

## **Applicant Online Permit Application steps:**

To start the online permit application, please click the following link:

<https://www2.citizenserve.com/Portal/?installationid=117>

Scroll down through the page and locate the section titled “Online Services You Need” under the heading, you will see the word “PERMITTING.” Please proceed to **click > STEP 1. APPLY FOR A PERMIT**

### Online Services You Need



#### PERMITTING

Remodeling or adding on to you home? Apply online, view review status, pay permit fees and schedule inspections all from your home, office or mobile device.

**STEP 1. APPLY FOR A PERMIT →**

STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION (EPR) →

STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL →

SEARCH FOR A PERMIT →

1. If you already have an account, please login with your accounting credentials, which is your account email and password and **click > LOGIN.**

In case you forgot your username or password, you have the option to use the ‘Forgot your username or password’ option to retrieve your login credentials.

For **NEW Users**, please click the **REGISTER NOW** option and follow the registration process.



### LOGIN

Home / My Account / Login

#### Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

#### New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

- Once logged in, on the **Apply for A Permit** page **click>** the Application Type dropdown menu and select '*Lauderdale-by-the-Sea Permit*'.



### APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

Application Type:  

Sub Type:

indicates a required field

- Click>** the **Sub Type** dropdown menu and select the type of permit from the list.

### APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

Application Type:

Sub Type:

- Building Permit
- Mechanical Permit
- Electrical Permit
- Plumbing Permit
- Roofing Permit
- Temporary Permit
- Demolition Permit
- Pool Permit
- SFR Permit
- Interior Remodel Permit
- Addition Permit
- Deck Permit

4. Next, **enter** a work description and **choose** the project type from the dropdown menu option.

### APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

Application Type:

Sub Type:

Work Description:

Address or Parcel #:

5. **Enter** the address of the project being submitted

## APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

indicates a required field

Application Type: South West Ranches Permit

Sub Type: Residential New Construction

Work Description:

Is this application for a new or existing project?: A new project

Address: Type project address

Parcel #:

Property Owner:

ENTER A DIFFERENT ADDRESS →

If a permit has been issued for this project select existing project, you will be prompted to enter the permit or file # to identify the project address.

If you know the property parcel number enter it here for fast lookup, if not enter the address, city state and zip code. Parcel numbers should contain letters and numbers only, no spaces, dashes or other characters.

6. Type and complete the building information, add all contractors associated to the permit using the  **selector button** option.

7. If you are using the “Owner-Builder” option, please **check box**

8. Once all required field are completed **click> SUBMIT**

**BUILDING INFORMATION**

Square Feet:

Linear Feet:

**CONTRACTORS**

Builder:

Mechanical:

Plumber:

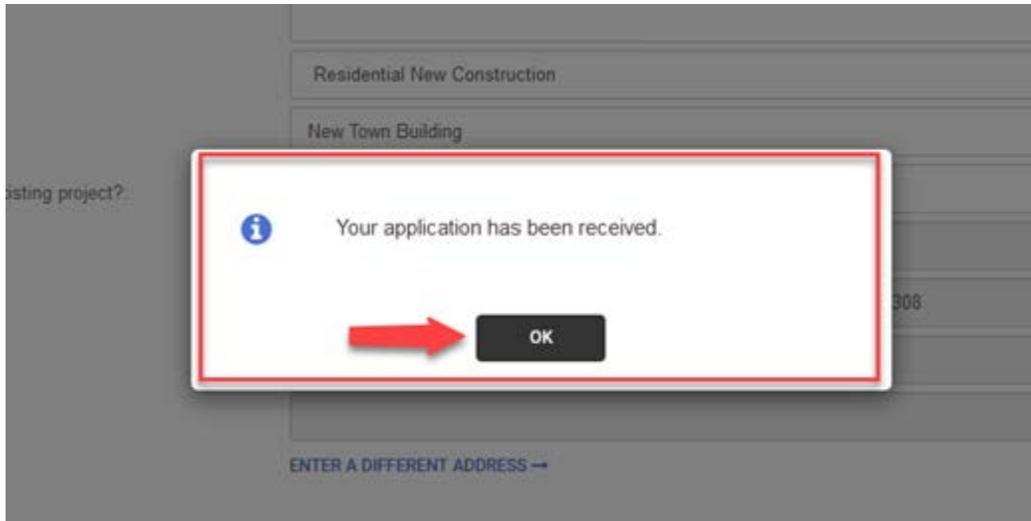
Electrician:

