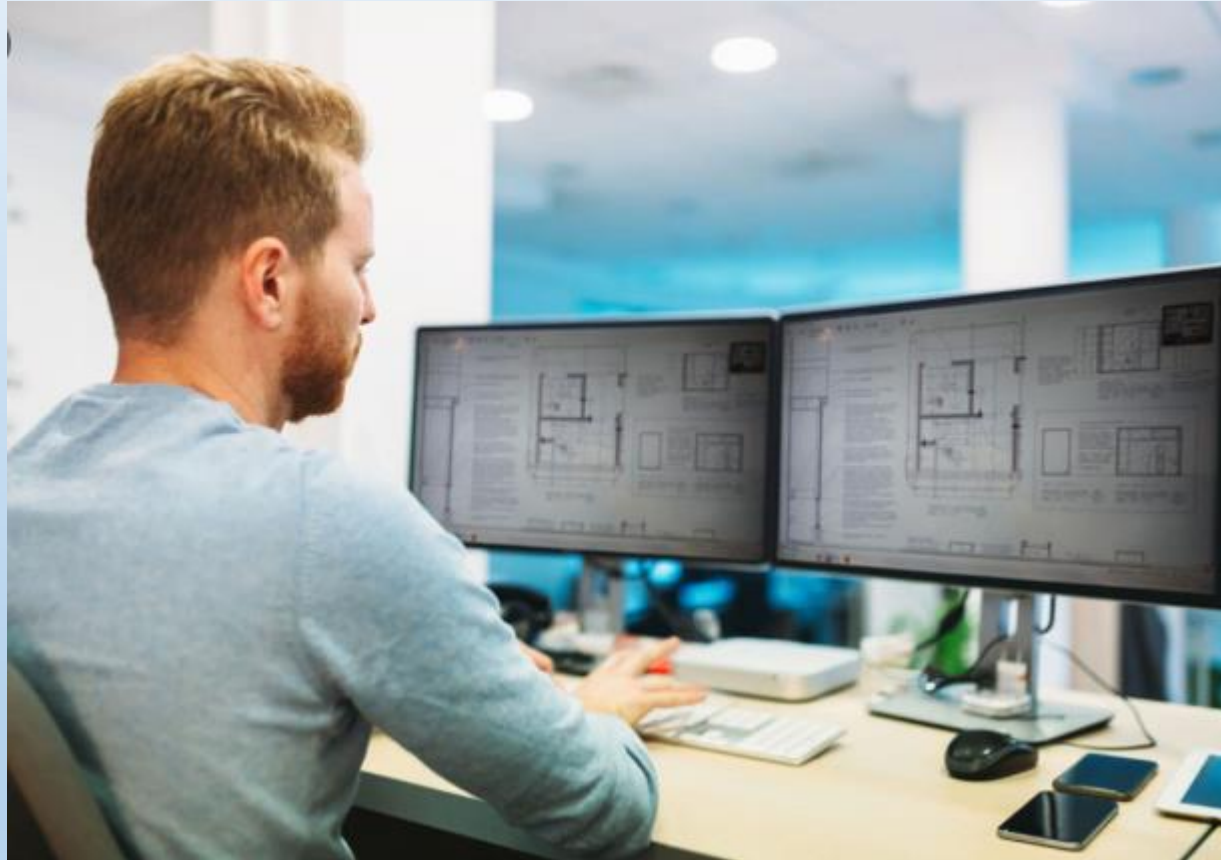


# A guide to using Palm Coast Online Permitting Services



For all your permitting needs without making a trip to City Hall

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## Create a New Account

<https://www.palmcoastgov.com/eplanreview>

First time user

- **Create new account**

The screenshot shows the homepage for 'ONLINE PERMITTING SERVICES'. At the top, there is a blue header with the title. Below it is a dark navigation bar with links for 'Building Services' and 'Online Records Search'. A green banner with a building blueprint background contains the text: 'USE GUEST ACCESS TO SCHEDULE INSPECTIONS AND PAY FOR PERMITS (if you are not a registered user)'. Below the banner is a list of menu items: 'What Can I Do Here?', 'How To Submit Online', 'Document Requirements', 'Guide To Digital Signatures', and 'Video Tutorial'. Underneath is a red heading 'What do I need to submit for my permit?' followed by two links: 'Owner Permits' and 'Contractor Permits'.

The screenshot shows the 'Login' page. It is divided into two main sections: 'Registered User' and 'Guest Access'. The 'Registered User' section has input fields for 'Email Address' (with 'user@example.com' entered) and 'Password'. Below these are a 'Remember Me' checkbox and three buttons: 'Login', 'Forgot Password...', and 'Create a New Account...'. The 'Guest Access' section has input fields for 'Permit #', 'Confirmation # \*' (with a note '\* Last 3 digits of the Permit Number'), and 'Address or Folio #'. A 'Continue as Guest' button is at the bottom. A red double-headed arrow points between the two sections. The page footer includes the version number '2.0.0.64R' and the page number '3'.

- **Enter basic information**

Note - The email used will be your user login

tip – create a generic email that can be used if employees are no longer with the company.

Example: [abcpermitting@gmail.com](mailto:abcpermitting@gmail.com)

- **Select account type**

Note – a property owner is assigned to one address location. (one address per email login)

Contractors must be registered in the Building Permitting database prior to creating an account. Click the 'notice' box for information.

Note- password must be at least 6 characters long and contain 1 number and 1 capital letter.

- **Click Next**

**Account Details** ⓘ

New User

Basic Information

Email: barbiebembry@aol.com

Alternate EMail:

Password \* [masked]

Full Name: Barbie Bembry

Re-Enter Password [masked]

Account Type: **Contractor**

**NOTICE**

**ALL CONTRACTORS**

**MUST BE REGISTERED WITH THE BUILDING DEPARTMENT PRIOR TO CREATING AN ONLINE ACCOUNT.**

BACK Next >

2.0.0.64R

Password must be at least 6 characters long and contain at least 1 number, and 1 capital letter.


- Click Add

## Account Details i

### New User

Contractor Information

DBA	State #	County #
-----	---------	----------



2.0.0.64R

- Enter your Contractor / Business DBA or your License number.

Note – it is suggesting using your license number to ensure you attach to the correct license.

- Click Lookup

The screenshot shows the 'Account Details' page with a modal window for 'Contractor Information'. The modal has two input fields: 'Contractor DBA' and 'State License Number', separated by an 'or' label. A 'Lookup' button is next to the 'State License Number' field. Below the input fields is a 'List' box and a 'Qualifier Name:' label with a 'Select' button. At the bottom of the page, there is a blue bar with a 'BACK' button, a 'Save' button, and the version number '2.0.0.64R'.

This screenshot is identical to the one above, but the 'Contractor DBA' input field now contains the text 'bembry'. The 'State License Number' field is still empty. The 'Lookup' button remains visible next to it. The rest of the interface, including the 'List' box, 'Qualifier Name' field, and bottom navigation bar, is the same.

- Click to highlight your selection
- Click Select

This screenshot shows a 'Contractor Information' dialog box. The 'Contractor DBA' field contains 'bembry' and the 'State License Number' field is empty. A 'Lookup' button is visible. Below the fields is a 'List' containing two items: '-- No Selection --' and 'BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345'. A 'Select' button is at the bottom of the dialog. The background shows a 'Contractor Information' form with a 'DBA' field and a 'Save' button. A blue bar at the bottom contains a 'BACK' button and the version number '2.0.0.64R'.

This screenshot shows the same 'Contractor Information' dialog box. The 'Contractor DBA' field now contains 'BEMBRY CONSTRUCTION' and the 'State License Number' field contains '291'. The 'List' still shows the same two items, but 'BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345' is highlighted in blue. The 'Qualifier Name' field now displays 'BARBIE BEMBRY'. The 'Select' button remains at the bottom. The background form and blue bar are identical to the previous screenshot.

- You will see your selection added to your account.
- You may add additional contractors if you qualify more than one business.

*Note – you may find it easier to create a different log in and attach to each license separately, or you will have to choose the correct license number each time you make applications.*

- Click Save

New account validation note will pop up for you to check your email and enter the validation code. You will need to copy/past the validation code as it is very long.

**Account Details** ⓘ

New User

Contractor Information

DBA	State #	County #
BEMBRY CONSTRUCTION	291	12345

Add... Remove

BACK Save

2.D.D.64R

**New Account Validation** ⓘ

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Thank You.

Validation

Save

2.D.D.64R



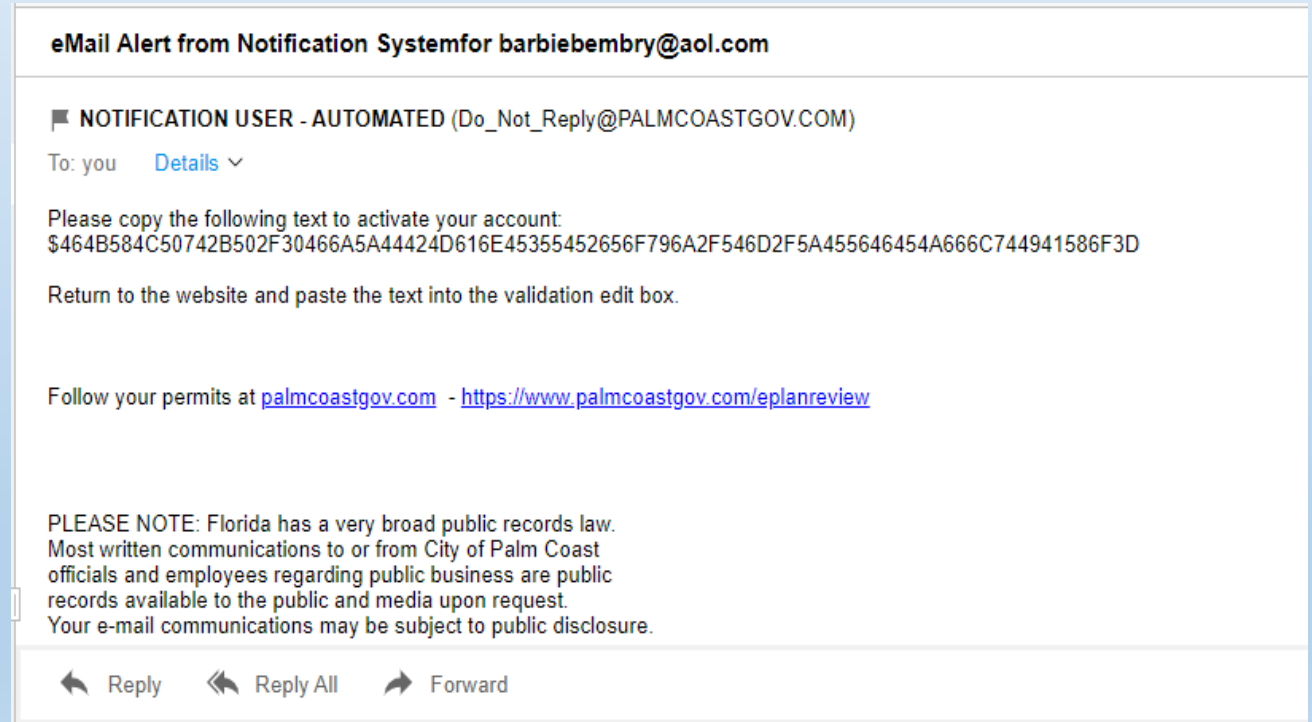
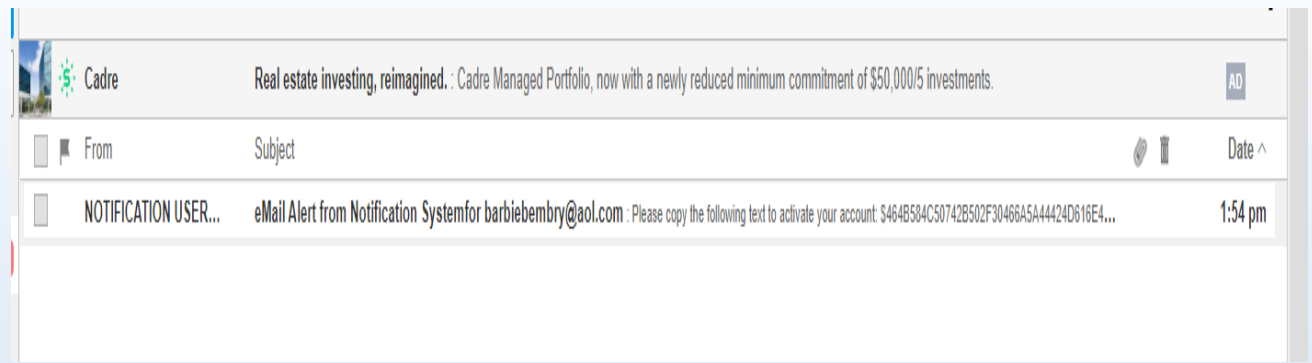
- You will see an email from 'notification user'

*Note - the email validation code may take up to 15 minutes.*

- Copy the validation code

*Note – be sure not to add any extra blank spaces when copying (in front or behind)*

If you do not receive the validation code, please contact the office and will activate you manually.



