eLakeForest

Building ▪ **Transportation** ▪ **Inspections** ▪ **Parking**

How to Apply for Public Works Transportation Permit for Hauling

Welcome to **eLakeForest** - a new way of accessing the City's services real-time, anytime. Where you can monitor your permit statuses, schedule building inspections, apply for parking and transportation permits, and register your business from anywhere.

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  - **Building Contractors and Developers** can view submitted plan and permit applications and request building inspections
  - **Transportation Haulers** can apply for and view one-time and annual permits (coming soon)
  - **Residents** and **Contractors** can request building permits (coming soon)

Applying for a Transportation Permit

First Go to www.eLakeForest.com

Step 1: Log into your account by entering in your **Email Address** and **Password** and clicking **Log In**.

Step 2: On the home screen, <mark>first click Apply</mark> on the black toolbar and then the "Transportation" option that appears, as shown in the image below:

You can make your selection here.

There is also an option to switch your selection on the next step.

Step 3: You will be taken to the "Apply for Permit" page. **Confirm that the "Permit Type" selection shows "Transportation - Annual" if you are applying for an Annual permit or <mark>if you want to switch to Single Trip permit</mark>, use the drop arrow.** You may enter a brief description of the purpose of the permit (this is optional).

Step 4: In the immediate section below, click the large blue button labeled "Add Location" (this is a required field in order to proceed):

LOCATIONS
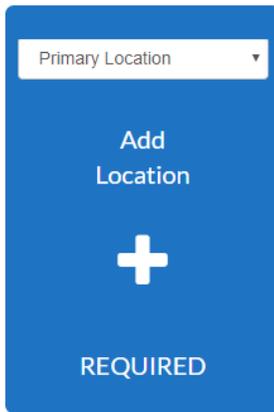
Step 5: You will be taken to a new section that will ask for an address. This address should be the primary address to be used for the permit.
Note: You may also place in additional addresses for a billing and also mailing address if they differ from the primary address.
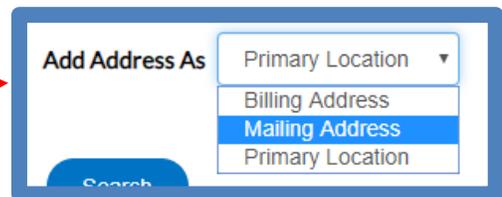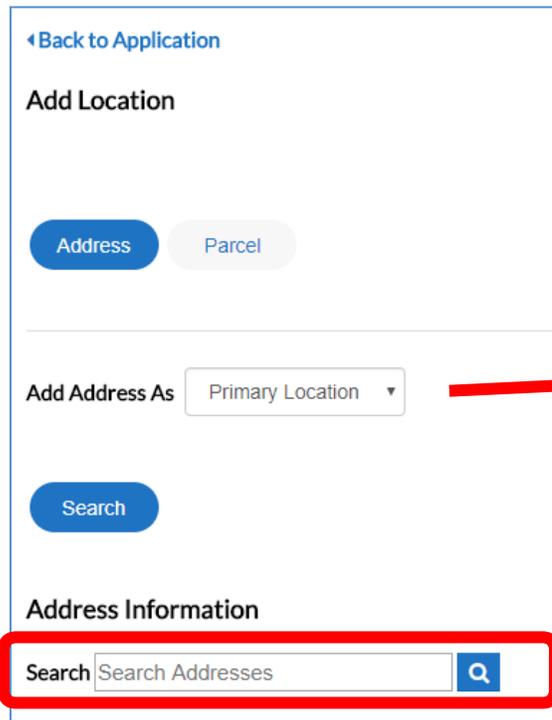
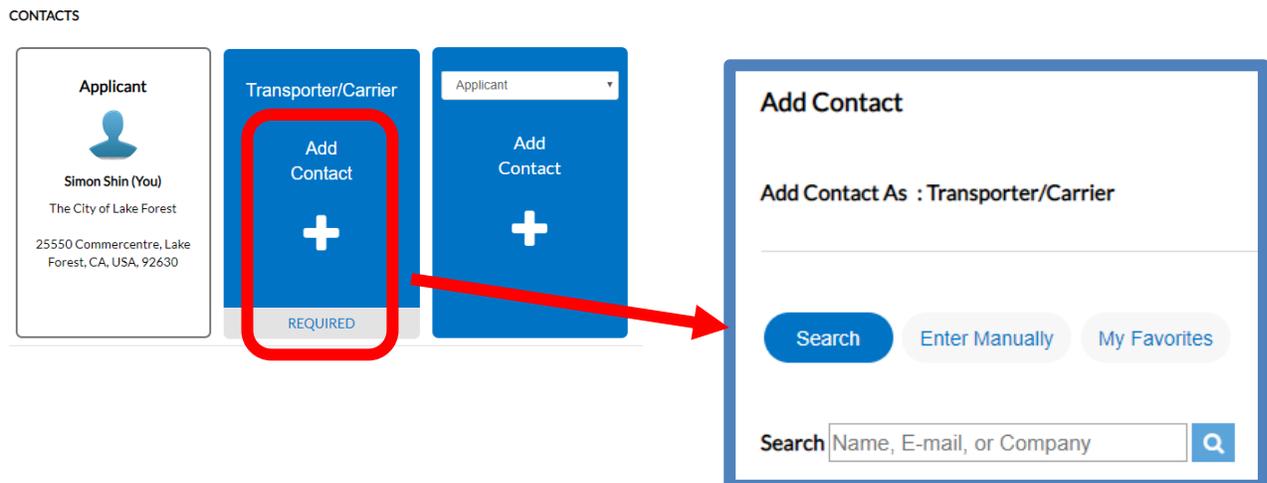**Step 6**: With the search results shown, click add.

