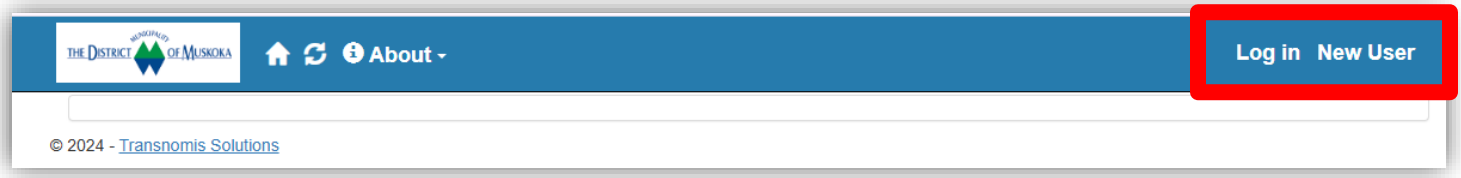
How To Apply and Pay for District of Muskoka Road Permit Applications in Permit Central

A. Login/Register for Permit Central

1. Click the big, blue “Permit Central” button on the Districts Roads Applications webpage or by clicking the link below to navigate to the Permit Central webpage:

   https://muskoka.permits.transnomis.com/



2. Select “Log in” to enter your credentials if you have an account or select “New User” to create a new account.

3. Select log in if you already have account with Permit Central or select “New User” to register for the program if this is your first time applying through this system.

4. You will be re-directed to a different page to sign up for the Permit Central program. (You will only be required to do this once.)

5. You will need to verify your registration by clicking the link in the email that will be sent to the email you provided when you registered for the program, (see example below).

   Thank you for registering for Permit Central.

   To complete your registration, click the link below to confirm your email address.

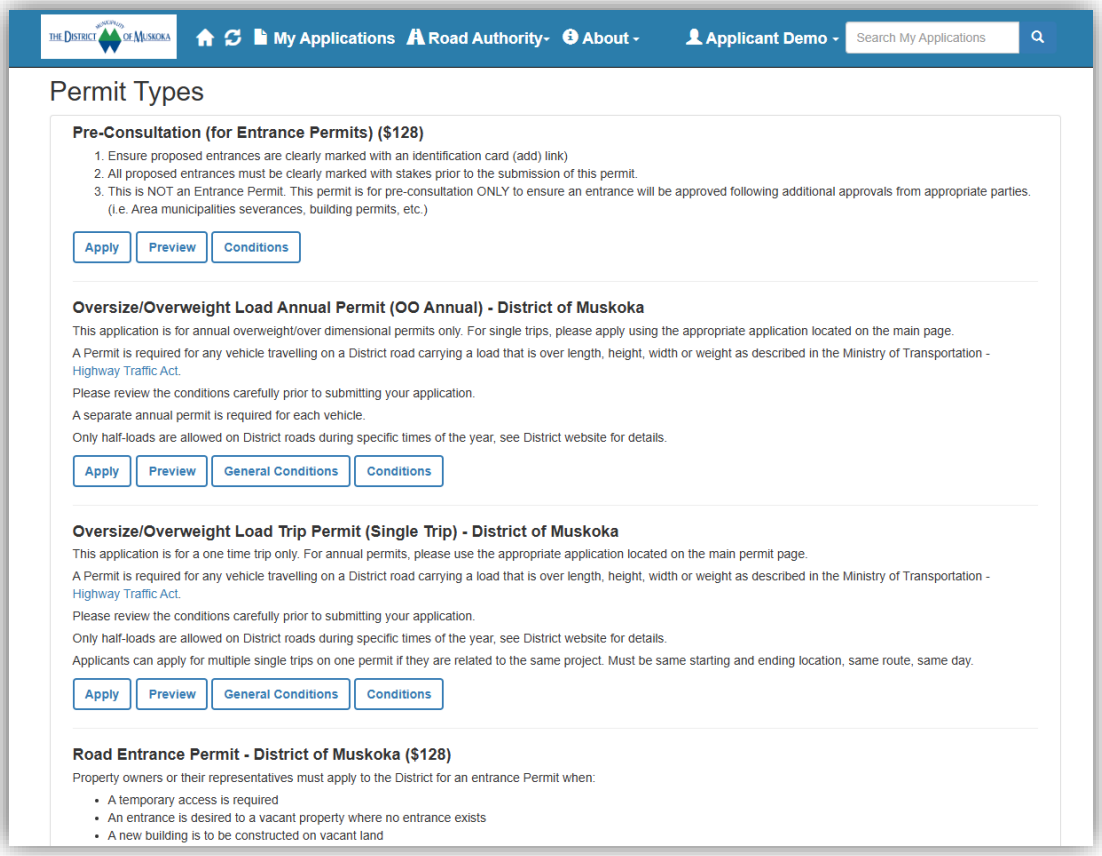
   Once logged in, you cand find support resources under the “About” menu.