- **Paste the validation code**
- **Click Save**
- **Your account has been activated**
- **Click Save**
- **You will be brought back to the log in screen.**

*Note – if you experience trouble activating your account, please contact the office.*

**New Account Validation** ⓘ

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Thank You.

Validation  
4B584C50742B502F30466A5A44424D616E45355452656F796A2F546D2F5A455646454A666C744941586F X |

Save

2.0.0.64R

**New Account Validation** ⓘ

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Thank You.

Validation  
4B584C50742B502F30466A5A44424D616E45355452656F796A2F546D2F5A455646454A666C744941586F3D

Validation Complete.  
Your account has been activated.  
Continue

Save

2.0.0.64R

# Begin a Permit Application Packet

- Enter your login information

This is your home screen.

*Packet List – application packages being prepared for permitting. (active for 30 days)*

- Click NEW to create a new packet

**Login**

**Registered User**

Email Address: barbiebembry@aol.com

Password: .....

Remember Me

Login

Forgot Password...

Create a New Account...

**Guest Access**

Permit #

Confirmation # \*  
\* Last 3 digits of the Permit Number

OR

Address or Folio #

Continue as Guest

2.0.0.64R

**Home**

Refresh

User Barbie Bembry - Contractor

Packet List Permit List

Packet	Name	Status	Description	Subs	Expires / Info
--------	------	--------	-------------	------	----------------

Completed Required Percent

Attachments Data CheckList

View Options...

New... Edit... Delete Attachments... Data... CheckList... Submit... Subcontractors... Rejection Comments... Permit...

2.0.0.64R

- Choose your packet type (building permit)
- Choose your packet sub-type (type of permit)
- Enter packet name  
*Note – this information is to help you identify your packets easily , not for city use.*
- Click Next (or save if you're not ready to continue)

Home **Packet Detail** i

New Packet

Packet Type  
BUILDING PERMIT

Packet Sub-Type  
– No Selection –  
COMMERCIAL SIDING  
COMMERCIAL SOLAR - BY CONTRACTOR  
COMMERCIAL SOLAR ELECTRIC- BY CONTRACTOR  
COMMERCIAL SOLAR WATER HEATER- BY CONTRACTOR  
SOLAR - BY CONTRACTOR  
SOLAR ELECTRIC - BY CONTRACTOR  
SOLAR WATER HEATER - BY CONTRACTOR  
WATER HEATER - BY CONTRACTOR

BACK Save Next >

2.0.0.64R

Home **Packet Detail** i

New Packet

Packet Type  
BUILDING PERMIT

Packet Sub-Type  
WATER HEATER - BY CONTRACTOR

Packet Name  
Smith

Contractor

BACK Save Next >

2.0.0.64R

- Enter the address for your project
- Click the correct address to highlight
- Click select

Home **Data Items** i

SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number \*

123 main X Lookup

Select

BACK Save Next > Denotes a required field  
Red tabs have incomplete data 2.0.0.64H

Home **Data Items** i

SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number \*

123 main Lookup

123 MAIN ST [21-10-28-2775-00050-0204]

Select

BACK Save Next > Denotes a required field  
Red tabs have incomplete data 2.0.0.64H

Note – you will see the location address tab is no longer red once the data has been entered. As you move through, when the data fields have been completed, they will change colors.

- Click Next
- Enter Project Description (what you are permitting)
- Click Next

Home Data Items SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number \*

123 MAIN ST Lookup

123 MAIN ST [21-10-28-2775-00050-0204]

Select

BACK Save Next >

Denotes a required field  
Red tabs have incomplete data

2.0.0.64R

Home Data Items SMITH

Location Addr Description Owner Info Applicant Info Dimensions / Values

Project Detail Description \*

50 gallon water heater

BACK Save Next >

Denotes a required field  
Red tabs have incomplete data

2.0.0.64R

- Enter any missing fields in owner information. This information will populate your permit application.

*Note – If the names do not match who you are in contract with, you will update this information and provide proof for the change in ownership. (recorded warranty deed , property appraiser printout)*

- Click Next

- Enter any missing information on the applicant info tab.

*Note – as you go through the tabs, any items with the red asterisk requires data.*

The screenshot shows a web application interface for 'Data Items' with the title 'SMITH'. At the top, there are navigation tabs: 'Location Addr', 'Description', 'Owner Info', 'Applicant Info', and 'Dimensions / Values'. The 'Applicant Info' and 'Dimensions / Values' tabs are highlighted in red, indicating incomplete data. Below the tabs, the form contains the following fields:

- Owner Name \*: ROSAS ALVARO & ALBA M H&W TEST
- Address Line 1 \*: 15320 SW 26TH STREET
- City \*: DAVIE
- State \*: FLORIDA
- Zip \*: 33326

At the bottom, there is a blue navigation bar with a 'BACK' button, 'Save' and 'Next >' buttons, and a legend: 'Denotes a required field' and 'Red tabs have incomplete data'. A version number '2.0.0.64R' is visible in the bottom right corner.

The screenshot shows a web application interface for 'Data Items' with the title 'TEST FOR BARBIE'. At the top, there are navigation tabs: 'Location Addr', 'Description', 'Owner Info', 'Applicant Info', and 'Dimensions / Values'. The 'Applicant Info' and 'Dimensions / Values' tabs are highlighted in red, indicating incomplete data. Below the tabs, the form contains the following fields:

- Applicant Name \*: BARBIE BEMBRY
- Applicant Phone \*: (386) 986-3785
- Applicant Email \*: BARBIEBEMBRY@AOL.COM

At the bottom, there is a blue navigation bar with a 'BACK' button, a 'Save' button, and a legend: 'Denotes a required field' and 'Red tabs have incomplete data'. A version number '2.0.0.64R' is visible in the bottom right corner.

Various permit types will require detailed square footage to be added. The screen to the right will appear if yours does NOT require detailed information for square footage.

- Enter any field required with a red asterisk
- Click Save

**Data Items**  
TEST FOR BARBIE

Location Addr | Description | Owner Info | Applicant Info | **Dimensions / Values**

Livable Sq Ft:  Residential Units:   
 Non-Livable Sq Ft:  Commercial Units:   
 Total Sq Ft:  Buildings:   
 Job Value \*:  X

BACK Save Denotes a required field Red tabs have incomplete data 2.0.0.64R

You will be brought back to the home screen. Any packets you are currently working on will be identified

(please scroll to slide #20)

**Home**  
User Barbie Bembry - Contractor

Packet List | **Permit List**

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	0	04/11/2020

Completed Attachments Data CheckList  
 Completed 0 12 0  
 Required 1 12 0  
 Percent 0 100 0

View Options...

New... Edit... Delete Attachments... **Data...** CheckList... Review... Subcontractors... Rejection Comments... Permit...

0/1 2.0.0.64R



IF your permit requires specific square footage to be entered , the screen to the right will appear

- Click 'enter required sq. ft. values'

Home Data Items

XXXXX

Location Addr Description Owner Info Applicant Info Entities **Dimensions / Values**

Total Sq Ft \*

Job Value \*

Enter Required SqFt Values

BACK Save Denotes a required field  
Red tabs have incomplete data 2.0.0.134R

- Click 'add'

Home Project Square Footage

XXXXXXXXXXXXXXXXX

DESCRIPTION	QTY	LIVING AREA
-------------	-----	-------------

Living SqFt 0 Non-Living SqFt 0 Total SqFt 0

BACK Edit... Add... Delete 2.0.0.135R

- Choose the square footage type from the selections
- Enter the square foot amount in Qty
- Click Save

Select Square Footage type

-- No Selection --

Qty

Living Space

Cancel Save

Select Square Footage type

-- No Selection --

- No Selection --
- ALUMINUM ENCLOSURE (SCREEN ROOF)
- COMMERCIAL SQUARE FOOTAGE
- CONDITIONED SPACE
- ENCLOSE EXISTING PORCH TO LIVING GARAGE
- OPENED PORCH (WITH ROOF)
- PATIO/DECK (NO ROOF)
- SCREEN PORCH (SOLID ROOF)

Select Square Footage type

CONDITIONED SPACE

Qty

2,301

Living Space

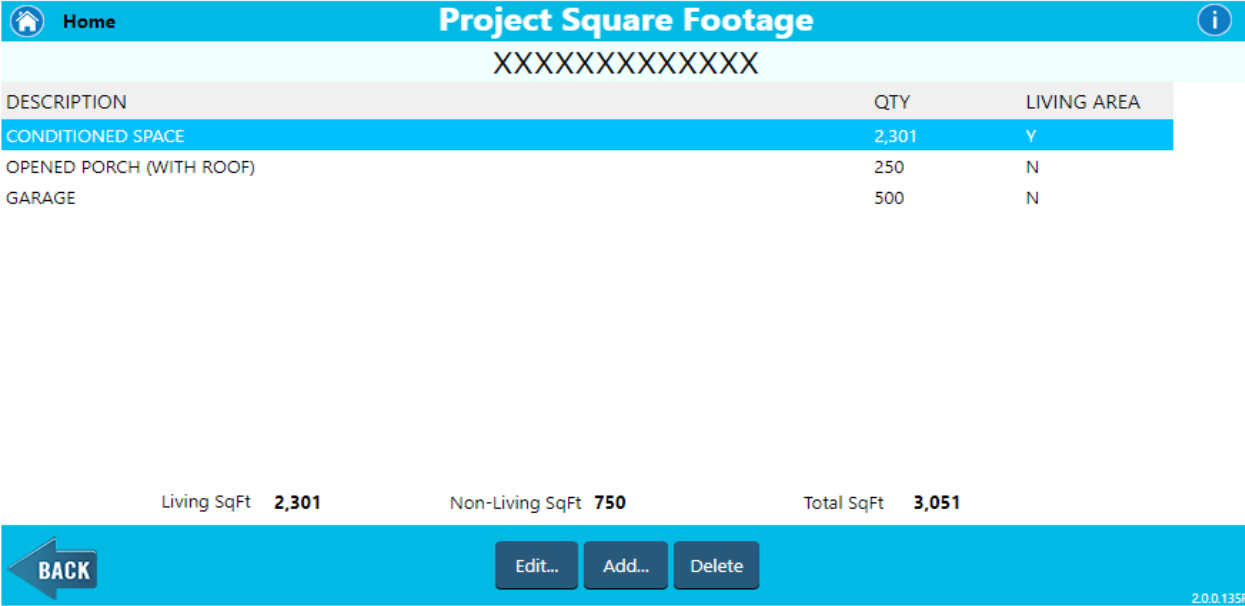
Cancel Save

- Once you have entered your square footage and click save, you will see this screen.