You will then see the address information update on the "LOCATIONS" section:

Step 7:

In the section below, you will need to enter in the Contact information for the Transporter/Carrier. Click the plus sign below to Add Contact:

Note: If you recall having previous Transportation permits with the City of Lake Forest, there is a strong possibility the Transporter information is already stored in the records. A quick search will save a few steps. Otherwise, if no results are found from the search, please use the "Enter Manually" to type in the Transporter/Carrier contact information.
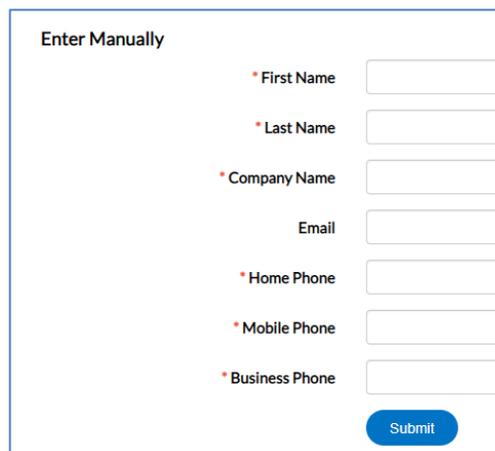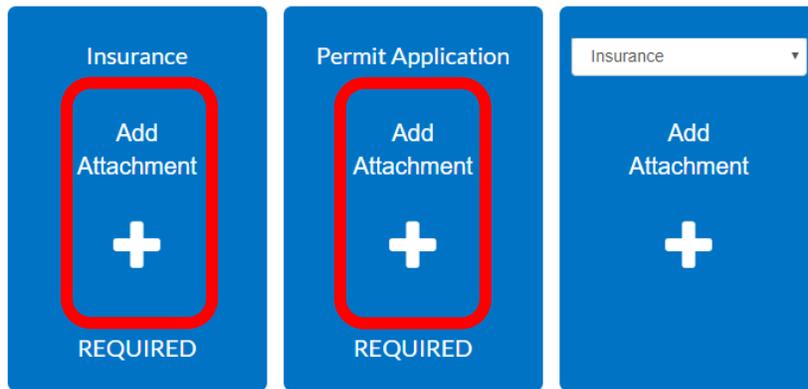
Step 8:

In the bottom section of the application page, you will need to add the following two attachments. Click the plus sign to open a pop up to locate a file on your local drive :

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text

Insurance	Permit Application	Insurance ▾
Add Attachment ➕	Add Attachment ➕	Add Attachment ➕
REQUIRED	REQUIRED	

The two required files to upload are Proof of Insurance and a scanned copy of a completed Permit Application.