Roofer:

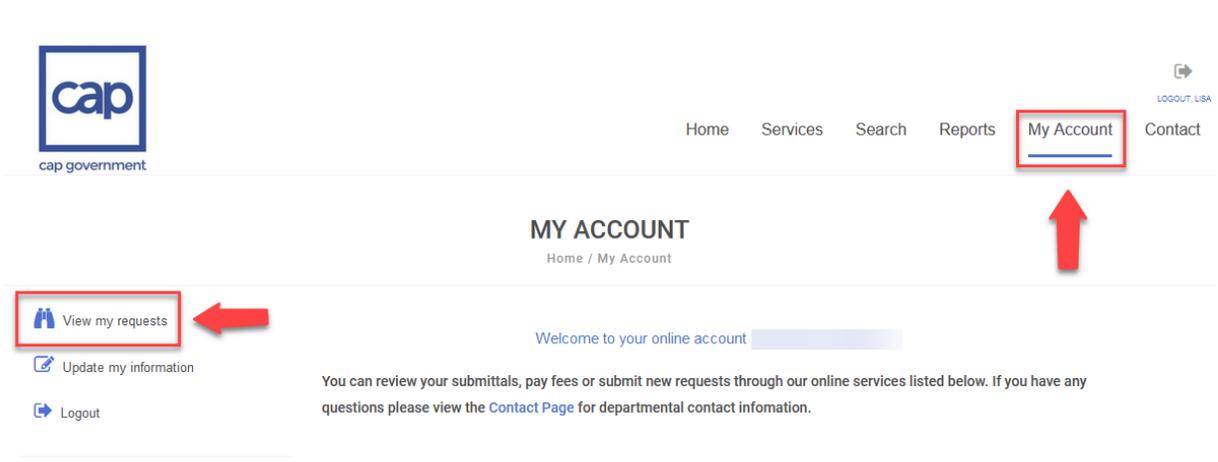
Owner Builder

 **SUBMIT** **SAVE FOR LATER**

9. **Click**> OK to complete the application screen



10. After the application steps are completed, **click**> **My Account** option and **click**> on **View my requests**



11. **Click**> the **permit number** highlighted in blue

**MY REQUESTS**  
Home / My Account / My Requests

View My Permits ▼

Under Review   Closed   All

1-2 of 2

Permit #	Address	Application Date	Status	Work Description	Balance Due
SWR20-005511	12801 MUSTANG TRL	05/06/2020	Online Application Received	6 FT HIGH CHAIN LINK FENCE	

12. **Click>** the **'Upload documents'** icon to upload all required documentation such as all application forms, insurances, workers comp liability, county, and local business tax receipt, occupational license, state license, and driver's license in digital format.

**VIEW PERMIT**  
Home / Services / Permits / View Permit

Request an inspection

Upload documents

Leave message

Permit #: SWR20-005511  
Project #: 20-000222  
Status: Online Application Received  
Address: 12801 MUSTANG TRL  
Description: 6 FT HIGH CHAIN LINK FENCE

Permit   Reviews   Documents   Inspections

Permit #:	SWR20-005511
Permit Type:	Southwest Ranches Permit
Sub Type:	Fence Permit
Issue Date:	
Expiration Date:	
Building Type:	Residential
BUILDING INFORMATION	
Square Feet:	

13. **Click> SELECT FILES**, browse to locate the documents you want to attach and type the description of each document, once completed **click> SUBMIT**

## UPLOAD DOCUMENTS

Home / Services / Permits / View permits / Upload documents

Use the select file button below to select the documents you would like to upload, you can select more than one file, but each file should be no larger than 25MB.