- Click the BACK button when finished.

- Enter the Job Value

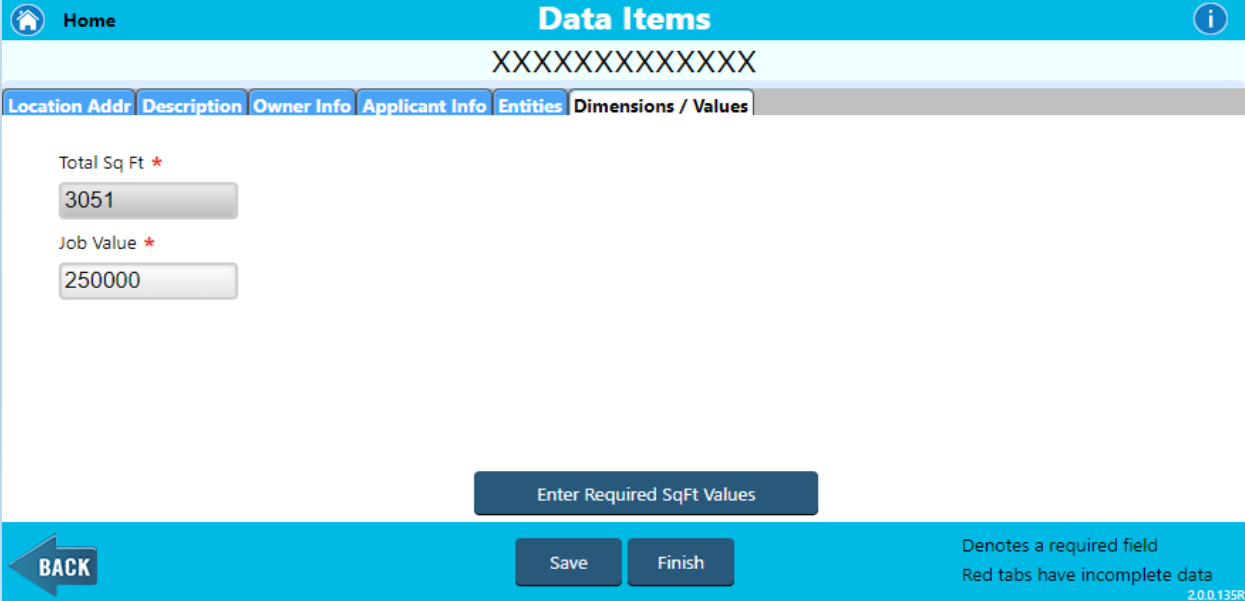
- Click Finish



The screenshot shows a mobile application interface for 'Project Square Footage'. At the top, there is a blue header with a home icon, the text 'Home', the title 'Project Square Footage', and an information icon. Below the header is a light green bar with 'XXXXXXXXXXXXXX'. A table follows with three columns: 'DESCRIPTION', 'QTY', and 'LIVING AREA'. The table contains three rows: 'CONDITIONED SPACE' with QTY 2,301 and LIVING AREA Y; 'OPENED PORCH (WITH ROOF)' with QTY 250 and LIVING AREA N; and 'GARAGE' with QTY 500 and LIVING AREA N. At the bottom of the table area, there is a summary: 'Living SqFt 2,301', 'Non-Living SqFt 750', and 'Total SqFt 3,051'. The bottom navigation bar is blue and contains a 'BACK' button with a left arrow, and three buttons: 'Edit...', 'Add...', and 'Delete'. The version number '2.0.0.135R' is in the bottom right corner.

DESCRIPTION	QTY	LIVING AREA
CONDITIONED SPACE	2,301	Y
OPENED PORCH (WITH ROOF)	250	N
GARAGE	500	N

Living SqFt 2,301      Non-Living SqFt 750      Total SqFt 3,051



The screenshot shows a mobile application interface for 'Data Items'. At the top, there is a blue header with a home icon, the text 'Home', the title 'Data Items', and an information icon. Below the header is a light green bar with 'XXXXXXXXXXXXXX'. A horizontal tab bar contains several tabs: 'Location Addr', 'Description', 'Owner Info', 'Applicant Info', 'Entities', and 'Dimensions / Values'. The 'Dimensions / Values' tab is selected. Below the tabs, there are two input fields. The first is labeled 'Total Sq Ft \*' and contains the value '3051'. The second is labeled 'Job Value \*' and contains the value '250000'. At the bottom of the form area, there is a button labeled 'Enter Required SqFt Values'. The bottom navigation bar is blue and contains a 'BACK' button with a left arrow, and two buttons: 'Save' and 'Finish'. A note on the right side of the bar says 'Denotes a required field' and 'Red tabs have incomplete data'. The version number '2.0.0.135R' is in the bottom right corner.

Total Sq Ft \*  
3051

Job Value \*  
250000

Enter Required SqFt Values

You will be brought back to the home screen with the packet you area working on highlighted.

### Upload your attachments/documents/plans

- Click Attachments

The screenshot shows a software interface for a contractor. At the top, there's a 'Home' header with a 'Refresh' button and user information for 'User Barbie Bembry - Contractor'. Below this is a 'Packet List' table with two rows. The second row is highlighted in blue. Below the table is a summary table with columns for 'Attachments', 'Data', and 'CheckList'. A red arrow points to the 'Attachments...' button in the bottom navigation bar.

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	0	04/11/2020

	Attachments	Data	CheckList
Completed	0	12	0
Req	1	12	0
Percent	0	100	0

View Options...

0/1

New... Edit... Delete Attachments... Data... CheckList... Review... Subcontractors... Rejection Comments... Permit...

2.0.0.64R

- Click the document type you wish to upload
- Click upload - locate your document on your device
- Click Save
- Repeat process for each document type

*Note – this will take you to your PC to select your file. If you have more than one file that falls under the same category (i.e. plans), you may upload them all at once by holding the Ctrl key and choosing your files before uploading.*

The screenshot shows the 'Attachments' page for 'TEST FOR BARBIE'. The page has a blue header with 'Home' and 'Attachments' labels, and a 'List Attachments' button. Below the header is a table with columns: Description, Status, File Name, and Version. The table lists four document types: MANUFACTURER SPECIFICATIONS (REQUIRED), RECORDED DEED/PROOF OWNERSHIP (OPTIONAL), CONSTRUCTION LIEN LAW AFFIDAVIT (OPTIONAL), and an option to upload a user file. A red arrow points to the 'Upload...' button in the bottom navigation bar.

* Description	Status	File Name	Version
<input checked="" type="checkbox"/> MANUFACTURER SPECIFICATIONS	REQUIRED		
<input type="checkbox"/> RECORDED DEED/PROOF OWNERSHIP	OPTIONAL		
<input type="checkbox"/> CONSTRUCTION LIEN LAW AFFIDAVIT	OPTIONAL		
<input type="checkbox"/> Select to Upload a User File			

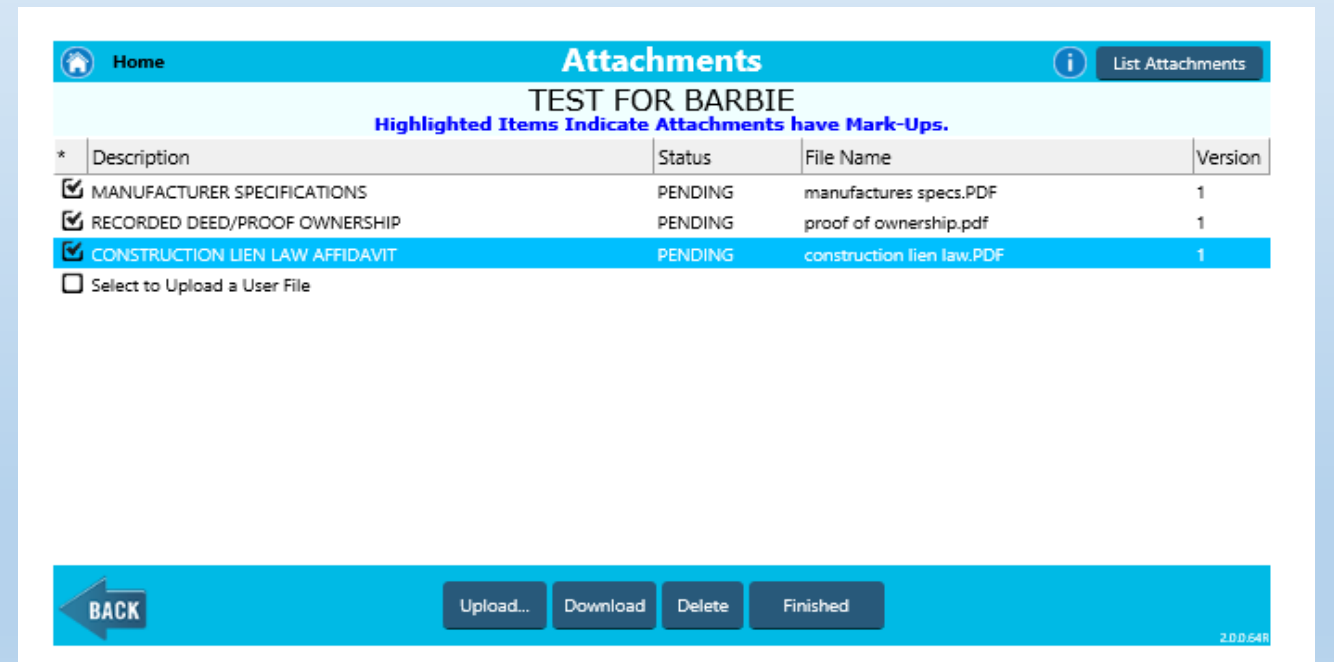
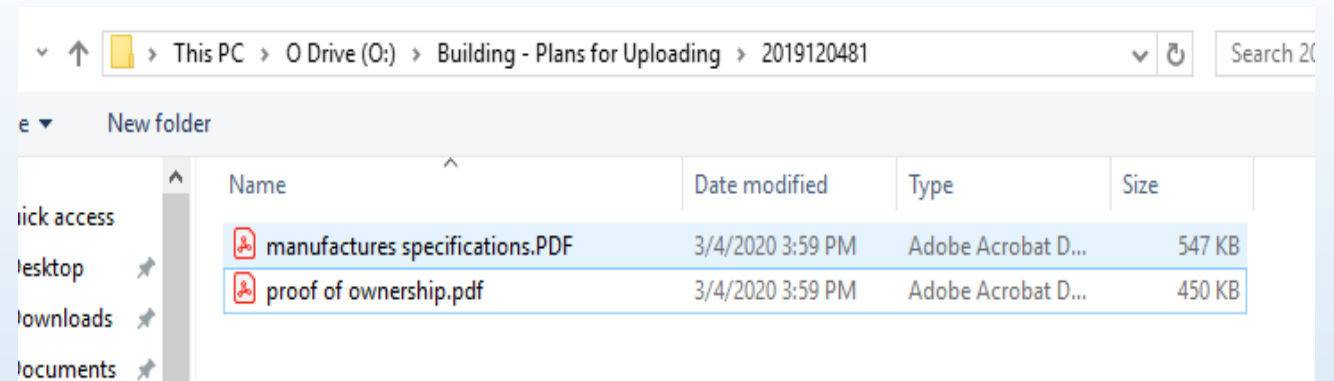
This screenshot shows the same 'Attachments' page as above, but with a modal dialog box open. The dialog is titled 'Attachment Type' and has a dropdown menu set to 'MANUFACTURER SPECIFICATIONS'. A red button labeled 'Click to upload files.' is visible. Below the button, it states 'Only PDF files are accepted at this time.' and there is a 'Close' button. The background page is dimmed.

