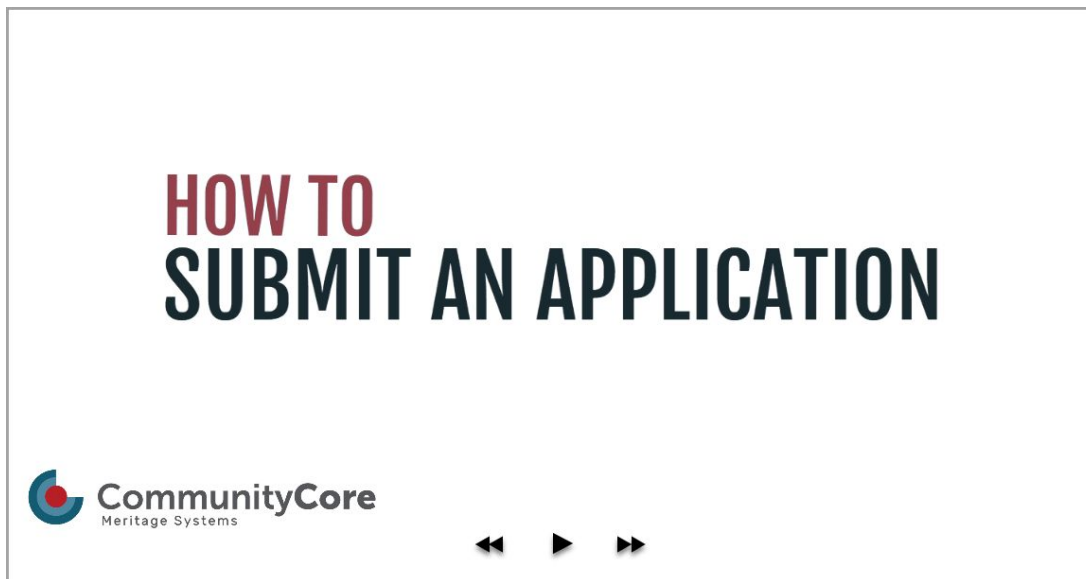


How-To Guide

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See the Steps in Action

<https://www.screencast.com/t/WhMZ1Ko9>

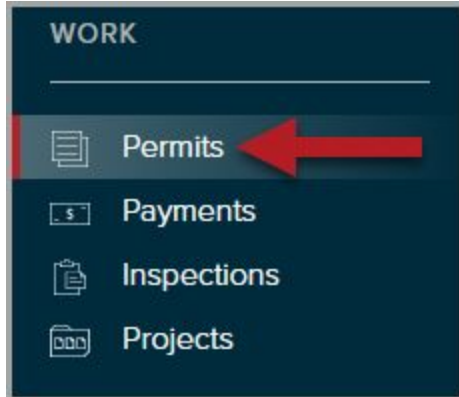


Quick note before getting started:

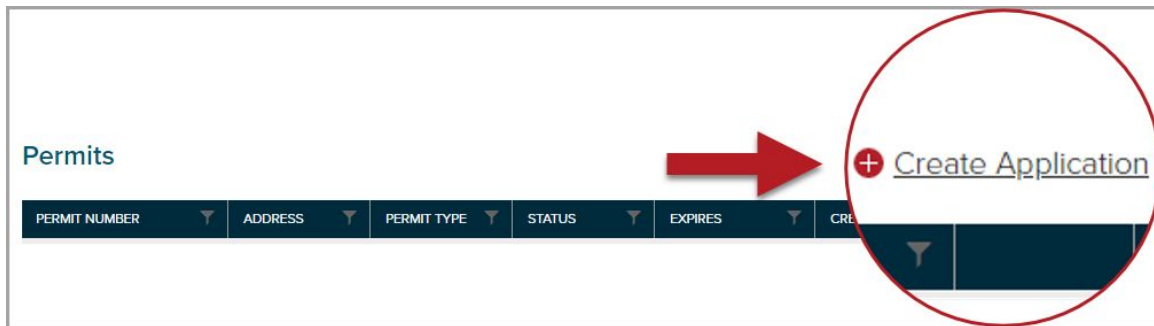
To access this site as a contractor, you must first contact SAFEBuilt (727-202-6825) to have your account created.

