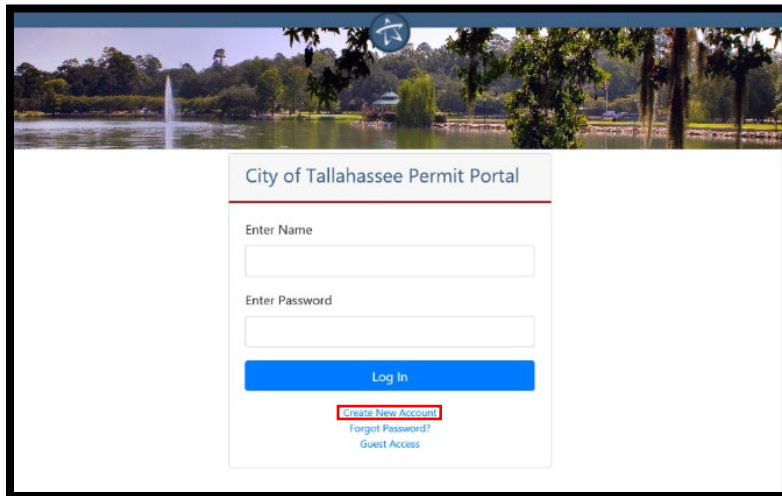




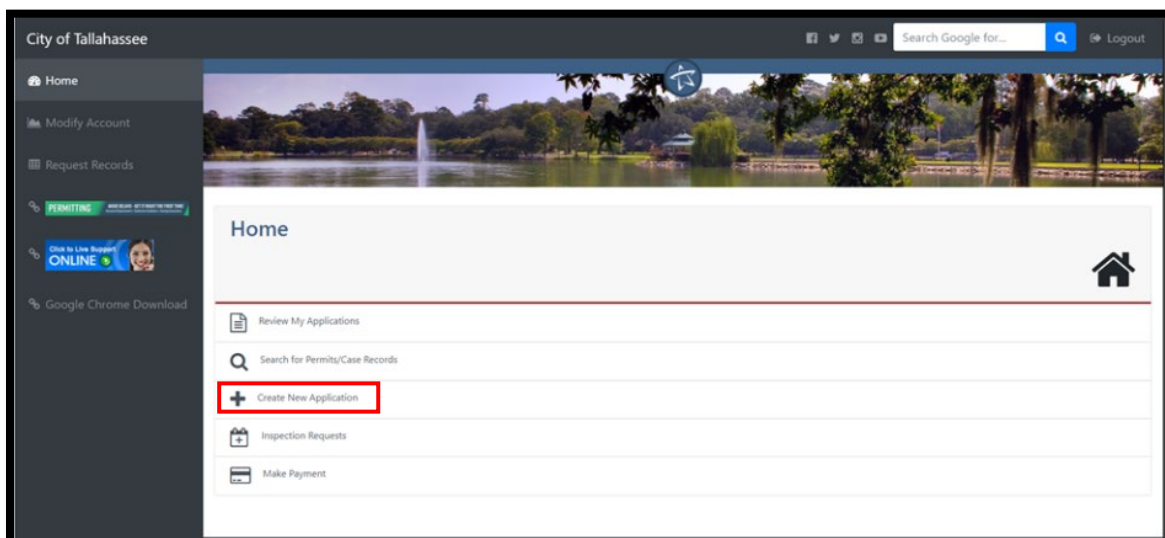
***Growth Management
Customer Permitting Portal Instructions***

Go to : <https://cwpll.talgov.com/TallahasseePortal/Home/Welcome>

Select "Create New Account" or if you have an existing account Login with your username and password. ("Guest Access" only allows you to pay fees and review permit applications)



Click on Create Application



Customer Permitting Portal Instructions

SELECT APPLICATION TYPE.

(Each Category has the different permit types under it listed out, please read carefully so that you select the application type you are wanting to apply for); click “Next”.

