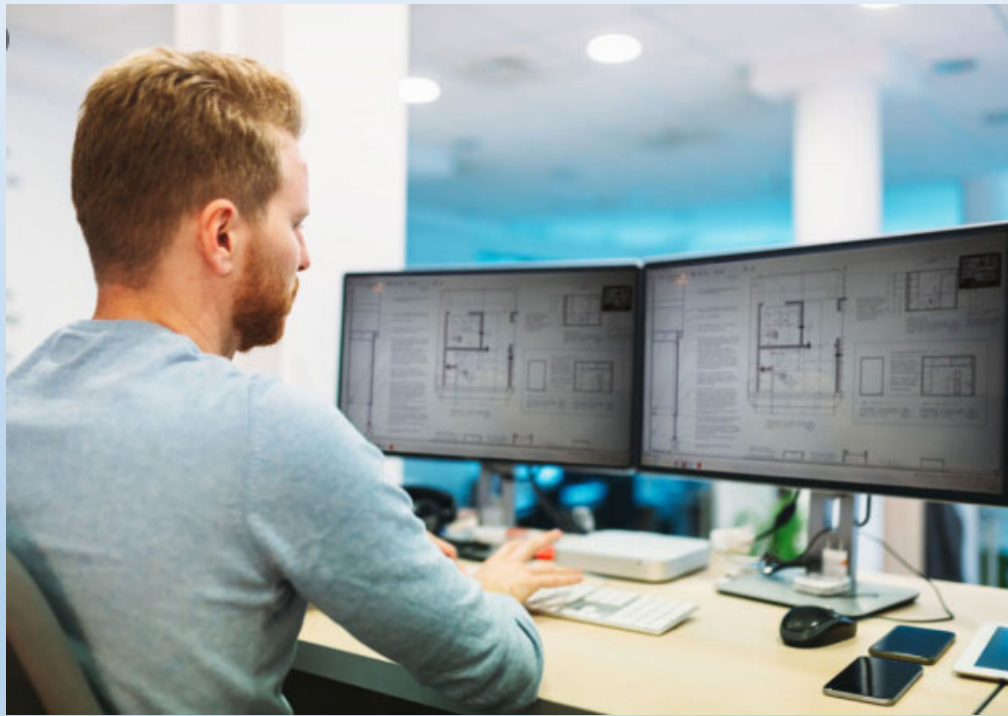


A guide to using City of Leesburg online Permitting Services



For all your permitting needs without making a trip to the Building Department

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Create a New Account

https://cdpservices.leesburgflorida.gov/prod/oprs_pt/

First time user

- **Create new account**

The screenshot shows the homepage for 'ONLINE PERMITTING SERVICES'. At the top, there is a blue header with the title 'ONLINE PERMITTING SERVICES' and a dark grey navigation bar with links for 'Building Services' and 'Online Records Search'. Below this is a green banner with the text 'USE GUEST ACCESS TO SCHEDULE INSPECTIONS AND PAY FOR PERMITS (if you are not a registered user)'. A list of navigation links is provided: 'What Can I Do Here?', 'How To Submit Online', 'Document Requirements', 'Guide To Digital Signatures', and 'Video Tutorial'. A red heading asks 'What do I need to submit for my permit?' with links for 'Owner Permits' and 'Contractor Permits'.

The screenshot shows the 'Login' page with two main sections: 'Registered User' and 'Guest Access'. The 'Registered User' section includes fields for 'Email Address' (with the example 'user@example.com') and 'Password', a 'Remember Me' checkbox, and buttons for 'Login', 'Forgot Password...', and 'Create a New Account...'. The 'Guest Access' section includes fields for 'Permit #', 'Confirmation # *' (with a red note '* Last 3 digits of the Permit Number'), and 'Address or Folio #', along with a 'Continue as Guest' button. A red curved arrow points from the 'Create a New Account...' button to the 'Guest Access' section. The page number '20.0548' is visible in the bottom right corner.

- **Enter basic information**

Note - The email used will be your user login

tip – create a generic email that can be used if employees are no longer with the company.

Example: abcpermitting@gmail.com

- **Select account type**

Note – a property owner is assigned to one address location.

Contractors must be registered in the Building Permitting database prior to creating an account. Click the 'notice' box for information.

Note- password must be at least 6 characters long and contain 1 number and 1 capital letter.

- **Click Next**

Account Details i


New User

Basic Information

Email	Alternate Email
<input type="text" value="barbiebembry@aol.com"/>	<input type="text"/>
Password *	Full Name
<input type="password" value="....."/>	<input type="text" value="Barbie Bembry"/>
Re-Enter Password	Account Type
<input type="password" value="....."/>	<input type="text" value="-- No Selection --"/>
	<input type="text" value="Contractor"/>
	<input type="text" value="Property Owner"/>

Password must be at least 6 characters long and contain at least 1 number, and 1 capital letter.

NOTICE



ALL CONTRACTORS

MUST BE REGISTERED WITH THE BUILDING DEPARTMENT PRIOR TO CREATING AN ONLINE ACCOUNT.

2.0.064B


- Click Add

Account Details ⓘ

New User

Contractor Information

DBA	State #	County #
-----	---------	----------



2.0.0.648

- Enter your Contractor / Business DBA or your License number.

Note – it is suggesting using your license number to ensure you attach to the correct license.

- Click Lookup

The screenshot shows the 'Account Details' form with a modal window open. The modal has two input fields: 'Contractor DBA' and 'State License Number', separated by the word 'or'. A 'Lookup' button is positioned to the right of the 'State License Number' field. Below these fields is a 'List' box, which is currently empty. At the bottom of the modal is a 'Qualifier Name:' label and a 'Select' button. The background form has a 'DBA' label and a 'Save' button at the bottom right. A 'BACK' button is visible on the left side of the background form.

This screenshot is identical to the one above, but the 'Contractor DBA' input field now contains the text 'bembry'. A small 'X' icon is visible to the right of the input field, indicating that the text can be cleared. The 'List' box remains empty, and the 'Qualifier Name:' label and 'Select' button are still present at the bottom of the modal.

- Click to highlight your selection
- Click Select

Account Details

Contractor Information

DBA

Contractor DBA: or State License Number:

List

- No Selection --
- BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345**

Qualifier Name:

2.0.0.648

Account Details

Contractor Information

DBA

Contractor DBA: or State License Number:

List

- No Selection --
- BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345**

Qualifier Name: BARBIE BEMBRY

2.0.0.648

- You will see your selection added to your account.
- You may add additional contractors if you qualify more than one business.

Note – you may find it easier to create a different log in and attach to each license separately, or you will have to choose the correct license number each time you make applications.

- Click Save

New account validation note will pop up for you to check your email and enter the validation code. You will need to copy/past the validation code as it is very long.

Account Details i

New User

Contractor Information

DBA	State #	County #
BEMBRY CONSTRUCTION	291	12345

2.0.0.648

New Account Validation i

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Thank You.

Validation

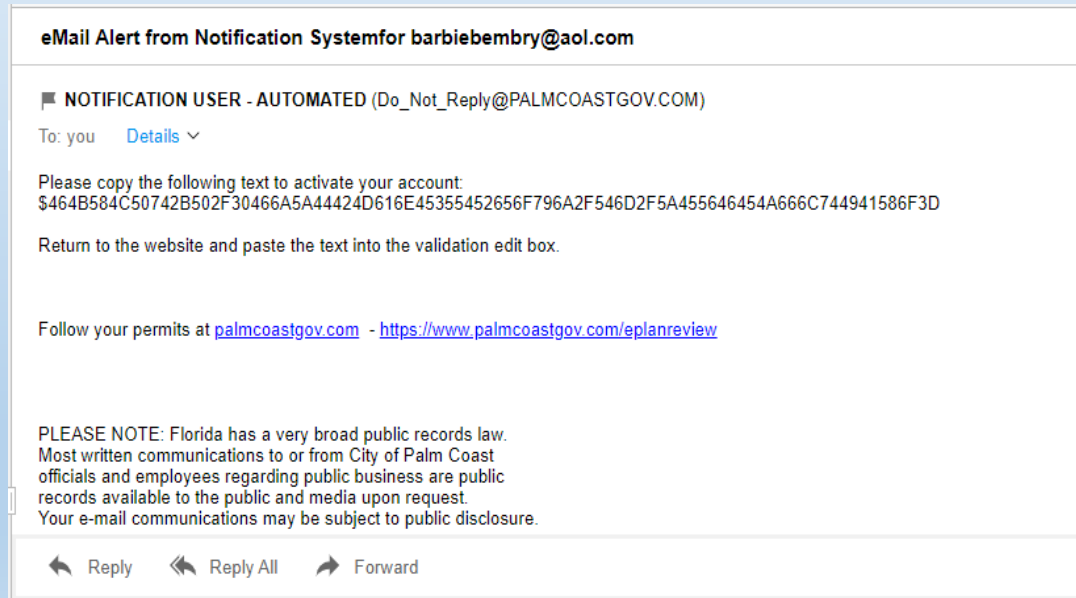
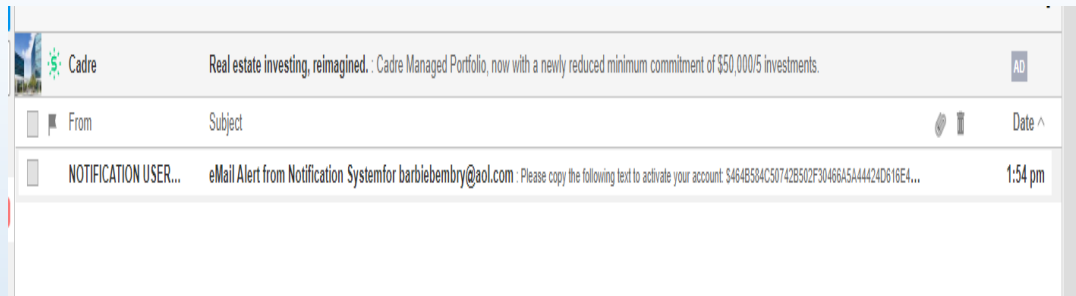
2.0.0.648

- You will see an email from 'notification user'

Note - the email validation code may take up to 15 minutes.

