

# City of Post Falls Community Development Portal

(How to login and submit an application)

<https://postfallsid.portal.opengov.com/>

## Home Screen

The screenshot shows the home screen of the City of Post Falls Community Development Portal. At the top left is the City of Post Falls, ID logo. At the top right are links for Search, Login, and Sign Up. The main banner features the text "How may we help?" and "Access service information and apply online – all from here." Below this is a search bar with the example text "Search for something like 'Minor Subdivision Application' or 'Special Event Permit'". The "Discover Online Services" section is titled "Choose below to browse services by department" and contains three cards: "Building Department" (Commercial Building Permit, Demolition Permit + 5 more), "Business Licensing" (Business License), and "Engineering Department" (Subdivision Construction Plan Review, Construction Improvement Agreement + 5 more). Annotations with red arrows point to the Search Database (Public Access) link, the Login link (labeled "Log in with Existing Account"), the Sign Up link (labeled "Create New Account"), the search bar, and the three department cards (labeled "Browse applications by department").

Search Database (Public Access)

Log in with Existing Account

Create New Account

Search Login Sign Up

How may we help?  
Access service information and apply online – all from here.

Search for something like "Minor Subdivision Application" or "Special Event Permit"

Discover Online Services  
Choose below to browse services by department

Building Department  
Commercial Building Permit, Demolition Permit + 5 more

Business Licensing  
Business License

Engineering Department  
Subdivision Construction Plan Review, Construction Improvement Agreement + 5 more

Browse applications by department

Browse applications by department  
(Planning Dept. applications available, but not shown in picture)

1. Click on the type of application.

(Planning applications are also available, just not shown in this picture)

**How may we help?**  
Access service information and apply online – all from here.

Search for something like "Site Plan Review" or "Development Agreement Amendment"

**Discover Online Services**  
Choose below to browse services by department

- Building Department**  
Commercial Building Permit, Residential Building Permit + 5 more
- Business Licensing**  
Business License
- Engineering Department**  
Subdivision Construction Plan Review, Construction Improvement Agreement + 5 more

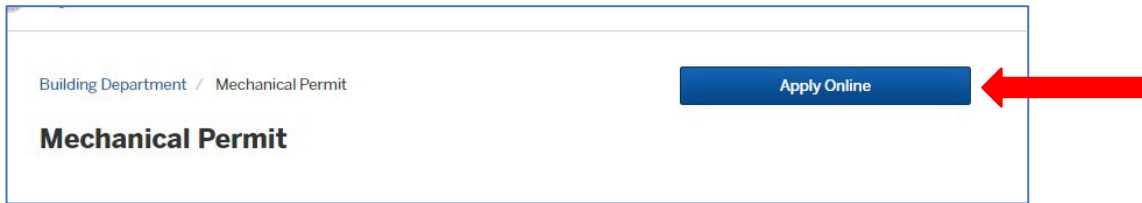
2. Select which type of application.

**Building Department**

Apply Online

<b>Commercial Building Permit</b>	Select
<b>Demolition Permit</b> For the demolition of an ENTIRE structure. NOT for demo relating to remodels.	Select
<b>Sign Permit</b>	Select
<b>Residential Building Permit</b>	Select
<b>Mechanical Permit</b>	Select
<b>Plumbing Permit</b>	Select
<b>Electrical Permit</b>	Select

3. Click Apply Online (Mechanical permit shown as example only)



4. Fill out your contact information.

Note: If you are already logged in, this information will auto populate. If you are not logged in, it will prompt you to log in (or create an account, if you don't have one).

Click "Next" to move on to the next step.

The screenshot shows a form titled "Confirm your contact information" for a Mechanical Permit. The form includes fields for First Name (John), Last Name (Doe), Email address, Phone Number, Address 1, Address 2 (Optional), City, State (ID), and ZIP/Postal Code (83854). A blue "Next >" button is located at the bottom right, with a red arrow pointing to it from the right side of the page.

5. Location. Search for the job location. Once you type in the street number it will start searching for anything with those numbers.

Click the "Choose Location" button next to the job address. If a suite number is not showing up, you will have an option later to type in a suite/apartment/unit number.


