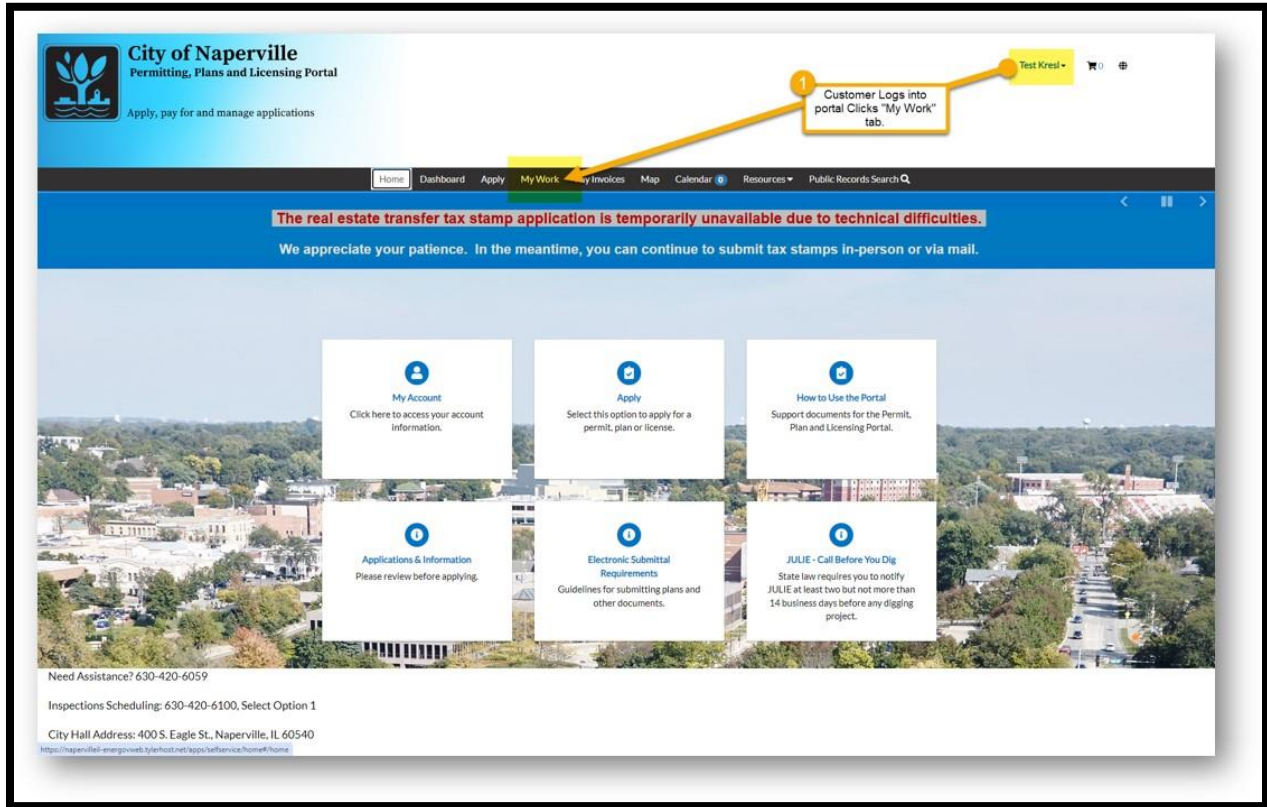
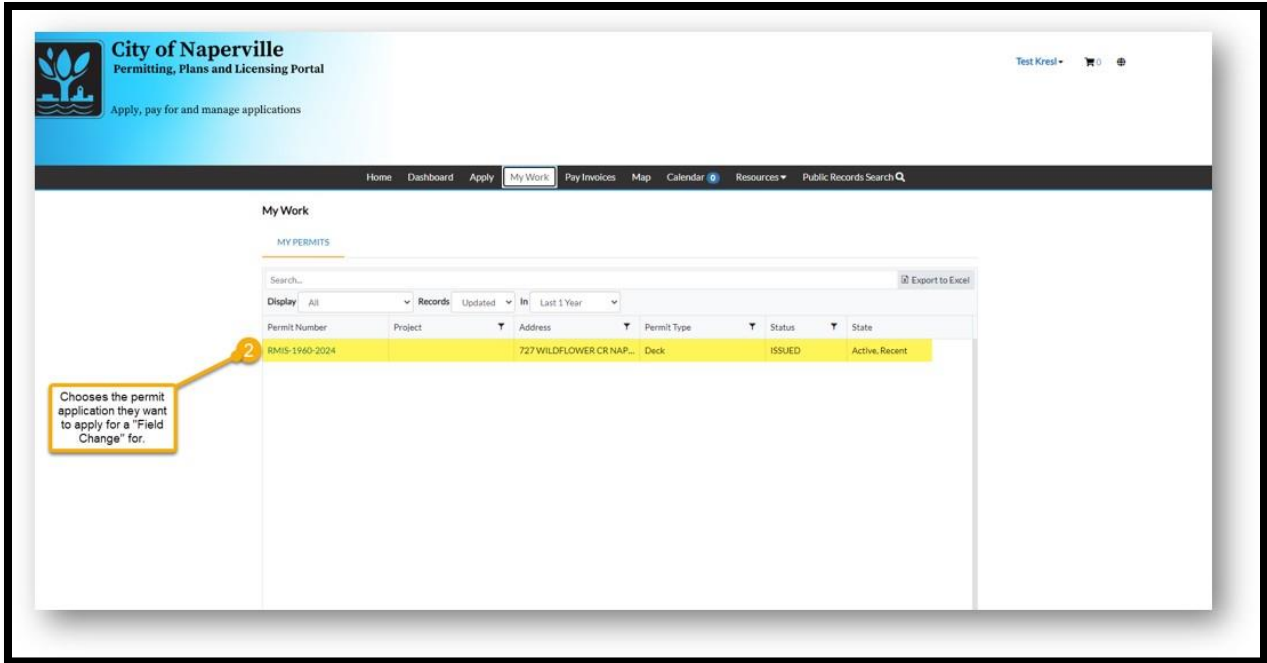