- Copy the validation code

Note – be sure not to add any extra blank spaces when copying (in front or behind)



- **Paste the validation code**
- **Click Save**
- **Your account has been activated**
- **Click Save**
- **You will be brought back to the log in screen.**

Note – if you experience trouble activating your account, please contact the office.

New Account Validation ⓘ

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Thank You.

Validation

4B584C50742B502F30466A5A44424D616E45355452656F796A2F546D2F5A455646454A666C744941586F X

Save

2.0.0.548

New Account Validation ⓘ

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Validation Complete.

Your account has been activated.

Thank You.

Validation

4B584C50742B502F30466A5A44424D616E45355452656F796A2F546D2F5A455646454A666C744941586F3D

Continue

Save

2.0.0.548

Begin a Permit Application Packet

- Enter your login information

This is your home screen.

Packet List – application packages being prepared for permitting. (active for 30 days)

- Click **NEW** to create a new packet

Login

Registered User

Email Address: barbiebembry@aol.com

Password:

Remember Me

Login

Forgot Password...

Create a New Account...

Guest Access

Permit #

Confirmation # *

* Last 3 digits of the Permit Number

OR

Address or Folio #

Continue as Guest

2.0.0.648

Home

Refresh

User Barbie Bembry - Contractor

Packet List Permit List

Packet	Name	Status	Description	Subs	Expires / Info
--------	------	--------	-------------	------	----------------

Completed Attachments Data CheckList

Required

Percent

View Options...

New... Edit... Delete Attachments... Data... CheckList... Submit... Subcontractors... Rejection Comments... Permit...

2.0.0.648

- Choose your packet type (building permit)
- Choose your packet sub-type (type of permit)
- Enter packet name
Note – this information is to help you identify your packets easily , not for city use.
- Click Next (or save if you're not ready to continue)

Home Packet Detail i

New Packet

Packet Type
BUILDING PERMIT

Packet Sub-Type

– No Selection –

COMMERCIAL SIDING

COMMERCIAL SOLAR - BY CONTRACTOR

COMMERCIAL SOLAR ELECTRIC- BY CONTRACTOR

COMMERCIAL SOLAR WATER HEATER- BY CONTRACTOR

SOLAR - BY CONTRACTOR

SOLAR ELECTRIC - BY CONTRACTOR

SOLAR WATER HEATER - BY CONTRACTOR

WATER HEATER - BY CONTRACTOR

← BACK

Save
Next >
2.0.0.64R

Home Packet Detail i

New Packet

Packet Type
BUILDING PERMIT

Packet Sub-Type
WATER HEATER - BY CONTRACTOR

Packet Name
Smith

Contractor

← BACK

Save
Next >
2.0.0.64R

- Enter the address for your project
- Click the correct address to highlight
- Click select

Home **Data Items** i

SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number *

123 main X Lookup

Select

BACK Save Next > Denotes a required field
Red tabs have incomplete data 2.0.0.648

Home **Data Items** i

SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number *

123 main Lookup

123 MAIN ST [21-10-28-2775-00050-0204]

Select

BACK Save Next > Denotes a required field
Red tabs have incomplete data 2.0.0.648

Note – you will see the location address tab is no longer red once the data has been entered. As you move through, when the data fields have been completed, they will change colors.

- Click Next
- Enter Project Description (what you are permitting)
- Click Next

Home Data Items SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number *

123 MAIN ST

123 MAIN ST [21-10-28-2775-00050-0204]

BACK Save Next > Denotes a required field Red tabs have incomplete data 2.0.0.648

Home Data Items SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Project Detail Description *

50 gallon water heater

BACK Save Next > Denotes a required field Red tabs have incomplete data 2.0.0.648

- Enter any missing fields in owner information. This information will populate your permit application.

Note – If the names do not match who you are in contract with, you will update this information and provide proof for the change in ownership. (recorded warranty deed , property appraiser printout)

- Click Next

- Enter any missing information on the applicant info tab.

Note – as you go through the tabs, any items with the red asterisk requires data.

Home **Data Items** i

SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Owner Name *

Address Line 1 *

City * State * Zip *

BACK Save Next >

Denotes a required field
Red tabs have incomplete data
2.0.0.64R

Home **Data Items** i

TEST FOR BARBIE

Location Addr Description Owner Info Applicant Info Dimensions / Values

Applicant Info Contractor

Applicant Name * Applicant Phone * Applicant Email *

BACK Save

Denotes a required field
Red tabs have incomplete data
2.0.0.64R

- Enter the items with the red asterisk
- Click Save

You will be brought back to the home screen. Any packets you are currently working on will be identified.

- Click Attachments to upload documents

Note- you will see how many attachments are required to continue with your submittal.

The screenshot shows a web application interface for entering data items. The title bar is blue with 'Home' on the left and 'Data Items' on the right. Below the title bar, the text 'TEST FOR BARBIE' is centered. A navigation bar contains tabs for 'Location Addr', 'Description', 'Owner Info', 'Applicant Info', and 'Dimensions / Values', with the last tab highlighted in red. The form contains several input fields: 'Livable Sq Ft', 'Residential Units', 'Non-Livable Sq Ft', 'Commercial Units', 'Total Sq Ft', and 'Buildings' (with the value '3' entered). A 'Job Value *' field contains '800' and has a red asterisk indicating it is required. At the bottom, there is a blue bar with a 'BACK' button on the left, a 'Save' button in the center, and a legend on the right stating 'Denotes a required field' and 'Red tabs have incomplete data'. A small version number '2.0.0.64R' is visible in the bottom right corner.

The screenshot shows the 'Home' screen for a contractor. The title bar is blue with 'Refresh' on the left and 'Home' on the right. Below the title bar, the text 'User Barbie Bemby - Contractor' is centered. A navigation bar contains tabs for 'Packet List' and 'Permit List', with 'Permit List' highlighted in blue. Below the navigation bar is a table with the following data:

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	0	04/11/2020

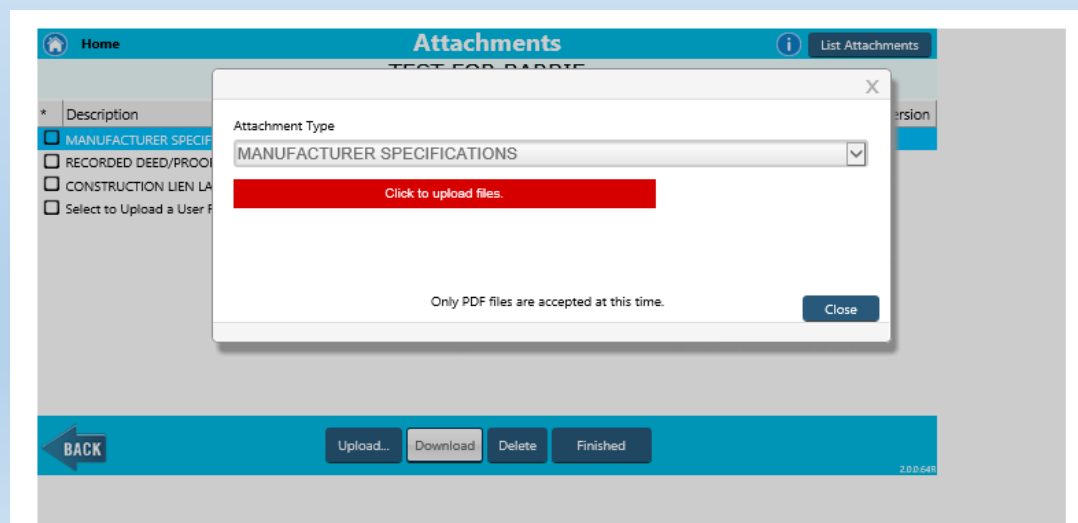
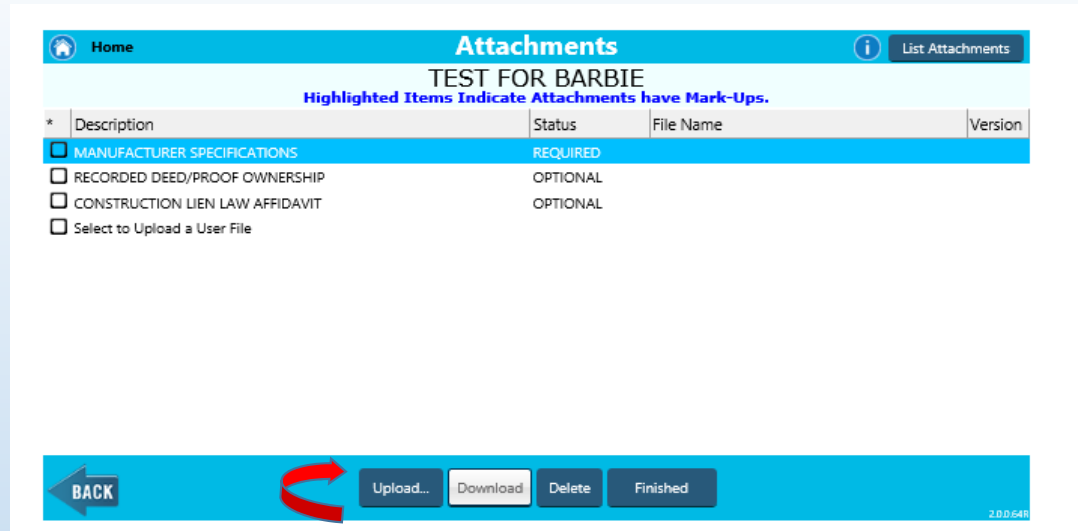
Below the table is a summary table with the following data:

	Attachments	Data	CheckList
Completed	0	12	0
Required	1	12	0
Percent	0	100	0

A red circle with '0/1' and a red arrow points to the 'Data' button in the bottom navigation bar. The bottom navigation bar contains buttons for 'New...', 'Edit...', 'Delete', 'Attachments...', 'Data...', 'CheckList...', 'Review...', 'Subcontractors...', 'Rejection Comments...', and 'Permit...'. A 'View Options...' button is also present. A small version number '2.0.0.64R' is visible in the bottom right corner.

