

Registering in EPIC-GT

How to register in the portal to apply on line:

From the EPIC-GT home page, click on “Register” found under the “Guest” tab.

The portal can also be found at this link: codespermits.grandtraverse.org/EnerGov_Prod/SelfService#/home

► *Welcome to EPIC-GT*

Good Morning, Guest ▾

Log In
Register

Home Apply ▾ 311 Reporting Map Fee Estimator Pay Invoices Search Calendar 0 Help (?)

Beginning Monday, June 15, Grand Traverse County offices at the Governmental Center, Public Services, and Health Services Buildings will be available for in person services by appointment. We encourage you to visit the various County Offices and Departments to receive the service you are looking for.

Welcome to EPIC-GT

Calendar
Click here to find out about certain events like holidays, County meetings and public hearings.

Search Public Records
This tool can be used to search for existing permits, inspections, code cases and requests.

Pay Invoice
Use this tool to pay for individual invoices.

Map
Explore the map to see the activity occurring in your neighborhood.

1. Type your email into the box below and then click the “Next” button.

► Welcome to EPIC-GT

Grand Traverse County♦ Electronic Permitting & Inspections Center

Good Morning, Guest▼

Home Apply▼ 311 Reporting Map Fee Estimator Pay Invoices Search🔍 Calendar 0 Help (?)

Registration

Step 1 of 4: Email Address

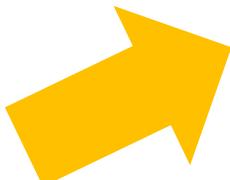
After entering your email below, please log into the email account of the email that you just registered with to receive your confirmation email. And follow instructions to complete your registration. PLEASE NOTE: The email will be coming from Access Online Portal, not from Grand Traverse County. Please make sure to check your spam folder as well.

If you are registering at a kiosk within the Code and Public Services Department please open a new window, by clicking the new window button at the top of the screen. Once your new window has opened you will need to search for your email provider. Once you have logged in and completed the registration process, please remember to log out of your email and close the tab to return to the ACCESS portal.

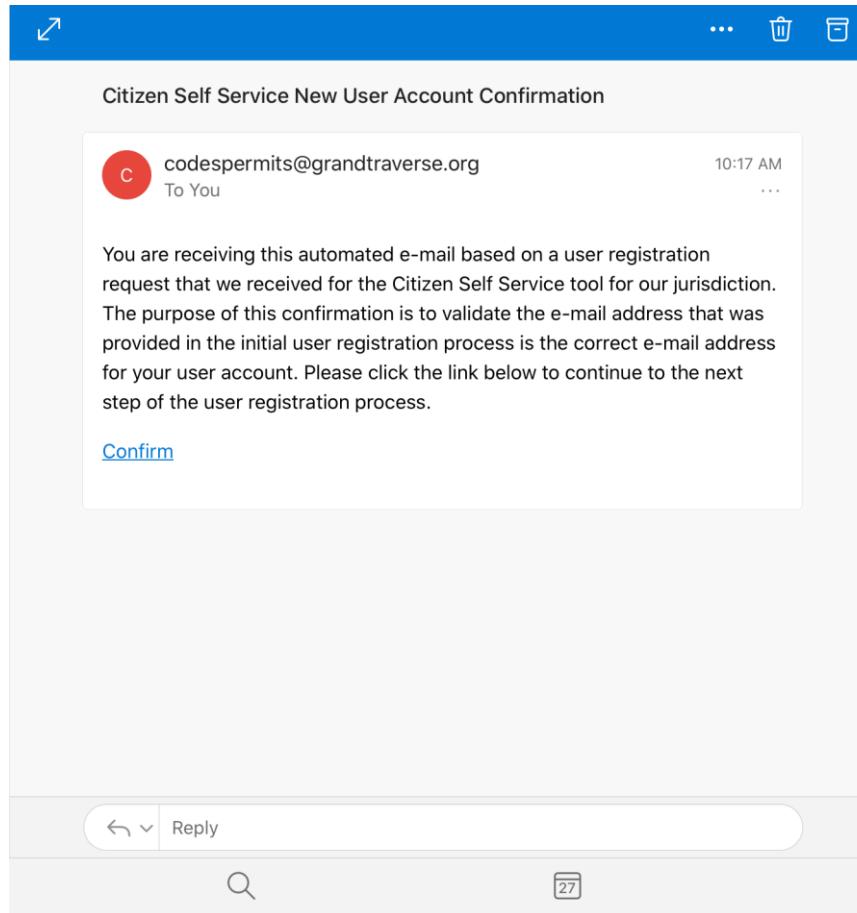
Please note that when you are entering your information when creating your account, we strongly suggest that you enter in a mobile phone number. So that in the case we need to contact you concerning an issue with your permit, we can.