The screenshot shows a search interface for a Mechanical Permit location. The search input field contains "408" and is highlighted by a red arrow from the left. Below the search input, there are four search results, each with a "Choose Location" button highlighted by a red arrow from the right:

- 408 North Spokane Street, Post Falls, ID
- 408 North Spokane Street, Unit 1A, Post Falls, ID
- 408 S FOREST GLEN BLVD, POST FALLS, ID
- 408 E 11TH AVE, POST FALLS, ID

6. The property information will auto populate. Verify information, click "Next" at the bottom to move on to the next step.

Step 2 of 6 · Save Draft and Exit

### Location for Mechanical Permit

 408 N SPOKANE ST  
POST FALLS, ID 83854 Change Location

Unit  
No Unit

### Property Owner Information

Name  
POST FALLS, CITY OF

Phone Number  Email

Street #  Street Name 408 N SPOKANE ST Unit

City  State  Zip Code 83854

Property Data		
Year built		MBL
Lot Area	2.61	P-6900-008-001-A
Occupancy		Zoning
Water	Post Falls Water	SC5
		Book Page
		Building Type
		Sewage
		City of Post Falls

< Back Next >

Type in unit/apt/suite here if it was unavailable in the previous step

Click here if need to change locations.

7. Application Details. Fill out and click "Next" to move on to the next step.

Step 3 of 6 · Save Draft and Exit

### Application Details

Applicant Type \*  Permit Type \*

Description of Proposed Mechanical Work

Is this project in conjunction with a Building Permit

Building Permit #

< Back Next >

8. Property Owner Information. Fill out and click "Next" to move on to the next step.

Step 4 of 8 · Save Draft and Exit


### Property Owner Information

Name \*  Phone \*

Email \*

---

[< Back](#) Next >



9. Contractor Information. Fill out and click "Next" to move on to the next step. Contractors: You will need to fill out this information on every application.

Step 5 of 8 · Save Draft and Exit

### Contractor

Name \*  DBA

Phone \*  Email \*


Address \*  City \*

State \*  Zip Code \*

License # \*  Expiration Date \*

---

[< Back](#) Next >




10. Enter number of fixtures/equipment. Click "Next" to move on to the next step. **\*\*There may be multiple "Steps" with different questions at this phase depending on what type of application you are applying for.\*\***

Step 5 of 7 · Save Draft and Exit

### Equipment

Furnace, all types under 100,000 BTU <input type="text"/>	Furnace, all types over 100,000 BTU <input type="text"/>
Appliance venting/combustion air/misc <input type="text"/>	Gas Fireplace <input type="text"/>
Residential Range Hood <input type="text"/>	Gas Water Heater <input type="text"/>
Ventilating Fans i.e. bath/exhaust fans <input type="text"/>	Gas Piping, EACH outlet <input type="text"/>
Clothes Dryer <input type="text"/>	
Heat Pump, A/C 0-3 tons, Boiler/Refrig/RTU 1-100M BTU <input type="text"/>	

< Back Next >



11. Application Certification. Check the box to agree to the statement.


The Digital Signature box will pop-up.

Step 6 of 7 · Save Draft and Exit

### Application Certification

I hereby certify that I have read and examined this application and know the same to be true and correct. This application does not authorize any type of work to be started. This application becomes null and void if not purchased within 180 days from submittal date below. \*

< Back Next >




12. Digital Signature. Type in your full legal name, click "Sign".

Digital Signature

Full Legal Name

Cancel Sign





13. **Application Certification.** You will see your full name as your digital signature. You can choose to clear it and retype or click "Next" to move on to the next step.

Step 6 of 7 · Save Draft and Exit


### Application Certification

I hereby certify that I have read and examined this application and know the same to be true and correct. This application does not authorize any type of work to be started. This application becomes null and void if not purchased within 180 days from submittal date below. \*

✓ John Doe [Clear](#)

---

[< Back](#) **Next >**



14. **Attachments.** If you need to attach plans or documents for review, click "Add Attachment" and select the file(s) to upload. If no review is required, click "Next" to move on to the next step.

Step 7 of 7 · Save Draft and Exit



### Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File
<a href="#">Add attachment</a>	

---

[< Back](#) **Next >**



15. Confirm your submission. Review all of the information on your application for completeness and accuracy before it is submitted.

Any information can be updated by clicking on the "Edit..." link in the corresponding section. It will take you back to that step, edit the information to be corrected, click "Next" to advance through the steps to get back to the Confirmation step. All subsequent steps will still have all the information you filled out.