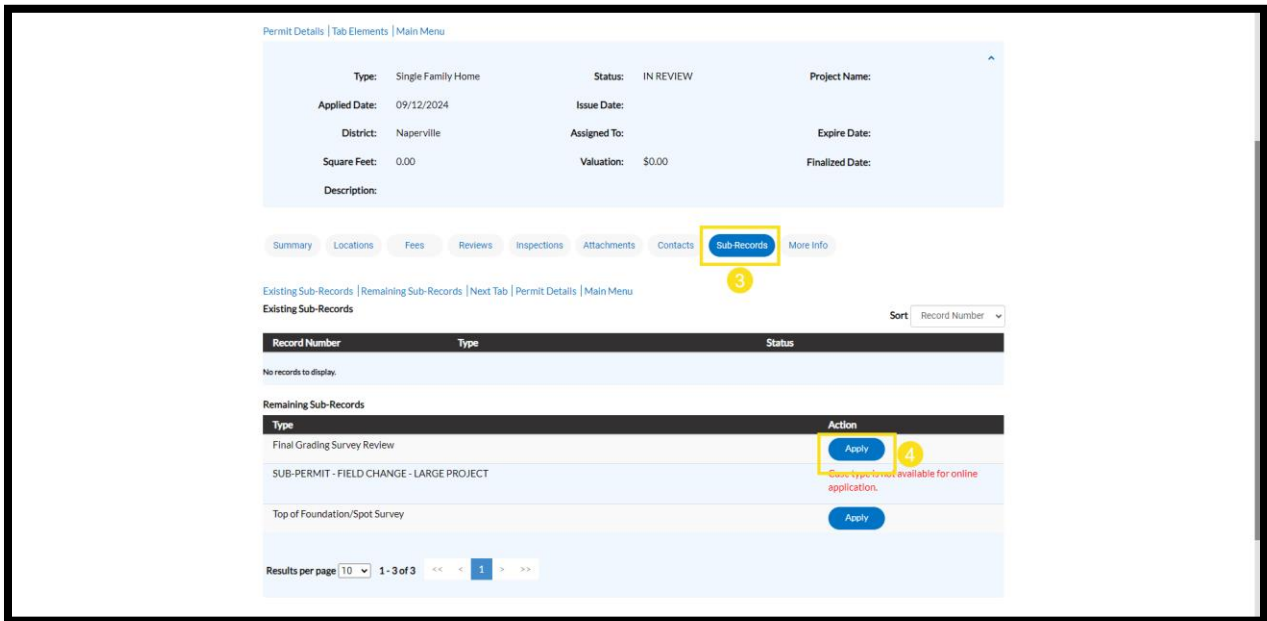
Applying for a Final Grading Survey



1. The customer will log into their portal. Once logged in, you will