- Click the document you wish to upload
- Click upload
- Click Save
- Click to upload files

Note – this will take you to your PC to select your file. If you have more than one file that falls under the same category (i.e. plans), you may upload them all at once by holding the Ctrl key and choosing your files before uploading.

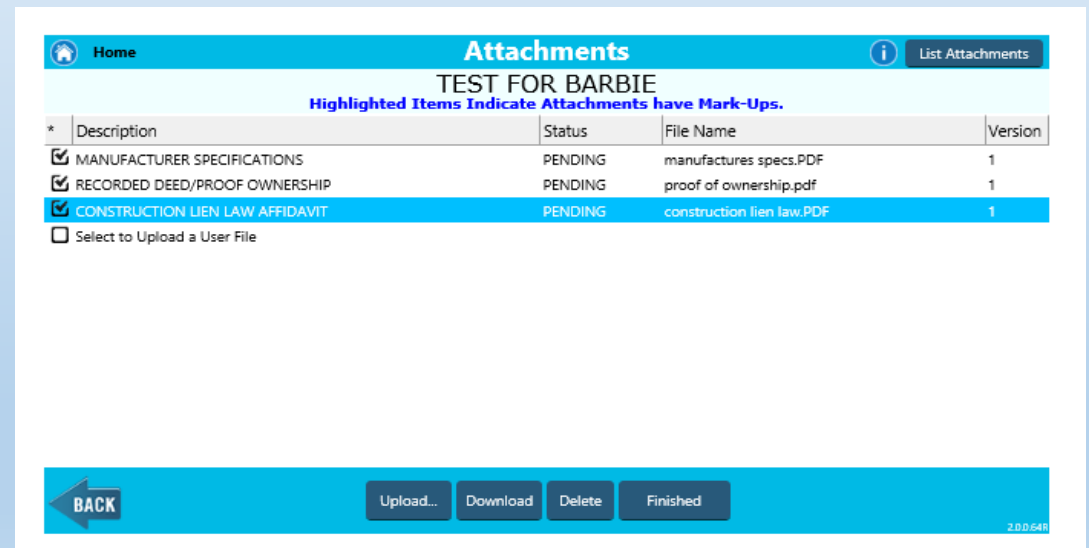
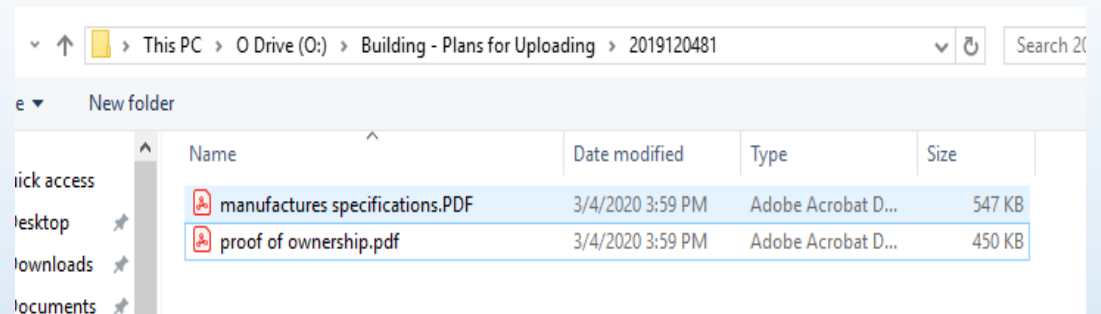


- **Choose your file**
- **You will go through the same process to upload into each category.**

Note – Refer to the submittal requirements document on the portal page for the naming convention guidelines.

- **Click Finished or back.**

Note – you can delete any files before the actual permit has been created.



The home page will provide you an overview of your requirements. The example shown here indicates that 100% of the attachments and data fields have been completed. If they were not, the percent would be less than 100 and you will see red oval indicators on the attachments / data buttons.

Subcontractors

If your project requires subcontractor

- click the Subcontractor button
- Click Add

Refresh Home

User Barbie Bembry - Contractor

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	0	04/11/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Submit... Subcontractors... Rejection Comments... Permit...

2.0.0.64R

Home Subcontractor List

TEST FOR BARBIE

DBA	Inspection Class	State #	County #
-----	------------------	---------	----------

BACK Edit... Add... Delete

2.0.0.64R

- Enter the DBA or license number
- Click and Select
- Enter inspection class (elec, mech, plumb, etc)

Subcontractor Detail
New Subcontractor

Contractor DBA: 8TRIDENT ELECTRIC LLC or State License Number: EC13005216 Lookup

-- No Selection --
 8TRIDENT ELECTRIC LLC - INACTIVE - EC13005216 -
 A & M ELECTRIC - INACTIVE - EC0002815 -
 A+ AMERICAN ELECTRIC ENTERPRISES, INC - INACTIVE - EC0001396 -

Inspection Class: -- No Selection --

Qualifier Name: SERGY G BONDARETS

Select

BACK Save

2.0.0.548

Contractor DBA: 8TRIDENT ELECTRIC LLC or State License Number: EC13005216 Lookup

-- No Selection --
 8TRIDENT ELECTRIC LLC - INACTIVE - EC13005216 -
 A & M ELECTRIC - INACTIVE - EC0002815 -
 A+ AMERICAN ELECTRIC ENTERPRISES, INC - INACTIVE - EC0001396 -

Inspection Class

-- No Selection --
 ALARM
 COMMERCIAL IRRIGATION
 ELECTRIC
 ENCLOSURE
 ENGINEER OF RECORD
 FENCE
 FIRE COMMERCIAL ALARM
 FIRE SPRINKLER
 FIRE SUPPRESSION SYSTEM
 FIRE UNDERGROUND
 GAS
 IRRIGATION
 LANDSCAPE ARCHITECT
 LANDSCAPE CONTRACTOR
 MECHANICAL
 PLUMBING
 POOL
 PROPANE
 ROOFING
 SITE CONTRACTOR
 SOLAR
 SURVEYOR
 TESTING CONSULTANT

BACK

- Click Save
- Click Add to add/delete
- When completed, click back

Subcontractor Detail
New Subcontractor

Contractor DBA: 8TRIDENT ELECTRIC LLC or State License Number: EC13005216

8TRIDENT ELECTRIC LLC - 139 LUCIE AVE - DELAND - 386-736-1667

Inspection Class: ELECTRIC

Qualifier Name: SERGY G BONDARETS

2.0.0.648

Subcontractor List
TEST FOR BARBIE

DBA	Inspection Class	State #	County #
8TRIDENT ELECTRIC LLC	ELECTRIC	EC13005216	

ELECTRICAL CONTRACTOR CERTIFIED

2.0.0.648

Back to the Home Screen, you will see the red Submit Button. This button does not appear unless all the minimum requirements have been met.

- **Click Submit**

A system generated permit application will appear for you to ensure all the information is correct and the license holder to sign the application.

- **Click 'Click here to sign'**

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	1	04/11/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

Building Permit Application
Rev 0116

160 Lake Avenue
Palm Coast, FL 32164
Office: 386-986-3780
Inspection: 386-986-4747

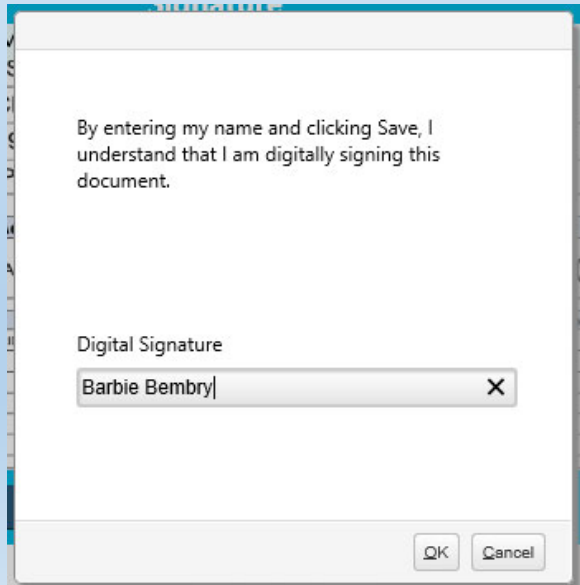
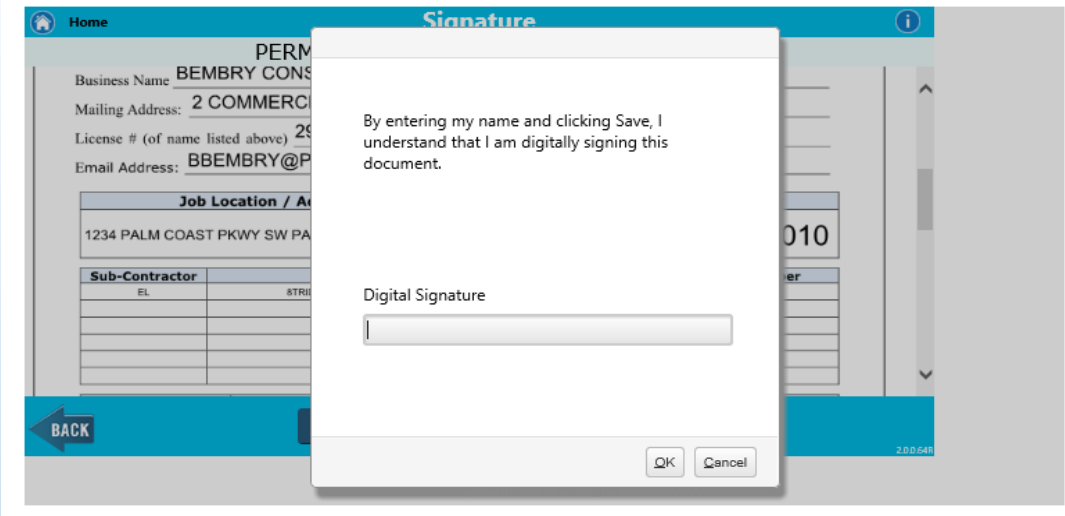
Permit #

