



# APPLY ONLINE FOR FOG PERMIT

[www.newportbeachca.gov/civic](http://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**

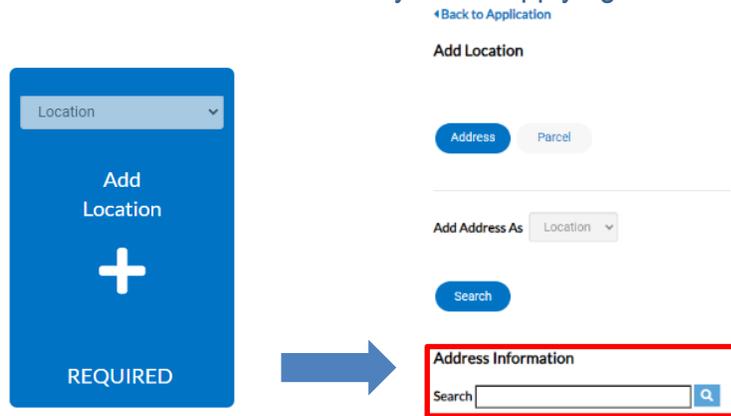
Category Name: Utilities  
Description: This process is used for issuing permits to restaurants regarding Fat, Oil, and Grease compliance. The permit lasts for 2 years with recurring inspections ranging every 1-2 months.

**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.



- Once you have reviewed and click **Submit** 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!**