Building, Trade Permits, Land Use, or Environmental

The screenshot shows a web form titled "Select Application Type". It contains several radio button options for selecting a permit category. The categories are: Building Permits, Trade Permit - associated to a Building Permit, Trade Permit - not associated, Land Use Reviews, Land Use Reviews - Modifications, Environmental Reviews, Environmental Permits, and Public Infrastructure ROW Permits. Each category has a list of sub-types. At the bottom, there are links for "Environmental Permit Amendment" and "Building Permit Revision", and "Cancel" and "Next" buttons.

Select Case Types & Sub-Types:

Now you will select “Case Type” from the list by clicking on the down arrow, then selecting the specific type of permit you are applying for.

Depending on the case type you may also be asked to select a “Sub-Type”; click “Next”.

Case Types are listed below by category i.e. Building, Trade, Land Use or Environmental.

Building:

The screenshot shows a web form titled "Select Case Types and Sub-Types". It includes a disclaimer: "Before you apply, please confirm that the parcel/location is located within the City limits unless you are applying for a Leon County Gas Tap. If further assistance is needed please contact our Land Use and Environmental Services Division for further verification (850) 891-7001 option 4. It is important that you complete as much information as possible so that your application is processed efficiently." Below this is a "Case Type" section with a dropdown menu. The dropdown is open, showing a list of case types: "BI : Commercial Building Permit" (highlighted in blue), "BI : Demo Permit", "BI : Life Safety Permit", "BI : Manufactured Home Permit", "BI : Residential Building Permit", "BI : Retaining Wall Permit", "BI : Sign Permit", "BI : Swimming Pool Permit", "BI : Tent/Temporary Use Permit", and "BI : Window/Door/Siding Permit".

Customer Permitting Portal Instructions

Trade Permit (i.e. Electrical, Mechanical, Plumbing, Gas, Roofing, etc.)

1) Associated to a Bldg. Permit:

Select Case Types and Sub-Types

Before you apply, please confirm that the parcel/location is located within the [City limits](#) unless you are applying for a Leon County Gas Tap. If further assistance is needed please contact our [Land Use and Environmental Services Division](#) for further verification (850) 891-7001 option 4.

It is important that you complete as much information as possible so that your application is processed efficiently.

Case Type

Select Case Type

- Bi : Appliance Sticker Permit
- Bi : Electrical Permit
- Bi : Gas Permit
- Bi : Life Safety Permit
- Bi : Mechanical Permit
- Bi : NEW Foundation Permit (No Repairs)
- Bi : Plumbing Permit
- Bi : Roof Permit

2) Not Associated to a Bldg. Permit:

Select Case Types and Sub-Types

Before you apply, please confirm that the parcel/location is located within the [City limits](#) unless you are applying for a Leon County Gas Tap. If further assistance is needed please contact our [Land Use and Environmental Services Division](#) for further verification (850) 891-7001 option 4.

It is important that you complete as much information as possible so that your application is processed efficiently.

Case Type

Select Case Type

- Bi : Alternative Energy Permit
- Bi : Appliance Sticker Permit
- Bi : Electrical Permit
- Bi : Gas Permit
- Bi : Leon County Gas Tap
- Bi : Life Safety Permit
- Bi : Mechanical Permit
- Bi : Plumbing Permit
- Bi : Roof Permit

Land Use Permits:

Select Case Types and Sub-Types

Before you apply, please confirm that the parcel/location is located within the [City limits](#) unless you are applying for a Leon County Gas Tap. If further assistance is needed please contact our [Land Use and Environmental Services Division](#) for further verification (850) 891-7001 option 4.

It is important that you complete as much information as possible so that your application is processed efficiently.

Case Type

Select Case Type

- LUES : Abandonment Application
- LUES : BOAA Application
- LUES : Concurrence Certificate
- LUES : Flood Zone Determination
- LUES : Land Use Compliance Certificate
- LUES : Limited Partition Review
- LUES : Linear Infrastructure Variance
- LUES : Parking Standards Review
- LUES : PreConcurrence
- LUES : Preliminary Plat
- LUES : PreSubmittal
- LUES : Stand Alone Deviation
- LUES : Technical Amendment
- LUES : Type A Site Plan Review
- LUES : Type B Site Plan Review
- LUES : Zoning Verification

Environmental Permits:

Select Case Types and Sub-Types

Before you apply, please confirm that the parcel/location is located within the [City limits](#) unless you are applying for a Leon County Gas Tap. If further assistance is needed please contact our [Land Use and Environmental Services Division](#) for further verification (850) 891-7001 option 4.