- **Choose your file**
- **You will go through the same process to upload into each category.**

*Note – Refer to the submittal requirements document on the portal page for the naming convention guidelines.*

- **Click Finished or back.**

*Note – you can delete any files before the actual permit has been created.*



The home page will provide you an overview of your requirements. The example shown here indicates that 100% of the attachments and data fields have been completed. If they were not, the percent would be less than 100 and you will see red oval indicators on the attachments / data buttons.

### Subcontractors

If your project requires subcontractor

- click the Subcontractor button
- Click Add

Refresh Home

User Barbie Bembry - Contractor

Packet List		Permit List			
Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	0	04/11/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Submit... Subcontractors... Rejection Comments... Permit...

2.0.0.64N

Home Subcontractor List

TEST FOR BARBIE

DBA	Inspection Class	State #	County #
-----	------------------	---------	----------

BACK Edit... Add... Delete

2.0.0.64N 3

- Enter the DBA or license number
- Click and Select
- Enter inspection class (elec, mech, plumb, etc)

**Subcontractor Detail**  
New Subcontractor

Contractor DBA: 8TRIDENT ELECTRIC LLC or State License Number: EC13005216 Lookup

-- No Selection --  
 8TRIDENT ELECTRIC LLC - INACTIVE - EC13005216 -  
 A & M ELECTRIC - INACTIVE - EC0002815 -  
 A+ AMERICAN ELECTRIC ENTERPRISES, INC - INACTIVE - EC0001396 -

Inspection Class: -- No Selection --

Qualifier Name: SERGY G BONDARETS

Select

BACK Save

2.D.D.648

Contractor DBA: 8TRIDENT ELECTRIC LLC or State License Number: EC13005216 Lookup

-- No Selection --  
 8TRIDENT ELECTRIC LLC - INACTIVE - EC13005216 -  
 A & M ELECTRIC - INACTIVE - EC0002815 -  
 A+ AMERICAN ELECTRIC ENTERPRISES, INC - INACTIVE - EC0001396 -

Inspection Class

-- No Selection --  
 ALARM  
 COMMERCIAL IRRIGATION  
 ELECTRIC  
 ENCLOSURE  
 ENGINEER OF RECORD  
 FENCE  
 FIRE COMMERCIAL ALARM  
 FIRE SPRINKLER  
 FIRE SUPPRESSION SYSTEM  
 FIRE UNDERGROUND  
 GAS  
 IRRIGATION  
 LANDSCAPE ARCHITECT  
 LANDSCAPE CONTRACTOR  
 MECHANICAL  
 PLUMBING  
 POOL  
 PROPANE  
 ROOFING  
 SITE CONTRACTOR  
 SOLAR  
 SURVEYOR  
 TESTING CONSULTANT

BA

24



- Click Save
- Click Add to add/delete
- When completed, click Back

**Home** **Subcontractor Detail** **i**

New Subcontractor

Contractor DBA: 8TRIDENT ELECTRIC LLC or State License Number: EC13005216 **Lookup**

8TRIDENT ELECTRIC LLC - 139 LUCIE AVE - DELAND - 386-736-1667

Inspection Class: ELECTRIC

Qualifier Name: SERGY G BONDARETS

**Select**

**BACK** **Save**

2.0.0.64R

**Home** **Subcontractor List** **i**

TEST FOR BARBIE

DBA	Inspection Class	State #	County #
8TRIDENT ELECTRIC LLC	ELECTRIC	EC13005216	

ELECTRICAL CONTRACTOR CERTIFIED

**BACK** **Edit...** **Add...** **Delete**

2.0.0.64R

Back to the Home Screen, you will see the red Submit Button. This button does not appear unless all the minimum requirements have been met.

- **Click Submit**

A system generated permit application will appear for you to ensure all the information is correct and the license holder to sign the application.

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	1	04/11/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

- **Click 'Click here to sign'**

City of PALM COAST  
 PALM COAST  
 Community Development Department

Building Permit Application  
 Rev 9/16  
 160 Lake Avenue  
 Palm Coast, FL 32164  
 Office: 386-986-3780  
 Inspection: 386-986-4747

Permit # \_\_\_\_\_

**Detailed description of proposed work:** test  
**Estimated Value:** \$800.00  
 Florida Green Building  Yes  No

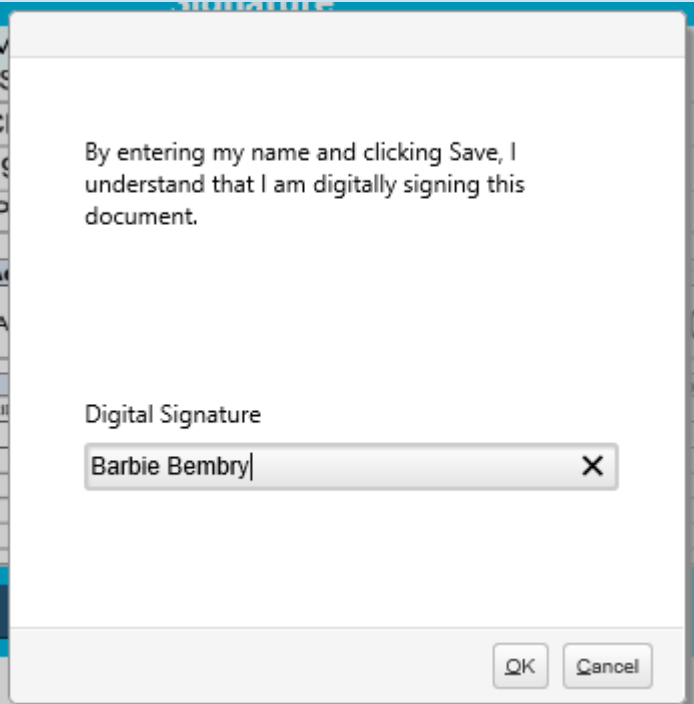
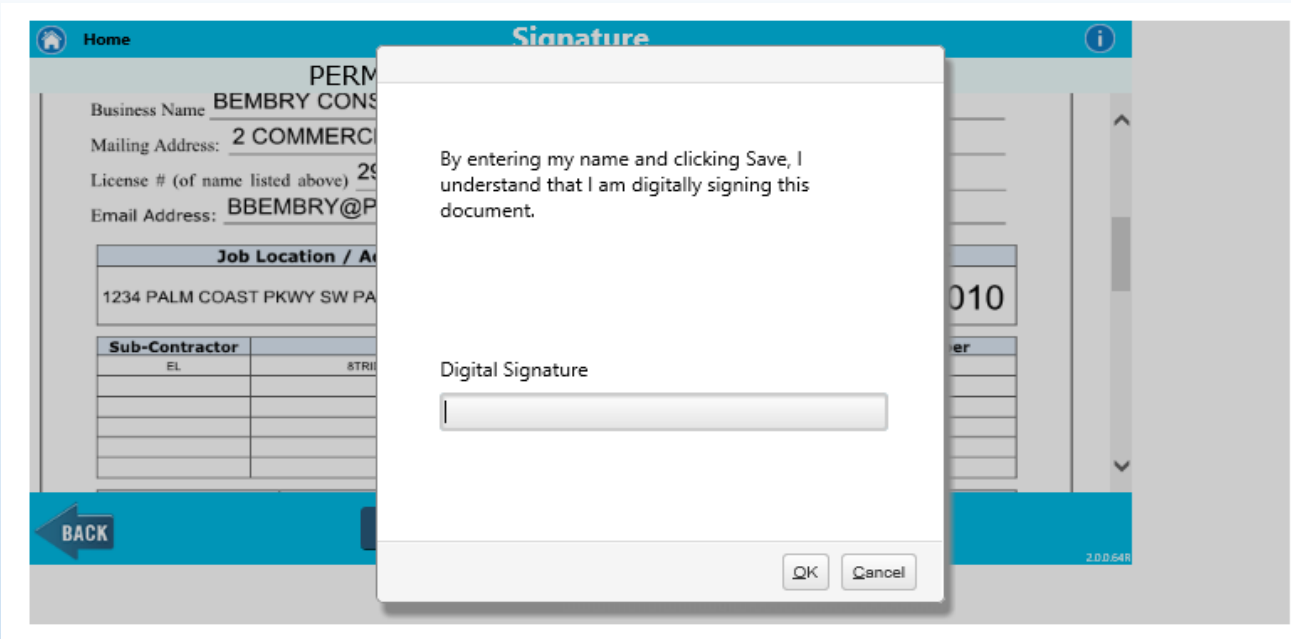
Property Owners Name: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAMS Telephone: \_\_\_\_\_  
 Mailing Address: 525 PHARR ROAD UNITED CORNERS INC ATLANTA, GA 30305  
 Email Address: \_\_\_\_\_ Fax number: \_\_\_\_\_

BARBIE BEMBRY

BACK Click here to sign OK

The license holder is required to sign the application digitally.

- Click OK



The application will appear with your signature

- Click OK

You will see confirmation your packet has been sent.

- Click OK

Home **Signature** ⓘ

PERMIT APPLICATION - Document 1 of 1

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

**Signature of Property Owner** **OR** **Signature of Contractor** required if identified above

X X Barbie Bembry

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← BACK Click here to sign OK

2.0.D.64R

Home **Signature** ⓘ

PERMIT APPLICATION - Document 1 of 1

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

Your packet has been successfully submitted. OK

**Signature of Property Owner** **OR** **Signature of Contractor** required if identified above

X X Barbie Bembry

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← BACK Click here to sign OK


2.0.D.64R

## How to Correct a Rejected Packet

If the email created with the account differs from the permitting database, an email will be sent to the applicant making them aware a permit application was submitted using their license number.

If your packet is rejected, you will receive an email outlining the requirements.

- **Log back into the portal to make corrections and resubmit.**



Do\_Not\_Reply | Barbie Bembry  
eMail Alert from Notification System for bbembry@palmcoastgov.com

A packet has been submitted for "27742 - SOLAR WATER HEATER - BY CONTRACTOR" using your contractor certification number.  
Submitted by: barbiebembry@aol.com  
Cert #: 18822  
DBA: BEMBRY CONSTRUCTION  
Job Address: 1234 PALM COAST PKWY SW  
If you did not submit this packet, please contact the building department.

Follow your permits at palmcoastgov.com - <https://www.palmcoastgov.com/eplanreview>

**eMail Alert from Notification System for barbiebembry@aol.com**

🚩 **NOTIFICATION USER - AUTOMATED (Do\_Not\_Reply@PALMCOASTGOV.COM)**

To: you [Details](#) ▾

City of Palm Coast Automated Online Submission Notification  
You submitted Packet # 27742, of type: SOLAR WATER HEATER - BY CONTRACTOR  
Packet Name: TEST FOR BARBIE  
at Location:

The packet requires changes and resubmission for the following reason(s):  
3-12-20

1. The construction lien law is not notarized.
2. This is a test

Follow your permits at [palmcoastgov.com](https://www.palmcoastgov.com) - <https://www.palmcoastgov.com/eplanreview>

- Highlight the rejected packet
- Click Rejection Comments to review them.

Refresh Home 0

User Barbie Bembry - Contractor

Packet List Permit List

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	1	04/11/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

Options...

New... Edit... Delete Attachments... Data... Checklist... Submit... Subcontractors... Rejection Comments... Permit...

2.0.0.64R

Home Processing Detail TEST FOR BARBIE

3-12-20

1. The construction lien law is not notarized.
2. This is a test

BACK

2.0.0.64R

- Click Attachments – upload additional documents
- Click Data – correct data for application
- Click Subcontractors – add / delete a subcontractor
- Click Submit - a new application for signature will be generated

Refresh Home

User Barbie Bemby - Contractor

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	PENDING	SOLAR WATER HEATER - BY	1	04/11/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Submit... Subcontractors... Rejection Comments... Permit...

2.D.D.64R

By entering my name and clicking Save, I understand that I am digitally signing this document.

