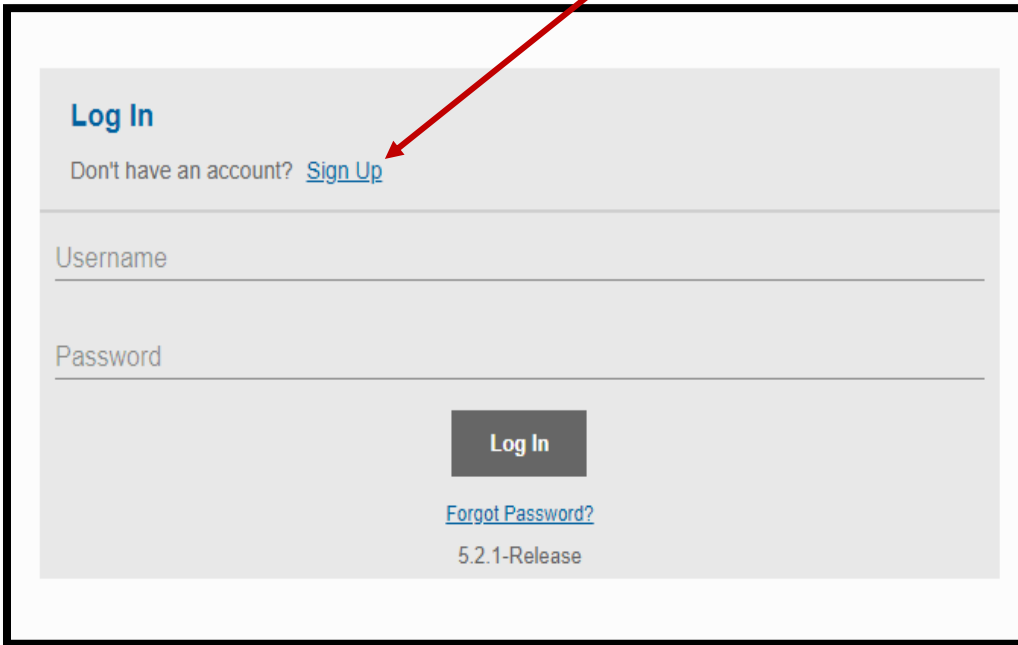


RUTHERFORD COUNTY GOVERNMENT PUBLIC PORTAL ACCESS - HOW TO CREATE AN ACCOUNT

<https://cityworks.rutherfordcountyttn.gov/PublicAccess>

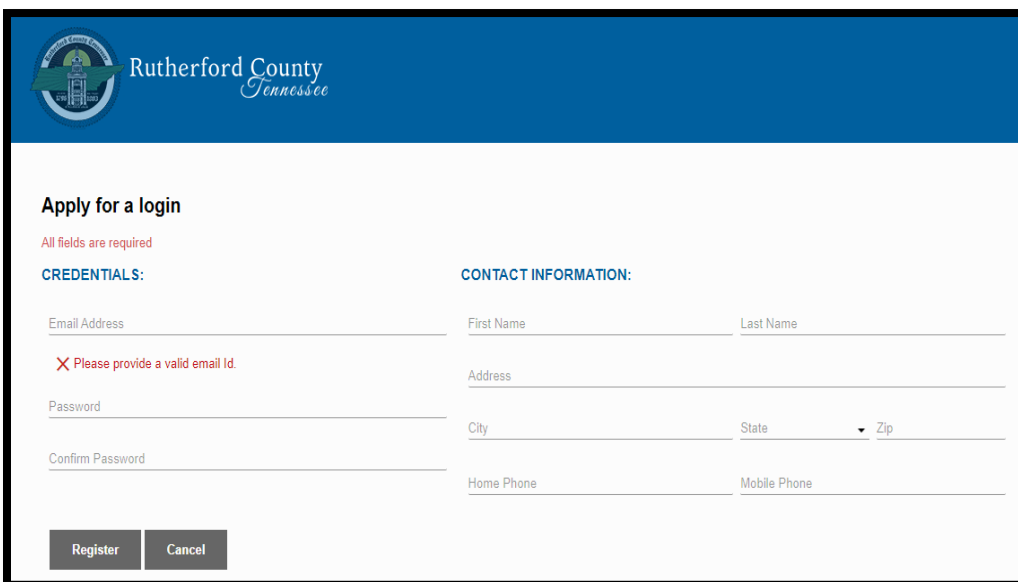
- Follow the link above or copy to your browser. This will take you to the home screen shown here. To use the Public Portal you will be required to establish an account. To do so, click on 'Sign Up' on the home screen shown here.