Step 1: Create an Application

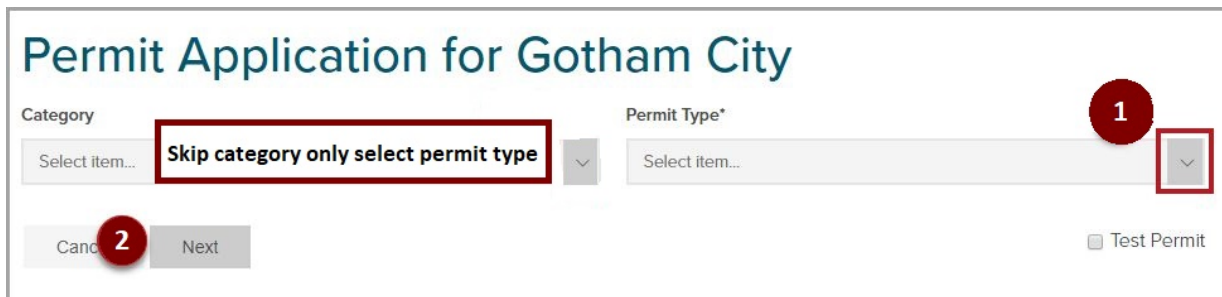
- Click **Permits**



- Click **Create Application**



1. Select the Permit Type
2. Click **Next**

A screenshot of the 'Permit Application for Gotham City' form. It features two dropdown menus: 'Category' and 'Permit Type*'. The 'Permit Type*' dropdown is highlighted with a red circle containing the number '1'. Below the 'Category' dropdown, there is a red-bordered box containing the text 'Skip category only select permit type'. At the bottom left, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red circle containing the number '2'. At the bottom right, there is a 'Test Permit' checkbox.

*****PLEASE BE ADVISED*****

STRUCTURES THAT ARE 4 RESIDENTIAL UNITS OR LESS WOULD FALL UNDER A RESIDENTIAL PERMIT TYPE, 5 RESIDENTIAL UNITS OR MORE ARE CONSIDERED A COMMERCIAL PROPERTY TYPE.

Step 2: Add Jobsite Address

The fields marked with "*" are required fields and must be filled out to complete the application.

- Add Applicant Name (required)
- Add Email (optional, recommended for email inspection results)
- Add Phone number (optional)
- Add a Description of Work (required in most cases, indicated by a * when required)

Permit Type: Basement Finish

Applicant Name* **Required** E-Mail Phone

Description of Work +

Click to pick from optional 'Quick Notes'

Or add your own description of work

- Click **Change address: Search** to search for Jobsite Address

Jobsite Address

+ Change address: Search **1**

Address 1* Address 2

City* State* Zip code*

Latitude Longitude

Search for a property **2**

Google Maps Properties **3**

Start typing....

powered by Google

Ok Cancel

Please do not use Google Maps, select the Properties tab to search.

Quick Tip:

Please validate the address and make sure the owner information is filled out completely.

Step 3: Add Property Owner Info

Name <input type="checkbox"/> <i>Same as Applicant</i>		
<input type="text"/>		
Address <input type="checkbox"/> <i>Same as Property Address</i>	Address 2	
<input type="text"/>	<input type="text"/>	
City	State	Zip code
<input type="text"/>	Select item... <input type="button" value="v"/>	<input type="text" value="Enter Zip Code"/>
Owner Primary Phone	Owner Secondary Phone	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 4: Add Additional Application Info

- Add additional application info (the information to be filled out will vary based on permit type and a * indicates required fields)

Estimated Valuation
Decimal

Basement - Finished SqFt
Decimal

Basement - Unfinished SqFt
Decimal

Occupancy Classification
Select item...

Construction Type
Select item...