Digital Signature

Document 1 of 1

penalty of perjury, I declare that all the correct. By signing this Electronic Submission and electronic signatures rather than paper my electronic signature is legally binding, as

Signature of Contractor required if identified above

palmcoastgov.com

OK Cancel

2.D.D.64R

- Click OK

Home **Signature** PERMIT APPLICATION - Document 1 of 1

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

**Signature of Property Owner** OR **Signature of Contractor** required if identified above

X	X Barbie bembry
---	-----------------

please recycle palmcoastgov.com

BACK Click here to sign OK 2.D.D.64R

Home **Signature** PERMIT APPLICATION - Document 1 of 1

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

Your packet has been successfully submitted.

OK

**Signature of Property Owner** OR **Signature of Contractor** required if identified above

X	X Barbie bembry
---	-----------------

please recycle palmcoastgov.com

BACK Click here to sign OK 2.D.D.64R



## Status of packets

**Submit – sent to Building Division**

**Pending – waiting for applicant**

When the packet has been accepted, a permit application has been created, you will no longer see the packet in your packet list, but it will now appear in the “permit list”

Refresh Home 0

User Barbie Bembry - Contractor

Packet List Permit List

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020
27742	TEST FOR BARBIE	SUBMIT	SOLAR WATER HEATER - BY	1	03/17/2020

	Attachments	Data	CheckList
Completed	1	12	0
Required	1	12	0
Percent	100	100	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Review... Subcontractors... Rejection Comments... Permit...

2.0.0.64R

Refresh Home 0

User Barbie Bembry - Contractor

Packet List Permit List

Packet	Name	Status	Description	Subs	Expires / Info
27728	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	04/11/2020

	Attachments	Data	CheckList
Completed	0	10	0
Required	0	12	0
Percent	0	83.33	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Review... Subcontractors... Rejection Comments... Permit...

2.0.0.64R

# How to View Current Application Status

To follow along and view information for your permit, double click on the permit in your permit list.

The screenshot shows the 'Home' page of a software application. At the top, there is a 'Refresh' button and the user name 'User Barbie Bembry - Contractor'. Below this is a navigation bar with 'Packet List' and 'Permit List' tabs. The 'Permit List' tab is active, displaying a table with the following data:

Number	Status	Description	Cert	Address	Review Status
2020030578	APPLY	SOLAR WATER HEATER	291	1234 PALM COAST PKWY SW	IN REVIEW
2018100622	CANCEL	ALUMINUM SCREEN STRUCTURE	291	123 MAIN ST	CANCEL
2018100271	CANCEL	ACCESSORY STRUCTURE	291	123 MAIN ST	CANCEL
2017090386	CANCEL	ALUMINUM SCREEN STRUCTURE	291	123 MAIN ST	CANCEL
2017090320	CANCEL	SHED	291	123 MAIN ST	CANCEL
2017071035	CANCEL	ACCESSORY STRUCTURE	291	123 MAIN ST	CANCEL
2017051227	CANCEL	ACCESSORY STRUCTURE	291	123 MAIN ST	CANCEL
2017050841	CANCEL	DOCK	291	123 MAIN ST	CANCEL

Below the table is a search bar labeled 'Permit #, Desc, Parcel ID, or Address' and a 'View Options...' button. At the bottom right, there is a 'Permit...' button and the version number '2.0.0.64R'.

The screenshot shows the 'Permit Details' page for permit # 2024031305. The page is titled 'Home Permit Details'. The permit information is as follows:

- Permit #: 2024031305
- Permit Status: CANCEL
- Review Status: CANCEL
- Type: TST TEST PERMIT
- Owner: ARTESIAN POOLS
- Address: 123 MAIN ST TEST, FL
- DBA: BEMBRY CONSTRUCTION
- Job Desc: (empty text area)
- Issued Date: (empty)
- Expiration Date: 5/31/2025
- Last Inspection Request: (empty)
- Last Inspection Result: (empty)
- NOC Status / Recorded Date:  (empty)

On the right side, there are buttons for 'Print Permit', 'Print Permit History', and 'Print Job Card / History'. At the bottom right, there is a button for 'Upload Revisions/Corrections/Documents'. At the bottom of the page, there is a navigation bar with the following items: BACK, Submittal (0/13), Reviews/Comments (0), Attachments (0), Fees (1/0), Inspections (2), Subs (0), COs (0), Pictures (0), Letters (0), and Map. The version number '1.1.0.248R' is visible in the bottom right corner.

## View Plan Review /Comments

- Click Submittal Reviews/Comments
- Click through the different plan reviews to view any remarks/comments for each
- The original HOLD status will remain but be overridden when a complete review has been entered for the same Review Department (the HOLD status retains the history of the review, so it is not removed)

**TIP – To see an overview of all plan review comments, click the ‘Plan Review Report’ in the upper right hand corner.**

Home Permit Details

Permit # 2024031305 Permit Status: CANCEL  
Review Status: CANCEL

Type: TST TEST PERMIT

Owner: ARTESIAN POOLS

Address: 123 MAIN ST TEST, FL

DBA: BEMBRY CONSTRUCTION

Job Desc:

Issued Date:   
Expiration Date: 5/31/2025

Last Inspection Request:   
Last Inspection Result:   
NOC Status / Recorded Date:    
Upload Revisions/Corrections/Documents

Print Permit  
Print Permit History  
Print Job Card / History

Submittal Reviews/Comments 0/13 Attachments 0 Fees 1/0 Inspections 2 Subs 0 COs 0 Pictures 0 Letters 0 Map

1.1.0.248R

Home Plan Reviews for Permit # 2020030578 Plan Review Report

Review Department	Rev #	Status	In Date	Out Date	Release Date	Release User
BUILDING PLAN REVIEW 386-986-3782		PENDING	3/12/2020			
ELECTRICAL PLAN REVIEW 986-3782		HOLD	3/12/2020	3/12/2020	3/12/2020	
FIRE INSPECTOR 386-986-3782		COMPLETE	3/12/2020	3/12/2020	3/12/2020	BARBIE BEMBRY
ELECTRICAL PLAN REVIEW 986-3782		PENDING				

Remarks

BACK

1.1.0.121R 35

# How to Upload Revisions/Corrections

Note – revisions and corrections cannot be upload during a review cycle. Once all reviews have been completed, you will be able to upload additional information.

- Click Upload from permit detail screen Revisions/Corrections/Documents

OR

- Click Upload Revisions/Corrections from attachments screen
  - Same process as when submitting a packet.

Note – a revision sheet will be automatically generated, no need to upload one.

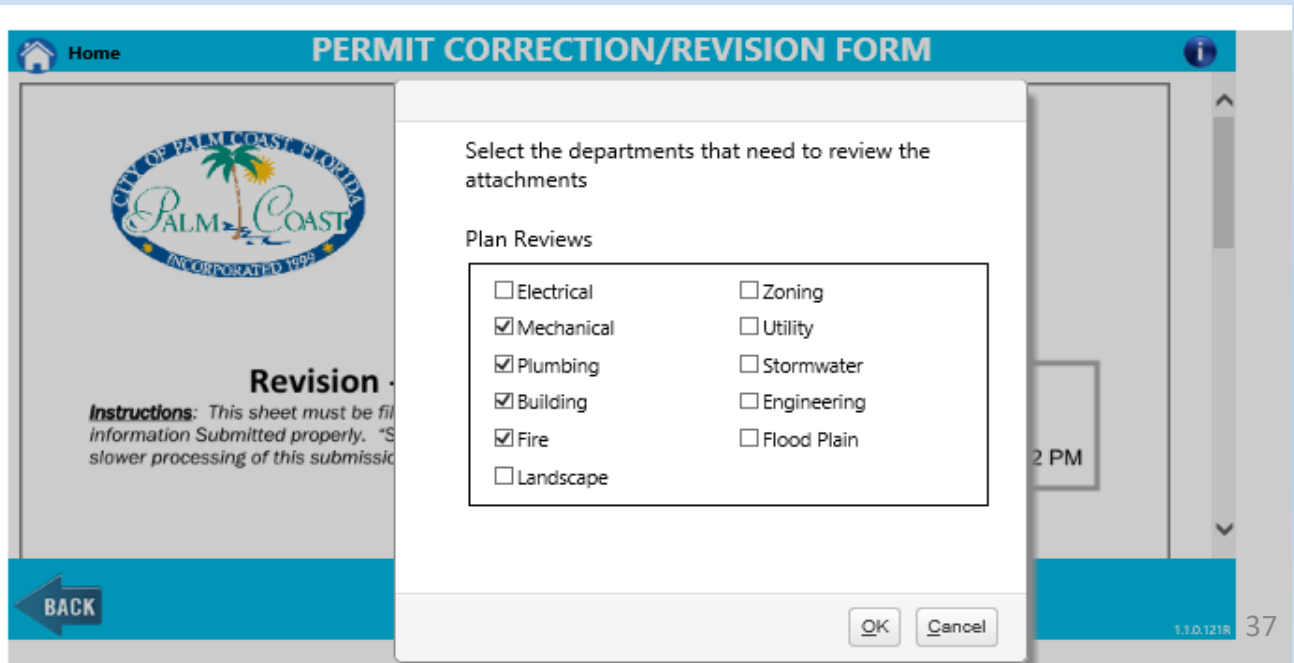
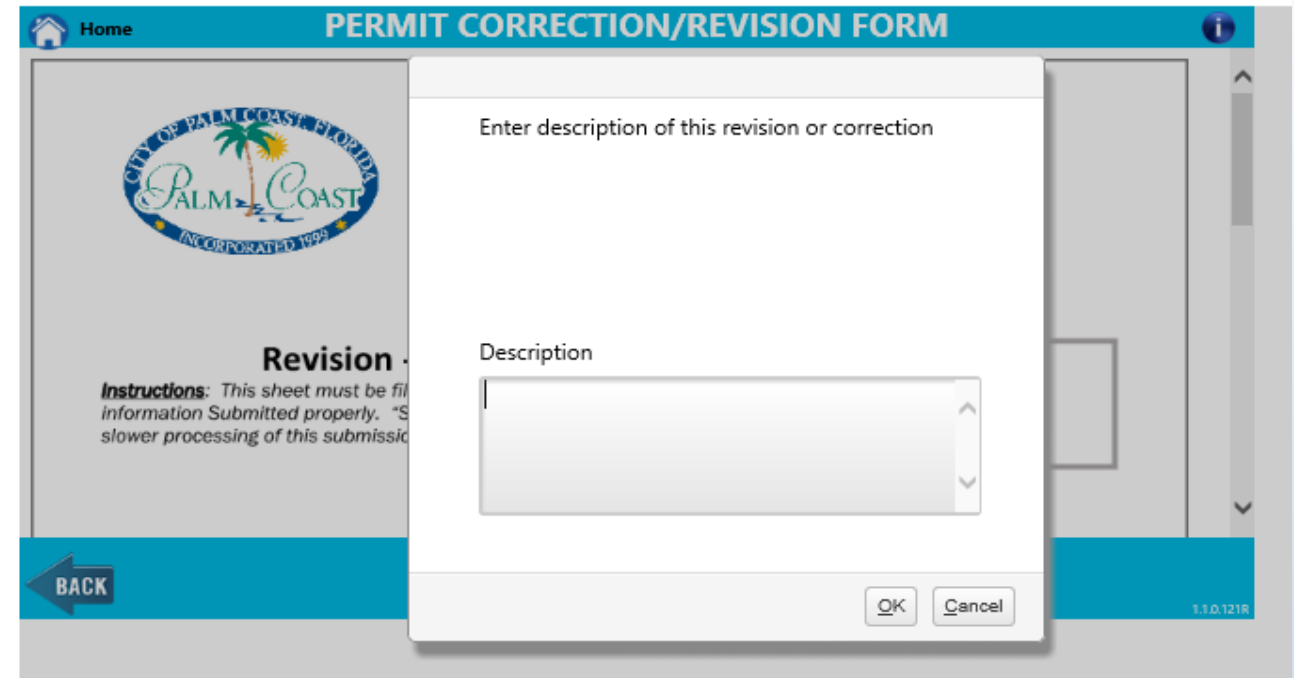
- Click Submit when you are completed.

