



## Instructions for Contractors

1. Go to the Town of Southwest Ranches website click on the Departments Tab and select **Building Permitting and Inspections** then click on the [On-Line Building Permits and Permit Status](#) link.
2. On the login page you will enter in the **username** which is your contractor license number or your competency license number without any dashes or special characters; the **password** is preset to 12345; to change click on the **update my information** link on the menu on the left side of the screen.
3. Once you are on your homepage you will be able to navigate through and search for a permit, check plan reviews, inspection results and to schedule inspections.
4. To **search for plan review comments** follow these steps:
  - a. Click search select permit from the drop-down menu
  - b. Enter the information for which you want to search and click **submit**:  
(See examples below on how to enter information)
    - i. To search by permit number it must be entered in the correct format: i.e. **SWR17-001234** and click **submit**.
    - ii. To search by address it works best if just the street numbers are entered. Example, if the address is 123 Main St - Enter **123** and click **submit**.
  - c. Once you have that screen you can click on the permit you want
  - d. In the view permit screen you can see all the details pertaining to the permit
5. To **request inspections** follow these steps:
  - a. Click on the **request inspection** link on the left hand side of the screen
  - b. Once there you will select the **discipline** and the **date** of the inspection. In the notes section, list one of the required inspections listed on the **Required Inspection Form** that was included with the permit package. Please **leave a name and number** in case the inspector needs to contact you on the day of inspection.



## Instructions for Owners

1. Go to the Town of Southwest Ranches website click on the Departments Tab and select **Building Permitting and Inspections** then click on the [On-Line Building Permits and Permit Status](#) link.
2. On the login page you will click on the **Register Now** link.
3. Select **citizen** from the drop down menu and complete all the fields and click **submit**.
4. Once you are on your homepage you will be able to navigate through and search for a permit, check plan reviews, and inspection results.
5. To **search for plan review comments** follow these steps:
  - a. Click search select permit from the drop-down menu
  - b. Enter the info for which you want to search and click submit

(See examples below on how to enter information)

  - i. To search by permit number it must be entered in the correct format: i.e. **SWR17-001234** and click **submit**.
  - ii. To search by address it works best if just the street numbers are entered. Example, if the address is 123 Main St - Enter **123** and click **submit**.
  - c. Once you have that screen you can click on the permit you want
  - d. In the view permit screen you can see all the details pertaining to the permit
6. To **view other permits on that same property** follow these steps:
  - a. Click on the **view other permit** link on the left hand side of the screen
  - b. Once there you will be able to see the entire list of permits associated with that property.