select the **My Work** tab.

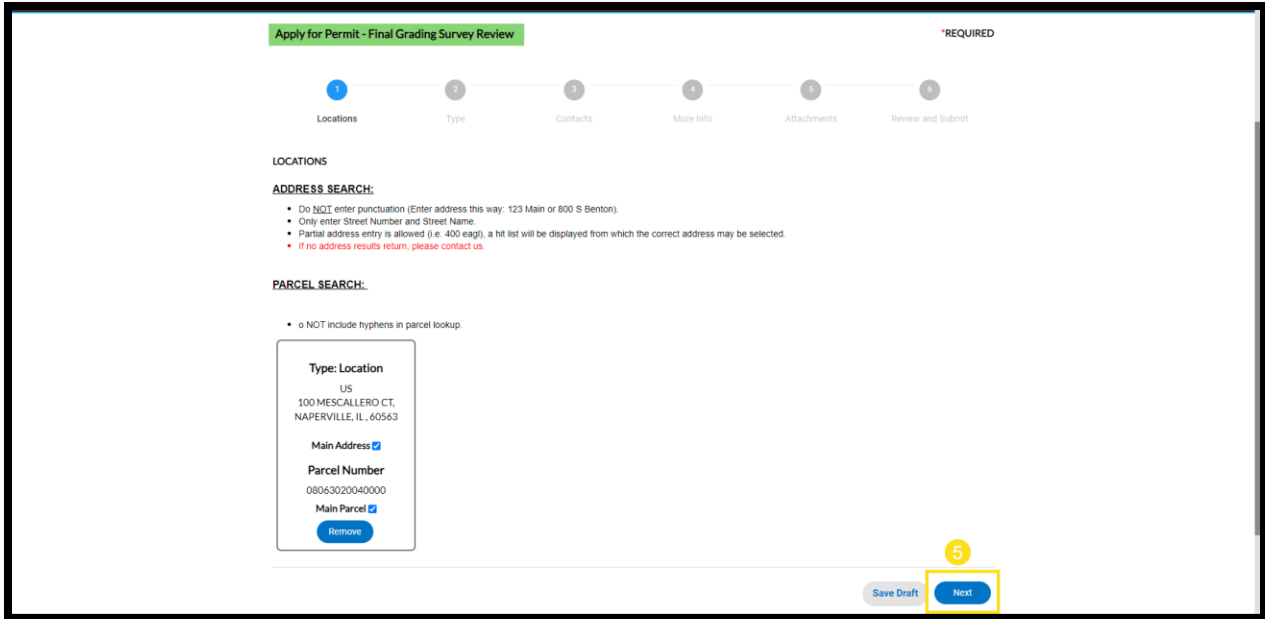


2. Select the permit desired.

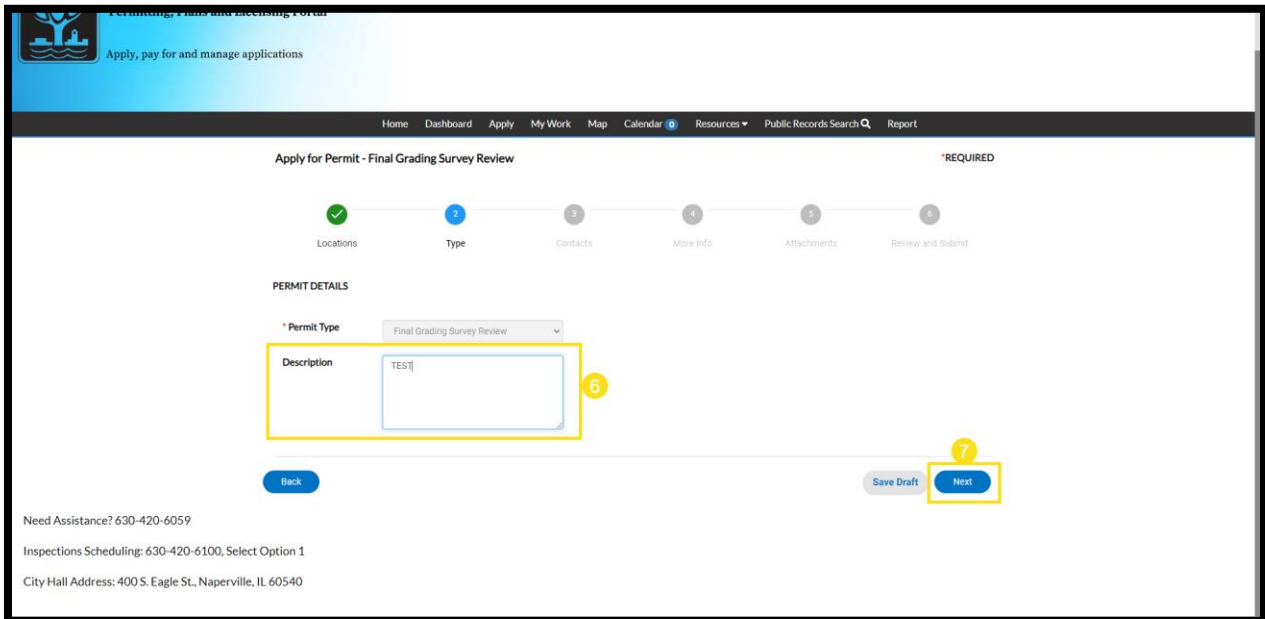