File Name: Application Forms.pdf

Description: Required Application Forms  
\* ABC  
\* XYZ

SELECT FILES SUBMIT



14. You will receive a Balance due email, once the permit has been paid. Next, you can move forward in processing your permit application for plan review

15. Payments are to be paid by Credit Card or by mailing in a check by mail.

**This complete the Permit Application process**, now it is time to submit the plans electronically following the **EPR Submittal steps (NEXT)**

**STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION (EPR)**

**STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL**

## **Applicant EPR Submittal steps:**

To start the EPR (Electronic Plan Review) Submittal process **click>** the following link:

<https://www2.citizenserve.com/Portal/?installationid=117>

Scroll down through the page and locate the section titled “Online Services You Need” under the heading, you will see the word “PERMITTING.” Please proceed to **click > [STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION \(EPR\)](#)** to complete the registration process before uploading your plans.

If you already have a CAP EPR account, skip to **STEP 2.**

### Online Services You Need



#### PERMITTING

Remodeling or adding on to your home? Apply online, view review status, pay permit fees and schedule inspections all from your home, office or mobile device.

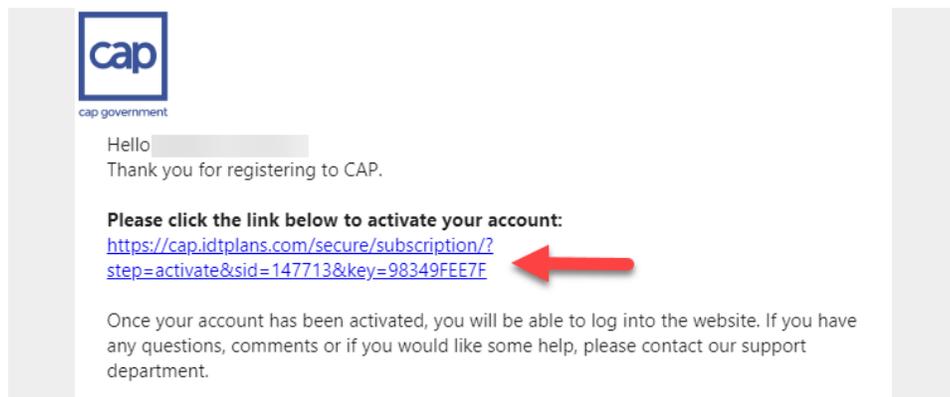
[STEP 1. APPLY FOR A PERMIT -->](#)

[STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION \(EPR\) -->](#)

[STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL -->](#)

[SEARCH FOR A PERMIT -->](#)

1. Type your email address and **click> Submit**, you will receive an email with an activation link (*Check the Junk Mail if the email is not in your Inbox*) click on the activation link and follow the account information steps to complete the registration process.



*The Applicant will need to complete with all the Town requirements that are normally requested by the Building Department for a project to be accepted for review.*

*A permit application needs to be completed, along with any corresponding upfront fee before accepting the submittal for review. Once the initial requirements are met, the Building Department will assign a Permit (or Process) number to the Applicant, who will need to include this number in the name that will be used at the time the submittal uploaded.*

A step by step process will guide the Applicant through the complete submittal process.