1.1.0.248R

Description	Status	File Name	Upload Date
PERMIT APPLICATION	ACCEPTED	Permit Application Fillable rev 9-16.pdf	3/12/2020 4:21:36 PM
PERMIT APPLICATION	ACCEPTED	Permit Application Fillable rev 9-16.pdf	3/12/2020 4:09:34 PM
CONSTRUCTION LIEN LAW AFFIDAVIT	ACCEPTED	construction lien law.PDF	3/12/2020 4:03:02 PM
RECORDED DEED/PROOF OWNERSHIP	ACCEPTED	proof of ownership.pdf	3/12/2020 4:02:15 PM
MANUFACTURER SPECIFICATIONS	ACCEPTED	manufactures specs.PDF	3/12/2020 4:02:08 PM

1.1.0.121R

- Click Submit when you are completed.
- Enter a detailed description of your submittal
- Select the reviewing departments associated with your submittal.
- Click OK



- Click 'Click Submit'

Note – you will be asked if you are ready to submit, once submitted, you can't make any more changes until that review cycle is completed.

- Click OK

The screenshot shows a web application interface for a permit correction/revision form. At the top, there is a blue header with a 'Home' icon and the title 'PERMIT CORRECTION/REVISION FORM'. Below the header, there is a table with the following information:

Contractor DBA / Applicant	BEMBRY CONSTRUCTION		
Job Address	1234 PALM COAST PKWY SW PALM COAST FL		
Phone Number	386-986-3785	Permit Number	2020030578

Below this table is a section titled 'Please Select Required Reviewing Departments' with a grid of checkboxes:

Electrical <input type="checkbox"/>	Mechanical <input checked="" type="checkbox"/>	Plumbing <input checked="" type="checkbox"/>	Building <input checked="" type="checkbox"/>	Fire <input checked="" type="checkbox"/>	
Landscape <input type="checkbox"/>	Zoning <input type="checkbox"/>	Utility <input type="checkbox"/>	Stormwater <input type="checkbox"/>	Engineering <input type="checkbox"/>	Flood Plain <input type="checkbox"/>

Below the checkboxes is a section titled 'Brief Description of Submittal' with the text 'Submitted corrections for holds.' At the bottom of the form, there is a blue bar with a 'BACK' button, a 'Click here to sign.' button, and a 'Submit' button. The version number '1.1.0.121R' is visible in the bottom right corner.

A confirmation dialog box with the following text:

3 Have you uploaded all the documents for this revision and ready to submit?

No changes or uploads can be made after submit!

OK Cancel

A confirmation dialog box with the following text:

3 Submission completed!

OK Cancel

You will see the review status of the permit has changed.

Status – status of the permit

Review Status – current status of plan reviews.  
In Review Status – when the plan reviewer has ‘checked out’ the plan review and is currently reviewing it.

Refresh Home

User Barbie Bembry - Contractor

Packet List	Permit List				
Number	Status	Description	Cert	Address	Review Status
2020030578	APPLY	SOLAR WATER HEATER	291	1234 PALM COAST PKWY SW	SUBMITTED
2017020339	FINAL	TEST PERMIT	291	123 MAIN ST	Issued
2016120771	FINAL	FENCE	291	123 MAIN ST	REVIEWED

Permit #, Desc, Parcel ID, or Address

View Options...

Permit...

2.0.0.64R

# How to Make a Payment Online

- Click Fees button
- Select and Pay Pending Fees
- If you are logged in to your account, you may complete this process many times and pay for multiple permits in one transaction.

Home **Permit Details**

Permit # 2020030578 Permit Status: READY  
Review Status: REVIEWED

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 9/13/2020  
Expiration Date: 9/13/2020

Last Inspection Request:   
Last Inspection Result:

Print Permit  
Print Job Card / History  
Submit Revision/Correction

BACK Plan Reviews 0/4 Attachments 6 Fees 1/0 Inspections 1 Subs 1 COs 0 Letters 0 Map Location

1.1.0.121R

- *The credit card processing company will assess a 2.45% fee of the total amount due for all online payments.*
- *e-Checks (ACH) will be charged a flat \$0.50 fee for each transaction.*

Home **Fees for Permit # 2020030578**

Fee Code	Fee Description	Amount Due	Amount Paid	Status	Date Paid
DUMMY	DUMMY FEE	\$1.00	\$0.00	PENDING	

BACK Select and Pay Pending Fees Print Fees

TOTAL PENDING \$1.00  
TOTAL PAID \$0.00

1.1.0.121R



## Making a payment online

- **Choose Select All**
- **Click Update Shopping Cart**

Home **Pay for Permit # 2020030578**

PAY FEE SELECT ALL UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
DUMMY		\$1.00	PENDING	NO

BACK Update Shopping Cart

TOTAL PENDING \$1.00  
SELECT PENDING \$0.00  
1.1.0.121R

Home **Pay for Permit # 2020030578**

DO NOT PAY FEE SELECT ALL UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
DUMMY		\$1.00	PENDING	YES

BACK Update Shopping Cart

TOTAL PENDING \$1.00  
SELECT PENDING \$1.00  
1.1.0.121R

## Making a payment online

Note - If you receive this message, not all of your subcontractors are active and need to provide updated information to the Building Division.

If you don't receive any messages, you will see your fees added to the cart.

- **Click the shopping cart**

The screenshot shows the top navigation bar with a home icon, the title "Pay for Permit # 2020030578", and user icons. Below the navigation bar are three buttons: "DO NOT PAY FEE", "SELECT ALL", and "UN-SELECT ALL". A table with the following columns is visible: "Fee Code", "Fee Description", "Amount Due", "Status", and "Pay Fee". The table contains one row with the value "DUMMY" under "Fee Code", "\$1.00" under "Amount Due", "PENDING" under "Status", and "YES" under "Pay Fee". A modal dialog box is centered on the screen with the text "Not all sub certificates are ACTIVE" and an "OK" button.

Fee Code	Fee Description	Amount Due	Status	Pay Fee
DUMMY		\$1.00	PENDING	YES

The screenshot shows the same interface as above, but with a red arrow pointing to the shopping cart icon in the top right corner. A modal dialog box is centered on the screen with the text "Selected Fees have been added to your shopping Cart" and an "OK" button.

Fee Code	Fee Description	Amount Due	Status	Pay Fee
DUMMY		\$1.00	PENDING	YES

## Making a payment online

- **Click Pay by eCheck or Credit.**

Note – eCheck can be used by entering your check number and routing number.

- **Click continue**

- *The credit card processing company will assess a 2.45% fee of the total amount due for all online payments.*
- *e-Checks (ACH) will be charged a flat \$0.50 fee for each transaction.*

**My Cart - Barbie Bembry**  
Items: 1 - Cart Total: \$1.00

Item Type	Item Reference	Status	Fees	Total Fees	Line	Description	Status	Fee
Permit	2020030578	PENDING	1	\$1.00	1	DUMMY FEE	PENDING	\$1.00

**Cart Total:** \$1.00      **Item Total:** \$1.00

**BACK**    Verify Item    Remove Item    Pay by eCheck or Credit

**My Cart - Barbie Bembry**  
Items: 1 - Cart Total: \$1.00

Item Type	Item Reference	Status	Fees	Total Fees	Line	Description	Status	Fee
Permit	2020030578	PENDING						\$1.00

**By clicking Continue, you will be opening a new browser window for the Paymentus payment page. If payment confirmation is received at Palm Coast, this page will indicate a successful payment.**

**AMOUNT TO PAY: \$1.00**


**Click Continue to proceed, or click Cancel to return.**

**Continue**      **Cancel**

## Making a payment online

- **Enter the payment information when prompted based on your selection**








You will be able to print a receipt from the payment screen once payment is accepted and processed.

 **Enter Payment Information**

All fields are required unless labeled as optional

Pay this Amount \$

**Payment Method**

<input type="radio"/>	   	Credit Card
<input type="radio"/>	 	Debit Card
<input type="radio"/>		eCheck / Bank Account

---

**Paymentus**

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# How to Print Documents

Printing documents for inspections

- Click attachments
- Click download

Home
Permit Details i

Permit #  Permit Status:

Review Status:

Type:

Owner:

Address:

DBA:

Job Desc:

Print Permit

Print Permit History

Print Job Card / History

Issued Date:

Expiration Date:

Last Inspection Request:

Last Inspection Result:

NOC Status / Recorded Date:

←
→

Submittal 1/3
Reviews/Comments 8
Attachments 0/0
Fees 2
Inspections 0
Subs 0
COs 0
Pictures 0
Letters 0
Map

Home
Attachments for Permit 2016120771 i List Attachments

**Upload new attachments to start a revision or correction.**

Highlighted Items Indicate Attachments have Mark-Ups.

Description	Status	File Name	Upload Date
COLOR AND MATERIAL INFORMATION	APPROVED	General Notes Sheet.pdf	6/9/2017 3:36:01 PM
PERMIT CORRECTION/REVISION FORM	APPROVED	SUBMISSION FORM.PDF	6/9/2017 3:35:22 PM
PLANS -CONSTRUCTION DRAWINGS	APPROVED	General Notes Sheet.pdf	6/9/2017 3:34:19 PM
EARLY POWER AFFIDAVIT	APPROVED	permit application.pdf	6/9/2017 3:32:43 PM
REVISED SITE PLAN	APPROVED	Site Plans.PDF	6/9/2017 10:41:52 AM
PERMIT APPLICATION	APPROVED	no notary Permit Application CONTRACTOR Fillable rev	12/16/2016 9:06:21 AM
RECORDED DEED/PROOF OWNERSHIP	APPROVED	FDD.pdf	12/16/2016 9:06:13 AM
SITE PLANS	APPROVED	C1.pdf	12/16/2016 9:06:04 AM

Sorting  ▼

←
→

Upload Revisions / Corrections
View
Download
Delete
Submit

## Printing documents for inspections

- Click **Select All** to print all
- Hold **ctrl** key and click to choose the documents to print.
- Click **Begin Download**

Home Attachments for Permit 2016120771 List Attachments

Highlighted Items Indicate Attachments have Mark-Ups.

Select Select All Deselect All Begin Download Selected Count: 0 Cancel

Description	Status	File Name	Upload Date
COLOR AND MATERIAL INFORMATION	APPROVED	General Notes Sheet.pdf	6/9/2017 3:36:01 PM
PERMIT CORRECTION/REVISION FORM	APPROVED	SUBMISSION FORM.PDF	6/9/2017 3:35:22 PM
PLANS -CONSTRUCTION DRAWINGS	APPROVED	General Notes Sheet.pdf	6/9/2017 3:34:19 PM
EARLY POWER AFFIDAVIT	APPROVED	permit application.pdf	6/9/2017 3:32:43 PM
REVISED SITE PLAN	APPROVED	Site Plans.PDF	6/9/2017 10:41:52 AM
PERMIT APPLICATION	APPROVED	no notary Permit Application CONTRACTOR Fillable rev	12/16/2016 9:06:21 AM
RECORDED DEED/PROOF OWNERSHIP	APPROVED	FDD.pdf	12/16/2016 9:06:13 AM
SITE PLANS	APPROVED	C1.pdf	12/16/2016 9:06:04 AM

Sorting: UPLOAD DATE (Descending)

BACK Upload Revisions / Corrections View Download Delete Submit 1.10.121R

Home Attachments for Permit 2016120771 List Attachments

Highlighted Items Indicate Attachments have Mark-Ups.