   Click Here

6. Once you’ve registered and verified your account, you can log in using the link received in your email or the link at the top of this “how to” document.

B. Select the Permit Type

7. When you log in, you will see the following screen:



8. Select the type of permit you would like to apply for and click the “Apply” button to open the application form. **– Please be sure to read the conditions prior to applying.**

C. Completing your Application

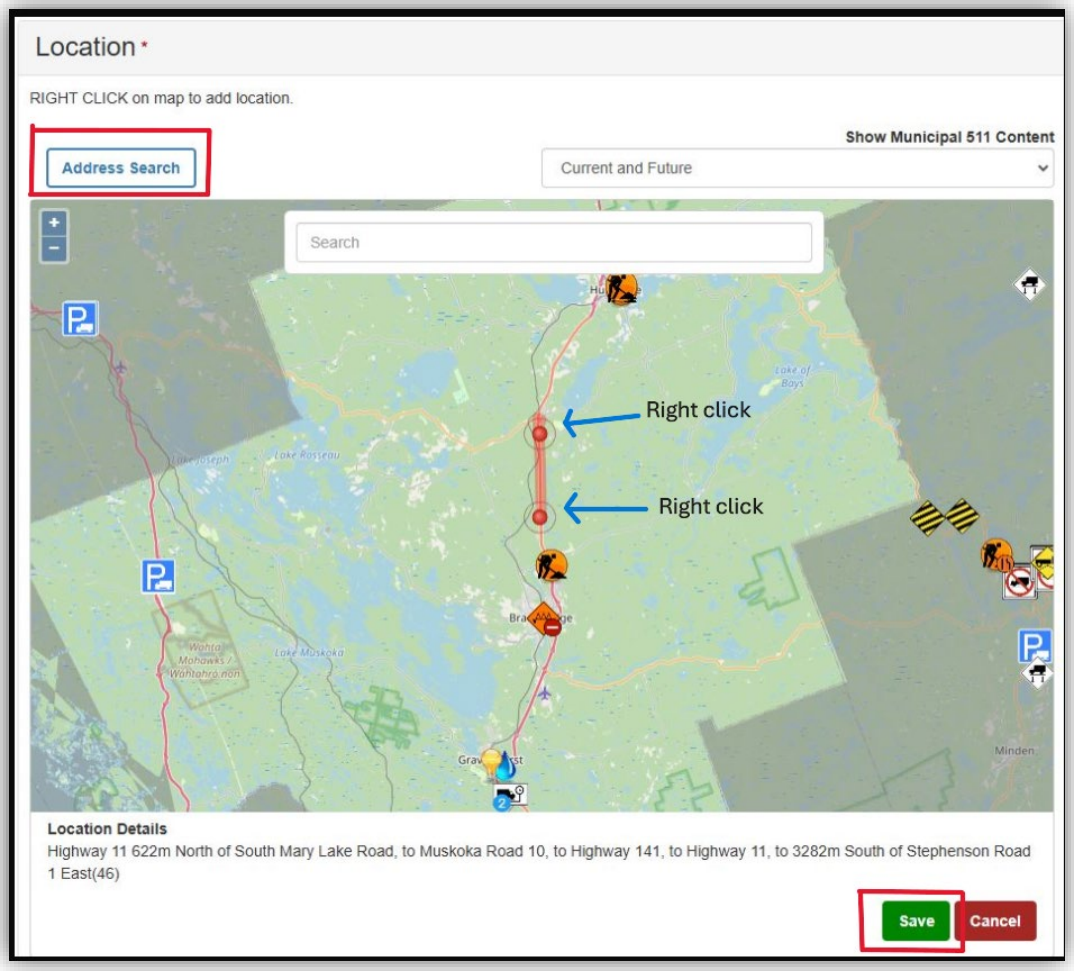
NOTE: Make sure you review the “Please read carefully” section as well as the “Conditions” documents and any other documentation associated with the specific application you are applying for. Make sure you are familiar with all the legal requirements, policies, and conditions associated with your specific application.