The screenshot shows a login interface with the following elements:

- Log In** header
- Text: "Don't have an account? [Sign Up](#)" (A red arrow points to this link)
- Input field for **Username**
- Input field for **Password**
- Log In** button
- [Forgot Password?](#) link
- Version: 5.2.1-Release

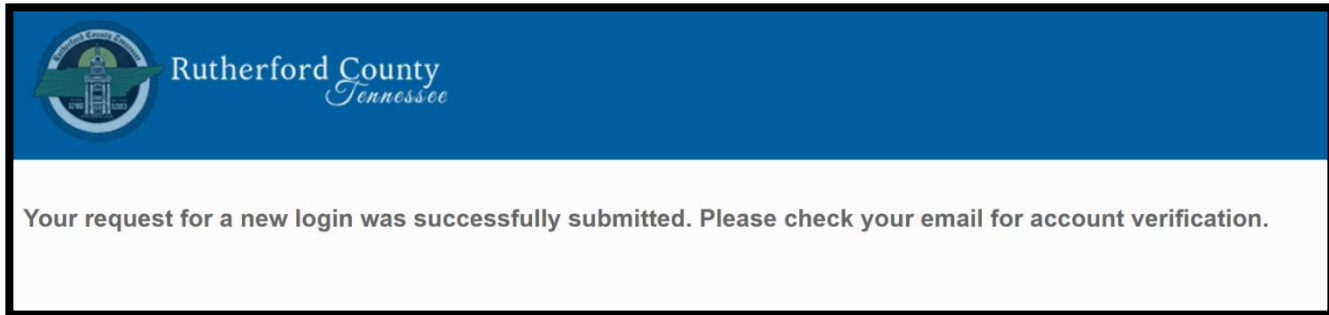
- *All fields are required to be completed. Note that the email address provided at the setup level will be the same email the system will send alerts, etc. to so be sure that this field is entered correctly and that it is an email location that is monitored.



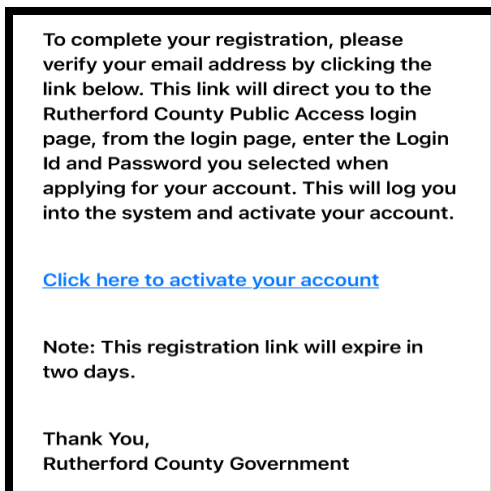
The screenshot shows the registration page for Rutherford County Tennessee. It includes the county logo and the following sections:

- Apply for a login**
- All fields are required*
- CREDENTIALS:**
 - Email Address (with error: ✗ Please provide a valid email Id.)
 - Password
 - Confirm Password
- CONTACT INFORMATION:**
 - First Name
 - Last Name
 - Address
 - City
 - State (dropdown)
 - Zip
 - Home Phone
 - Mobile Phone
- Register** and **Cancel** buttons

