www.thepermitportal.com/IPS

Select Agency: City of Long Branch

1.At the top choose **Login** or **Register** if it's you first time with the app

2. Once you login hit the Blue "**Buy Permit**"

3. **Select Location** (3 options) choose your location

4. Click on Green Button **"BUY"**

5. Application type choose individual or company

6. In the address box just type your house #. It should just appear and click on it.

7. Then it's just a matter of adding your information and uploading three items.

A. Copy of your Driver's License

B. Copy of your car's registration

C. Copy of a Deed, rental agreement or a bill

Once you hit submit I will receive your application. Once I approve your application you receive an email. In the email there will be a link to pay the $25.00 fee. When the fee is paid your receive another email instructing to call my office to setup and appointment to come to City Hall 344 Broadway Long Branch (at your convenience) to the rear Traffic garage to have your Decal installed.

Note: In the event that you have a website issue I will notify IPS who will contact you within a day to help address the Website issue.

Nicholas Bucciero

344 Broadway

Long Branch, NJ 07740

732-571-5684