9. Fill in all requested details based on the application you are applying for (there will be a red asterisk * beside the mandatory fields).

D. Selecting a location on the Map

10. To enter one point on the map, RIGHT click on the specific location you are selecting.

11. If you are entering a section of road, RIGHT click on the map where the section starts, then right click again where the section ends.

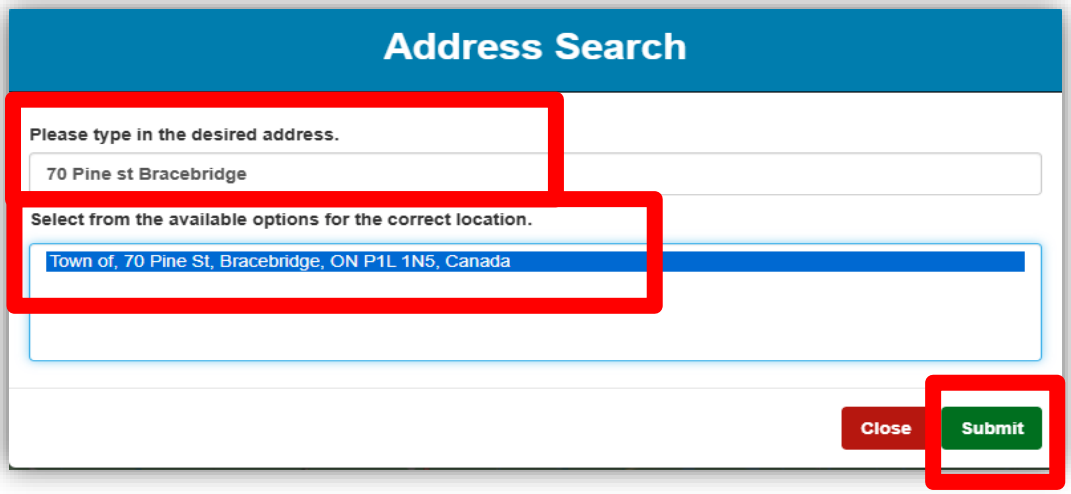


12. Click "**Save**" below the map to save the location you've selected.

    Note: There is also an "Address Search" button you can use to assist with this

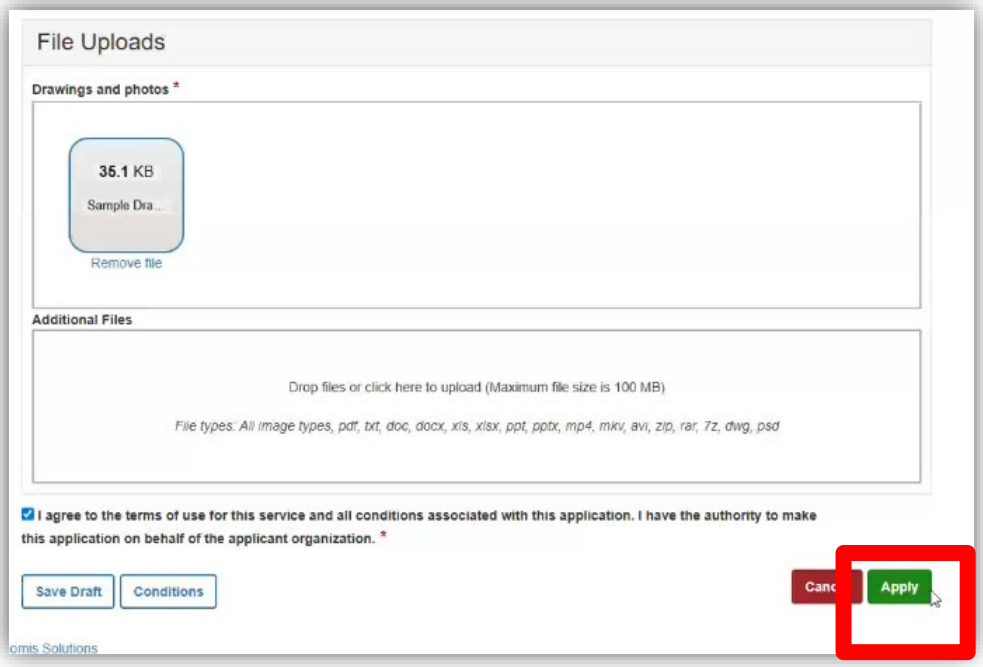
13. Type in the address, select from the available options that will automatically appear, and click **"Submit".**