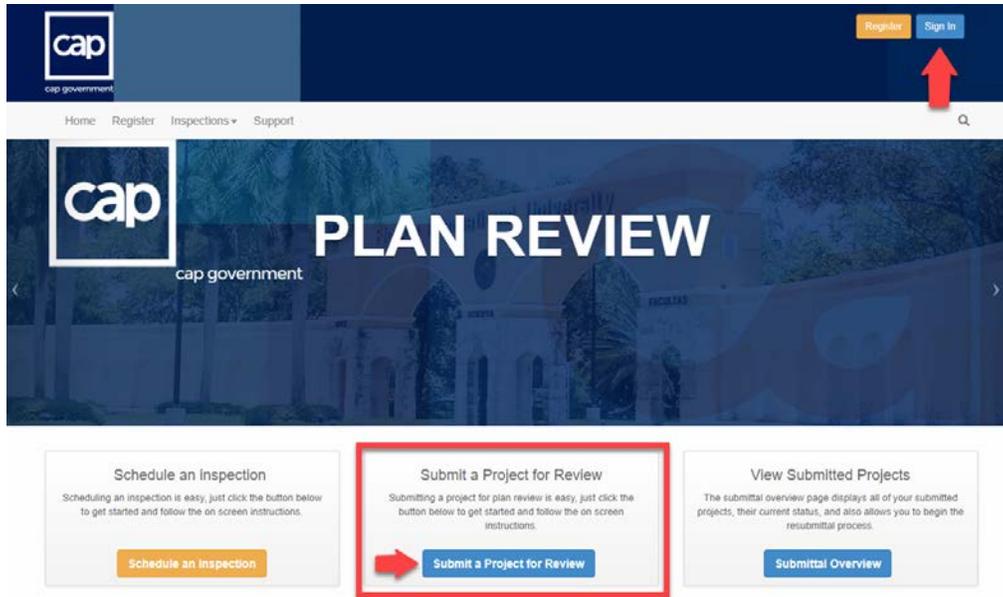
Once this is completed, the Applicant will receive a confirmation email for the specific submittal.

The Applicant will need to provide PDF documents files, electronically or digitally signed and sealed for review. For big projects having files with too many megabytes, it is recommendable to have them separated by disciplines. The applicant may create individual binders per discipline: Architecture, Structure, Electrical, (...), and separately, the specs, calculations, zoning letter, and reports. All drawings are required to be landscape oriented.

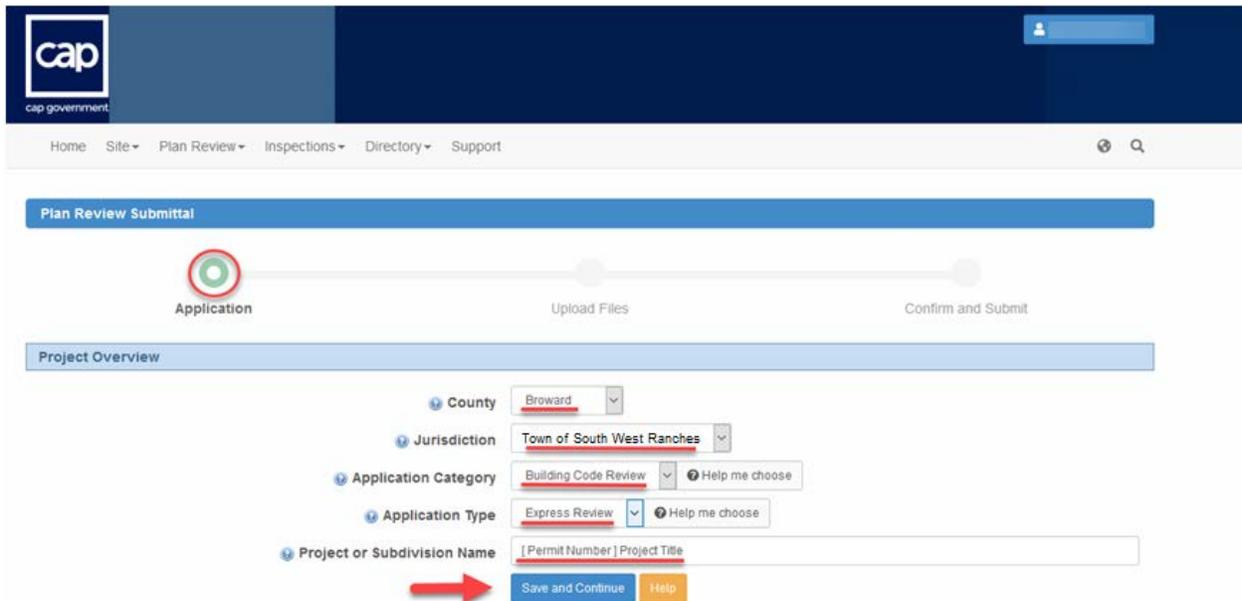
CAP will review the submittal for compliance with the Florida Building Code.