Detailed description of proposed work: test
Estimated Value: \$800.00
Florida Green Building Yes No

Property Owners Name: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAMS Telephone: _____
Mailing Address: 525 PHARR ROAD UNITED CORNERS INC ATLANTA, GA 30305
Email Address: _____ Fax number: _____
BARBIE_BEMBRY

The license holder is required to sign the application digitally.

- Click OK



The application will appear with your signature

- Click OK

You will see confirmation your packet has been sent.

- Click OK

Home **Signature** i

PERMIT APPLICATION - Document 1 of 1

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

Signature of Property Owner **OR** **Signature of Contractor** required if identified above

X	X Barbie Bemby
---	----------------

please recycle palmcoastgov.com

BACK Click here to sign OK 2.0.0.64R

Home **Signature** i

PERMIT APPLICATION - Document 1 of 1

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

Your packet has been successfully submitted.

Signature of Property Owner **OR** **Signature of Contractor** required if identified above

X	X Barbie Bemby
---	----------------

please recycle palmcoastgov.com


BACK Click here to sign OK 2.0.0.64R

How to Correct a Rejected Packet

If the email created with the account differs from the permitting database, an email will be sent to the applicant making them aware a permit application was submitted using their license number.

If your packet is rejected, you will receive an email outlining the requirements.

- **Log back into the portal to make corrections and resubmit.**



Do_Not_Reply | Barbie Bembry
eMail Alert from Notification Systemfor bbembry@palmcoastgov.com

A packet has been submitted for "27742 - SOLAR WATER HEATER - BY CONTRACTOR" using your contractor certification number.
Submitted by:barbiebembry@aol.com
Cert #:18822
DBA:BEMBRY CONSTRUCTION
Job Address:1234 PALM COAST PKWY SW
If you did not submit this packet, please contact the building department.

Follow your permits at palmcoastgov.com - <https://www.palmcoastgov.com/eplanreview>

eMail Alert from Notification Systemfor barbiebembry@aol.com

📧 NOTIFICATION USER - AUTOMATED (Do_Not_Reply@PALMCOASTGOV.COM)

To: you [Details](#) ▾

City of Palm Coast Automated Online Submission Notification
You submitted Packet # 27742, of type: SOLAR WATER HEATER - BY CONTRACTOR
Packet Name: TEST FOR BARBIE
at Location:

The packet requires changes and resubmission for the following reason(s):
3-12-20

1. The construction lien law is not notarized.
2. This is a test

Follow your permits at palmcoastgov.com - <https://www.palmcoastgov.com/eplanreview>

- Highlight the rejected packet
- Click Rejection Comments to review them.

Refresh **Home** 🔔 🛒 ⏸️ 🌟 ⓘ

User Barbie Bembry - Contractor

Packet List **Permit List**

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	1	04/11/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

Options...

New... Edit... Delete Attachments... Data... CheckList... Submit... Subcontractors... Rejection Comments... Permit...

2.0.0.648

Home **Processing Detail** ⓘ

TEST FOR BARBIE

3-12-20

1. The construction lien law is not notarized.
2. This is a test

BACK

2.0.0.648

- Click Attachments – upload additional documents
- Click Data – correct data for application
- Click Subcontractors – add / delete a subcontractor
- Click Submit - a new application for signature will be generated

Refresh Home

User Barbie Bembry - Contractor

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	1	04/11/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

View Options...

New... Edit... Delete Attachments... Data... Checklist... Submit... Subcontractors... Rejection Comments... Permit...

Document 1 of 1

For penalty of perjury, I declare that all the... rect. By signing this Electronic Submission and electronic signatures rather than paper my electronic signature is legally binding, as

Signature of Contractor required if identified above

palmcoastgov.com

By entering my name and clicking Save, I understand that I am digitally signing this document.

Digital Signature

OK Cancel

- Click OK


Home **Signature** i

PERMIT APPLICATION - Document 1 of 1

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

Signature of Property Owner **OR** **Signature of Contractor** required if identified above

X	X Barbie bembry
---	-----------------

 please recycle palmcoastgov.com

BACK Click here to sign OK 2.0.0.64R

Home **Signature** i


PERMIT APPLICATION - Document 1 of 1

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

Your packet has been successfully submitted.
OK

Signature of Property Owner **OR** **Signature of Contractor** required if identified above

X	X Barbie bembry
---	-----------------

 please recycle palmcoastgov.com

BACK Click here to sign OK 2.0.0.64R

Status of packets

Submit – sent to Building Division

Pending – waiting for applicant

When the packet has been accepted, a permit application has been created, you will no longer see the packet in your packet list, but it will now appear in the “permit list”

Refresh Home User Barbie Bemby - Contractor

Packet List Permit List

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	SUBMIT	SOLAR WATER HEATER - BY	1	03/17/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Review... Subcontractors... Rejection Comments... Permit...

2.00.64R

Refresh Home User Barbie Bemby - Contractor

Packet List Permit List

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020

	Attachments	Data	CheckList
Completed	0	10	0
Required	0	12	0
Percent	0	83.33	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Review... Subcontractors... Rejection Comments... Permit...

2.00.64R

How to View Current Application Status

To follow along and view information for your permit, double click on the permit in your permit list.

Home User Barbie Bembry - Contractor

Packet List	Permit List				
Number	Status	Description	Cert	Address	Review Status
2020030578	APPLY	SOLAR WATER HEATER	291	1234 PALM COAST PKWY SW	IN REVIEW
2018100622	CANCEL	ALUMINUM SCREEN STRUCTURE	291	123 MAIN ST	CANCEL
2018100271	CANCEL	ACCESSORY STRUCTURE	291	123 MAIN ST	CANCEL
2017090386	CANCEL	ALUMINUM SCREEN STRUCTURE	291	123 MAIN ST	CANCEL
2017090320	CANCEL	SHED	291	123 MAIN ST	CANCEL
2017071035	CANCEL	ACCESSORY STRUCTURE	291	123 MAIN ST	CANCEL
2017051227	CANCEL	ACCESSORY STRUCTURE	291	123 MAIN ST	CANCEL
2017050841	CANCEL	DOCK	291	123 MAIN ST	CANCEL

Permit #, Desc, Parcel ID, or Address

2.0.0.648

Home **Permit Details**

Permit #: 2020030578 Permit Status: APPLY Review Status: IN REVIEW

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM Issued Date:

Address: 1234 PALM COAST SW PKWY , PALM COAST FL Expiration Date: 9/8/2020

DBA: BEMBRY CONSTRUCTION Last Inspection Request:

Job Desc: test Last Inspection Result:

BACK Plan Reviews 0/1 Attachments 5 Fees 0/0 Inspections 1 Subs 1 COs 0 Letters 0 Map Location 1.1.0.121R

View Plan Review /Comments

- Click Plan Review
- Click through the different plan reviews to view any remarks/comments for each

Permit Details

Permit # 2020030578 Permit Status: APPLY
Review Status: IN REVIEW

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date:

Expiration Date: 9/8/2020

Last Inspection Request:

Last Inspection Result:

Buttons: Print Permit, Print Job Card / History, Submit Revision/Correction

Navigation Bar: Plan Reviews (0/1), Attachments (5), Fees (0/0), Inspections (1), Subs (1), COs (0), Letters (0), Map Location

Plan Reviews for Permit # 2020030578

Review Department	Rev #	Status	In Date	Out Date	Release Date	Release User
BUILDING PLAN REVIEW 386-986-3782		PENDING	3/12/2020			
ELECTRICAL PLAN REVIEW 986-3782		HOLD	3/12/2020	3/12/2020	3/12/2020	
FIRE INSPECTOR 386-986-3782		COMPLETE	3/12/2020	3/12/2020	3/12/2020	BARBIE BEMBRY
ELECTRICAL PLAN REVIEW 986-3782		PENDING				

Remarks:

Buttons: Plan Review Report, BACK

How to Upload Revisions/Corrections

Note – revisions and corrections cannot be upload during a review cycle. Once all reviews have been completed, you will be able to upload additional information.

- Click **Submit Revision/Correction**
- Click **Upload Revisions/Corrections**
 - Same process as when submitting a packet.

Note – a revision sheet will be automatically generated, no need to upload one.

- Click **Submit** when you are completed.

