields for "Business Name" (with placeholder "Begin Typing..."), "License Type" (set to "CD Contract Reg"), "License Number", and "Username" (with placeholder "7-100 characters (letters and numbers only)"). Below these fields is a checkbox: "I hereby assert that I am an authorized agent of the business described above and have been authorized to act on its behalf." The "Reset Password" section contains fields for "New Password" and "Confirm Password", both with the note "8 - 25 characters (must contain: number, symbol, uppercase)". At the bottom is a "RESET PASSWORD" button.

2. Fill out all fields to verify your identity.
3. Check the box next to **“I hereby assert that I am an authorized agent of the business described above and have been authorized to act on its behalf.”**
4. Enter a new password in the “new password” box as well as the “Confirm password” box.
5. Select “Reset Password”
 - Once the new password has been accepted by the system, you will see **“Password changed successfully”** at that top of the window.
6. Select “Welcome Page” at the top and login with your updated password.

Requesting a Permit:

1. Go to www.cityofelyria.org/ePermits and login with your account.

2. Select “Request Permit”

3. Select the Permit Type

- This must be a type of permit that the Contractor is licensed to perform or **you will get an error** stating that you are ineligible to pull permits of that type.

4. Select the address. Begin typing the address. You must select the address from the list.

- Some browsers will attempt to fill-in addresses you have entered previously. On a PC, press Esc to stop it.

5. Fill out all fields marked with an **asterisk** next to them.

- Depending on the type of permit you are requesting required fields may vary.

6. If you have documents to attach to the permit select the checkbox stating, “I have documents to include with this permit request”.

7. Select “Continue”.

- If you specified that you have documents to attach, you will be directed to a page that will allow you to upload files.

8. You will then be transferred to “My Permits” where it shows all of your permits, including a “Status” for each of them.

9. At this point, your Permit request has been submitted and you will be contacted by the City of Elyria once it has been reviewed.

Paying for a Permit with a Credit/Debit Card:

1. Logon to www.cityofelyria.org/ePermits and select “Billing & Payment”.
2. Under the “Additional Unpaid Items” section, place a checkmark next to each permit that you wish to pay for.
3. Select “Complete Payment”
4. Check the box to agree with the “Terms & Conditions of this online payment”
5. Click “Pay with Credit Card”
6. You will be taken to a screen where you will enter your credit/debit card information for processing.
7. Once your payment has been completed, you will receive an email confirmation that the payment has been received.
8. Once payment has been made you will be in line to receive your Permit via email. **This will typically occur within x-x business days, depending on the complexity of the permit request**

Viewing your Permits:

1. Logon to www.cityofelyria.org/ePermits and select “My Permits”.
2. You will have two choices:
 - **Show Active Only** – shows all active permits.
 - **Show All** – shows all active, as well as closed permits.

My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Show Active Only Show All

Permit Number	Address
BUILDING NEW COMMERCIAL 2022-00001083 (Pending Processing)	131 COURT ST ELYRIA, OH 44035
BUILDING NEW COMMERCIAL 2022-00001068 (Pending Processing)	131 COURT ST ELYRIA, OH 44035
REROOF COMMERCIAL 2021-00009366	131 COURT ST ELYRIA, OH 44035

Request an Inspection:

1. Logon to www.cityofelyria.org/ePermits and select “My Permits”.
2. Click the permit number to select a permit.

City of Elyria eSuite Permits

Powered by Tyler Technologies

My Permits

This is the “My Permits” page that will show either Active or All ePermits.

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Show Active Only Show All

Permit Number	Address
FENCE RESIDENTIAL 2021-00008313 (Pending Processing)	131 COURT ST ELYRIA, OH 44035
REROOF RESIDENTIAL 2021-00009350	131 COURT ST ELYRIA, OH 44035
BUILDING NEW COMMERCIAL 2021-00001480	131 COURT ST ELYRIA, OH 44035

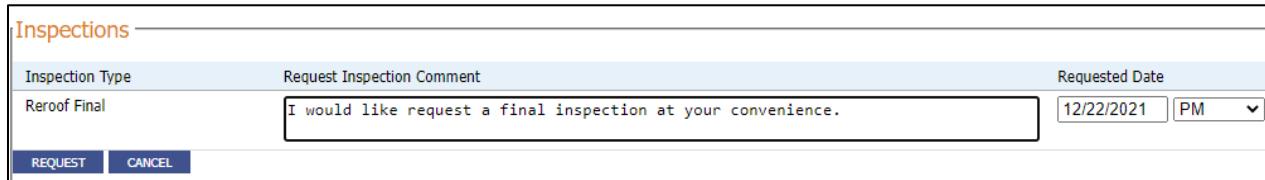
3. Go to the “Inspections” section of the page and select “Request”.

Inspections

[REQUEST](#)

Date	Inspection Type	Status	Pass/Fail
	Reroof Final	Available to Request	

4. A new window will open that includes a list of inspections:



Inspection Type	Request Inspection Comment	Requested Date
Reroof Final	I would like request a final inspection at your convenience.	12/22/2021 PM

REQUEST **CANCEL**

5. For the desired inspection(s):

- a. select a date for the requested inspection
- b. specify "AM" for 8-11:30pm, "PM" for 12:30pm-4pm or "Anytime" if you have no preference.

6. Enter any comments that would be helpful.

7. Select "Request".

Upon selecting "Request" you will be brought back to the Permit Summary page.

- The status of your Inspection will show as "pending" until it has been acted upon by the City of Elyria.
- There is an option to cancel your inspection request if that becomes necessary*

* Once the City of Elyria has scheduled your inspection, the status will change to "Appointment Scheduled". At that point, you will not be able to cancel the inspection through eSuite. You will need to call the City of Elyria eSuite Support Line at 440-326-1597 to cancel the inspection.