

Online Portal Instructions

The Porter County Building Department has a new online permitting software. All Contractor Registrations are to be completed through this portal: permitting.schneidergis.com. Eventually all permitting will be completed through this portal as well.

- When you get to the main home page on the portal, there will be a white “Jurisdiction” box - please select *Indiana* as the state and *Porter County* as the jurisdiction. In the upper right hand corner, select *sign up* and *create an account*. If you have completed permitting through LaPorte County, you may have an account already set up.
- Next, enter your information and click *register*. A verification email will be sent to the email address you provided during the account setup (please verify that the email address was entered correctly). Be sure to check your spam/junk folder if you did not received a verification email.
- Once the account is verified, you will then go back into the account homepage and select *Building Contractor Start Application*. There you will be able to upload all documents (Recorded Bond, Certificate of General Liability Insurance...etc) and submit your application for approval.
- Once approval is issued, the contractor registration fee payment can be made by credit card. If you wish not to make payment by credit card, you may send a check to 155 Indiana Ave., Ste 311, Valparaiso, IN 46383 (make check payable to **Porter County Plan Commission**) and we will apply payment; please note on the check that an account has been set up in the new system.
- Any questions, please feel free to reach out 219-465-3676.