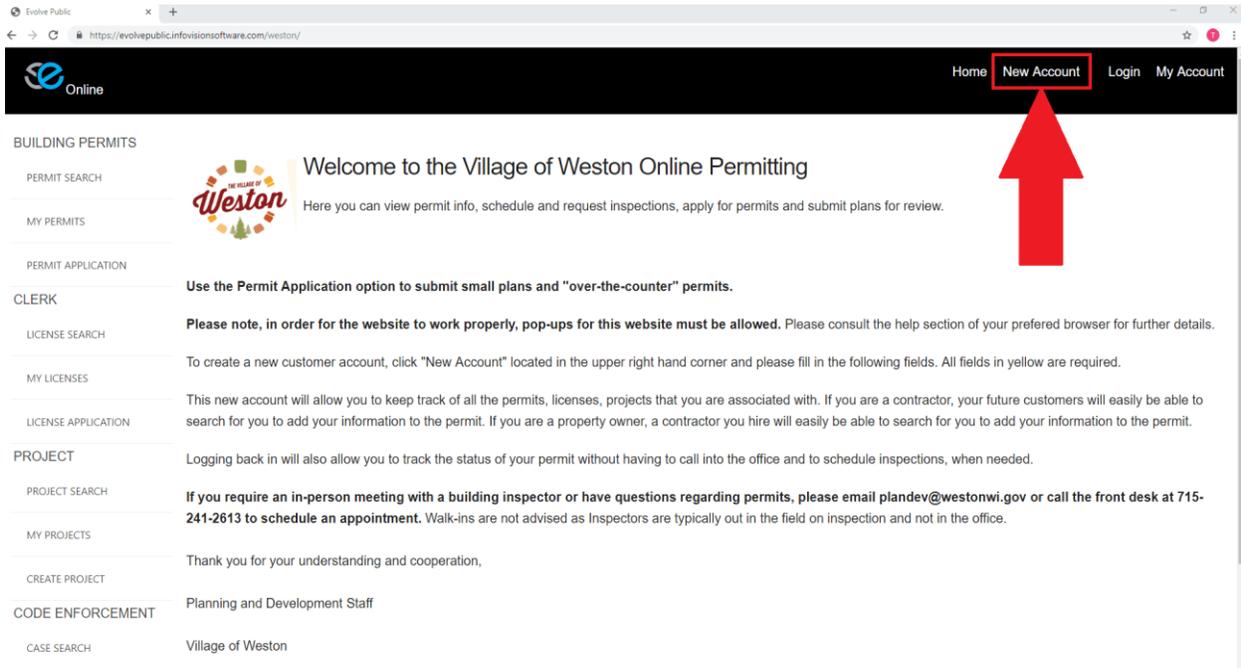


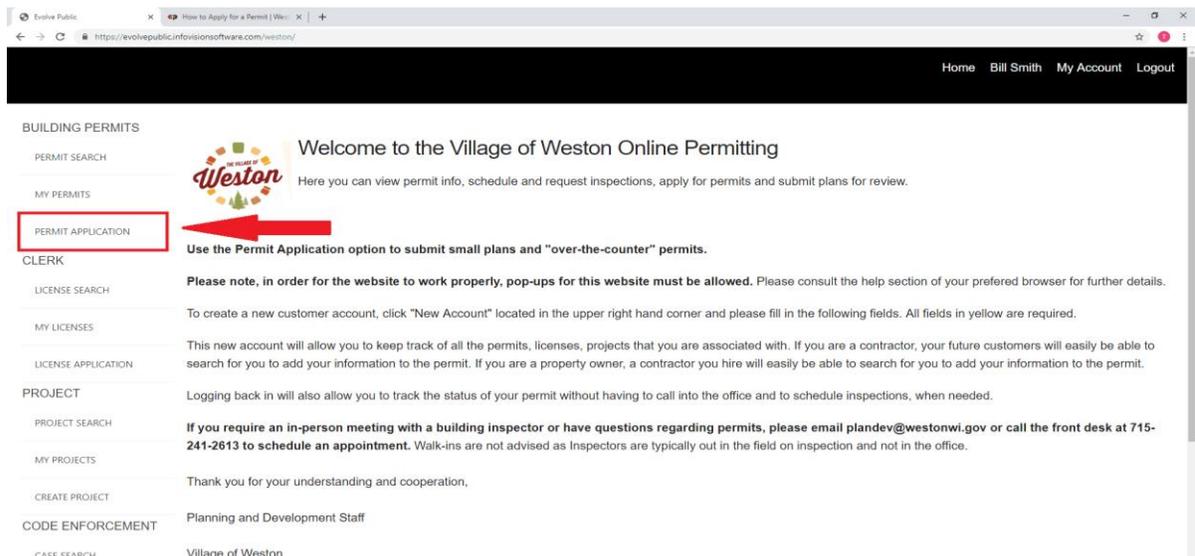
Step by Step: How to create an Evolve account (with pictures)