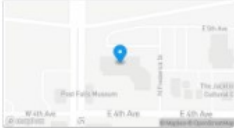
Click to change information for that section

[Save Draft and Exit](#)

### Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

---

<b>Contact Information</b> <a href="#">Edit ...</a>	John Doe Email address <input type="text"/> <input type="text"/> Phone Number <input type="text"/> <input type="text"/> Mailing Address <input type="text"/> <input type="text"/>
<b>Location</b> <a href="#">Edit ...</a>	408 N SPOKANE ST POST FALLS, ID 83854  Property Owner sdf
<b>Application Details</b> <a href="#">Edit ...</a>	Applicant Type * Owner Do you have a contractor? * No

16. Confirmation complete. Once all of the information on your application is correct, click "Confirm and Submit" to submit your application.

**Application Certification**  
[Edit ...](#)

I hereby certify that I have read and examined this application and know the same to be true and correct. This application does not authorize any type of work to be started. This application becomes null and void if not purchased within 180 days from submittal date below. \*

John Doe  
Feb 23, 2022

---

<b>Attachments</b> <a href="#">Edit ...</a>	<b>Attachment</b>	<b>File</b>
--	-------------------	-------------

---

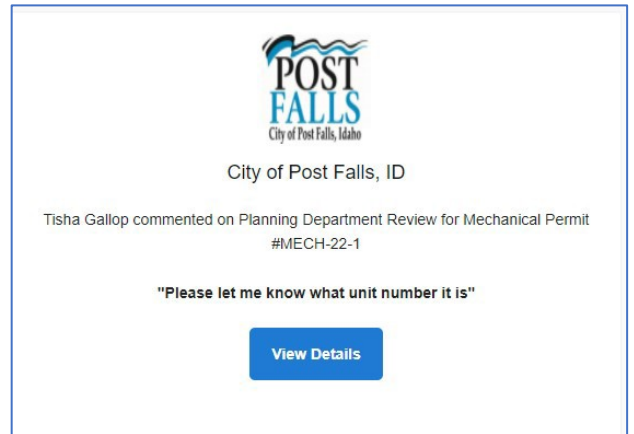
I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#) [Confirm and Submit >](#)



**Application Submitted – It will now be reviewed for completeness by City staff in the order received.**

- The applicant will receive an email from "City of Post Falls, ID <noreply@viewpointcloud.com>" (such as the one show here) to let you now the application has been submitted.
- The applicant (and any Guests) will receive an email notification when fees are available to be paid, when the permit is issued, when inspections are scheduled, inspection results, and when any documents such as a Certificate of Occupancy is available to be printed.



Below is the screen you will see after your application is submitted. You have several options at this point.

- Message the application reviewer - with any important information you were unable to input on the application.
- Click on "My Account" at the top, to go to your Dashboard screen.
- Click on "Your Submission" in the left margin, to review the information on the application you just submitted.
- Click on "Attachments" in the left margin, to add files.
- Click on "Guests" in the left margin, to invite other parties to your permit. All guests will need to have a Post Falls Citizens Service account in order to be added to the permit. All guests will be able to do everything you would be able to do on the permit as far as upload files, schedule inspections and send messages to the reviewer.

**Contractors:** You can add people such as project managers or technicians to the permits as guests so they will receive inspection results. However, they will also receive notifications for ALL activities on the permit, including when fees are due, when it's issued, etc.

Permit number created by this application

Click City logo to return to Home page

Click "My Account" to go to your Dashboard

Permit number created by this application

Click City logo to return to Home page

Click "My Account" to go to your Dashboard

City of Post Falls, ID

My Account Search Tisha

Mechanical Permit  
**MECH-22-2**

Your Submission  
Attachments  
Guests (0)

**Intake Review**  
Planning Department Review  
Building Permit Fee  
Permit Issuance  
Building Inspections

**In progress.** This step is in progress.  
A member of staff will review your application for completeness and invoice the plan review fees due.