3. Click the Sub-Record tab.

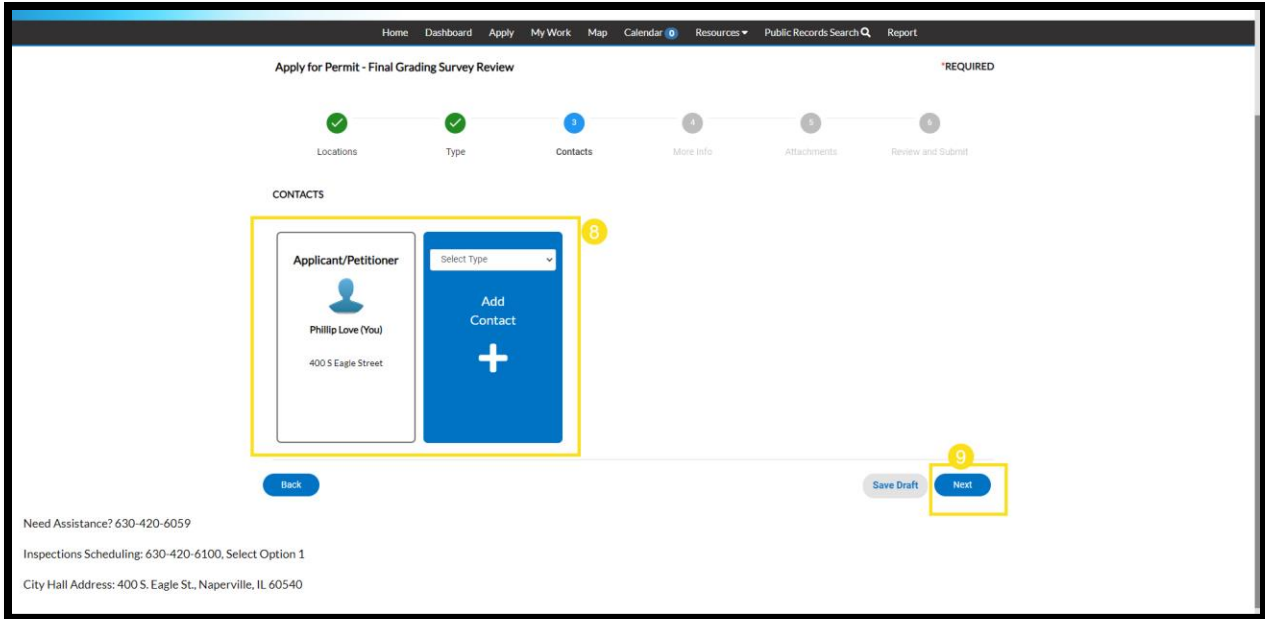
4. Select the Final Grading Survey type and click the **Apply** button.