Please attached PDF files. Other file types will not be accepted.

If you require assistance with completing these steps, please contact our city staff.

Once you have located and attached the two PDF files for the Insurance and completed Permit Application, please click the "Next" button

Save Draft   Next
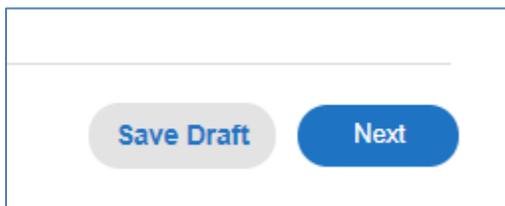
Step 9:

After clicking Next, you will be taken to a new page, Step 2 of 3, where you will need to fill in the following details:

License Plate Number, Start Date, and End Date.

This information is reviewed prior to providing your permit application approval, so please fill in the details accurately.

Apply for Permit *REQUIRED

Step 2 of 3: Additional Information

Permit Type : Transportation - Annual

Transportation Permit | Top | Main Menu

*License Plate Number [   ]

License Plate Number is required.

*Start Date [   ] 📅

Start Date is required.

*End Date [   ] 📅

End Date is required.

Save Draft | Back | Next | Submit

Notice that the Start Date and End Date have a Calendar icon to the right, you may use this Calendar icon to open a mini calendar to select the date.

If you are ready to submit from here, there is a Submit button. Optionally, you may click Next button to review your application one final time on Step 3 of 3: Application Summary

◄ Back to Step Two

Apply for Permit

Step 3 of 3: Application Summary

Basic Info

Type	Transportation - Annual
Description	
Application Date	08/12/2019

Step 10:

You have successfully submitted a Transportation Permit application!

After clicking the Submit button, after a few seconds, you will be taken to a page that will look like this:

✔ Your permit application was submitted successfully.

Permit Number: TRAN-08-19-34609

- Permit cannot be printed at this time. Permit has not been issued.
- Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type:	Transportation - Annual	**IVR Number:**	34609	**Application Date:**	08/13/2019
Status:	Received Online	**Project Name:**		**Issued Date:**	
District:	City of Lake Forest	**Assigned To:**		**Expiration Date:**	
Finalized Date:					
Description:	TEST APPLICATION FOR INSTRUCTION DOC				

Locations | Inspections | Fees | Sub-Records | eReviews | Attachments | Contacts | Submittals | Holds | Meetings | More Info

Locations | Parcels | Next Tab | Permit Details | Main Menu
Locations

Main	**Address**

(Note: You may disregard the Internet Explorer 11 notice.)

From this point on, Public Works staff will be auto-notified a new application was submitted to them for review.

They will review the application and files.

Afterwards, the staff will be in contact with you if any additional documents or corrections are required.

If everything looks okay, the status will be updated and you will receive an auto-email stating that an invoice is ready for payment for the Transportation Permit.

You may either pay this directly online on eLakeForest.com or visit Lake Forest City Hall to pay in person.

