

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.

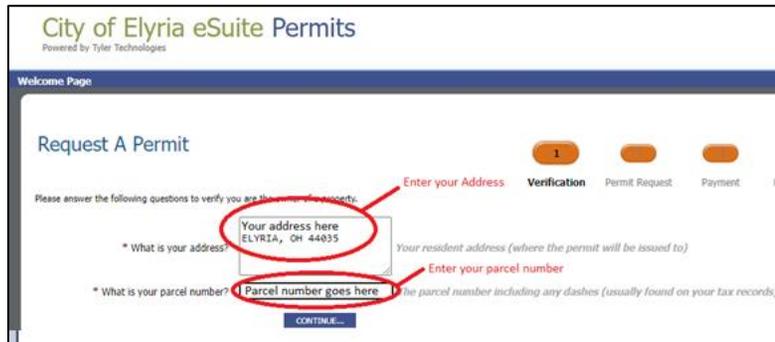
** Certain versions of mobile devices may have compatibility issues with portions of this site. If you experience problems on your device, use a laptop or desktop computer if possible.

For Residents:

Request A Permit:

Before you proceed, you will need your address along with your Parcel Number to request and/or access your permits. If you do not know your Parcel Number, go to the Lorain County Auditor GIS website located at <https://www.loraincountyauditor.com/gis/>

1. Go to <http://www.cityofelyria.org/epermits>
2. Under the “Resident Access” section select “Request a Permit”

A screenshot of the 'Request A Permit' form on the City of Elyria eSuite Permits website. The form is titled 'Request A Permit' and has a progress indicator with three steps: '1' (selected), 'Verification', 'Permit Request', and 'Payment'. Below the title, it says 'Please answer the following questions to verify you are the owner of the property.' There are two input fields. The first is labeled '* What is your address?' and contains 'ELYRIA, OH 44035'. A red circle is around the text 'ELYRIA, OH 44035' with a red arrow pointing to it from the text 'Your address here' above. The second is labeled '* What is your parcel number?' and contains 'Parcel number goes here'. A red circle is around the text 'Parcel number goes here' with a red arrow pointing to it from the text 'Enter your parcel number' above. At the bottom of the form is a blue button labeled 'CONTINUE...'. The text 'Your resident address (where the permit will be issued to)' is to the right of the first input field, and 'The parcel number including any dashes (usually found on your tax records)' is to the right of the second input field.

3. Enter your Address
 - When entering the “Address”, the field will auto populate as you type. You must select the appropriate choice.
4. Enter Your Parcel Number
5. Select “Continue”.

My Permits Request Permit

Request Permit

* indicates a required field that needs to be filled out

1 Verification 2 **Permit Request** 3 Payment 4 Finish & Print

DRIVEWAY / SIDEWALK
 351 BRANDTSON AVE
 ELYRIA, OH 44035
 Elyria IT Department (for Testing)
 Replacement of old driveway with a new concrete driveway.

 I have documents to include with this permit request
 I am the owner of the above listed property and I agree to the [Terms and Conditions](#) of this website.

(440) 326-1400

In order to proceed you must check this box that you are the owner of the property and agree to the City of Elyria's "Terms and Conditions"

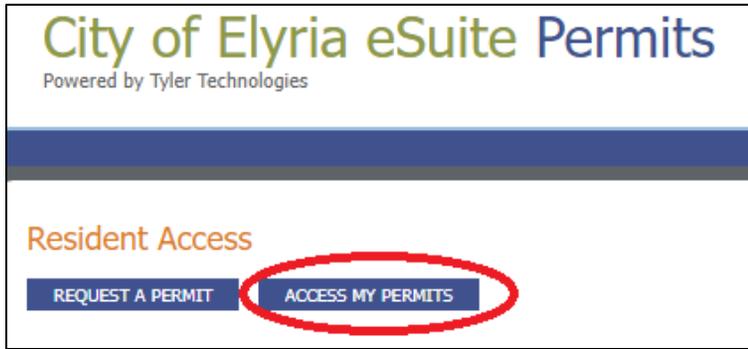
CONTINUE...

- When entering the “Worksite Address” and “Contractor”, the fields will auto populate as you type. You must select the appropriate choice.
 - If the contractor is not eligible to perform the type of work specified by the Permit Type selected, a notice will appear on the screen.
6. Fill out all fields marked with an **asterisk** next to them.
 - Depending on the type of permit you are requesting required fields may vary.
 7. If you have documents to attach to the permit select the checkbox stating, “I have documents to include with this permit request”.
 8. Check the box indicating that you are the owner of the property.
 9. 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.
- Depending on the type of permit, you may not be able to pay for the permit until it has been reviewed by the City of Elyria.
 - If the permit type you selected is able to be paid, you will be presented with options to pay with a credit/debit card.

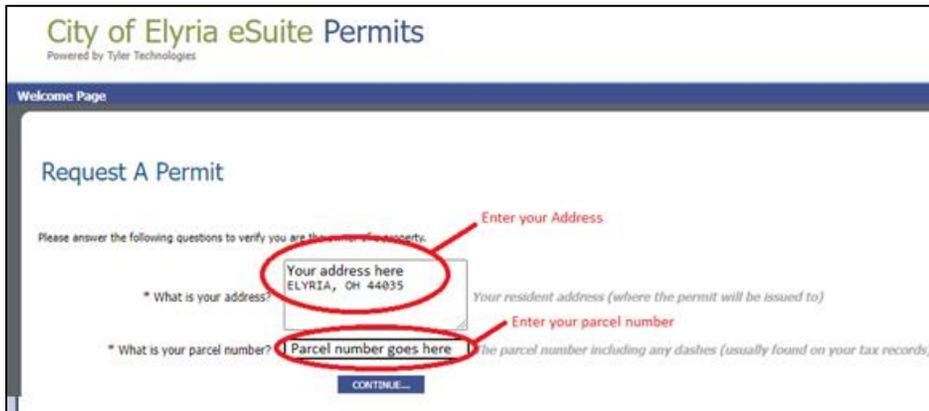
At this point, you have completed the Permit process and you will be contacted by the City of Elyria.

View Permits:

1. Go to www.cityofelyria.org/epermits
2. Click the "Access my Permits" button



3. Enter your Address
4. Enter your Parcel Number
 - When entering the "Address", the field will auto populate as you type. You must select the appropriate choice.



5. Select "Continue".
6. The My Permits page will show all permits associated with your address and includes the Status of each Permit.

Permit Number	Application Number	Status	Address
DRIVEWAY / SIDEWALK 2022-00000002 (Pending Processing)		Pending Review	351 BRANDTSON AVE ELYRIA, OH 44035

If the Status shows “Pending Payment”, you can select the permit and pay for it with a credit/debit card.

Paying for a Permit with a Credit/Debit Card:

1. Go to www.cityofelyria.org/epermits
2. Select “Access My Permits” under Resident Access.
3. Enter and Select your address
4. Enter your Parcel Number
5. A list of Permits for your address will be shown.
6. If the Status of a permit shows “Pending Payment”, you can select the permit and follow the steps to pay for it with a credit/debit card.
7. Once payment has been completed, you will be in line to receive your Permit via email or you will be contacted directly.

For any issues using eSuite, contact the City of Elyria eSuite Support Line at 440-326-1597.