Select Select All Deselect All Begin Download Selected Count: 8 Cancel

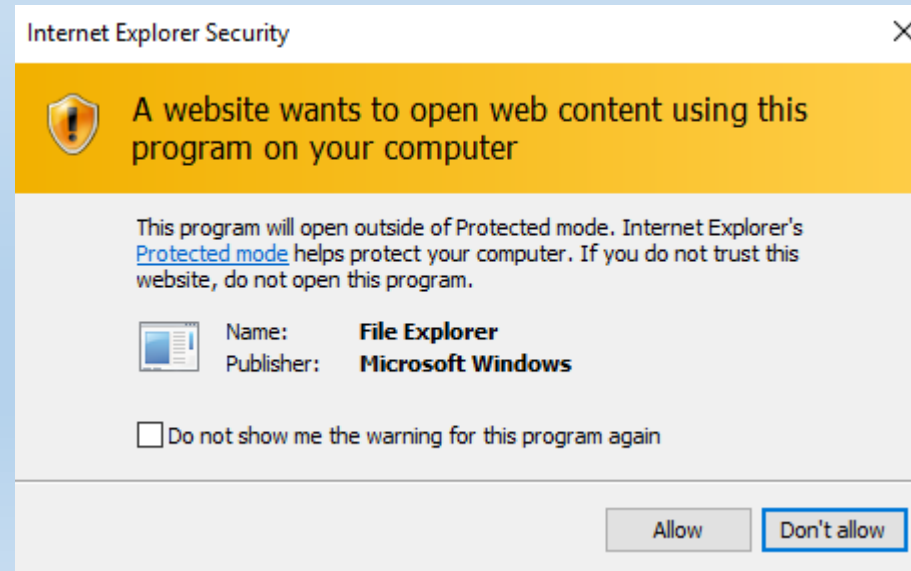
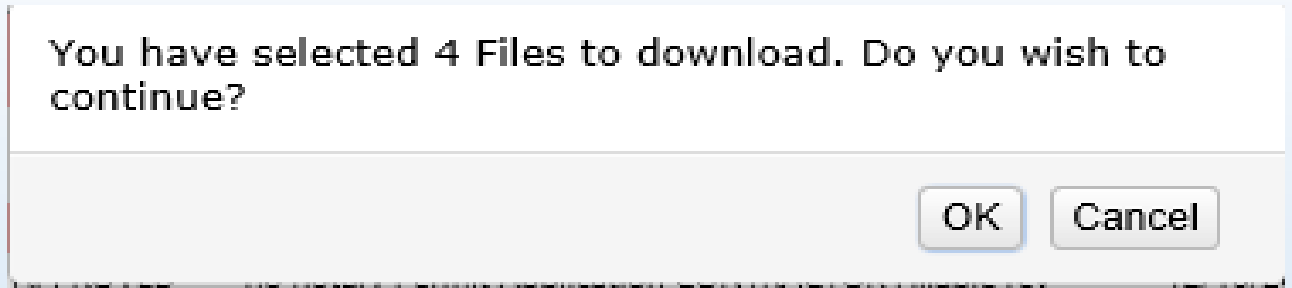
Description	Status	File Name	Upload Date
COLOR AND MATERIAL INFORMATION	APPROVED	General Notes Sheet.pdf	6/9/2017 3:36:01 PM
PERMIT CORRECTION/REVISION FORM	APPROVED	SUBMISSION FORM.PDF	6/9/2017 3:35:22 PM
PLANS -CONSTRUCTION DRAWINGS	APPROVED	General Notes Sheet.pdf	6/9/2017 3:34:19 PM
EARLY POWER AFFIDAVIT	APPROVED	permit application.pdf	6/9/2017 3:32:43 PM
REVISED SITE PLAN	APPROVED	Site Plans.PDF	6/9/2017 10:41:52 AM
PERMIT APPLICATION	APPROVED	no notary Permit Application CONTRACTOR Fillable rev	12/16/2016 9:06:21 AM
RECORDED DEED/PROOF OWNERSHIP	APPROVED	FDD.pdf	12/16/2016 9:06:13 AM
SITE PLANS	APPROVED	C1.pdf	12/16/2016 9:06:04 AM

Sorting: UPLOAD DATE (Descending)

BACK Upload Revisions / Corrections View Download Delete Submit 1.10.121R

## Printing documents for inspections

- **Click OK to confirm**
- **Choose open, save, cancel**
- **You may receive a security notification – click allow to continue the download.**



## Printing documents for inspections

### Permit Detail Page

- Click Print Permit
- Click print Job card

The required inspections will be identified on the job card and in the inspections button. ALL inspections must be requested, if you feel an inspection is not necessary, please contact the office.

In addition, you can print the certificate of occupancy from this page when it has been issued.

**Permit Details**

Permit # 2020030578 Permit Status: INSPECT Review Status: REVIEWED

Type: TST TEST PERMIT

Owner: ROSAS ALVARO & ALBA M H&W TEST

Address: 123 MAIN ST , FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 3/12/2020

Expiration Date: 2/18/2025

Last Inspection Request: 3/16/2020

Last Inspection Result: 3/13/2020

NOC Status / Recorded Date:

Print Permit

Print Permit History

Print Job Card / History

Upload Revisions/Corrections/Documents

Submittal Reviews/Comments (0/4) Attachments (8) Fees (0/1) Inspections (4) Subs (0) COs (0) Pictures (0) Letters (1) Map

1.1.0.248R

**Permit Details**

Permit # 2020030578 Permit Status: ISSUED Review Status: SUBMITTED

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 3/12/2020

Expiration Date: 9/13/2020

Last Inspection Request:

Last Inspection Result:

Print Permit

Print Job Card / History

Submit Revision/Correction

Plan Reviews (0/4) Attachments (8) Fees (0/1) Inspections (1) Subs (0) COs (0) Letters (1) Map Location

1.1.0.121R 48



# How to Schedule / Cancel Inspections

## Manage/ Schedule Inspections

### Schedule an inspection

- Click Inspections
- Click your chosen inspection
- Click Request Selected

Home **Permit Details**

Permit # 2020030578 Permit Status: ISSUED  
Review Status: SUBMITTED

Type: SLRWH SOLAR WATER HEATER

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM

Address: 1234 PALM COAST SW PKWY , PALM COAST FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 3/12/2020  
Expiration Date: 9/13/2020

Last Inspection Request:   
Last Inspection Result:

Print Permit  
Print Job Card / History  
Submit Revision/Correction

BACK Plan Reviews 0/4 Attachments 8 Fees 0/1 Inspections 1 Subs 0 COs 0 Letters 1 Map Location

Home **Inspections for Permit # 2020030578**

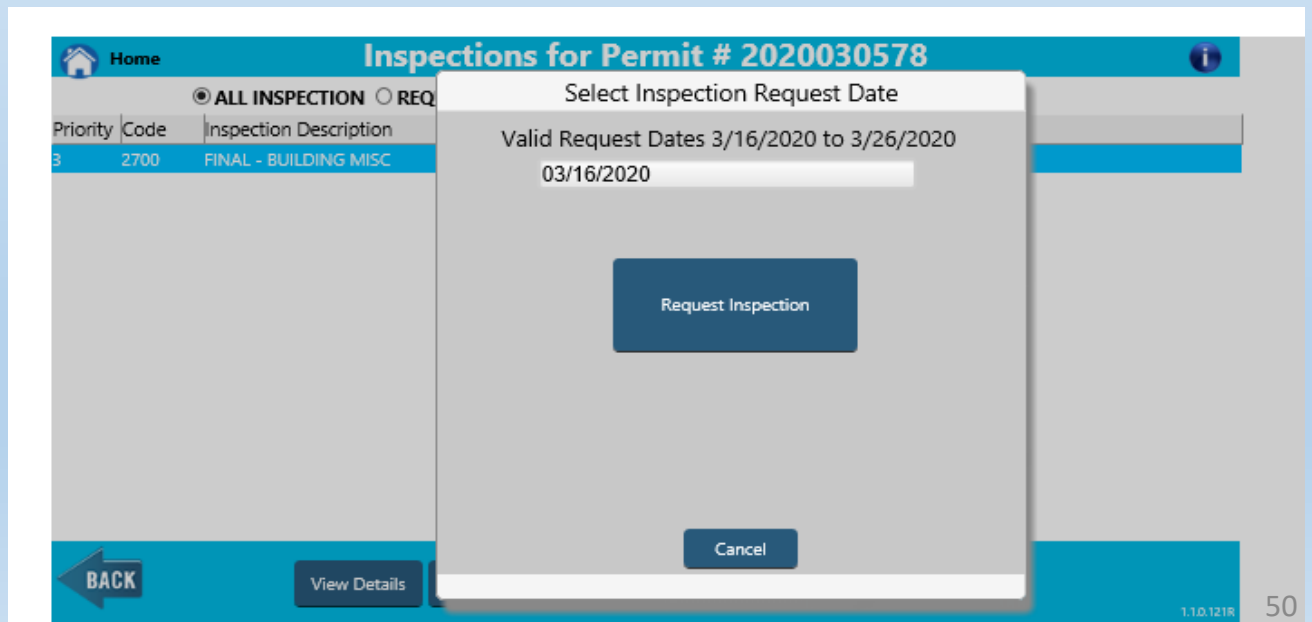
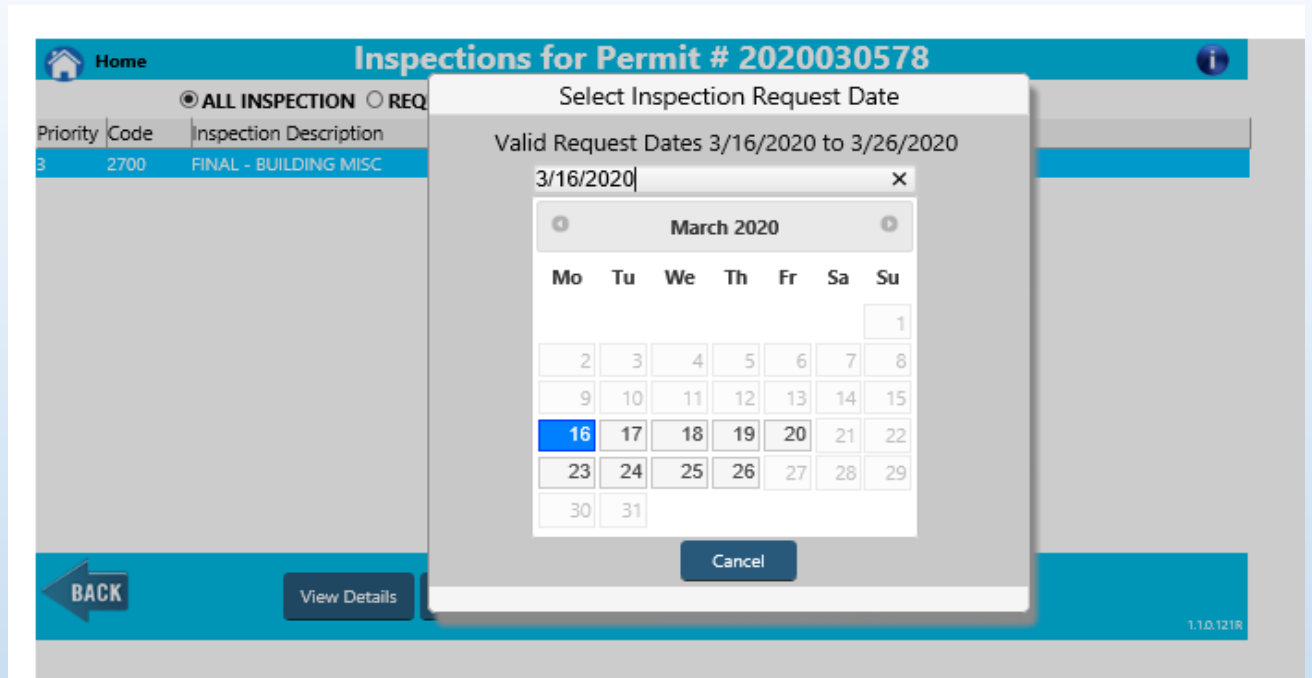
ALL INSPECTION  REQUESTED ONLY  RESULTED ONLY  AVAILABLE TO REQUEST

Priority	Code	Inspection Description	Request Date	Result Date	Result
3	2700	FINAL - BUILDING MISC			

BACK View Details Request Selected Cancel Selected Request New

## Manage/ Schedule Inspections

- Choose your date
- Click Request Inspection



## Manage/ Schedule Inspections

You will see confirmation of your request.

