



CITY OF CHARLESTOWN
GEO Permit System

Please utilize the following steps to access the GEO Permit System for the City of Charlestown.

Go to:

GEO Permit Link: <https://permitting.schneidergis.com>

A page with the following information will populate:

- Local Government Permitting for the web
- A box titled Jurisdiction will appear.
- Within the box there will be two (2) drop downs.
- Utilize the top drop-down box listed as **State**, and choose **Indiana**
- Utilize the lower drop-down box listed as **Jurisdiction**, and choose **City of Charlestown, Indiana**

Upon completion of choosing the State and Jurisdiction you will be sent to a homepage. At that time, you may take action to register as a General, Electrical, Plumbing and/or HVAC contractor. All electrician and Plumbers **MUST** be registered prior to the start of work. Pertinent State of Indiana licensed numbers will be required on the application. General and HVAC contractors must register but do not require state licenses.

On this homepage you will also find various choices for making application for construction permits, they are broken down into various trades. Electric, Plumbing, HVAC and Commercial. Once application is made it will send you request for application approval to my desk. I will review the application and Approve, Deny or Request more information. When approval, an email will be sent to you for payment (online). Once payment is made you will receive an email with the approved permit.

Upon successfully completing and gaining approval of the pertinent permit, I will instruct your Site Supervisors and Sub-Contractors how to request all inspections.

Please feel free to contact me at 502-297-2387 and/or via email at: tonyjackson@cityofcharlestown.com.

Sincerely
Michael "Tony" Jackson