Permit Details

Permit #: 2020030578 Permit Status: APPLY Review Status: AWAIT CORR

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: Expiration Date: 9/8/2020

Last Inspection Request: Last Inspection Result:

Submit Revision/Correction

Plan Reviews 1/4 Attachments 5 Fees 0/0 Inspections 1 Subs 1 COs 0 Letters 0 Map Location

Attachments for Permit 2020030578

Upload new attachments to start a revision or correction.
Highlighted Items Indicate Attachments have Mark-Ups.

Description	Status	File Name	Upload Date
PERMIT APPLICATION	ACCEPTED	Permit Application Fillable rev 9-16.pdf	3/12/2020 4:21:36 PM
PERMIT APPLICATION	ACCEPTED	Permit Application Fillable rev 9-16.pdf	3/12/2020 4:09:34 PM
CONSTRUCTION LIEN LAW AFFIDAVIT	ACCEPTED	construction lien law.PDF	3/12/2020 4:03:02 PM
RECORDED DEED/PROOF OWNERSHIP	ACCEPTED	proof of ownership.pdf	3/12/2020 4:02:15 PM
MANUFACTURER SPECIFICATIONS	ACCEPTED	manufactures specs.PDF	3/12/2020 4:02:08 PM

Sorting: **UPLOAD DATE (Descending)**

Submit

- Click Submit when you are completed.
- Enter a detailed description of your submittal
- Select the reviewing departments associated with your submittal.
- Click OK

Home **PERMIT CORRECTION/REVISION FORM**

THE LAKEFRONT CITY
LEESBURG
EST. 1857

Revision
*Instructions: This sheet must be filled out and submitted with the information Submitted properly. *S... slower processing of this submissio*

Enter description of this revision or correction

Description

BACK OK Cancel 1.1.0.121R

Home **PERMIT CORRECTION/REVISION FORM**

THE LAKEFRONT CITY
LEESBURG
EST. 1857

Revision
*Instructions: This sheet must be filled out and submitted with the information Submitted properly. *S... slower processing of this submissio*

Select the departments that need to review the attachments

Plan Reviews

<input type="checkbox"/> Electrical	<input type="checkbox"/> Zoning
<input checked="" type="checkbox"/> Mechanical	<input type="checkbox"/> Utility
<input checked="" type="checkbox"/> Plumbing	<input type="checkbox"/> Stormwater
<input checked="" type="checkbox"/> Building	<input type="checkbox"/> Engineering
<input checked="" type="checkbox"/> Fire	<input type="checkbox"/> Flood Plain
<input type="checkbox"/> Landscape	

BACK OK Cancel 1.1.0.121R

- Click 'Click Submit'

Note – you will be asked if you are ready to submit, once submitted, you can't make any more changes.

- Click OK

The screenshot shows a web application interface for a permit correction/revision form. At the top, there is a blue header with a home icon, the text "Home", and the title "PERMIT CORRECTION/REVISION FORM" with an information icon. Below the header is a form with the following fields:

Contractor DBA / Applicant	BEMBRY CONSTRUCTION		
Job Address	1234 PALM COAST PKWY SW PALM COAST FL		
Phone Number	386-986-3785	Permit Number	2020030578

Below this is a section titled "Please Select Required Reviewing Departments" with a grid of checkboxes:

Electrical <input type="checkbox"/>	Mechanical <input checked="" type="checkbox"/>	Plumbing <input checked="" type="checkbox"/>	Building <input checked="" type="checkbox"/>	Fire <input checked="" type="checkbox"/>	
Landscape <input type="checkbox"/>	Zoning <input type="checkbox"/>	Utility <input type="checkbox"/>	Stormwater <input type="checkbox"/>	Engineering <input type="checkbox"/>	Flood Plain <input type="checkbox"/>

Below that is a section titled "Brief Description of Submittal" with the text "Submitted corrections for holds." At the bottom of the form is a blue bar with a "BACK" button, a "Click here to sign." button, and a "Submit" button. A version number "1.1.0.121R" is visible in the bottom right corner.

A dialog box with a white background and a grey border. The text inside reads: "Have you uploaded all the documents for this revision and ready to submit?" followed by "No changes or uploads can be made after submit!". At the bottom right, there are two buttons: "OK" and "Cancel".

A dialog box with a white background and a grey border. The text inside reads: "Submission completed!". At the bottom right, there are two buttons: "OK" and "Cancel".

You will see the review status of the permit has changed.

Notes:
Status – status of the permit
Review Status – current status of plan reviews.
In Review Status – when the plan reviewer has ‘checked out’ the plan review and is currently reviewing it.

Packet List	Permit List				
Number	Status	Description	Cert	Address	Review Status
202001119	APPLY	SOLAR WATER HEATER	291	1234 PALM COAST PKWY S	SUBMITTED
2017020339	FINAL	TEST PERMIT	291	123 MAIN ST	Issued
2016120771	FINAL	FENCE	291	123 MAIN ST	REVIEWED

Permit #, Desc, Parcel ID, or Address

2.00.64H



How to Make a Payment Online

- Click Fees button
- Select and Pay Pending Fees

Permit Details

Permit #: 2020030578 Permit Status: READY
 Review Status: REVIEWED

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date:

Expiration Date: 9/13/2020

Last Inspection Request:

Last Inspection Result:

[Print Permit](#)

[Print Job Card / History](#)

[Submit Revision/Correction](#)

Navigation: [BACK](#) | [Plan Reviews](#) (0/4) | [Attachments](#) (6) | [Fees](#) (1/0) | [Inspections](#) (1) | [Subs](#) (1) | [COs](#) (0) | [Letters](#) (0) | [Map Location](#)

Fees for Permit # 2020030578

Fee Code	Fee Description	Amount Due	Amount Paid	Status	Date Paid
DUMMY	DUMMY FEE	\$1.00		PENDING	

Navigation: [BACK](#) | [Select and Pay Pending Fees](#) | [Print Fees](#)

TOTAL PENDING: \$1.00
TOTAL PAID: \$0.00

Making a payment online

- **Choose Select All**
- **Click Update Shopping Cart**

Home Pay for Permit # 2020030578

PAY FEE SELECT ALL UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
DUMMY		\$1.00	PENDING	NO

BACK Update Shopping Cart TOTAL PENDING \$1.00
SELECT PENDING \$0.00
1.1.0.121R

Home Pay for Permit # 2020030578

DO NOT PAY FEE SELECT ALL UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
DUMMY		\$1.00	PENDING	YES

BACK Update Shopping Cart TOTAL PENDING \$1.00
SELECT PENDING \$1.00
1.1.0.121R

Making a payment online

Note - If you receive this message, not all of your subcontractors are active and need to provide updated information to the Building Division.

If you don't receive any messages, you will see your fees added to the cart.

- Click the shopping cart

The screenshot shows the 'Pay for Permit # 2020030578' interface. At the top, there are navigation buttons: 'Home', 'DO NOT PAY FEE', 'SELECT ALL', and 'UN-SELECT ALL'. Below this is a table with columns: Fee Code, Fee Description, Amount Due, Status, and Pay Fee. The table contains one row with Fee Code 'DUMMY', Fee Description, Amount Due '\$1.00', Status 'PENDING', and Pay Fee 'YES'. A modal dialog box is displayed in the center with the text 'Not all sub certificates are ACTIVE' and an 'OK' button. At the bottom, there is a 'BACK' button, an 'Update Shopping Cart' button, and a summary section showing 'TOTAL PENDING \$1.00' and 'SELECT PENDING \$1.00' with a timestamp '11/03/21 8:11'.

The screenshot shows the 'Pay for Permit # 2020030578' interface. At the top, there are navigation buttons: 'Home', 'DO NOT PAY FEE', 'SELECT ALL', and 'UN-SELECT ALL'. Below this is a table with columns: Fee Code, Fee Description, Amount Due, Status, and Pay Fee. The table contains one row with Fee Code 'DUMMY', Fee Description, Amount Due '\$1.00', Status 'PENDING', and Pay Fee 'YES'. A modal dialog box is displayed in the center with the text 'Selected Fees have been added to your shopping Cart' and an 'OK' button. A red arrow points from the shopping cart icon in the top right corner to the dialog box. At the bottom, there is a 'BACK' button, an 'Update Shopping Cart' button, and a summary section showing 'TOTAL PENDING \$1.00' and 'SELECT PENDING \$1.00' with a timestamp '11/03/21 8:11'.

Making a payment online

- **Click Pay by eCheck or Credit.**

Note – eCheck can be used by entering your check number and routing number.

- **Click continue**

My Cart - Barbie Bemby i

Items: 1 - Cart Total: \$1.00

Item Type	Item Reference	Status	Fees	Total Fees	Line	Description	Status	Fee
Permit	2020030578	PENDING	1	\$1.00	1	DUMMY FEE	PENDING	\$1.00

Cart Total: \$1.00 **Item Total:** \$1.00

BACK Verify Item Remove Item Pay by eCheck or Credit 1.0000

My Cart - Barbie Bemby i

Items: 1 - Cart Total: \$1.00

Item Type	Item Reference	Status	Fees	Total Fees	Line	Description	Status	Fee
Permit	2020030578	PENDING						\$1.00

By clicking Continue, you will be opening a new browser window for the Paymentus payment page. If payment confirmation is received at Palm Coast, this page will indicate a successful payment.

AMOUNT TO PAY: \$1.00

Click Continue to proceed, or click Cancel to return.

