Cityworks Portal Submittal Guide

1. Go to: https://permitting.rogersar.gov/publicportal/
   a. This will take you to the portal login – if you don't have an account, you will need to create one:
      i. Create account – activation email generated – check spam/junk folder
      ii. Complete the new account registration within 15 minutes.
2. Once in the portal, you will choose "Create New Application"
   a. Click "New Application" again.
   b. Select Application Type – all Planning and Engineering applications are under Community Development.
   c. Be sure to provide an accurate name for your project that will be easy to reference.
3. Complete all remaining steps and upload required documents which can be found here:
   - https://www.rogersar.gov/974/Technical-Advisory-Committee
   - https://www.rogersar.gov/394/Applications-Forms
   a. You will need to upload all documents required for any application – if you are unsure of whether you have everything you need, please contact staff at 479-621-1186.
4. Successful completion of this process will provide you with a CityWorks permit application number.
   a. Should you have technical issues submitting your application, please take a screenshot and provide this to our staff.
5. Incomplete applications will not be accepted for review until all requirements are met – this includes fees:
   a. In order to pay fees, you may login to your main CityWorks Portal homepage, select the "My Fees" tab near the top of the screen and select the credit card icon on the far right next to the magnifying glass and then you will be taken to a screen where you can pay for your associated application. Should you wish to pay by phone, you may call 479-621-1186 during normal business hours.

For questions about Business Licenses, Commercial Permits, or Residential Permits, please contact Risk Reduction at (479)621-1100.

For questions about Community Development applications, please call (479)621-1186.NOTE: Go to https://www.rogersar.gov/1495/City-of-Rogers-Planning-and-Permitting-P to watch a tutorial video for further help.