Email

Next



Open the email you received and click “Confirm”



After you hit “Confirm,” you will arrive back in the EPIC-GT Portal. You will then have create a username and password. Please remember to click the box that you are not a robot!

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Registration

Step 2 of 4: Login information

* REQUIRED

I'm not a robot  reCAPTCHA Privacy · Terms

* Username

* Password

* Confirm Password

Email

Next

Contact Us @ Grand Traverse County | Governmental Center | 400 Boardman Avenue | Traverse City, Michigan 49684 | Phone: 231-922-4700

[Home](#) | [Contact Us](#)

The next step is provide personal info. Please also include your preferred method of being contacted.

WELCOME TO EPC

Good Morning, Guest ▾

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Registration

Step 3 of 4: Personal Info

--Select Contact Preference-- ✓

Address

Business Phone

Email *REQUIRED

First Name

Middle Name

Last Name

Company

Fax

Home Phone

Mobile Phone

Other Phone

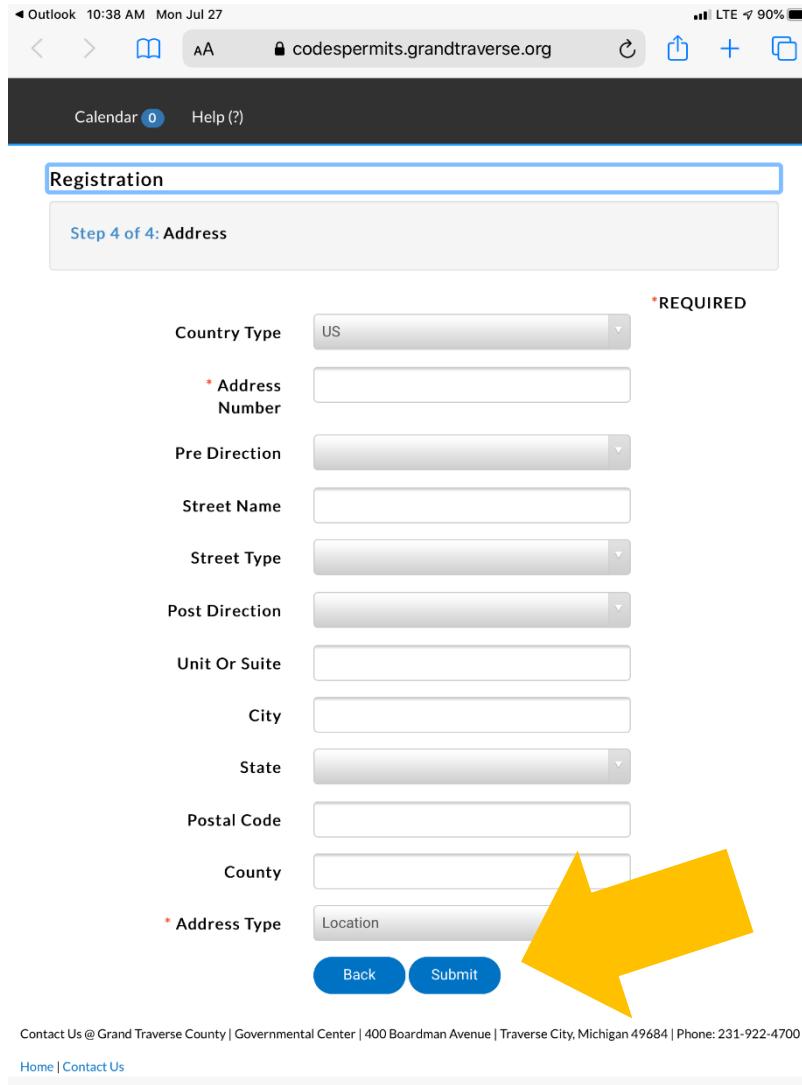
* Contact Preference

* Email Address Contractor@contracting.com

Additional Contact Information

Next

The final step is to provide address information. Once complete, hit the “Submit” button.



Outlook 10:38 AM Mon Jul 27 LTE 90%

codespermits.grandtraverse.org

Calendar 0 Help (?)

Registration

Step 4 of 4: Address

*REQUIRED

Country Type: US

* Address Number:

Pre Direction:

Street Name:

Street Type:

Post Direction:

Unit Or Suite:

City:

State:

Postal Code:

County:

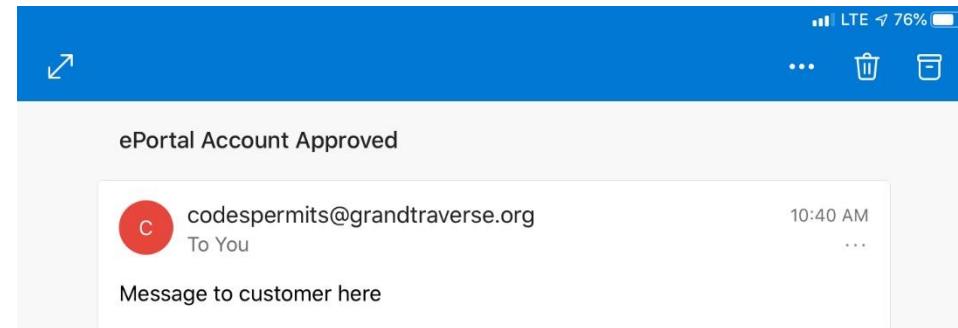
* Address Type: Location

Back Submit

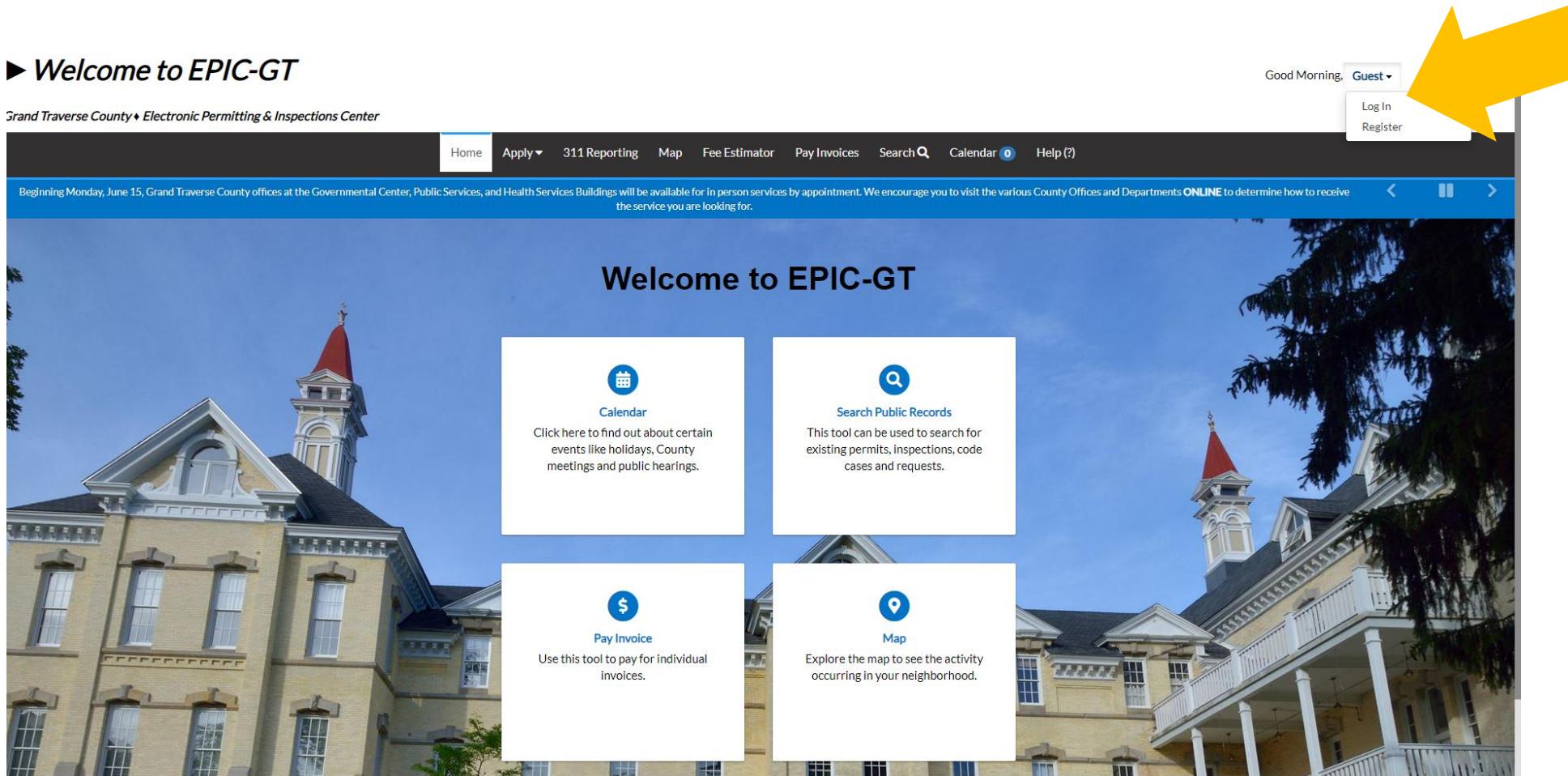
Contact Us @ Grand Traverse County | Governmental Center | 400 Boardman Avenue | Traverse City, Michigan 49684 | Phone: 231-922-4700

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You will then get an email, indicating that your account has been approved.



Go back to the EPIC-GT Portal homepage and login with your username and password.



You will then see your name in the top right and then a “Dashboard” button. Click on this button and you will see lists of permits, plans, requested/scheduled invoices, and number of invoices current or past due.