Once the review cycle is complete, if it is rejected, a Comments Letter is issued and the Applicant along with the Town is notified, and the comments become available on the on-line platform to be responded as part of the corresponding resubmittal including revised documents. If the project is approved, then an Approval Letter is issued.

2. After registration is completed, sign in into the CAP EPR portal and **click** the option: **“Submit a Project for Review”**



3. Complete the **Project Overview** information and **click** **Save and Continue**



- Carefully review and comply with all the Express review check list items, once in compliance **click> Save and Continue**

Plan Review Submittal

Application Upload Files Confirm and Submit

Express Review Checklist [Print Checklist](#)

- Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)
- All plan sheets must be submitted in proper landscape orientation. [Add a comment](#)
- Plan sheets shall be titled clearly. [Add a comment](#)
- Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.) [Add a comment](#)
- Plan sets should start with a cover sheet that contains an index of drawings. [Add a comment](#)
- In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected". [Add a comment](#)
- Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision. [Add a comment](#)

[Save and Continue](#) [Help](#)

- Complete the **Project Details** information and **click> Save and Continue**

Plan Review Submittal

Application Upload Files Confirm and Submit

Project Details

- Phase Submittal** Select [Add a comment](#)
- Facility Name**
- Project Number**
- Building Code** Select [Add a comment](#)
- Architect or Engineer Name**
- Plans Dated**
- Project Description**

[Save and Continue](#) [Help](#)

## 6. Review your Application Details information and **click**> Save and Continue

Plan Review Submittal

Application Upload Files Confirm and Submit

Confirm Your Application Print

Please review your application below for accuracy and use the edit button to make corrections if necessary.

	<b>Miami-Dade (Corporate) Office</b> 343 Almeria Avenue Coral Gables, FL 33134 Phone: 305.448.1711	<b>Broward Office</b> 100 SE 12th Street Fort Lauderdale, FL 33316 Phone: 954.888.9882	<b>Palm Beach Office</b> 1910 North Florida Mango Road West Palm Beach, FL 33409 Phone: 561.508.0615
---	---	---	---

**Project Overview** #379278

**Project Title:** [ Permit Number ] Project Title  
**Application Type:** Express Review  
**Workflow:** Express Workflow

**Jurisdiction:** Town of South West Ranches  
**State:** FL  
**County:** Broward

**Project Details**

**Phase Submittal:** 100% Construction Documents  
**Project Number:** 343345  
**Architect or Engineer Name:** CAP Architectural  
**Project Description:** XYZ