It is important that you complete as much information as possible so that your application is processed efficiently.

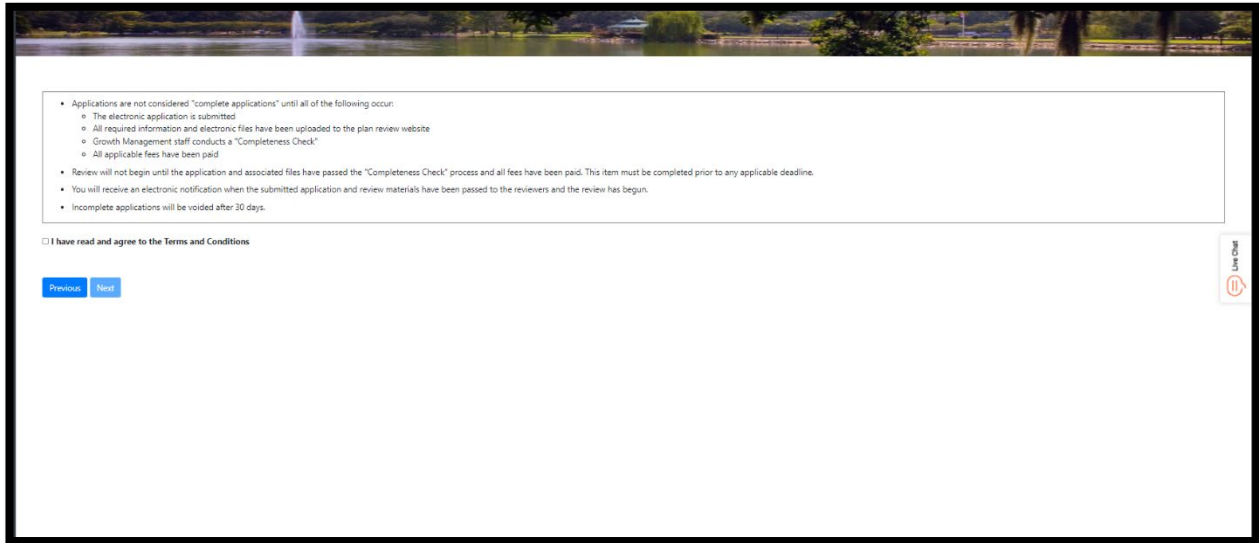
Case Type

Select Case Type

- CE : Environmental Variance
- LUES : Environmental Impact Analysis
- LUES : Environmental Management Permit
- LUES : Environmental Permit Waiver
- LUES : Natural Features Inventory
- LUES : NFI Exemption Request
- LUES : Tree Removal Permit