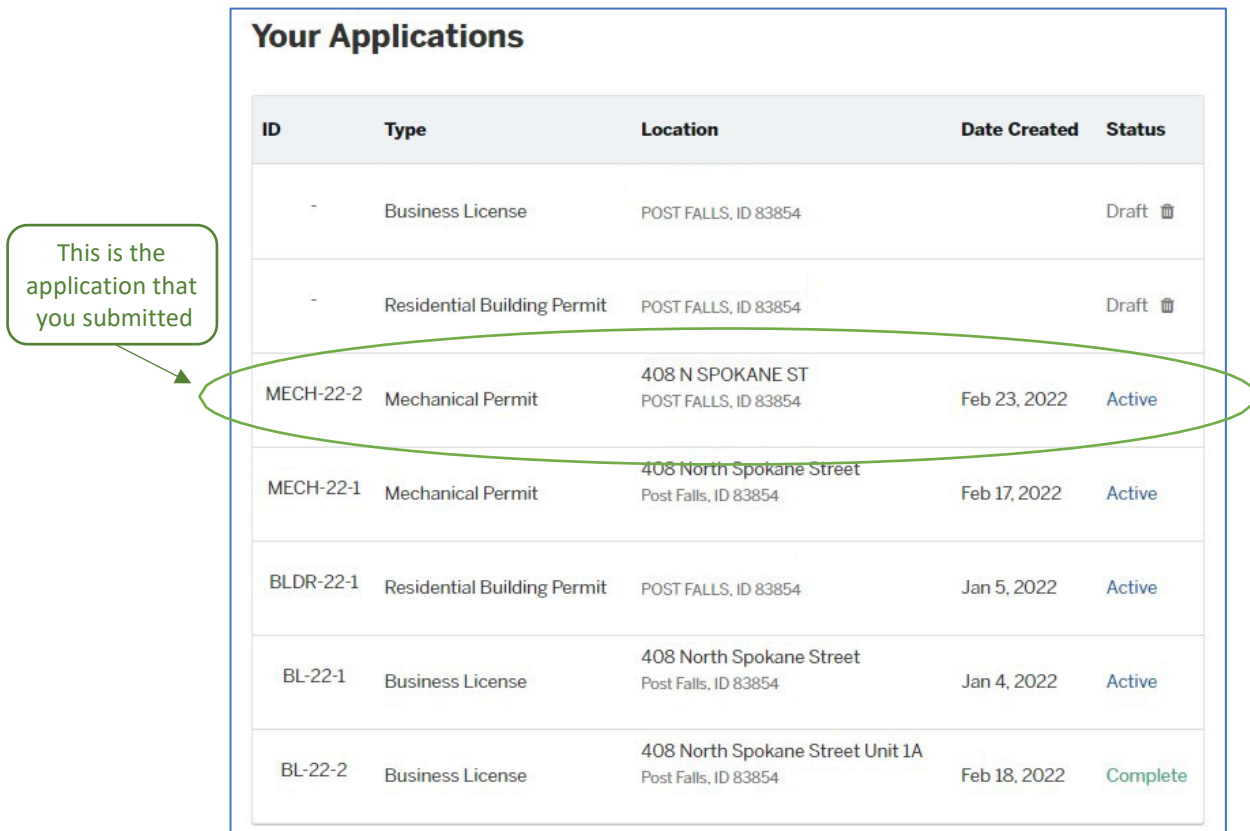
Message the reviewer

Send Message



Add guests to permit

Permit status

If you click on the “View Details” button in the email, it will take you to the “Applications” section of your dashboard which will show you all of you submitted applications by date.



The screenshot shows a table titled "Your Applications" with columns for ID, Type, Location, Date Created, and Status. A callout box on the left contains the text "This is the application that you submitted" with an arrow pointing to the row with ID "MECH-22-2". This row is also circled in green. The table contains the following data:

ID	Type	Location	Date Created	Status
-	Business License	POST FALLS, ID 83854		Draft 
-	Residential Building Permit	POST FALLS, ID 83854		Draft 
MECH-22-2	Mechanical Permit	408 N SPOKANE ST POST FALLS, ID 83854	Feb 23, 2022	Active
MECH-22-1	Mechanical Permit	408 North Spokane Street Post Falls, ID 83854	Feb 17, 2022	Active
BLDR-22-1	Residential Building Permit	POST FALLS, ID 83854	Jan 5, 2022	Active
BL-22-1	Business License	408 North Spokane Street Post Falls, ID 83854	Jan 4, 2022	Active
BL-22-2	Business License	408 North Spokane Street Unit 1A Post Falls, ID 83854	Feb 18, 2022	Complete

When the application is reviewed, if there are any comments, you will receive a message through portal that corrections are required. You will also get an email in your inbox letting you know action is required. Please log in and reply to the message or correct the items on your application. DO NOT REPLY to the email, it is a “noreply” email address and no one will receive it.

Once the application is reviewed and approved. The fees will be invoiced and you will receive an email that fees are ready to be paid.