**Facility Name:** CAP  
**Building Code:** FBC2017  
**Plans Dated:** 03/10/2020

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

Confirm Edit

## 7. **Click**> Add Files to start uploading your plans files.

Plan Review Submittal

Application Upload Files Confirm and Submit

Document Upload Print

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

**Select files**  
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

Add Files Start Upload 0 b 0%

Back Help

**Submittal Guidelines**

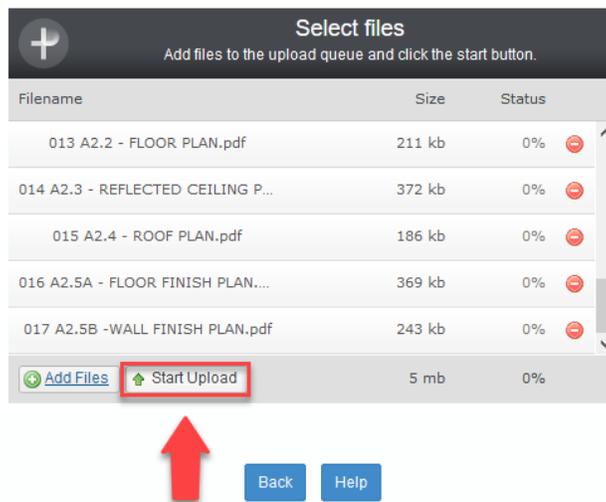
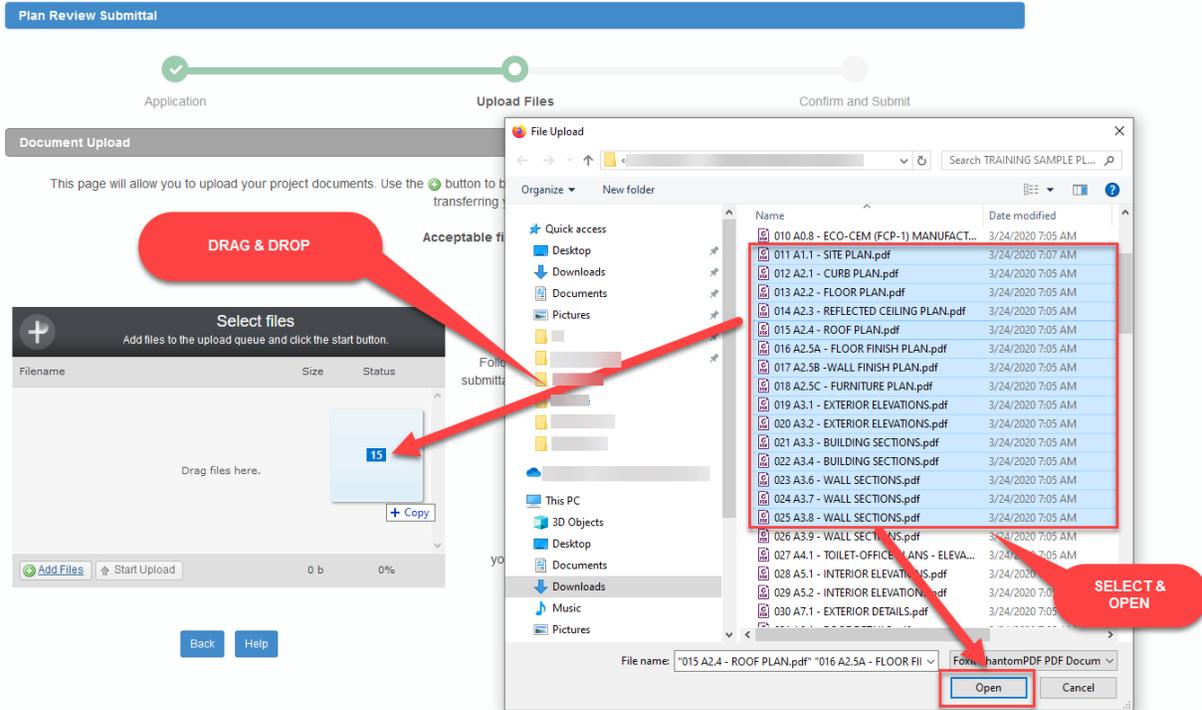
Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