    a. Be specific. i.e. Typing 70 Pine St. **WILL NOT** pull up an address, however, typing 70 Pine St. Bracebridge **WILL** pull up an address.



E. Uploading Documents to your permit

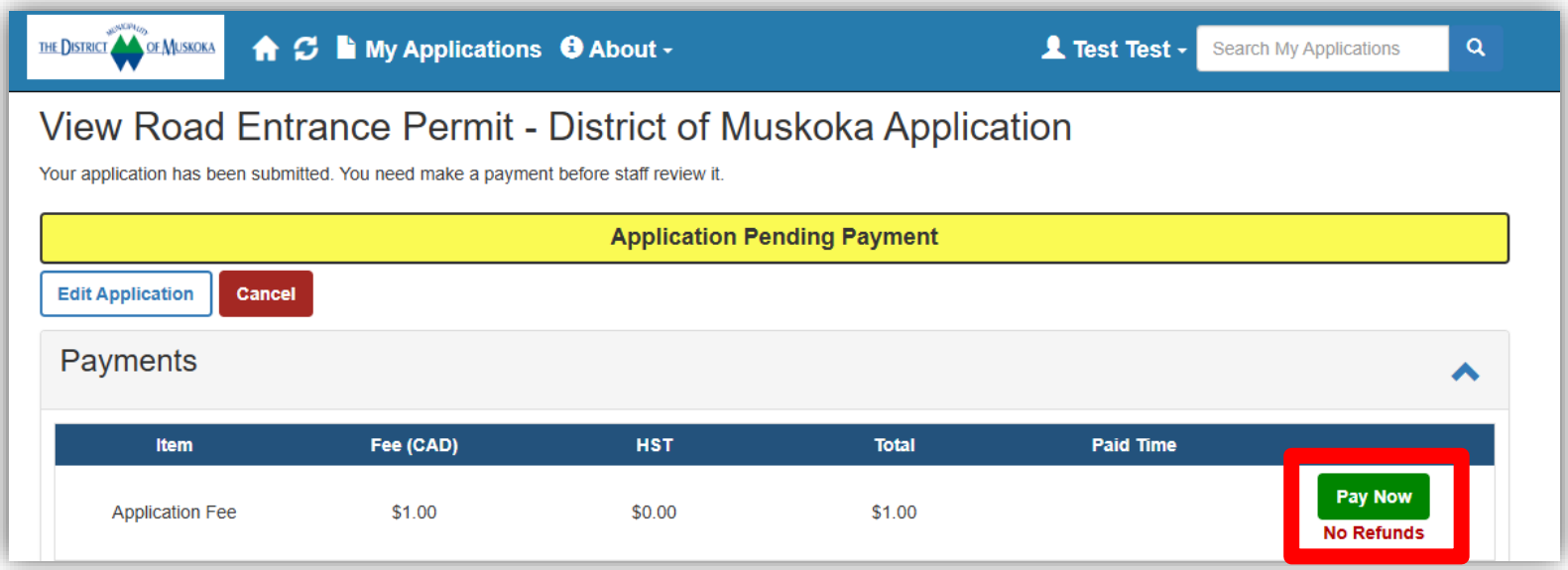
14. Upload or drag and drop applicable documents, drawings, photos, location, and insurance documents in the "**File Upload"** boxes at the bottom of the application.



15. You Can save your application in Draft if you're not ready to submit or click the green "Apply" box at the bottom right of the application form to submit the application for review.

F. Following Submission of your application

16. Following the submission of your permit you will be directed to a screen similar to the one below. You will also receive an email stating that the application has been submitted and, if applicable, a second email stating a payment is required.