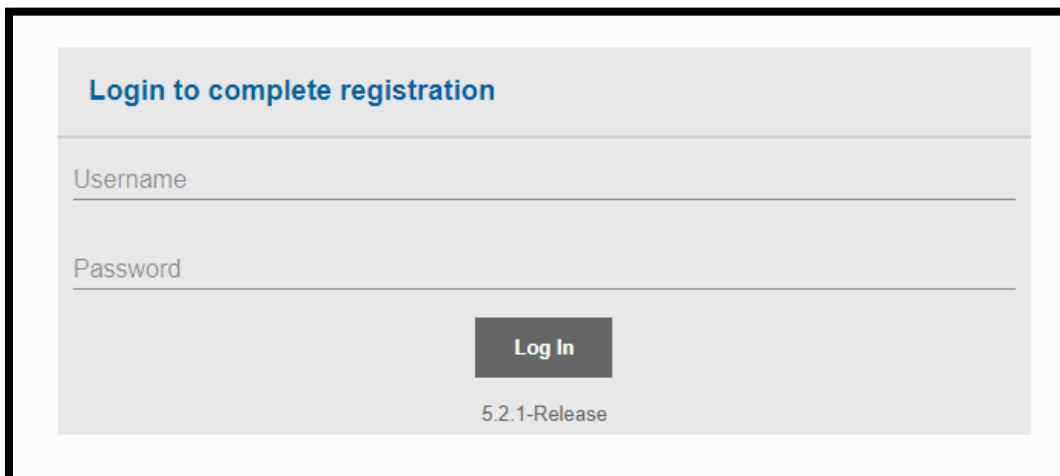
- **Once you register you will see a screen like the one below**



- **You will receive an email with a link to activate your account. Clicking on the link will activate your account and take you back to the home page where you can sign in using the username and password you created. The link for the registration will expire in two days. Make sure you complete the activation.**