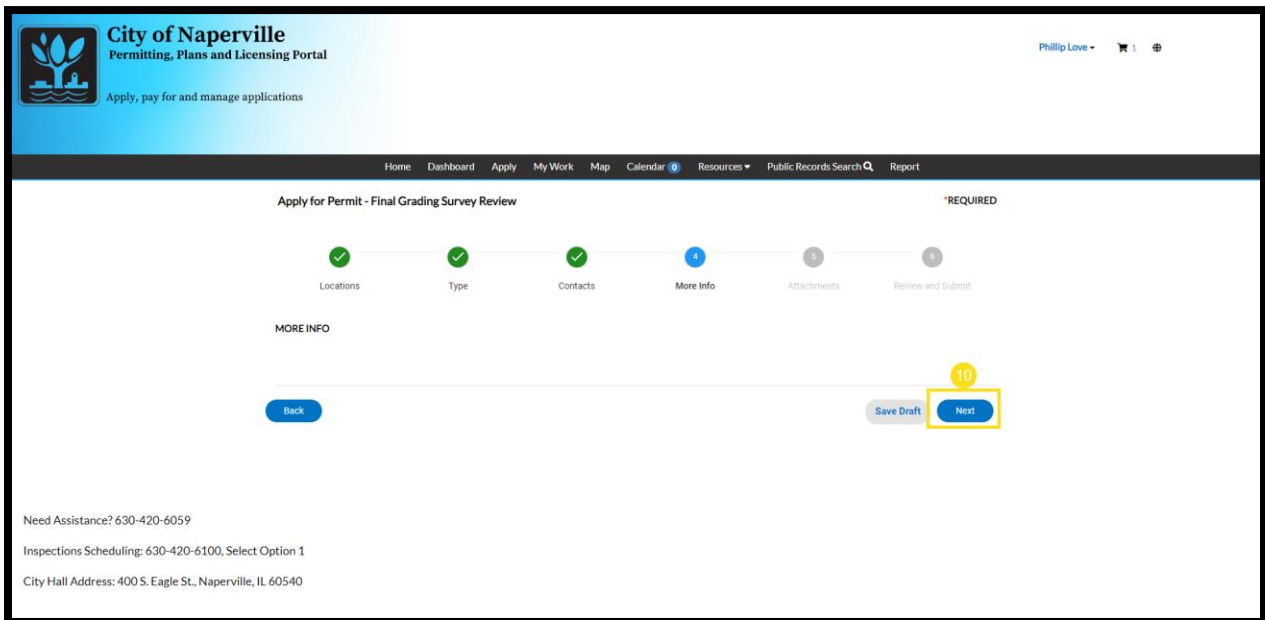
5. A permit application stepper will appear with the address already populated. Click the **Next** button.



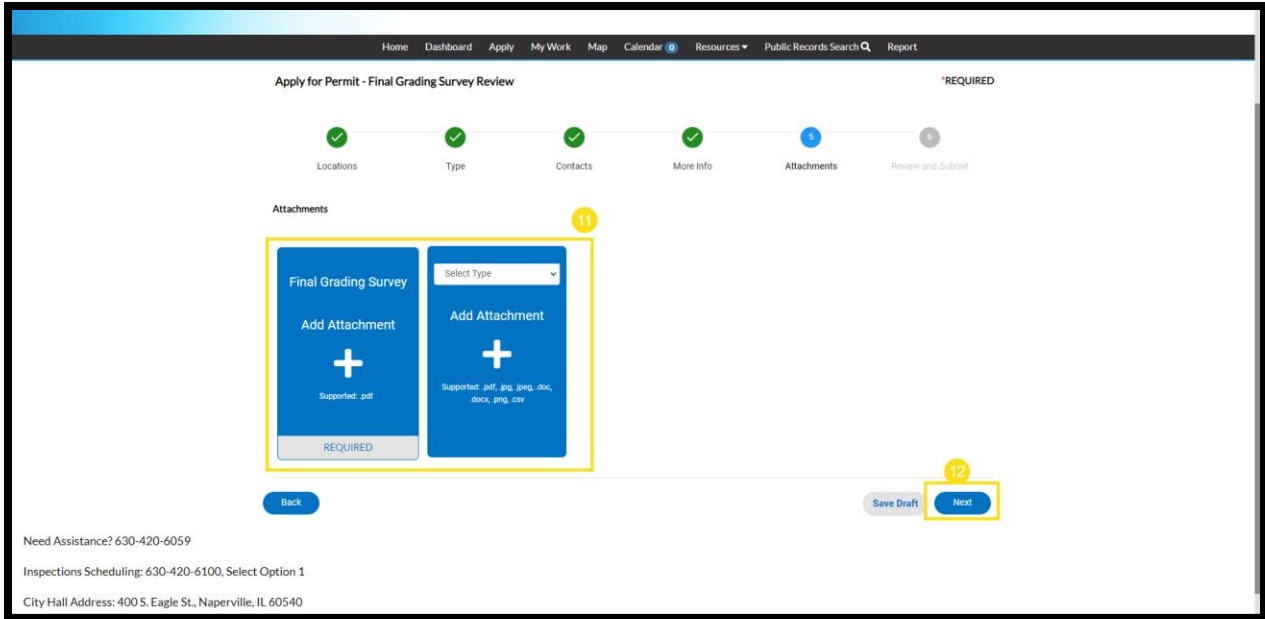
6. In the description field, add the desired details of the requested permit.
7. Click the **Next** button.