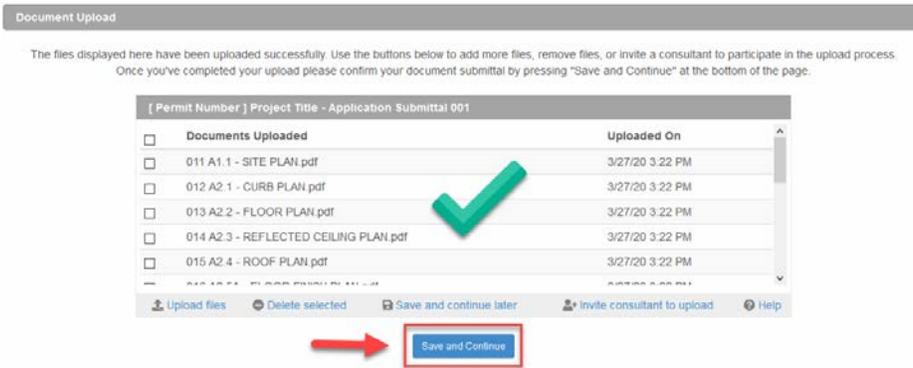
Standardized Drawing File Naming Convention Example

- 001. C-1 - Cover Sheet
- 002. A-1 - Floor Plan
- 003. S-101 - Foundation Plan

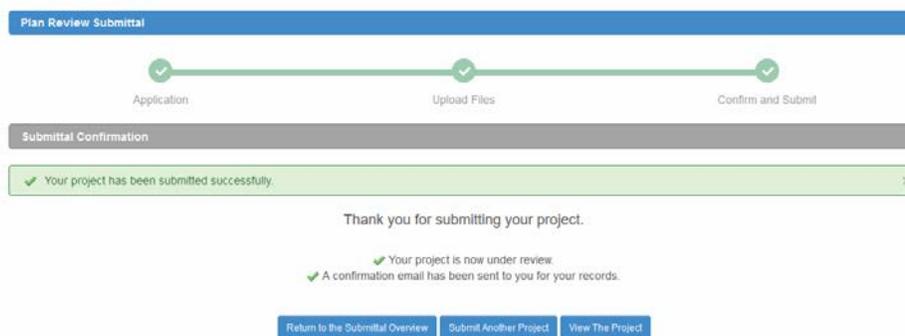
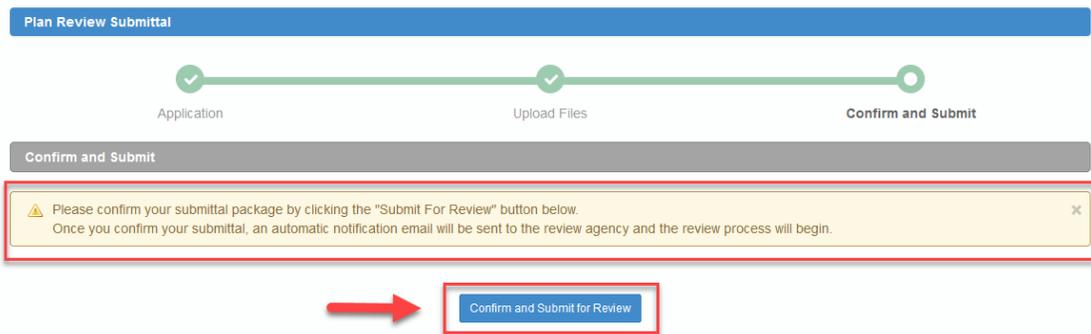
your drawing files should match the index of drawings typically found on the cover sheet.

8. **Click> Upload Files** and locate the files you wish to upload in **PDF format**; you can **Drag & Drop** the files to the upload box or simply **select** and **click>** Open on your file explorer window. **click> Start Upload** to begin uploading the files, once completed **click> Save and Continue**





9. After you click '**Save and Continue**' and uploaded your files, you will need to confirm your submittal process; the system will automatically send a confirmation via email and that completes the application EPR submittal process.



*The system will send a notification via email once the submittal has been **Approved** or **Declined** for review.*

**This completes the Applicant EPR Submittal steps**