

RESOURCE GUIDE

*Built for **Business**. Designed for **Growth**.*



— WEST VIRGINIA —
SPEED to BUILD
GOVERNOR'S ONE STOP SHOP PERMITTING PORTAL

HOW IT WORKS

Our process is designed to be simple and efficient, guiding you through each stage of your permit or license application.

1. Create Account

Click '**Sign Up**' in the upper right corner. Enter your email address and complete authentication steps to create an account within the portal.

Any existing permits tied to this email address will populate in your dashboard. If you have current permits that are not showing in your dashboard, click '**Find my Record**' to link your existing records to your new account.

2. Select Department

Choose the relevant department for your permit or license.

3. Review Requirements

Carefully review the requirements and guidelines for your specific permit.

4. Prepare Documentation

Gather all necessary documents and information required for your application.

5. Submit Application

Complete all application fields and upload any required documentation. Submit electronically, if possible. Otherwise, print and mail the application.

6. Submit Payment

Use the secure online portal to process your payment.

Need help finding the right permit?

- Search by keyword
- Search by business type
- Search by Agency, Division or Department
- Answer guided questions with the portal assistant
- Contact an agency representative

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FREQUENTLY ASKED QUESTIONS

Q: Which permits do I need for my business?

A: The permits you need depend on your business type and location. Use our search tool to find the specific requirements for your industry.

Q: I have existing permits that do not show up on my user dashboard. What should I do?

A: Using the 'Find My Record' button, you can search for and link your current records to your portal account.

Q: How long does it take to get approval?

A: Processing times vary depending on the type of permit and the department. You can track your application status in real-time through our portal.

Q: Can I apply for multiple permits at once?

A: Yes, our system allows you to apply for multiple permits and licenses simultaneously, making the process even more efficient.

Q: What payment methods do you accept?

A: We accept various payment methods, including credit cards and electronic bank transfers, through our secure payment gateway.