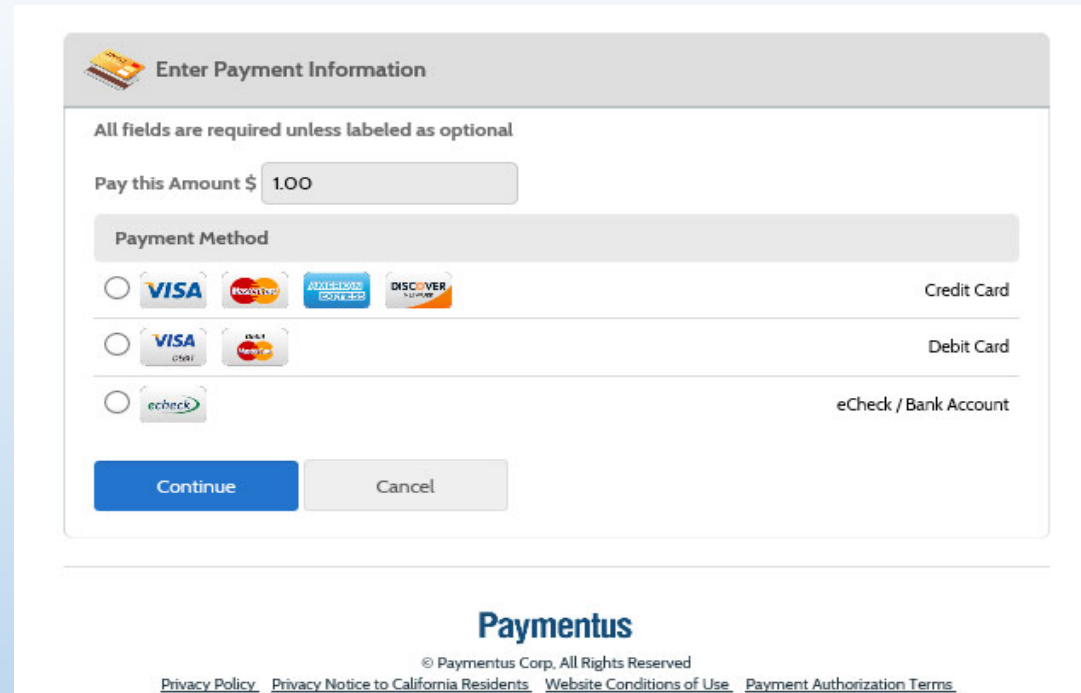
Continue **Cancel**

BACK Verify Item 1.0000

Making a payment online

- **Enter the payment information when prompted based on your selection**

You will be able to print a receipt from the payment screen once payment is accepted and processed.



The screenshot shows a web form titled "Enter Payment Information" with a credit card icon. Below the title, it states "All fields are required unless labeled as optional". The "Pay this Amount" field is set to "\$ 1.00". Under the "Payment Method" section, there are three radio button options: "Credit Card" (with logos for VISA, MasterCard, American Express, and Discover), "Debit Card" (with logos for VISA and MasterCard), and "eCheck / Bank Account" (with the echeck logo). At the bottom of the form are "Continue" and "Cancel" buttons. Below the form, the "Paymentus" logo is displayed, followed by the copyright notice "© Paymentus Corp. All Rights Reserved" and four links: "Privacy Policy", "Privacy Notice to California Residents", "Website Conditions of Use", and "Payment Authorization Terms".

How to Print Documents

Printing documents for inspections

- Click attachments
- Click download

Home
Permit Details i

Permit # Permit Status:

Review Status:

Type:

Owner: Issued Date:

Address: Expiration Date:

DBA: Last Inspection Request:

Job Desc: Last Inspection Result:

BACK
Map Location

Plan Reviews 0/4
Attachments 8
Fees 0/1
Inspections 1
Subs 0
COs 0
Letters 1

1.1.0.121R

Home
Attachments for Permit 2016120771 i List Attachments

Upload new attachments to start a revision or correction.

Highlighted Items Indicate Attachments have Mark-Ups.

Description	Status	File Name	Upload Date
COLOR AND MATERIAL INFORMATION	APPROVED	General Notes Sheet.pdf	6/9/2017 3:36:01 PM
PERMIT CORRECTION/REVISION FORM	APPROVED	SUBMISSION FORM.PDF	6/9/2017 3:35:22 PM
PLANS -CONSTRUCTION DRAWINGS	APPROVED	General Notes Sheet.pdf	6/9/2017 3:34:19 PM
EARLY POWER AFFIDAVIT	APPROVED	permit application.pdf	6/9/2017 3:32:43 PM
REVISED SITE PLAN	APPROVED	Site Plans.PDF	6/9/2017 10:41:52 AM
PERMIT APPLICATION	APPROVED	no notary Permit Application CONTRACTOR Fillable rev	12/16/2016 9:06:21 AM
RECORDED DEED/PROOF OWNERSHIP	APPROVED	FDD.pdf	12/16/2016 9:06:13 AM
SITE PLANS	APPROVED	C1.pdf	12/16/2016 9:06:04 AM

Sorting v

BACK
Upload Revisions / Corrections View Download Delete Submit

1.1.0.121R

Printing documents for inspections

- Click Select All to print all
- Hold ctrl key and click to choose the documents to print.
- Click Begin Download

Home Attachments for Permit 2016120771 List Attachments

Highlighted Items Indicate Attachments have Mark-Ups.

Select Select All Deselect All Begin Download Selected Count: 0 Cancel

Description	Status	File Name	Upload Date
COLOR AND MATERIAL INFORMATION	APPROVED	General Notes Sheet.pdf	6/9/2017 3:36:01 PM
PERMIT CORRECTION/REVISION FORM	APPROVED	SUBMISSION FORM.PDF	6/9/2017 3:35:22 PM
PLANS -CONSTRUCTION DRAWINGS	APPROVED	General Notes Sheet.pdf	6/9/2017 3:34:19 PM
EARLY POWER AFFIDAVIT	APPROVED	permit application.pdf	6/9/2017 3:32:43 PM
REVISED SITE PLAN	APPROVED	Site Plans.PDF	6/9/2017 10:41:52 AM
PERMIT APPLICATION	APPROVED	no notary Permit Application CONTRACTOR Fillable rev	12/16/2016 9:06:21 AM
RECORDED DEED/PROOF OWNERSHIP	APPROVED	FDD.pdf	12/16/2016 9:06:13 AM
SITE PLANS	APPROVED	C1.pdf	12/16/2016 9:06:04 AM

Sorting: UPLOAD DATE (Descending)

BACK Upload Revisions / Corrections View Download Delete Submit 1.10.121R

Home Attachments for Permit 2016120771 List Attachments

Highlighted Items Indicate Attachments have Mark-Ups.

Select Select All Deselect All Begin Download Selected Count: 8 Cancel

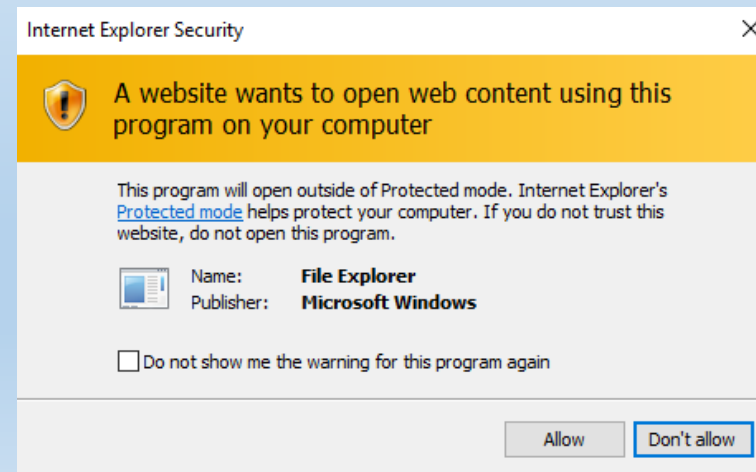
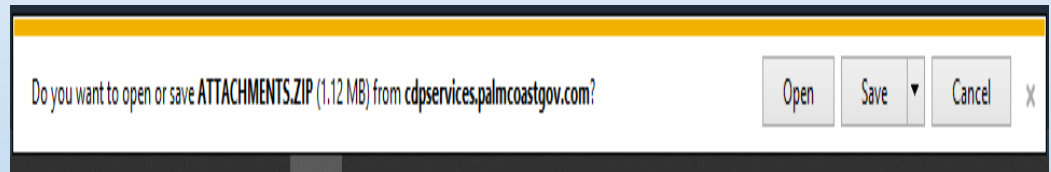
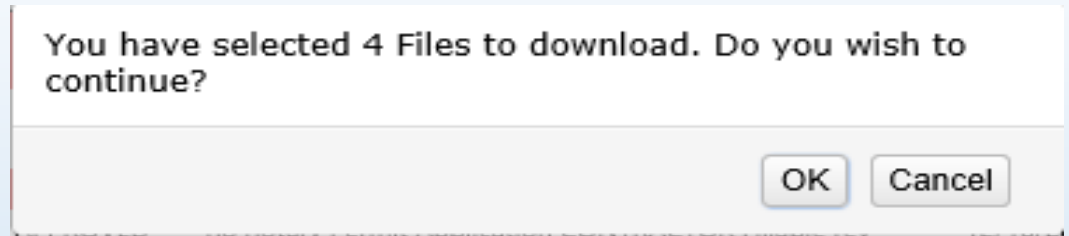
Description	Status	File Name	Upload Date
COLOR AND MATERIAL INFORMATION	APPROVED	General Notes Sheet.pdf	6/9/2017 3:36:01 PM
PERMIT CORRECTION/REVISION FORM	APPROVED	SUBMISSION FORM.PDF	6/9/2017 3:35:22 PM
PLANS -CONSTRUCTION DRAWINGS	APPROVED	General Notes Sheet.pdf	6/9/2017 3:34:19 PM
EARLY POWER AFFIDAVIT	APPROVED	permit application.pdf	6/9/2017 3:32:43 PM
REVISED SITE PLAN	APPROVED	Site Plans.PDF	6/9/2017 10:41:52 AM
PERMIT APPLICATION	APPROVED	no notary Permit Application CONTRACTOR Fillable rev	12/16/2016 9:06:21 AM
RECORDED DEED/PROOF OWNERSHIP	APPROVED	FDD.pdf	12/16/2016 9:06:13 AM
SITE PLANS	APPROVED	C1.pdf	12/16/2016 9:06:04 AM

Sorting: UPLOAD DATE (Descending)

BACK Upload Revisions / Corrections View Download Delete Submit 1.10.121R

Printing documents for inspections

- **Click OK to confirm**
- **Choose open, save, cancel**
- **You may receive a security notification – click allow to continue the download.**



Printing documents for inspections

Permit Detail Page

- **Click Print Permit**
- **Click print Job card**

In addition, you can print the certificate of occupancy from this page when it has been issued.