Please visit www.westonwi.gov/epermits and use the following steps:

1) If this is your first time using the new site, click "New Account" in the upper right-hand corner;



- a) Fill in the fields using your information, try and provide as much information as possible.
- b) Create a password on the same page and click "Save".
- c) If you are creating a new user name and you get the error stating your password is already associated with another account, then select the "Forgot Password" link and follow that process.



3) Select the **permit type associated with your project** from the drop-down menu. Then select the appropriate permit application from the second drop-down menu.

The screenshot shows the 'Evolve Public' website interface. On the left is a navigation menu with categories: BUILDING PERMITS, CLERK, LICENSE SEARCH, MY LICENSES, LICENSE APPLICATION, PROJECT, PROJECT SEARCH, MY PROJECTS, CREATE PROJECT, CODE ENFORCEMENT, and CASE SEARCH. The 'PERMIT APPLICATION' item under BUILDING PERMITS is highlighted with a red box. The main content area is titled 'SELECT TYPE OF PERMIT' and asks the user to 'Please select type of permit for application.' It features two dropdown menus: 'Category' (set to 'Commercial Buildin...') and 'Type' (set to 'Commercial Additio...'). A red arrow points to the 'Type' dropdown. Below the dropdowns are 'Cancel' and 'Next' buttons.

4) Enter the address and the street name, without and prefixes or suffixes (**DO NOT ENTER THE ST, AVE, DR, BLVD, WAY**). If the address you type in generates a "not in jurisdiction" error, then most likely you are not in the Village or Town of Weston. If you are unsure, please call staff at 715- 359-6114.

If you pay your taxes to the Village of Weston, but you have a Schofield zip code your address is still in Weston

The screenshot shows the 'Evolve Public' website interface at the 'ENTER ADDRESS' step. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'ENTER ADDRESS' and contains instructions for three boxes: 'Box 1: Enter house number', 'Box 2: Enter street name with no direction and no suffix (i.e. St, Ave, Rd). A partial street name may be used to find the correct street name (i.e. "Scho" will find Schofield Avenue).', and 'Box 3: Only use if an error is received stating the address is not found when utilizing boxes 1 and 2.' Below the instructions are three input fields: 'House Number Only' (containing '5500'), 'Street Name or Partial Street Name (No Direction, No Ave, St, Rd)' (containing 'schofield'), and 'Address'. A red arrow points to the 'Street Name' input field. At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

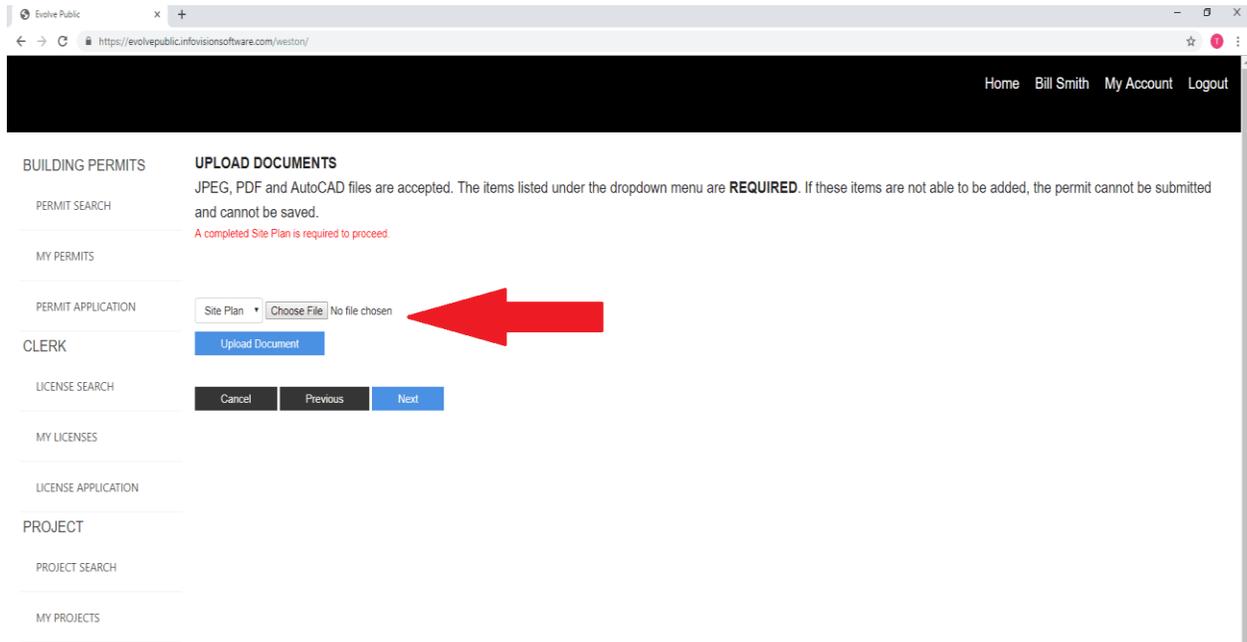
5) All the required fields are highlighted in yellow. You will not be allowed to save the application without filling in these fields. If you leave the page, then you will have to start the permit application process over again.

