

# HOW TO USE OUR ONLINE PORTAL (SDL) HERE AT THE BERKELEY CONSTRUCTION OFFICE:

1. In your search engine find our website:  
[http://www.berkeleytownship.org/contact\\_us/town\\_hall.php](http://www.berkeleytownship.org/contact_us/town_hall.php).
2. Go to the Departments tab and click on the Construction Dept.
3. Once there scroll down until you see :

## Construction Portal

The Construction Department now offers an online citizen portal. You will be able to:

- Check the status of permits on properties
- Follow inspection results as they are entered by clicking the "watch" button on property info window
- Make online Payments for permits
- Make Inspection appointments online

All appointments for inspections must be made through the SDL Portal

## SDL | PORTAL

Click on the SDL Portal icon to the left. Choose from 3 different dates and the first available date will

be given to you. Please keep in mind that your first choice may not be available. First time users will need to create a username and password.

4. Click on the icon and it will bring you to our portal page, here you will register with the twp. and create a username and password for future login.



### Create your Account

Email

User Name

Must be between 6 and 50 characters, start with a letter, end with a letter, number, or underscore, and contain at least one number and one letter.

Password

Must be between 6 and 50 characters, start with a letter, end with a letter, number, or underscore, and contain at least one number and one letter.

**\*\*\*Please note to use Berkeley when asked about your Twp. To ensure you get the right access to the right town and you will be able to schedule inspections online, search for open permit, permit history and more 😊**