Home **Permit Details**

Permit #: 2020030578 Permit Status: ISSUED
Review Status: SUBMITTED

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 3/12/2020
Expiration Date: 9/13/2020

Last Inspection Request:
Last Inspection Result:

[Print Permit](#)
[Print Job Card / History](#)
[Submit Revision/Correction](#)

BACK Plan Reviews ^{0/4} Attachments ⁸ Fees ^{0/1} Inspections ¹ Subs ⁰ COs ⁰ Letters ¹ Map Location

1.1.0.121R

Home **Permit Details**

Permit #: 2020030578 Permit Status: ISSUED
Review Status: SUBMITTED

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 3/12/2020
Expiration Date: 9/13/2020

Last Inspection Request:
Last Inspection Result:

[Print Permit](#)
[Print Job Card / History](#)
[Submit Revision/Correction](#)

BACK Plan Reviews ^{0/4} Attachments ⁸ Fees ^{0/1} Inspections ¹ Subs ⁰ COs ⁰ Letters ¹ Map Location

1.1.0.121R

How to Schedule / Cancel Inspections

Manage/ Schedule Inspections

Schedule an inspection

- Click Inspections
- Click your chosen inspection
- Click Request Selected

Home Permit Details

Permit # 2020030578 Permit Status: ISSUED
Review Status: SUBMITTED

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 3/12/2020
Expiration Date: 9/13/2020

Last Inspection Request:
Last Inspection Result:

Print Permit
Print Job Card / History
Submit Revision/Correction

BACK Plan Reviews 0/4 Attachments 8 Fees 0/1 Inspections 1 Subs 0 COs 0 Letters 1 Map Location

Home Inspections for Permit # 2020030578

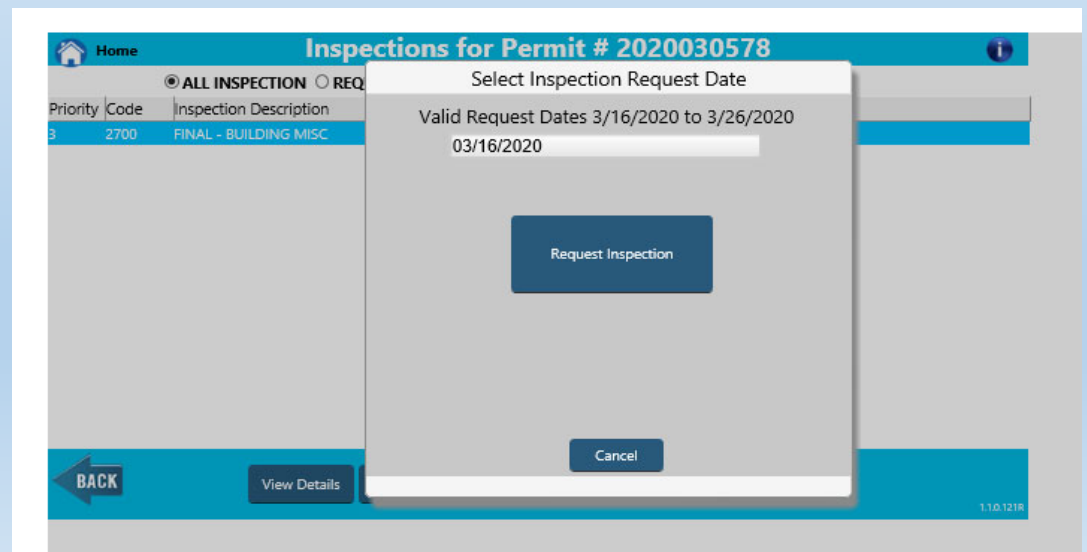
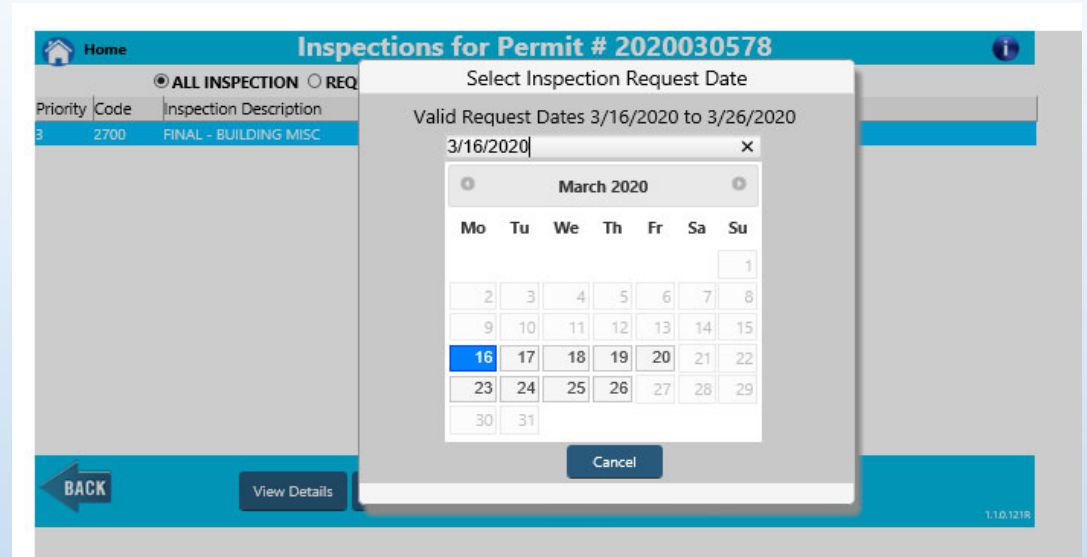
ALL INSPECTION REQUESTED ONLY RESULTED ONLY AVAILABLE TO REQUEST

Priority	Code	Inspection Description	Request Date	Result Date	Result
3	2700	FINAL - BUILDING MISC			

BACK View Details Request Selected Cancel Selected Request New

Manage/ Schedule Inspections

- Choose your date
- Click Request Inspection



Manage/ Schedule Inspections

You will see confirmation of your request.

If you do not see the inspection you need

- **Click Request New**

The screenshot shows the 'Inspections for Permit # 2020030578' interface. At the top, there is a navigation bar with a 'Home' icon and a title. Below the navigation bar, there are radio buttons for filtering inspections: 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table displays inspection data with columns for Priority, Code, Inspection Description, Request Date, Result Date, and Result. The table contains one row: Priority 3, Code 2700, Inspection Description FINAL - BUILDING MISC, Request Date 3/16/2020. A modal dialog box is open in the center, displaying the message 'Inspection (2700) has been requested!' and an 'OK' button. At the bottom, there is a blue bar with a 'BACK' button and four action buttons: 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New'. A version number '1.10.121R' is visible in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
3	2700	FINAL - BUILDING MISC	3/16/2020		

The screenshot shows the same 'Inspections for Permit # 2020030578' interface. The radio buttons are the same, with 'ALL INSPECTION' selected. The table is the same. The modal dialog box is no longer present. In the bottom blue bar, the 'Request New' button is highlighted in a darker blue, indicating it is the active or selected option. The other buttons ('View Details', 'Request Selected', 'Cancel Selected') are in a lighter blue. The 'BACK' button and version number '1.10.121R' are also present.

Priority	Code	Inspection Description	Request Date	Result Date	Result
3	2700	FINAL - BUILDING MISC	3/16/2020		

Manage/ Schedule Inspections

You will see a list of inspections valid for your permit type.