The screenshot shows a web browser window with the URL <https://evolvepublic.infovisionsoftware.com/weston/>. The page title is "Evolve Public". On the left, there is a navigation menu with categories: BUILDING PERMITS, CLERK, PROJECT, CODE ENFORCEMENT, and VILLAGE. The main content area is titled "ENTER PERMIT DETAILS" and contains a form with several fields highlighted in yellow. A red thought bubble with the text "All yellow areas MUST be filled in!" is overlaid on the form. The form fields include: Suite/Unit #, Project Description (Brief description of what your project is), Cost of Project (10,000), Name of Business (Example Business), Owner (Bill Smith), Building Use (Commercial), Commercial Sq Ft (3,000), Floor Levels (2), Foundation Type (Poured), # Units, and Sewer Type (Public).

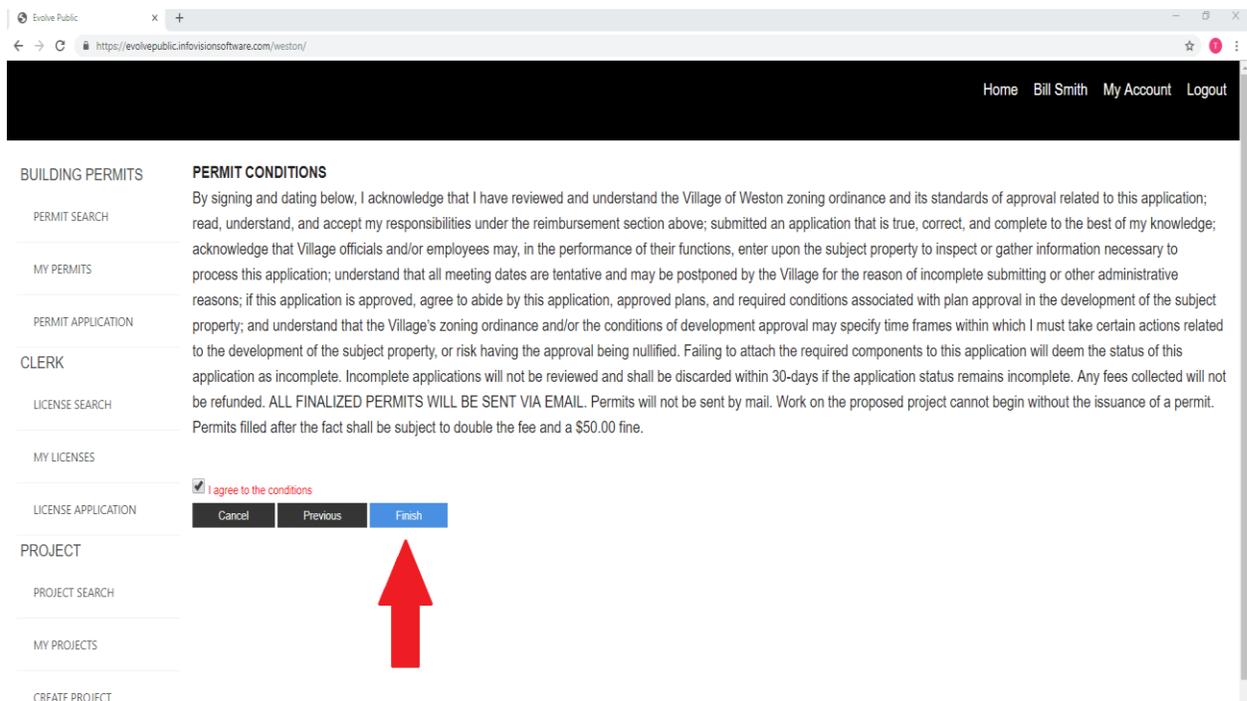
6) Add any additional contractors or contacts (i.e. property owners, agents, managers) that are associated with the project and/or who should be contacted regarding the permit.