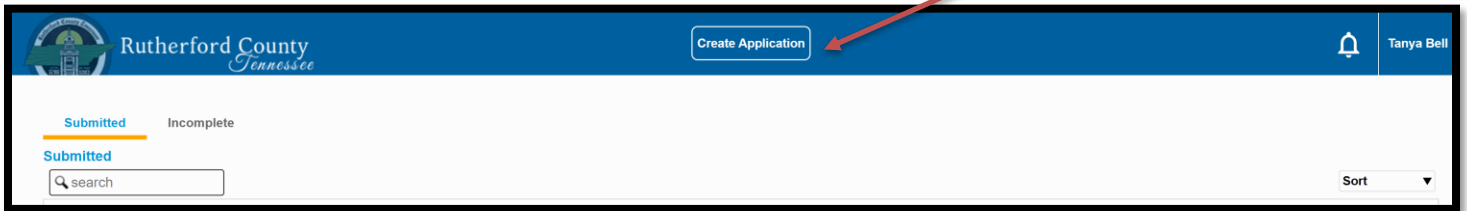


- **Make sure to follow the link and login to complete the registration.**

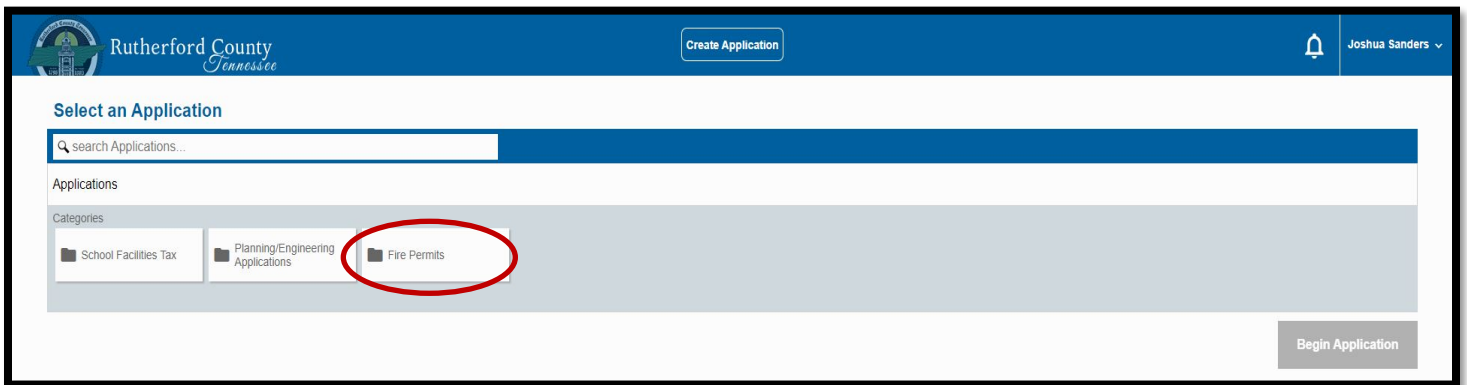


INSTRUCTIONS ON SUBMITTING AN SFT APPLICATION FOR REVIEW

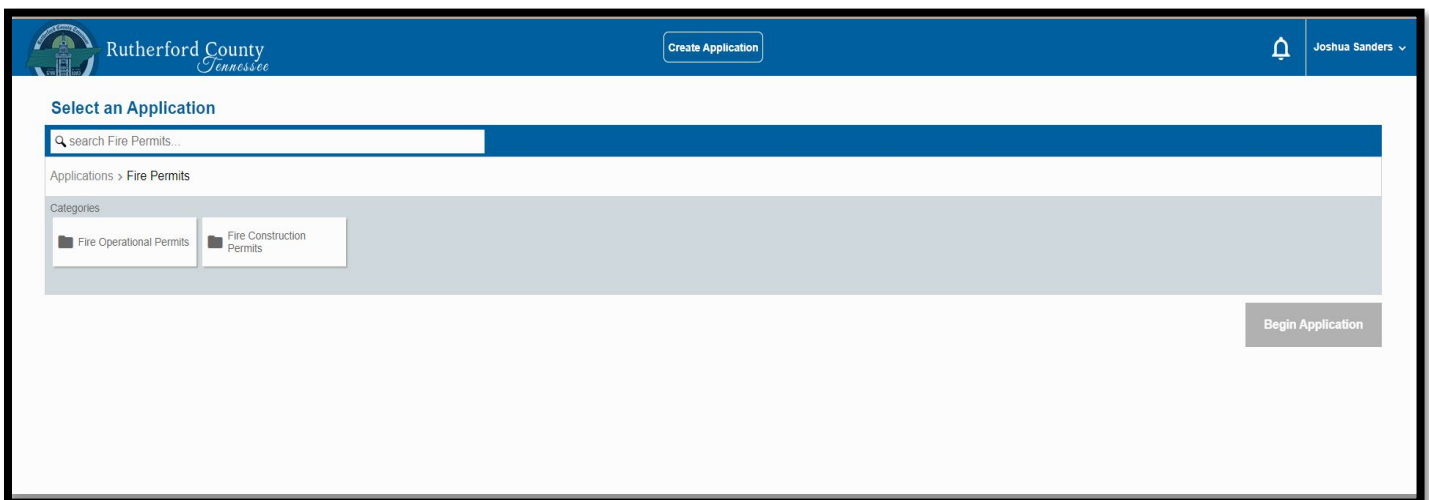
Sign into the Public Portal using your username and password. Your home screen will look like this. Note - eventually this home screen will list all your previously submitted applications. To start a new application click on the 'Create Application' button here.



