

Instructions for applying online for a building permit

Note: Please print these instructions and reference them during the online application process.

Prior to Applying Online

- Ensure you have read all links to relevant information in the portal and have all the required documents available for upload or reference.
- The application is required to complete all fields related to the specific application type.

To begin the application process, click the Apply Online link associated with the required permit type and use.

The system opens the online application.

Step 1: Is already populated from the apply online action taken above. Click the Step 2 link.

▼ Step 1: Select Permit Type & Use

Permit Type * Permit Use *

Step 2: Select the Property Location.

▼ Step 2: Select Land, Building or Suite Location

To search for land records or buildings and suites (stores/classrooms/offices or areas within a building), users can enter any field information below and generate the search. Once the location is identified, clicking the live link id number will create the permit application at the location selected. If the user cannot find the required location, please contact the municipality for assistance.

Building Name Physical Address

Suite Name Parcel Number

Owner Name

[Generate Search Results](#)

Step 2.1 In this step, the applicant must search for and locate the property using any of the search fields above. If there are any questions, please contact the agency.

Step 2.2 Click the “Generate Search Results” button.

In the image below, the property locations meeting the search criteria are displayed.

Parcel Number	Owner Name	Land Address	Building Location ID	Building Location	Suite Name	Suite Location
068123	Test owner	This is a test parcel record				
222119000000003	BURKUP KENDALL L	1708 BROAD ST				
222119000000016	ROTHMAN FURBAND	2201 8th Lane Rd				
222119000000034	TOWN OF GARLAND	HILL ISLAND DR				
222119173000001	COUNTYLINE CONDOMINIUM ASSN INC	400 COUNTYLINE CT				
222119173000101	SADON PROPERTIES LLC	400 COUNTYLINE CT UNIT 1				
222119173000103	GARLAND GATOR SHOP LLC	400 COUNTYLINE CT UNIT 3				
222119173000104	GARLAND GATOR SHOP LLC	400 COUNTYLINE CT UNIT 4				
222119173000106	BOODEN BARBARA L	400 COUNTYLINE CT UNIT 6				
222119173000108	CAPITAL GROUP OF CENTRAL FL LLC	400 COUNTYLINE CT UNIT 8				

Displaying 1-10 of 2172 results

Go to page: 1 2 3 4 5 6 7 8 9 10 Next >

Step 2.3 Click the parcel number link (see image above) to select the specific property record.

Step 3: The applicant must click the create button in step 3 to build the application and allow the remaining steps to be completed.

▼ Step 3: Click the Create button to store the application and complete the remaining steps [Create](#)

Step 4: Complete the fields in the portal application form

▼ Step 4: Enter the Required Information in the Forms Below

1) Portal Application - New Building Only Permit Application

Portal Application - New Building Only Permit Application

Complete all Fields Relevant to the Application.

Please note: This is a construction permit application for a new building. Since the building does not exist in our database, please provide accurate information related to the building and the agency that owns or manages the building. Any missing data, will delay the permit application review process.

1. NEW BUILDING INFORMATION:

1.1 Building Name:

1.2 Building Site Address:

1.3 City

2. OWNER/AGENCY INFORMATION:

Step 4.1 Once the form is complete, at the bottom of the form, below the certification section is a “save” button. **The applicant must click that button, or the form will not be saved.**

Step 4.2 Click OK at the “Data Saved” window



Step 5: Upload Documents

Click on the step 5 accordion to open the interface to upload documents.

► Step 5: Click the link below to attach documents, plans and other permit related files

[Click here to attach files to the case record](#)

Only jpg, pdf, png, gif, tif, doc, docx, ppt, pptx, xls, xlsx, txt, eml, mbox, msg, ogg, mp3, wma, wav, mp4, mkv, avi, mpeg, webm, mov, zip are allowed.

Step 5.1 Click “click here to attach files to the case record”. The Windows file manager opens. Upload your documents required for the application.

Step 6: Completing the Application

Click the Complete Application button

► Step 6: Click Submit to submit the forms & documents to the application record

Complete Application

Step 6.1 Click OK at the application saved message.

The system displays a confirmation page and the application number

Your Application has been saved to the Office of the State Building Inspector (OSBI) Online Permit System. The application number is

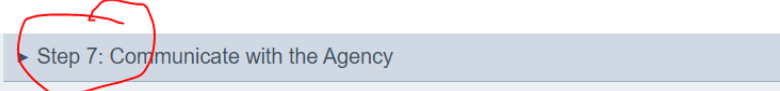
Permit Application #A22-0026

The permit submission process is complete.

Use the Vertical menu to complete other transactions or logout of the system.

To View a Permit Previously submitted

1. Click My Dashboard
2. Click My Permits
3. Search for the permit by any of the fields presented
4. Click the view link in the action column to view the permit
5. Click the Update link in the action column to:
 - a. Update the application or,
 - b. Add additional documents under step 5.
6. To communicate with the agency
 - a. Click on Step 7



Step 7: Communicate with the Agency

- b. If the permit application has not been reviewed by staff, the user will only be able to communicate with the person or department in charge of permits. Once the permit application has begun the review process, the staff assigned to review the permit application will appear in the “to user” drop down list.
- c. Select the staff to send the message to
- d. Enter the message
- e. Click send
- f. Click OK and the messages sent window



www.civicgov2b.com says

The message was sent successfully. Please check this section and / or your registered email for any updates related to your permit application.

OK

- g. END OF PROCESS. Return to the main menu