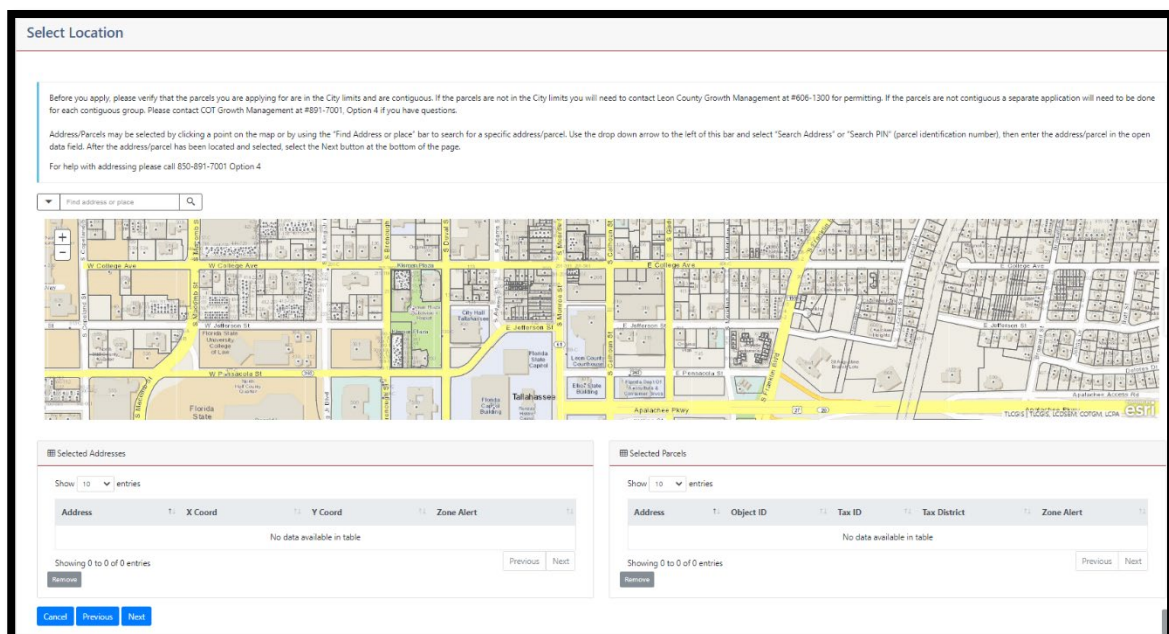
Customer Permitting Portal Instructions

You will now come the “Terms & Conditions” page. Please READ carefully as each permit has conditions that are different for requirements. Once you have read the conditions check the box, then click “Next”.



LOCATION:

Now you will search for your location. You can use either a Parcel/Tax ID number or a Street Address (Do Not include the designation of street, road, lane, circle, etc. *Example: 435 N Macomb instead of 435 N Macomb Street*). Once you locate the site on the map it should drop automatically in the two tables below the map. If it does not you can click on the black dot to drop the address/parcel to the tables below; click “Next”.



Customer Permitting Portal Instructions

PEOPLE:

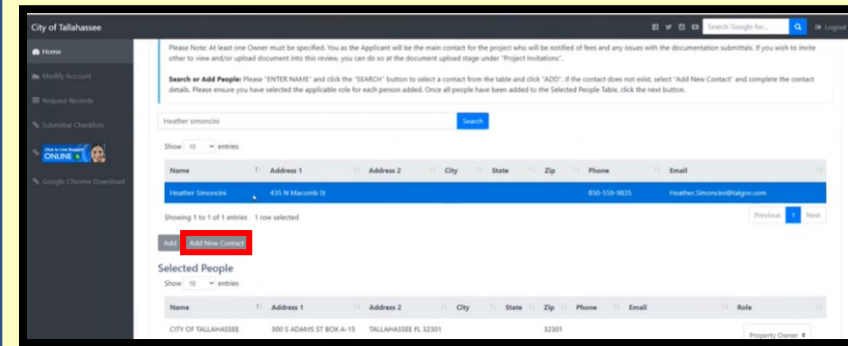
You will now be on the “People” screen. The property owners and you as the applicant will automatically be displayed in the boxes at the bottom of the page. (You can add an agent or engineer etc. to the permit details if you want to; see below for steps to add additional people)

*** All Environmental permits require an Agent be listed and you will need to add them using the steps below.

If you do not want to add additional “People” then you can just click “Next” at the bottom of the page.

To Add Additional People: You will search the name and select them from the list. If the contact does not exist, select “Add New Contact” and complete the requested information.