Cancel Save Application

Documents Required

- Please include **Estimated Valuation** for your application submittal (even if it isn't marked as required)

Estimated Valuation
Decimal

Step 5: Add Trade Contractors (Optional)

As a Contractor Applicant, the system will assign you as the PrimaryContractor. If you have separate trade contractors working on this permit, please complete the following steps:

- Click **Add Trade Contractor** button

COMPANY	PRIMARY CONTRACTOR	PHONE
Gotham Construction	Green Lantern	(123) 123-1234

TRADE TYPE	COMPANY	PHONE	TRADE CONTRACTOR
No records available.			

1. Select Contractor Trade type by clicking on the dropdown arrow
2. Start typing the Company Name and select them from a dropdown
3. Add the Contractor Name (optional)
4. Click **Add**

Add a Trade Contractor [x]

Contractor Trade Type
1 Select item... [v]

Company Name
2 Company Name

Contractor Name
3 Select item... [v]

4 Add Cancel

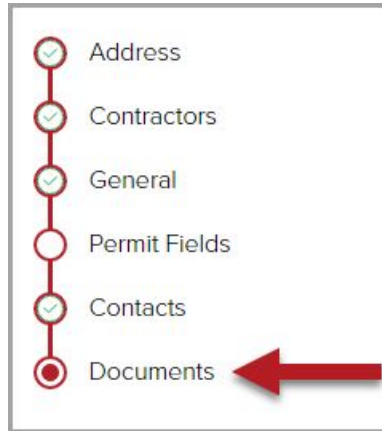
Quick Tips

- If your trade contractor is not listed they may need to be added to the system by the jurisdiction.
- Please have your trade contractors contact your jurisdiction for jurisdiction-specific licensing/registration requirements and to be added to the system.
- If the trade contracting company has multiple contractors working for that company you can select an individual, but this is not a required field.

Step 6: Upload Documents

*****PLEASE BE ADVISED*****

- Click **Documents**

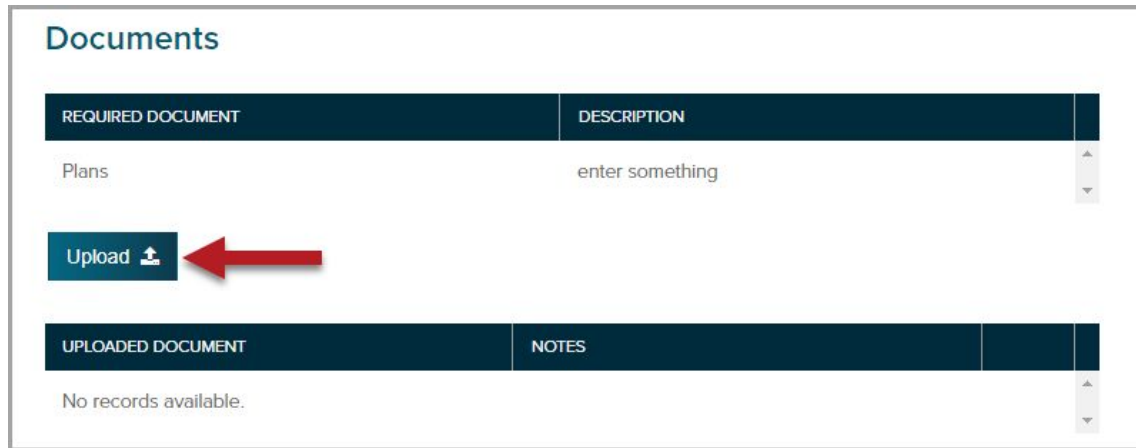


ANY LARGE FORMAT PLANS CANNOT BE UPLOADED FOR REVIEW, ANYTHING OVER 11X17 MUST BE MAILED TO OUR OFFICE OR LEFT IN THE BIN OUT FRONT OF OUR OFFICE DURING NORMAL BUSINESS HOURS FOR REVIEW.

