**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.