**Step 11**: Submitting an online payment with a credit card

Submit an online payment for the permit by logging back into eLakeForest.com and navigating to My Permits (View -> My Permits)

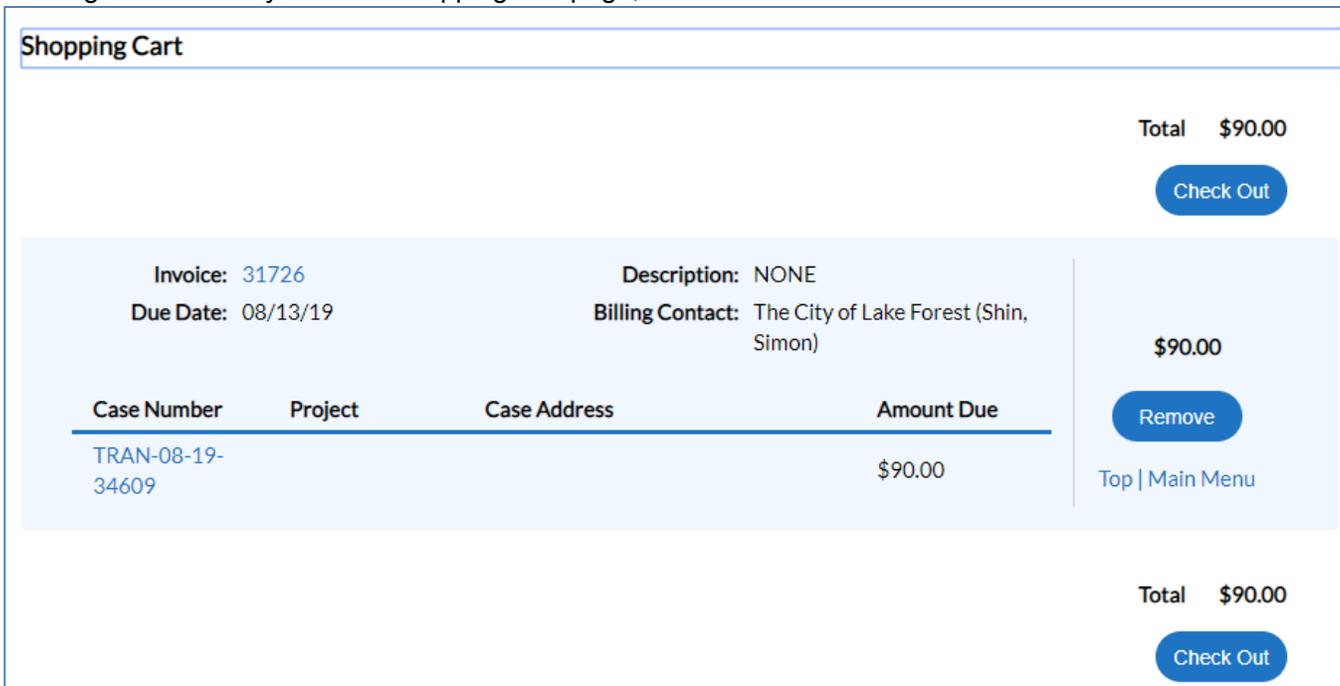| ard	Apply ▼	View ▼	Search 🔍

🚲 **PERMITS**

> My Permits
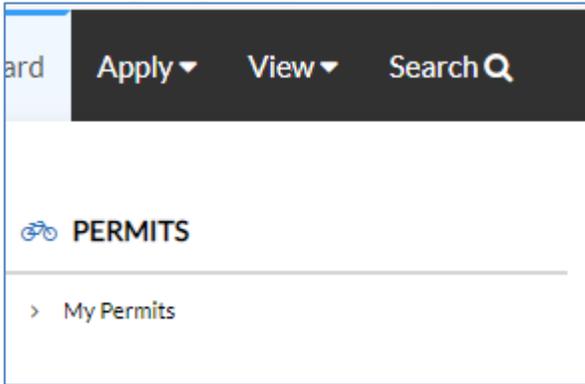
There is a search option on the top/right side of the webpage, you may type in the five digit number found at the end of your permit number to find the permit.