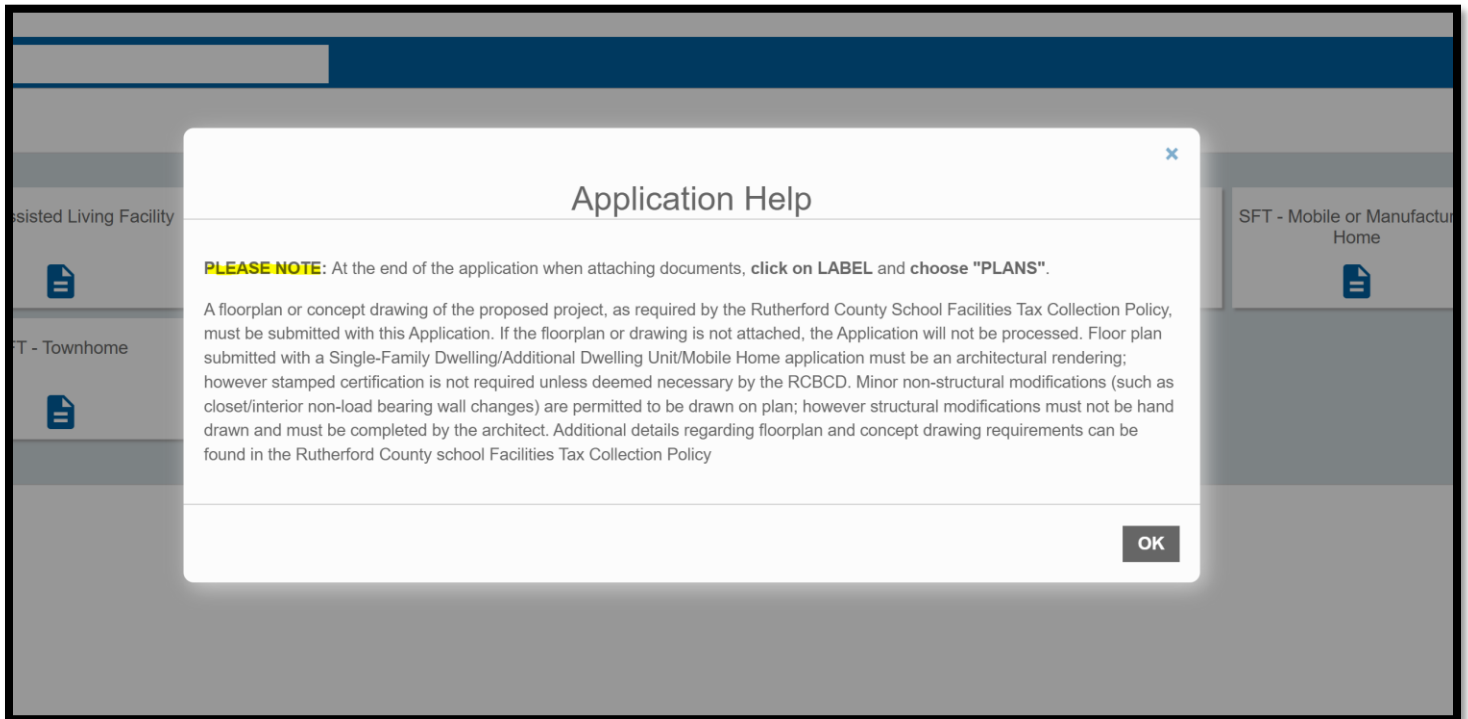
To submit an Fire Permit application click on button entitled 'Fire Permits' here.



