



APPLY ONLINE FOR FOG PERMIT

www.newportbeachca.gov/civic

Welcome to CiviC - Newport Beach City Virtual Connect

- Let's start by Registering through our new system. On the new CiviC home page, click "Login or Register", then "Register Here":

Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.

Log In

* Username

* Password

Log In

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

- You will then follow the next 4 steps to complete registration:
 - Email** – a confirmation email will be sent to the email provided. Once you get the email, click "Confirm" and it will take you back to our website.
 - Login Information** – click "I'm not a robot", create a username, password and click "Next".
 - Personal Info** – enter your first name, last name, contact preference and then click "Next".
 - Address** – enter the full address (same format as your water bill) and click "Submit".
- Once you have registered and logged in, click on the "Home" tab and click "Apply":

My Account
Click here to access your account information.

Apply
This tool can be used to apply for a permit, plan or license.

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

- Once in the Application Assistant page, click on the "All" button, scroll to the bottom and click the apply button for "Fat, Oil, and Grease Compliance".

Application Assistant

Search for application names and keywords

All **Trending** **My History** **PERMITS** **PLANNING ENTITLEMENTS**

Fat, Oil, and Grease Compliance **Apply**

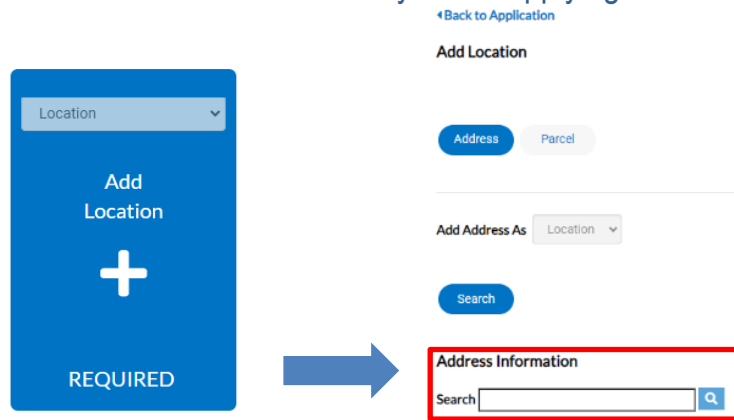
Category Name: Utilities
Description: This process is used for issuing permits to restaurants regarding Fat, Oil, and Grease compliance. The permit lasts for 2 years with recurring inspections ranging every 1-2 months.

MORE INSTRUCTIONS ON BACK



This is the main part of the application – please fill out everything required!

- Click on “Add Location” and enter the address you are applying for in the “Search” box and press enter.



- An address will populate below the search box, confirm the address is correct and click “Add”.
- Once the location is added, click “Next”.
- On “Permit Details” page, make sure the Fat, Oil, and Grease Compliance is under the “Permit Type” and continue through to “Next” – no need to enter any information in the description box.
- On “Contacts” page, confirm the right contact is populated as the “Applicant”. If you want to add an someone else, click on “Add Contact”.
- On “More Info” page, please fill out all items including business name, then click “Next”.
- On “Attachments”, please skip – nothing to add here.
- On “Signature”, please type your name in the first box and draw your signature, then click “Next”. You can also enable type signature and type your name again for signature.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Kristin Papa
January, 04 2024

X Draw Signature Here

- Once you have reviewed and click City staff will be notified. The Utilities Department staff will review the application. Once approved, your new FOG permit will be sent via email.

Thank You!