Search for permit number, project, or 🔍

Exact Match ☐
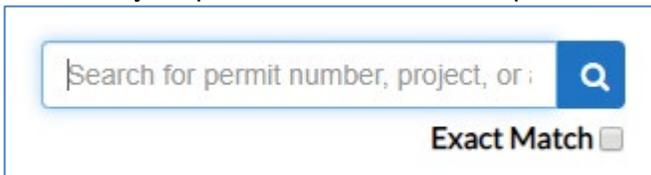
When you navigate into the permit information page and click the permit number, you should see a "Pay Now" button on the top right.
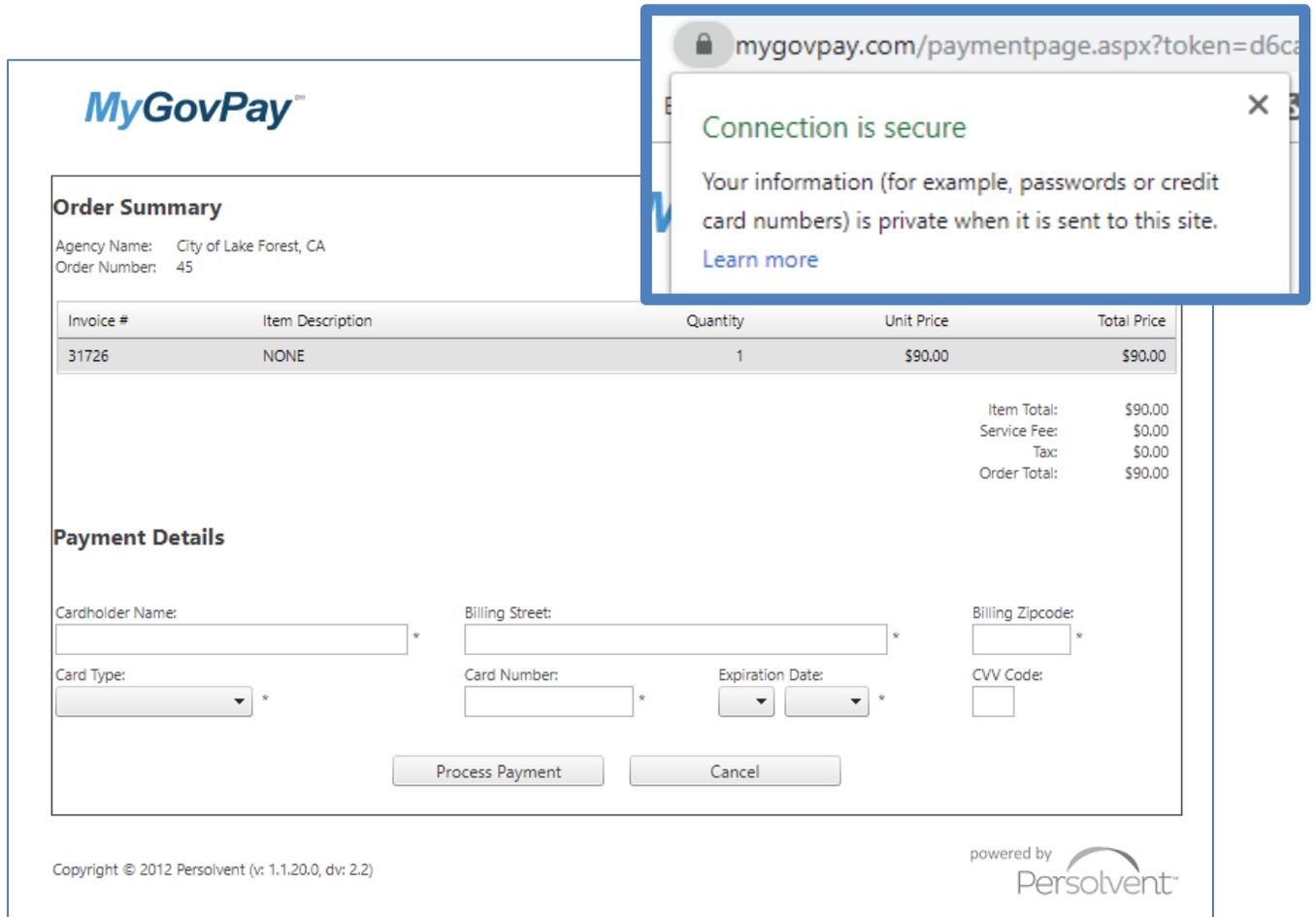
Pay Now
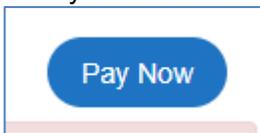
Clicking this will take you to the shopping cart page, and a Check Out button.