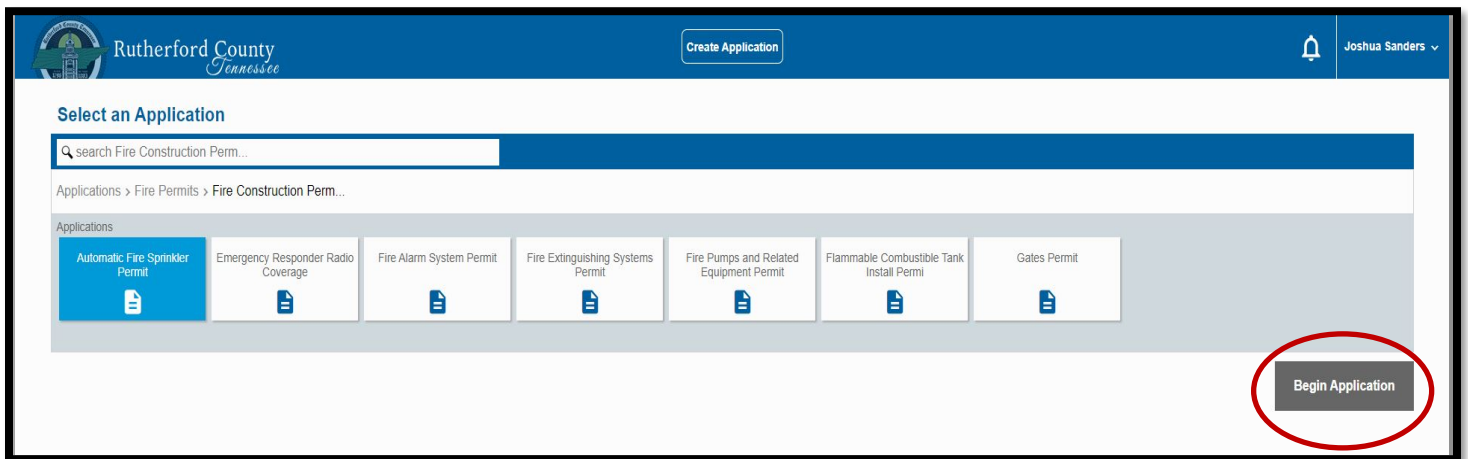
Select the type of permit for which you are applying from the choices shown.



Once you have made your selection of which type of project you are making application for an 'Application Help' pop up will appear for you to read and acknowledge before moving forward. Please read this information as it contains instructions for later in the application that will not reappear.



After clicking 'OK' – click 'Begin Application'.



The next few screens will walk you through the application process by filling out the required fields. The address can be filled in using the street address, lot/subdivision or map/parcel. Whichever way you enter the system should begin to populate suggestions based on your entry as shown below. Choose the suggestion that matches your location.

Rutherford County Tennessee

Create Application

Tanya Bell

Application: SFT - Accessory with Living Area

Step 1 of 4

1 Main

Description of Project
Detached garage with office and bathroom above

Property Address or Lot/Subdivision or Tax Map Parcel
1 South Public

Suggestions...

1 S PUBLIC SQ, MURFREESBORO, 37130
1 PUBLIC SQ, MURFREESBORO, 37130
1 SOUTH HAVEN
1 OLD SOUTH EST
1 OLD SOUTH ANNEX

Cancel Clear Next

2 People

3 DataGroup

4 Rel Docs

Click 'Next' to proceed to the next screen.

Page 2 entitled 'People' will ask for your information, you may click on the button 'Use My Information' and it will auto fill the information from your account profile. Fill in any blank fields, to include any comments if necessary, before clicking on Next.

Rutherford County Tennessee

Create Application

Tanya Bell

Application: SFT - Accessory with Living Area

Step 2 of 4

1 Main

2 People

Applicant Use My Information

Name

Address Line 1

City Name State Zip Code

Phone (Home) Phone (Mobile)

Email

Comment

Cancel Clear Previous Next

3 DataGroup

4 Rel Docs

Page 3 entitled 'DataGroup' will ask for square footage of the project for which you are submitting an application. Fill in only the fields that apply to your project, the fields that do not apply may be left blank. Please note - this square footage will be verified upon review of your plans and may be subject to change. Click Next.