- Click the one you need
- Click Request Selected
- Choose your date
- Click Request Inspection

Home **Inspections for Permit # 2020030578** ⓘ

Select New Inspection, then click "Request Selected" to start request

Code	Inspection Description
2050	DEMOLITION
2210	ELECTRIC FINAL
2700	FINAL - BUILDING MISC
9200	ROW- PROJECT STATUS

BACK Request Selected Cancel New 1.10.121R

Home **Inspections for Permit # 2020030578** ⓘ

Select New In

Code	Inspection Description
2050	DEMOLITION
2210	ELECTRIC FINAL
2700	FINAL - BUILDING MISC
9200	ROW- PROJECT STATUS

Select Inspection Request Date

Valid Request Dates 3/16/2020 to 3/26/2020

3/16/2020

Request Inspection

Cancel

BACK 1.10.121R

Manage/ Schedule Inspections

You will receive confirmation

Cancel an inspection

- Click inspection to be cancelled
- Click Cancel Selected

The screenshot shows the 'Inspections for Permit # 2020030578' interface. At the top, there is a 'Home' button and a title bar. Below the title bar, there are radio buttons for 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table lists inspections with columns for Priority, Code, Inspection Description, Request Date, Result Date, and Result. A modal dialog box is open in the center, displaying the message 'Inspection (2210) has been added and requested!' with an 'OK' button. At the bottom, there is a navigation bar with a 'BACK' button and four action buttons: 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New'. The version number '1.10.121R' is visible in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC			

The screenshot shows the same 'Inspections for Permit # 2020030578' interface. The radio buttons are the same. The table lists inspections. The row for 'FINAL - BUILDING MISC' (Priority 3, Code 2700, Request Date 3/16/2020) is highlighted in blue. The 'Cancel Selected' button in the bottom navigation bar is also highlighted in blue. The 'Request Selected' button is also highlighted in blue. The 'BACK' button and 'Request New' button are not highlighted. The version number '1.10.121R' is visible in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC	3/16/2020		

Manage/ Schedule Inspections

You will receive confirmation

- Click Yes
- Click Ok on confirmation


The screenshot shows the 'Inspections for Permit # 2020030578' interface. At the top, there are radio buttons for 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. Below this is a table with columns: Priority, Code, Inspection Description, Request Date, Result Date, and Result. The table contains three rows: (0, 2210, ELECTRIC FINAL), (3, 2700, FINAL - BUILDING MISC), and (3, 2700, FINAL - BUILDING MISC). A modal dialog box is open in the center with the title 'Confirm....' and the text 'Cancel selected inspection?'. It has two buttons: 'Yes' and 'No'. At the bottom of the interface, there is a 'BACK' button and a row of buttons: 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New'. The version number '1.10.1218' is visible in the bottom right corner.

The screenshot shows the 'Inspections for Permit # 2020030578' interface after a cancellation. The radio buttons are the same as in the previous screenshot. The table now shows the 'Request Date' for the first row as '3/16/2020'. A modal dialog box is open in the center with the message 'Inspection request has been cancelled!' and an 'OK' button. The bottom navigation bar is the same as in the previous screenshot, including the 'BACK' button and 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New' buttons. The version number '1.10.1218' is visible in the bottom right corner.

Manage/ Schedule Inspections

Your list will now reflect the cancelled inspection.

Note –cancellations cannot be made after 7:00 a.m. the day of the scheduled inspection. Contact with the inspector is required.

[Home](#) **Inspections for Permit # 2020030578** 

ALL INSPECTION REQUESTED ONLY RESULTED ONLY AVAILABLE TO REQUEST

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC	3/16/2020	3/13/2020	(75) CANCELLED BY APPLICANT
3	2700	FINAL - BUILDING MISC			

[BACK](#) [View Details](#) [Request Selected](#) [Cancel Selected](#) [Request New](#) 1.10.121R

How to Manage Sub-Contractors

Managing Sub-Contractors

- **Click Subs**

You can view the status of your subs
Cert Status – status in permitting database
Sub status – status as related to your permit

- **Click Add Sub to make changes.**
- **Click Set Sub Inactive to inactivate a subcontractor on your permit.**

Home **Permit Details**

Permit # 2020030578 Permit Status: ISSUED
Review Status: SUBMITTED

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 3/12/2020
Expiration Date: 9/13/2020

Last Inspection Request:
Last Inspection Result:

Print Permit
Print Job Card / History
Submit Revision/Correction

BACK Plan Reviews 0/4 Attachments 8 Fees 0/1 Inspections 1 Subs 0 COs 0 Letters 1 Map Location

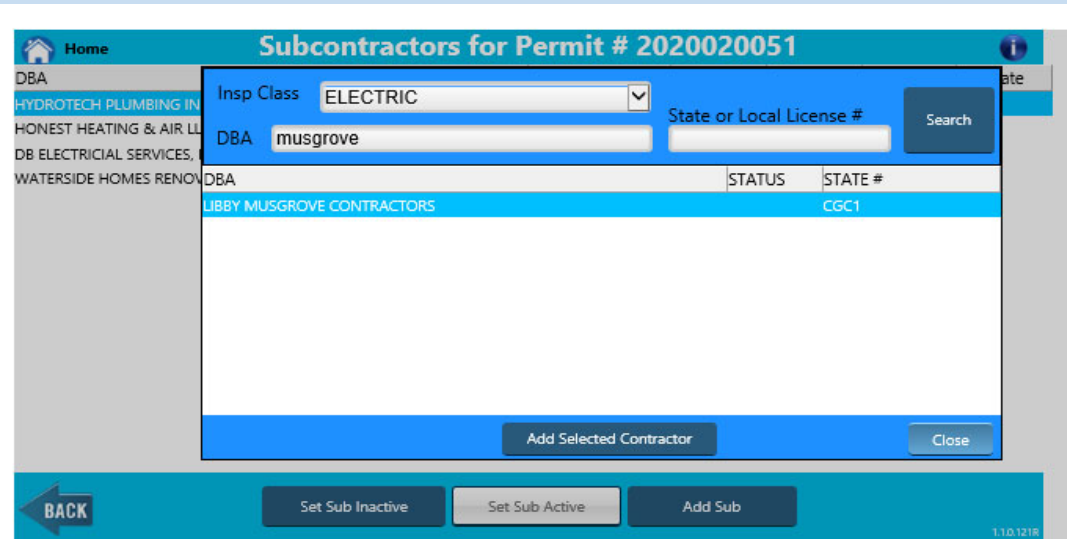
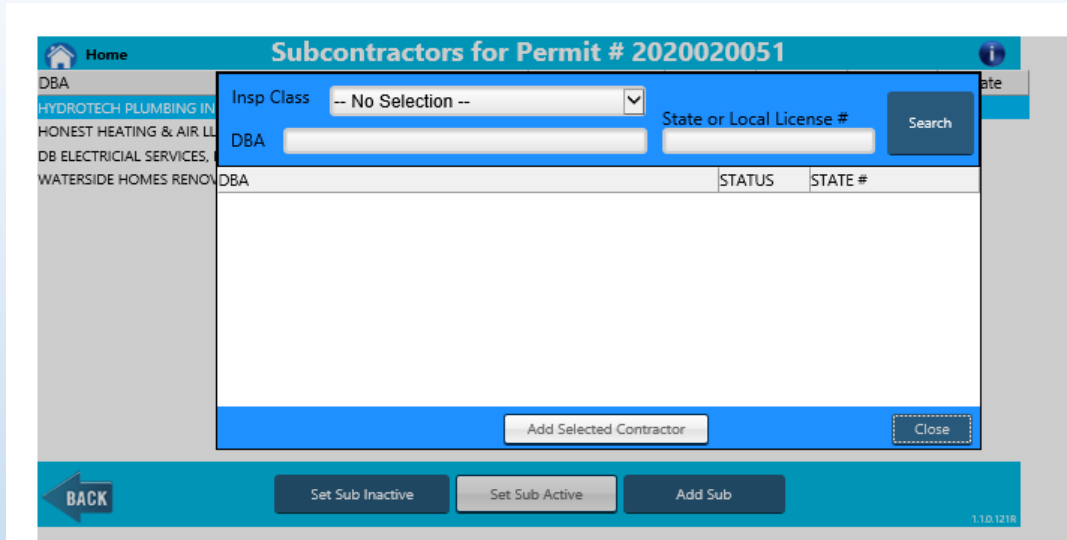
Home **Subcontractors for Permit # 2020020051**

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	

BACK Set Sub Inactive Set Sub Active Add Sub

Managing Sub-Contractors

- Click Inspection Class
- Enter DBA / License #
- Click Add Selected Contractor



Managing Sub-Contractors

You will receive a pop up for confirmation
your subcontractor list will be updated

The screenshot shows the 'Subcontractors for Permit # 2020020051' interface. A search form is visible with 'Insp Class' set to 'ELECTRIC' and 'DBA' set to 'musgrove'. A confirmation pop-up is displayed in the center, asking: 'Add LIBBY MUSGROVE CONTRACTORS to permit as subcontractor? A fee of \$40 will be added to the fee's due on permit 2020020051'. The pop-up has 'OK' and 'Cancel' buttons. Below the pop-up, there is an 'Add Selected Contractor' button. At the bottom of the interface, there are buttons for 'BACK', 'Set Sub Inactive', 'Set Sub Active', and 'Add Sub'. The date '1/10/2018' is visible in the bottom right corner.

The screenshot shows the 'Subcontractors for Permit # 2020020051' interface with a table of active subcontractors. The table has columns for DBA, Type, Cert Status, Sub Status, Start Date, and End Date. The subcontractors listed are HYDROTECH PLUMBING INC, HONEST HEATING & AIR LLC, DB ELECTRICAL SERVICES, INC, WATERSIDE HOMES RENOVATIONS & DESIGNS INC, and LIBBY MUSGROVE CONTRACTORS. At the bottom of the interface, there are buttons for 'BACK', 'Set Sub Inactive', 'Set Sub Active', and 'Add Sub'. The date '1/10/2018' is visible in the bottom right corner.

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	
LIBBY MUSGROVE CONTRACTORS	ELECTRIC	ACTIVE	ACTIVE	3/13/2020	

Managing Sub-Contractors

To set a Sub inactive

- Click / highlight the sub
- Click Set sub inactive
- Click OK on confirmation pop up

your subcontractor list will be updated

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC.	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC				020	
WATERSIDE HOMES RENOVATIONS & DESI				020	
LIBBY MUSGROVE CONTRACTORS				2020	

Set Subcontractor LIBBY MUSGROVE CONTRACTORS Inactive?

OK Cancel

BACK Set Sub Inactive Set Sub Active Add Sub 1.10.121R

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC.	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	
LIBBY MUSGROVE CONTRACTORS	ELECTRIC	ACTIVE	INACTIVE	3/13/2020	3/13/2020

BACK Set Sub Inactive Set Sub Active Add Sub 1.10.121R