18001 GULF BLVD
REDINGTON SHORES, FL 33708

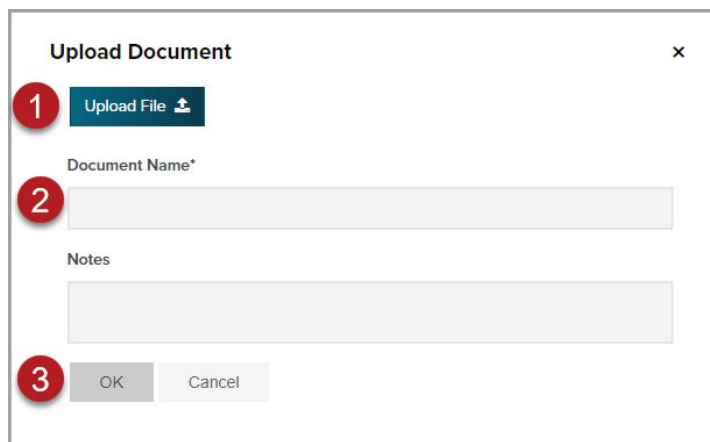
PLEASE ENSURE YOUR UPLOADS ARE IN PDF ONLY, NO JPG FILES WILL BE ACCEPTED.

- Click the **Upload** button



Quick Tip: Any required documents will be listed, along with a description - you will not be allowed to submit your application if there are required documents and nothing has been uploaded.

1. Click **Upload File**
2. Type Document Name
3. Click **OK**



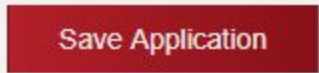

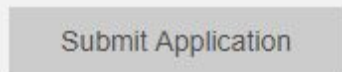
Step 7: Submit or Save your Application

- Add a check next to **I have uploaded all required documents**



The screenshot shows a horizontal bar with a dark red 'Save Application' button on the left, a 'Cancel' link in the center, and a checked checkbox on the right with the text 'I have uploaded all required documents'. A red arrow points to the checkbox. On the far right, there is a greyed-out 'Submit Application' button.

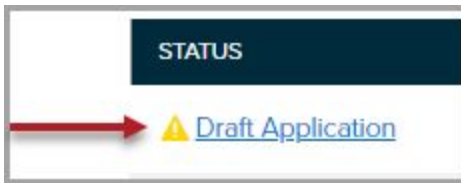
- Click **Save Application** or **Submit Application**


	
<p>Click Save Application if you would like to continue to work on your application over time before submitting it to the jurisdiction – this is shown as a “Draft Application”.</p> <ul style="list-style-type: none">• A permit number will not be assigned to this application until that application is accepted by the jurisdiction.• Your application will not be visible to the jurisdiction until AFTER you have submitted your application.• You will have the ability to delete an unsubmitted application if you choose.	<p>If you have completed all the information on your permit application, click Submit Application.</p> <p>If the button looks like this...</p>  <p>there is a required field or information in your application that is still required. You will not be able to submit your application until all required information is provided.</p>

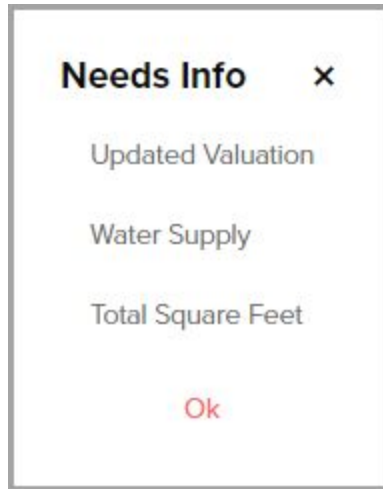
What's Next?

After submitting your application, the jurisdiction will receive your application and begin their review process. If the jurisdiction accepts your application, you will see a permit number get assigned.

If your application needs more information, you will see this in the Permit Status:



- Click  to see the info that is still required



If they deny the application you will get a notice of the reason for the denial of the application.

Once a permit is accepted it will be assigned a permit number and the additional tabs associated with your permit will be visible.