The screenshot shows the 'DataGroup' step of the application process. The header includes the Rutherford County Tennessee logo, a 'Create Application' button, and the user name 'Tanya Bell'. The application title is 'Application: SFT - Accessory with Living Area' and it is 'Step 3 of 4'. A progress bar shows steps 1 (Main), 2 (People), 3 (DataGroup), and 4 (Rel Docs). The 'DataGroup' section includes a 'School Facilities Tax' field with a description 'Detached garage with office and bathroom above'. Below this are three 'SFT Tax Finished' sections: 'Total Finished Living Area (sq ft)', 'Total Finished Basement Area (sq ft)', and 'Total Other Finished Living Area sq ft (e.g. conditioned area within or above a garage)'. The 'Total Other Finished Living Area' field has a value of 450. At the bottom right, there are buttons for 'Cancel', 'Clear', 'Previous', and 'Next'.

Page 4 entitled 'Rel Docs' is where you should upload any documents relevant to the application. Most importantly the floorplans associated with the project. To do this click on 'Add' and double click on the document to upload. You may add as many documents as is necessary at this stage.

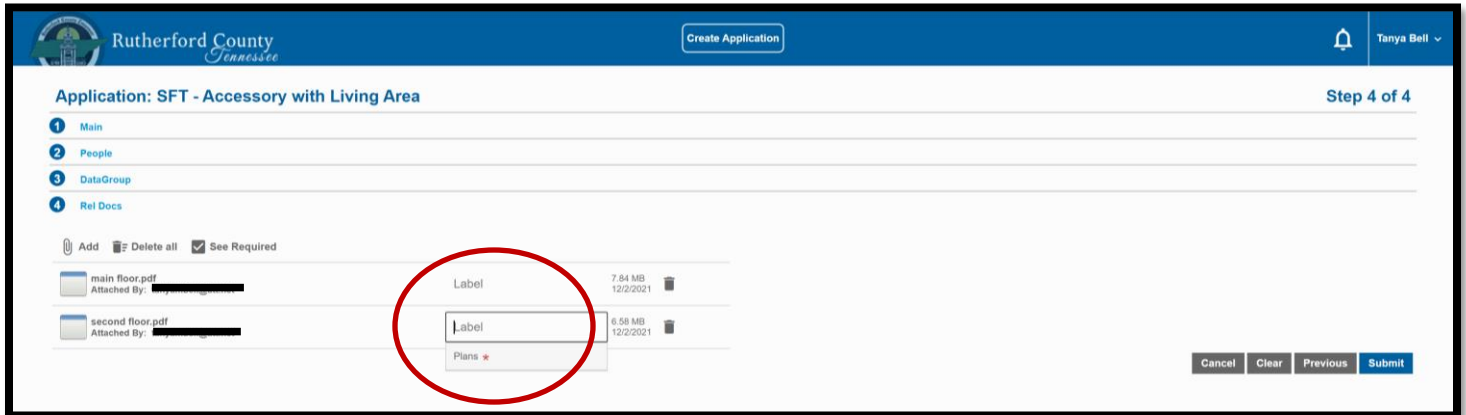
The screenshot shows the 'Rel Docs' step of the application process. The header is the same as the previous page. The application title is 'Application: SFT - Accessory with Living Area' and it is 'Step 4 of 4'. The progress bar shows steps 1 (Main), 2 (People), 3 (DataGroup), and 4 (Rel Docs). Below the progress bar, there is an 'Add' button circled in red, along with 'Delete all' and 'See Required' options. At the bottom right, there are buttons for 'Cancel', 'Clear', 'Previous', and 'Submit'.

The screenshot shows the 'Rel Docs' step with two documents uploaded. The header and application title are the same. The progress bar shows steps 1 (Main), 2 (People), 3 (DataGroup), and 4 (Rel Docs). Below the progress bar, there is an 'Add' button, 'Delete all', and 'See Required' options. The uploaded documents are listed in a table:

Document Name	Label	Size	Date
main floor.pdf	Label	7.84 MB	12/2/2021
second floor.pdf	Label	6.58 MB	12/2/2021