G. Making a Payment through Permit Central

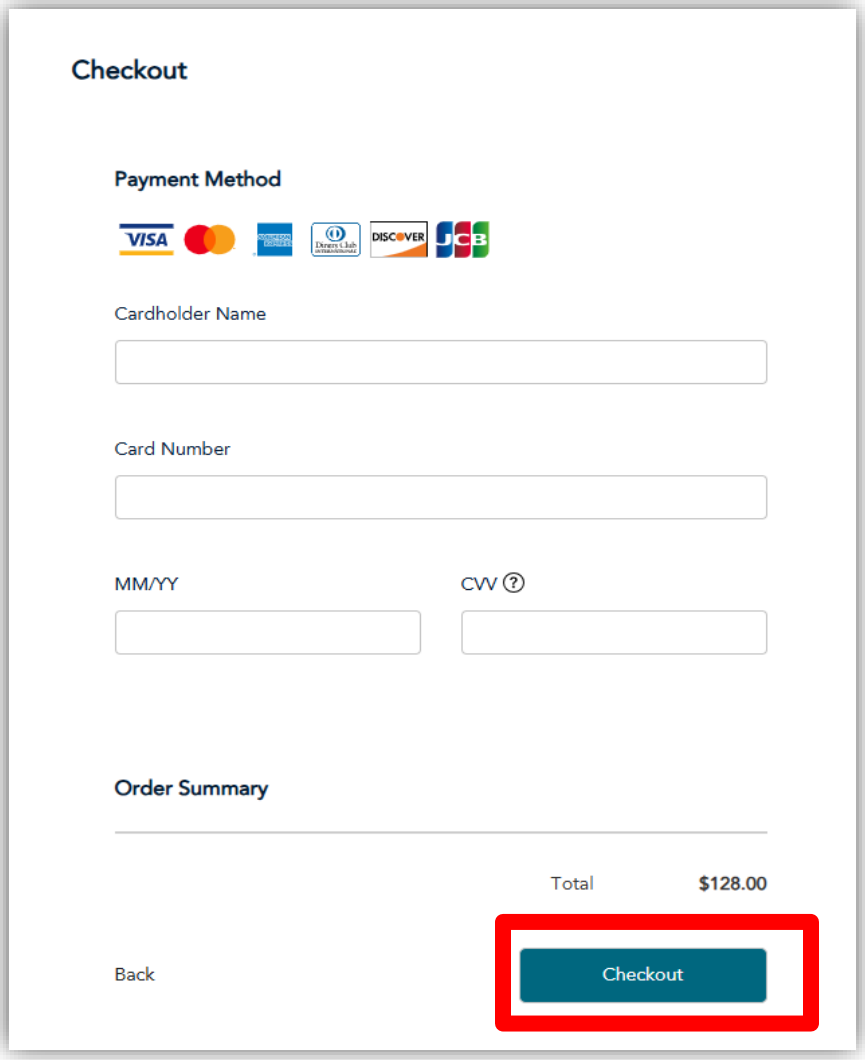
NOTE: Fees are applied to permit applications based on the District of Muskoka's fee's Bylaw, which is updated regularly. Some fees will have a baseline fee that may appear on the page above. Additional fees may be required following further assessment of the application. Applicants may receive another "payment required" email outlining the additional fees to be paid before approval can be granted.

E.g. A Sign application has an initial fee of approximately $47. After further assessment, its determined that the application is for Roadway signs. Therefore, the additional fee of $451 will be required before approval can be granted.

The District will send a follow up email stating "Payment required" with a link to the permit and the amount required. Here the applicant will re-enter their banking information as well as the amount required to complete the application.

NOTE: Approvals requiring annual renewal (i.e. some sign permits), will need to be called in to the District of Muskoka Public Works line. Annual renewal payments are still being received via phone.

17. Once you select "pay now", you will see a pop-up screen where you will be asked for your card details (Card holder, number, Expiry & CVV).



18. Enter your information and select “Checkout”. You will receive an email stating payment has been received.

19. Once your permit has been reviewed, and any required revisions and payments have been completed, you will receive a final email from Permit Central indicating your permit has been approved (or denied). This will include your Certificate of Approval and any associated conditions (if required) or an explanation as to why the application has not been approved.

    Note: You can review the status of your application at anytime by logging into your District of Muskoka Permit Central account.

Questions

If you still have questions related to completing your application, you can email the District permits team at roads.permits@muskoka.on.ca.