8. The contacts will be automatically filled out with the information provided at the original application. Please add any additional contacts related to the field change.
9. Click the **Next** button.



10. There is no additional information required for this permit. Click the **Next** button.

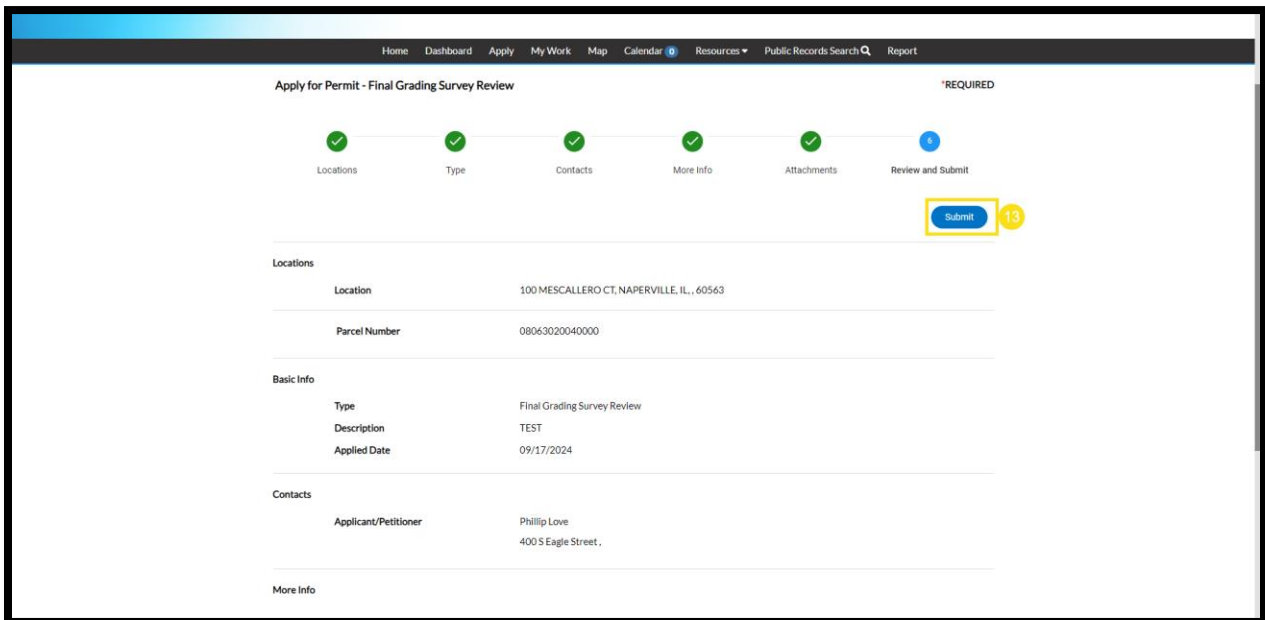


11. Please provide the following attachments:

a. **Final Grading Survey**

b. **Add attachment:** any supplemental information that would assist

12. Click the **Next** button.



13. Once you have completed your review, click the **Submit** button.