If you do not see the inspection you need

- **Click Request New**

The screenshot shows the 'Inspections for Permit # 2020030578' interface. At the top, there is a 'Home' button and a title bar. Below the title bar, there are radio buttons for 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table lists inspection details:

Priority	Code	Inspection Description	Request Date	Result Date	Result
3	2700	FINAL - BUILDING MISC	3/16/2020		

A modal dialog box is displayed in the center, containing the text 'Inspection (2700) has been requested!' and an 'OK' button. At the bottom of the interface, there is a navigation bar with a 'BACK' button and four action buttons: 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New'. The version number '1.10.121R' is visible in the bottom right corner.

The screenshot shows the 'Inspections for Permit # 2020030578' interface. At the top, there is a 'Home' button and a title bar. Below the title bar, there are radio buttons for 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table lists inspection details:

Priority	Code	Inspection Description	Request Date	Result Date	Result
3	2700	FINAL - BUILDING MISC	3/16/2020		

The row for the inspection is highlighted in blue. At the bottom of the interface, there is a navigation bar with a 'BACK' button and four action buttons: 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New'. The version number '1.10.121R' is visible in the bottom right corner.

## Manage/ Schedule Inspections

You will see a list of inspections valid for your permit type.

- Click the one you need
- Click Request Selected
- Choose your date
- Click Request Inspection

Home **Inspections for Permit # 2020030578** ⓘ

Select New Inspection, then click "Request Selected" to start request

Code	Inspection Description
2050	DEMOLITION
2210	ELECTRIC FINAL
2700	FINAL - BUILDING MISC
9200	ROW- PROJECT STATUS

← BACK Request Selected Cancel New 1.1.0.121R

Home **Inspections for Permit # 2020030578** ⓘ

Select New In

Code	Inspection Description
2050	DEMOLITION
2210	ELECTRIC FINAL
2700	FINAL - BUILDING MISC
9200	ROW- PROJECT STATUS

Select Inspection Request Date

Valid Request Dates 3/16/2020 to 3/26/2020

3/16/2020

Request Inspection

Cancel

← BACK 1.1.0.121R

## Manage/ Schedule Inspections

You will receive confirmation

## Cancel an inspection

- Click inspection to be cancelled
- Click Cancel Selected

The screenshot shows the 'Inspections for Permit # 2020030578' interface. At the top, there is a navigation bar with a 'Home' icon and a title. Below the navigation bar, there are radio buttons for 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table lists inspections with columns for Priority, Code, Inspection Description, Request Date, Result Date, and Result. A modal dialog box is displayed in the center, containing the text 'Inspection (2210) has been added and requested!' and an 'OK' button. At the bottom, there is a blue bar with a 'BACK' button and four action buttons: 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New'. The version number '1.10.121R' is visible in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC			

The screenshot shows the 'Inspections for Permit # 2020030578' interface. At the top, there is a navigation bar with a 'Home' icon and a title. Below the navigation bar, there are radio buttons for 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table lists inspections with columns for Priority, Code, Inspection Description, Request Date, Result Date, and Result. The row for 'FINAL - BUILDING MISC' (Priority 3, Code 2700, Request Date 3/16/2020) is highlighted in blue. At the bottom, there is a blue bar with a 'BACK' button and four action buttons: 'View Details', 'Request Selected', 'Cancel Selected' (highlighted), and 'Request New'. The version number '1.10.121R' is visible in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC	3/16/2020		

## Manage/ Schedule Inspections

You will receive confirmation

- Click Yes
- Click Ok on confirmation

The screenshot shows the 'Inspections for Permit # 2020030578' interface. At the top, there is a navigation bar with a 'Home' icon and an information icon. Below the navigation bar, there are radio buttons for 'ALL INSPECTION', 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table with columns 'Priority', 'Code', 'Inspection Description', 'Request Date', 'Result Date', and 'Result' is visible. A dialog box titled 'Confirm...' is overlaid on the table, asking 'Cancel selected inspection?' with 'Yes' and 'No' buttons. At the bottom, there is a blue bar with a 'BACK' button and 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New' buttons. The version number '1.1.0.121R' is in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL			
3	2700	FINAL - BUILDING MISC			

The screenshot shows the 'Inspections for Permit # 2020030578' interface after a confirmation. A dialog box titled 'Inspection request has been cancelled!' is overlaid on the table, with an 'OK' button. The table now includes a 'Request Date' column. The 'Request Date' for the 'ELECTRIC FINAL' inspection is '3/16/2020'. The 'Result' for the 'FINAL - BUILDING MISC' inspections is 'CANCELLED BY APPLICANT'. At the bottom, there is a blue bar with a 'BACK' button and 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New' buttons. The version number '1.1.0.121R' is in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC			CANCELLED BY APPLICANT
3	2700	FINAL - BUILDING MISC			CANCELLED BY APPLICANT

## Manage/ Schedule Inspections

Your list will now reflect the cancelled inspection.

Note –cancellations cannot be made after 6:59 a.m. the day of the scheduled inspection. Contact with the inspector is required.

Home **Inspections for Permit # 2020030578**

ALL INSPECTION  REQUESTED ONLY  RESULTED ONLY  AVAILABLE TO REQUEST

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC	3/16/2020	3/13/2020	(75) CANCELLED BY APPLICANT
3	2700	FINAL - BUILDING MISC			

BACK View Details Request Selected Cancel Selected Request New 1.10.121R

# How to Manage Sub-Contractors

## Managing Sub-Contractors

- **Click Subs**

You can view the status of your subs  
Cert Status – status in permitting database  
Sub status – status as related to your permit

- **Click Add Sub to make changes.**
- **Click Set Sub Inactive to inactivate a subcontractor on your permit.**

Home Permit Details

Permit # 2020030578 Permit Status: INSPECT  
Review Status: REVIEWED

Type: TST TEST PERMIT

Owner: ROSAS ALVARO & ALBA M H&W TEST

Address: 123 MAIN ST, FL

DBA: BEMBRY CONSTRUCTION

Job Desc: test

Issued Date: 3/12/2020  
Expiration Date: 2/18/2025  
Last Inspection Request: 3/16/2020  
Last Inspection Result: 3/13/2020

NOC Status / Recorded Date:

Print Permit  
Print Permit History  
Print Job Card / History

Upload Revisions/Corrections/Documents

BACK Submittal Reviews/Comments (0/4) Attachments (8) Fees (0/1) Inspections (4) Subs (0) COs (0) Pictures (0) Letters (1) Map

Home Subcontractors for Permit # 2020020051

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	

BACK Set Sub Inactive Set Sub Active Add Sub



## Managing Sub-Contractors

- Click Inspection Class
- Enter DBA / License #
- Click Add Selected Contractor

Home Subcontractors for Permit # 2020020051

DBA

HYDROTECH PLUMBING IN  
HONEST HEATING & AIR LL  
DB ELECTRICAL SERVICES,  
WATERSIDE HOMES RENOV

Insp Class -- No Selection --

State or Local License #

DBA

Search

DBA	STATUS	STATE #
-----	--------	---------

Add Selected Contractor Close

BACK Set Sub Inactive Set Sub Active Add Sub 1.10.121R

Home Subcontractors for Permit # 2020020051

DBA

HYDROTECH PLUMBING IN  
HONEST HEATING & AIR LL  
DB ELECTRICAL SERVICES,  
WATERSIDE HOMES RENOV

Insp Class ELECTRIC

State or Local License #

DBA musgrove

Search

DBA	STATUS	STATE #
LIBBY MUSGROVE CONTRACTORS		CGC1

Add Selected Contractor Close

BACK Set Sub Inactive Set Sub Active Add Sub 1.10.121R

## Managing Sub-Contractors

You will receive a pop up for confirmation  
your subcontractor list will be updated

The screenshot shows a web application interface for managing subcontractors. The title bar reads "Subcontractors for Permit # 2020020051". On the left, there is a list of subcontractors with the following entries: DBA, HYDROTECH PLUMBING INC, HONEST HEATING & AIR LL, DB ELECTRICAL SERVICES, INC, WATERSIDE HOMES RENOV, and LIBBY MUSGROVE CONTRACTORS. The "LIBBY MUSGROVE CONTRACTORS" entry is highlighted. A search bar is visible with "Insp Class" set to "ELECTRIC" and "DBA" set to "musgrove". A confirmation pop-up is displayed in the center, asking: "Add LIBBY MUSGROVE CONTRACTORS to permit as subcontractor? A fee of \$40 will be added to the fee's due on permit 2020020051". The pop-up has "OK" and "Cancel" buttons. At the bottom of the interface, there are buttons for "Add Selected Contractor", "Close", "BACK", "Set Sub Inactive", "Set Sub Active", and "Add Sub". The version number "1.1.0.121R" is visible in the bottom right corner.

The screenshot shows the same web application interface, but now displaying a table of subcontractors. The title bar reads "Subcontractors for Permit # 2020020051". The table has the following columns: DBA, Type, Cert Status, Sub Status, Start Date, and End Date. The data rows are as follows:

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	
LIBBY MUSGROVE CONTRACTORS	ELECTRIC	ACTIVE	ACTIVE	3/13/2020	

At the bottom of the interface, there are buttons for "BACK", "Set Sub Inactive", "Set Sub Active", and "Add Sub". The version number "1.1.0.121R" is visible in the bottom right corner.

## Managing Sub-Contractors

To set a Sub inactive

- Click / highlight the sub
- Click Set sub inactive
- Click OK on confirmation pop up

your subcontractor list will be updated

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC.	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC				020	020
WATERSIDE HOMES RENOVATIONS & DESI				020	020
LIBBY MUSGROVE CONTRACTORS				2020	

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC.	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	
LIBBY MUSGROVE CONTRACTORS	ELECTRIC	ACTIVE	INACTIVE	3/13/2020	3/13/2020

# How to Manage Multiple /Change Contractors Associated With Your Account.

Qualifier holds multiple licenses and I want to use a single log-in / account to access all of them.

- Click on the account logo (head on shoulders)
- Click the 'contractor info' tab
- This is where you can add/ remove contractors associated with your account/login.
- If you have multiple, you will need to choose the correct contractor when submitting applications .
- If you 'remove' a contractor, those permits will no longer appear when you login or in your online account.

The screenshot shows a web application interface with a blue header and a white main area. The header includes a 'Refresh' button, the word 'Home', and several utility icons. Below the header, the user is identified as 'SysAdmin Barbie Bembry - Property Owner'. There are two tabs: 'Packet List' and 'Permit List'. A table displays permit information for packet 52398. A summary box shows statistics for attachments and data. A bottom navigation bar contains buttons for 'New', 'Edit', 'Delete', 'Attachments', 'Data', 'CheckList', 'Review...', 'Subcontractors', 'Rejection Comments', 'Permit', and 'Users'. The second screenshot shows the 'Account Details' page for 'bembryx3@yahoo.com', with tabs for 'Basic Information', 'Contractor Information', and 'User Defaults'. A table lists contractor details for 'BEMBRY CONSTRUCTION'. At the bottom, there are 'Add...' and 'Remove' buttons, and a 'Save' button.

Packet	Name	Status	Description	Subs	Expires / Info
52398	XXXXX	PENDING	SINGLE FAMILY RESIDENCE - OWNER	0	01/26/2022

	Attachments	Data	CheckList
Completed	0	4	0
Required	6	13	0
Percent	0	30.77	0

DBA	State #	County #
BEMBRY CONSTRUCTION	291	12345