The screenshot shows a web browser window with the URL <https://evolvepublic.infovisionsoftware.com/weston/>. The page title is "Evolve Public". On the right side, there is a navigation bar with links: Home, Bill Smith, My Account, and Logout. The main content area is titled "CREATE CONTACTS" and contains a form with a table of contact information. A red arrow points to the "Add Contact" button. The form includes a dropdown menu for "CONTACT TYPE" (set to "Owner"), a "Cancel" button, a "Previous" button, and a "Next" button. The table has columns for CONTACT TYPE, ORGANIZATION, LAST NAME, FIRST NAME, EMAIL, and PHONE. The table contains one row with the following data: CONTACT TYPE: Owner, ORGANIZATION: (empty), LAST NAME: Smith, FIRST NAME: Bill, EMAIL: example@example.com, PHONE: 123456789.

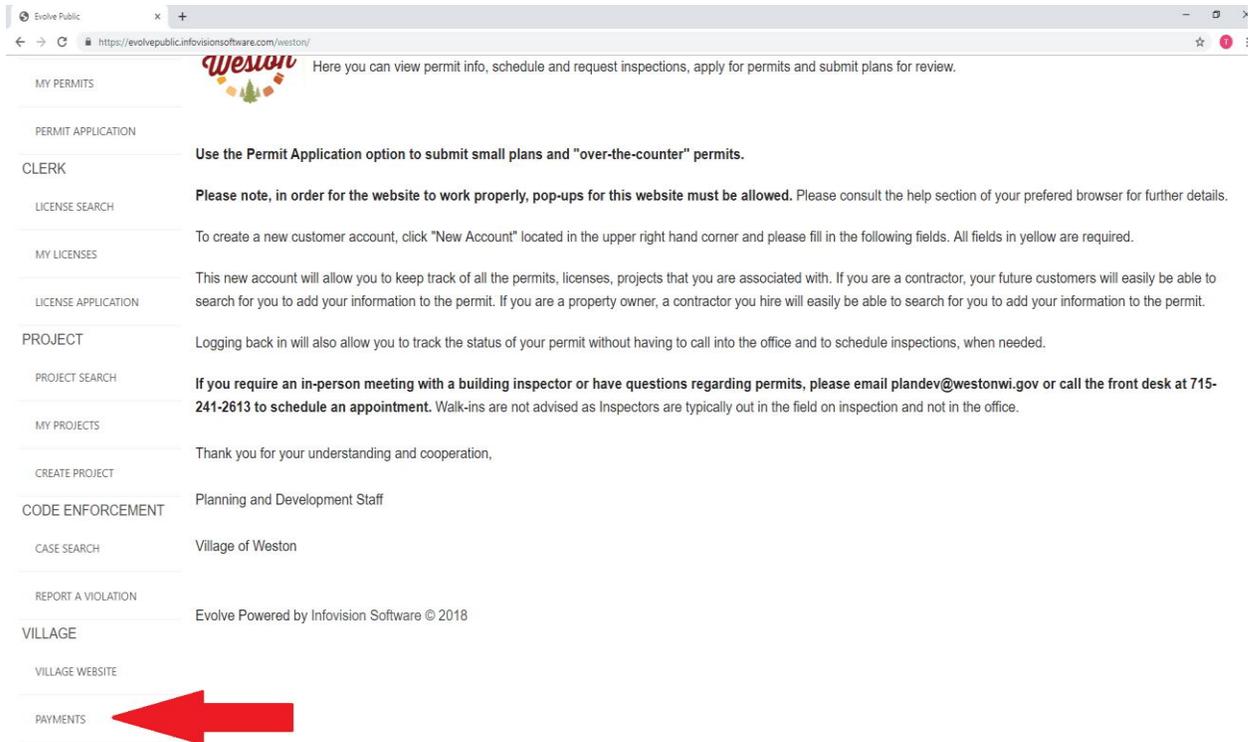
7) There are several permits that require additional items to be uploaded (i.e. site plans, operational plans, sign layouts). If these items are required, then the system will not allow you to move forward until these items are uploaded.



Next Click Finish



8) Once the application is submitted, then staff will review it for completeness and issue an invoice, which can be paid online, by mail, or in person. Once payment is received, then a permit will be emailed to you and you may begin working on the project.



9) After the work has been completed, log in to the site and submit a request for inspection. An inspector will contact you with a window of time and day of when the inspection will take place. After the inspection is completed you will be notified and the permit will be finalized and closed out.

If you have any questions regarding this process, please feel free to contact staff.