

Town of Sewall's Point

Applicant User Guide

Online Permitting

Updated: 10/20/2017

Table of Contents

Applicant User Guide

Introduction	3
1.1 Download Permit Applications and Checklists by Type of Permit	4
1.2 Online Permit Application	4
1.3 Submittal of Corrections or Revisions.....	5
1.4 Check Status of Permit and Permit Status Notification	5
1.5 Pay for Permit	5
1.6 Request an Inspection or Reschedule an Inspection	6
1.7 Check Status of an Inspection	6
1.8 Update Account Information	6

INTRODUCTION

Town of Sewall's Point Electronic Building Permit System

We are pleased to announce that the Town of Sewall's Point Building Department is now electronic to serve you better! Through this system, you will be able to submit permit application, submit revisions, schedule and check the status of inspections without leaving your office, saving time and money!

All Building Permit applications (except "Owner/Builder" applications) must be processed using this electronic system. Owner/Builder applications must be submitted in person at Town Hall.

Submissions that require signed and sealed documents prepared by a Florida Licensed Architect, Engineer, Surveyor or Interior Designer pursuant to Florida Statutes must bear the electronic signature and seal of your design professionals.

In addition to the electronic submission, applications with documents larger than 11X17 require one original signed and sealed set of plans to be submitted to the Building Department. Incomplete applications, including required paper copies, will not be processed.

If you are submitting an application for a new single family residence or a remodel, you must first schedule a pre-application meeting with the Building Official. Call (772) 287-2455 ext. 15 to schedule your appointment. Without the pre-application meeting your permit application can not be accepted.

Applicant User Guide

1.1 Download Permit Application and Checklists by Type of Permit

1. To download permit applications and checklists click the following [link](#), then click **“PERMITTING”**. Click on the permit application type for which you are applying, complete the application and save it to your computer.

1.2 Online Permit Application

1. **In order to apply for a permit online, you must be a licensed professional and must first have a CitizenServe login username and password.** This will allow you to submit permit applications, submit revisions and corrections, and schedule or re-schedule inspections. If you already have a CitizenServe login Username and Password, please proceed to No. 3 in this section. **If this is your first time using the online permitting system**, click on the following link to [register](#), then click **“My Account”**, then click **“Click Here”** to register.

2. Once you have received your CitizenServe login username and password, to begin the permit application process click [here](#):

If you already have a CitizenServe login username and password Click on **“PERMITTING”** then click **“APPLY FOR PERMIT”**, then enter your CitizenServe username and password. If you are a return user and have forgotten your password, click **“Forgot your password?”**.

3. Next, click on either **“This application is for a new project”** or **“This application is part of an existing project”**.
4. Enter only the construction address and then hit enter, make sure that the address is displayed on the map.
5. Click the **“Submit”** icon.
6. Complete the form by entering all the information. Please note that all fields with a **red line (!)** are required fields and must be completed. Permit Type is Building Permit. Under Permit Sub choose Residential or Commercial, as appropriate.
7. Complete the form by entering all the permit information. Under Contacts enter at minimum Construction Company, Local Contact and Qualifier. Attach submittal documents by attaching the file through the **“Select File”** button. Then click the **“Browse”** button, navigate to the file and select it. Click the **“Open”** button. Finally, click the **“Attach”** button.

A submission must include the following: Permit Application with notarized Contractor’s signature and Property Owner’s Signature or Permit Application with notarized Contractor’s signature and an agreement executed by the Property Owner, notice of commencement, and all documents required on the checklist. For those submissions that require signed and sealed documents prepared by a Florida Licensed Architect, Engineer, Surveyor or Interior Designer pursuant to Florida Statutes, your design professional is required to electronically sign and seal these documents. Additionally, for plans that are larger than 11X17 one

Applicant User Guide

Online Permitting

original signed and sealed set of plans must be submitted to the Building Department before your permit will be processed.

8. Click **“Submit”** to submit the application.

1.3 Submittal of Corrections or Revisions

1. Login to [CitizenServe Account](#).
2. Click **“View My Requests”**.
3. Click Permit Number.
4. Click **“Upload Documents”**, attach the additional documents. Include the revision/corrections form. Attach additional documents by attaching the file through the **“Select File”** button. Then click the **“Browse”** button, navigate to the file and select it. Click the **“Open”** button. Finally, click the **“Attach”** button.
5. Click **“Leave Message”** and advise that additional documents have been uploaded for review, then click **“Submit”**.

1.4 Check Status of Permit and Permit Status Notification

1. Check status of permit by logging onto your [CitizenServe Account](#).
2. Click **“My Account”**, next **“View My Requests”**, then click on permit number.
3. Click **“Reviews”** tab to see review status.

You will receive an email to the registered account email, upon approval of the permit, issuance of the permit or if revisions or corrections are required.

1.5 Pay for a Permit

1. Pay for a permit once you receive notification that the permit has been approved by logging onto your [CitizenServe Account](#).
2. Click **“My Account”**, next **“View My Requests”**, then click on permit number.
3. Click **“Make a payment”**. The Town only accepts MasterCard, Visa or Discover. To pay by check, payment must be made at Town Hall.
4. Enter Payment Information. Please note that all fields with a **red line (!)** are required fields and must be completed.
5. Click Submit.

1.6 Request an Inspection or Reschedule an Inspection

Request an Inspection

1. Log onto your [CitizenServe Account](#).
2. Click “**View My Requests**”, then click the permit number.
3. Click “**Request an Inspection**”.
4. Choose the appropriate “**Inspection Type**” from the drop down list.
5. Enter the date for the inspection in the “**Desired Date**” field.
6. Select AM or PM from the “**Desired Time**” drop down list.
 - AM is from 9:00 AM – 11:00 AM
 - PM is from 1:00 PM – 3:00 PM
 - Requested for AM or PM will be accommodated as best as possible. Exact times an inspection will be done **cannot** be provided.
7. Enter any special notes in the “**Notes**” field.

NOTE: This is just a request, your date and time will ultimately be determined by the Building Official and the department's availability. Please check back periodically to view the status of your inspection requests.

Reschedule an Inspection

1. Log onto your [CitizenServe Account](#).
2. Click “**View My Requests**” then click the permit number.
3. Click “**Inspections**” tab, then click “**reschedule**” below the “**Scheduled for**” date.

1.7 Check Results of an Inspection

1. Log onto your [CitizenServe Account](#).
2. Click “**View My Requests**” then click the permit number.
3. Click “**Inspections**” tab. If inspection has been completed results will be noted under “**Status**”.

1.8 Update Account Information

1. Log onto your [CitizenServe Account](#).

Applicant User Guide

Online Permitting

2. Click “**Update My Information**”.
3. Update information.
4. To add new insurance certificate, business tax receipt or state or local license:
 - Click the “**Select File**” button for the appropriate item updating.
 - Click “**Browse**” to find the document.
 - Click then document and then Click “**Open**”.
 - Click “**Attach**”.
 - Update date as appropriate.
 - Click “**Submit**” at bottom of page.