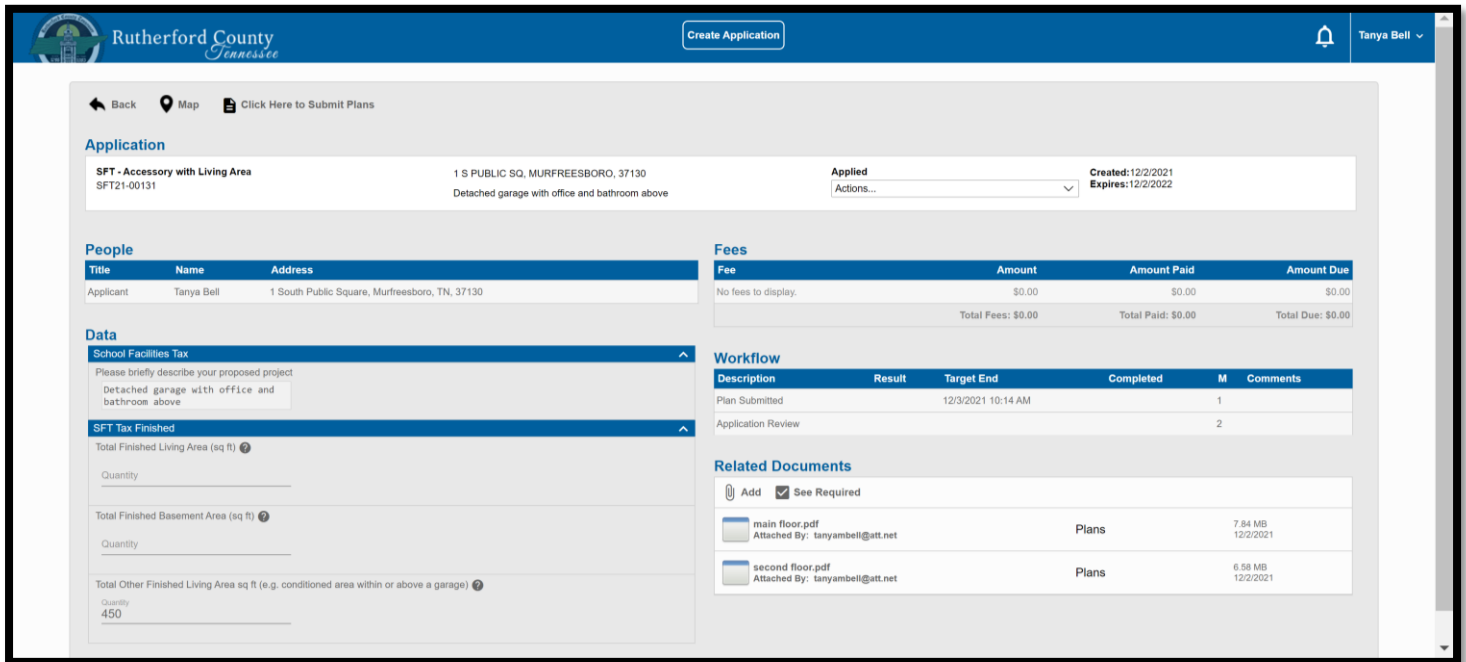
At the bottom right, there are buttons for 'Cancel', 'Clear', 'Previous', and 'Submit'.

Once you have uploaded all the necessary documents and they are listed here as shown. Click on the 'Label' and mark each item as 'Plans' as shown below. This step is critical, without completing this step the plans will not upload to our system. After labeling all attachments click 'Submit'.



After upload any relevant plans/documentation Click "Submit". Once received, your application will be reviewed for completeness. You will be contacted by the Fire Marshal's Office should any additional information be required.

After clicking submit. You will see the summary screen below.



Your application and plans have now been submitted to the Rutherford County Fire Marshal's Office where it will be reviewed and processed. Expect to receive notification by email or telephone that your application has been approved. Once approved, you will be notified to contact the Rutherford County Building Codes office to complete payment by phone or in person. Once fees are paid, the permit will be issued. After issuance, work may be started or the operation for which you are applying to conduct may be performed. Please contact the Fire Marshal's Office for any related inspections.