Shopping Cart

Total $90.00

Check Out

Invoice: 31726	Description: NONE	
Due Date: 08/13/19	Billing Contact: The City of Lake Forest (Shin, Simon)	$90.00

Case Number	Project	Case Address	Amount Due	
TRAN-08-19-34609			$90.00	Remove
				Top | Main Menu

Total $90.00

Check Out

Upon clicking the Check Out button on the previous page, you will be taken to a new webpage with the following layout.

Note: MyGovPay is the authorized 3rd party vendor for the City of Lake Forest. For your assurance, this check out process is under a secured connection.

When you fill out the required info on the Payment Details and click the "Process Payment", you will see the dialog below.
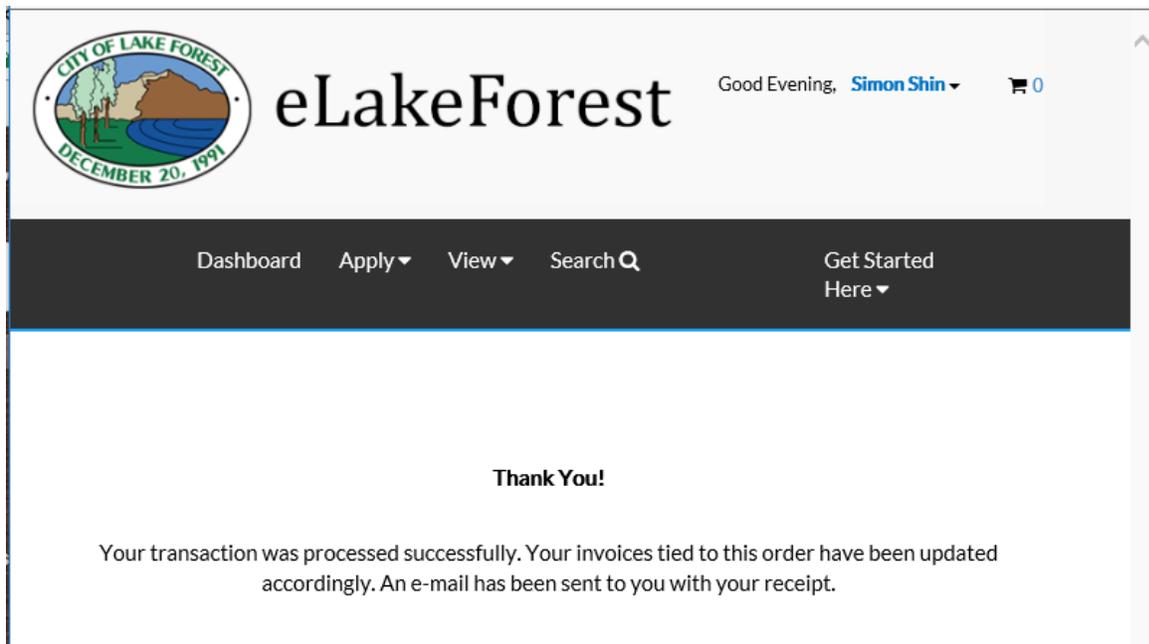
You will then receive an auto-email with the receipt details of the payment submitted. The Public Works staff will also receive an auto-email that your payment was received, and will then issue your permit and will contact you with the permit information.

If there are any questions or problems that arise with use of this permit, please reach out to the pwpermits@lakeforestca.gov email with your specific incident.