

## Benefits for creating an eCity account

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Developers, Contractors, Property Owners & Design Professionals can:

- \* Pay for permits online with a credit card or e-check
- \* Check the status of your projects & permits
- \* Receive email notifications about your projects & permits
- \* Add other people that need to be notified when permits are ready to be paid and issued
- \* Request an inspection



## eCity acronyms

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PRJ = Building Project

BLDC = Commercial Building Permit

BLDR = Residential Building Permit

GAS = Gas trade permit

ELE = Electrical trade permit

PLM = Plumbing trade permit

MEC = Mechanical trade permit

PRE = Pre-Development Review

City of Springfield  
Building Development Services

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## Guide for Developers, Project Managers, & Contractors

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## eCity.springfieldmo.gov

### Apply Online for:

- \* Pre-Development review and Commercial Projects
- \* Residential Projects
- \* Trade Permits (GAS, ELE, PLM & MEC)
- \* Planning Applications
- \* Public Improvements
- \* Driveway, Excavation & Wrecking permits

Your **eCity Dashboard** will show all projects and permits that are linked to your profile. You will receive email notifications throughout the permitting, review and inspection process.

You can also add Applicants such as trade masters, project managers, superintendents and others that need to be included on your project & permits. (See instructions in center of brochure)

## Create your eCity profile and add others that need to receive information on projects & permits

To create your eCity profile and look up your projects & permits:

1. Go to <https://ecity.springfieldmo.gov>
2. Click on the “create a profile” link under the **LOGIN** button
3. Enter your email & contact information as requested
4. Enter a password & a security question
5. **Login to eCity** with your new login information
6. All projects & permits that are linked to your account will be shown on your **eCity Dashboard**  
*(Note: If you don't see projects or permits that you expect to, please submit the online form with your email, permit # and address of the property. You will receive an email when the permit is added to your eCity account.)*

To add sub-contractors, superintendents, trade masters & other Applicants that receive notifications on your projects & permits:

1. **Login to your eCity** account
2. **Click on the permit** on your eCity Dashboard
3. Click “**Edit Information or Contacts**”
4. Under “**Additional Contacts**”, click “**Add More**” and fill out the contact information
5. Click “**Add Contact**” button



## Hierarchy of Projects, Building permits and trade permits in eCity

**PRJ—Building Project**

- \* Owner
- \* Designer
- \* Applicant

**BLDC or BLDR—Building Permits**

- \* GENERAL CONTRACTOR
- \* PROJECT MANAGER
- \* SUPERINTENDENTS
- \* OTHERS

**GAS**

- \* TRADE MASTER
- \* SUPER
- \* OTHERS

**ELE**

- \* TRADE MASTER
- \* SUPER
- \* OTHERS

**PLM**

- \* TRADE MASTER
- \* SUPER
- \* OTHERS

**MEC**

- \* TRADE MASTER
- \* SUPER
- \* OTHERS

***PRJ (project); BLDC (Commercial Building); BLDR (Residential Building); GAS, ELE, PLM & MEC are trade permits associated with the BLDC/BLDR permit.***

**Owner, Designer & Applicants add Applicants to the BLDC or BLDR.**

**GCs, PMs & Supers can add Applicants for subcontractors working under the BLDC, GAS, ELE, PLM & MEC.**