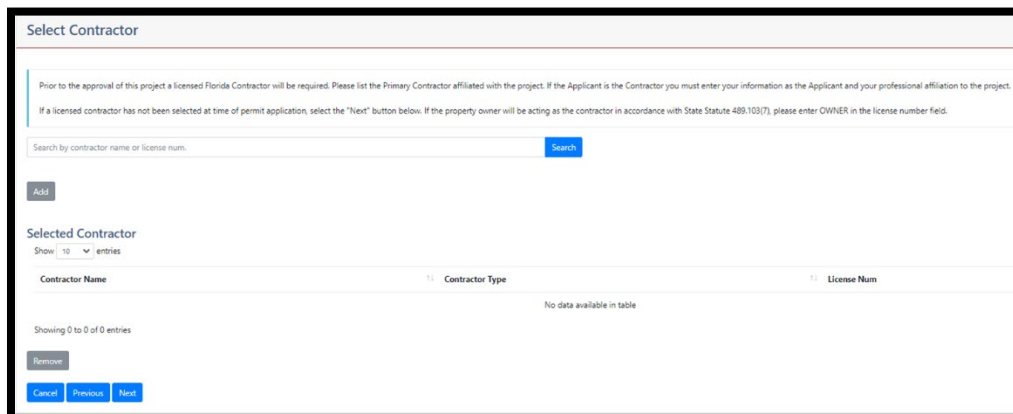
Once you have completed it, you should see the name appear in the table at the bottom of the screen. Go to the far right and select the “Role” of the person you are adding in (i.e. contact, agent, engineer, architect, etc.) Now click “Next”.



CONTRACTOR:

To add a contractor, you can search by name or license number. When the search results appear below click on the correct one to select them, then click the “Add” button. Now click Next.

***Note: If you are a homeowner acting as your own contractor, please enter OWNER in the license field.



Customer Permitting Portal Instructions

PERMIT DATA:

You should now be at the permit data area where you will need to enter your specific project details/information depending on the permit type you are applying for.

Every application type has different data requirements depending on the type of permit you are applying for. Once you have completed entering the data click “Next” to go to the Permit Data Details Summary.

PERMIT DATA DETAILS SUMMARY:

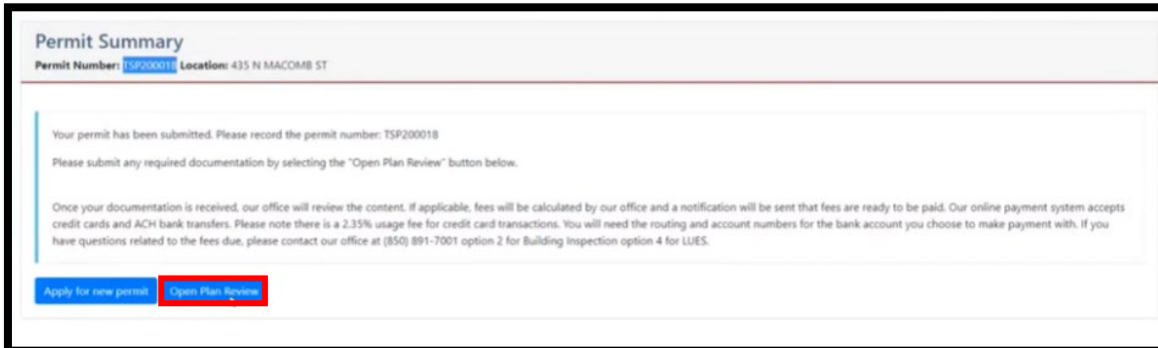
This page is an area to review the information that you have entered and if you need to go back and make any changes simply click the “Previous” button. If everything is correct you will now click on “Submit Case”. *****Note the required uploads will still need to be performed and submitted to fully complete the application process.**



Description	Value
Proposed Development:	New
Development Type:	Non-Residential Only
Existing Property Use:	retail
Proposed Property Use:	retail
Number of Lots:	1
Non-Residential Existing SqFt:	15,000
Non-Residential Proposed SqFt:	20,000
Impervious Existing SqFt:	1,500
Impervious Proposed SqFt:	1,000
Property Acreage:	3

PERMIT SUMMARY:

You will now see the Permit Summary which will list your permit number that you will need to write down for future reference. Now you will click on “Open Plan Review”



Permit Summary
Permit Number: TSP200018 Location: 435 N MACOMB ST

Your permit has been submitted. Please record the permit number: TSP200018
Please submit any required documentation by selecting the “Open Plan Review” button below.

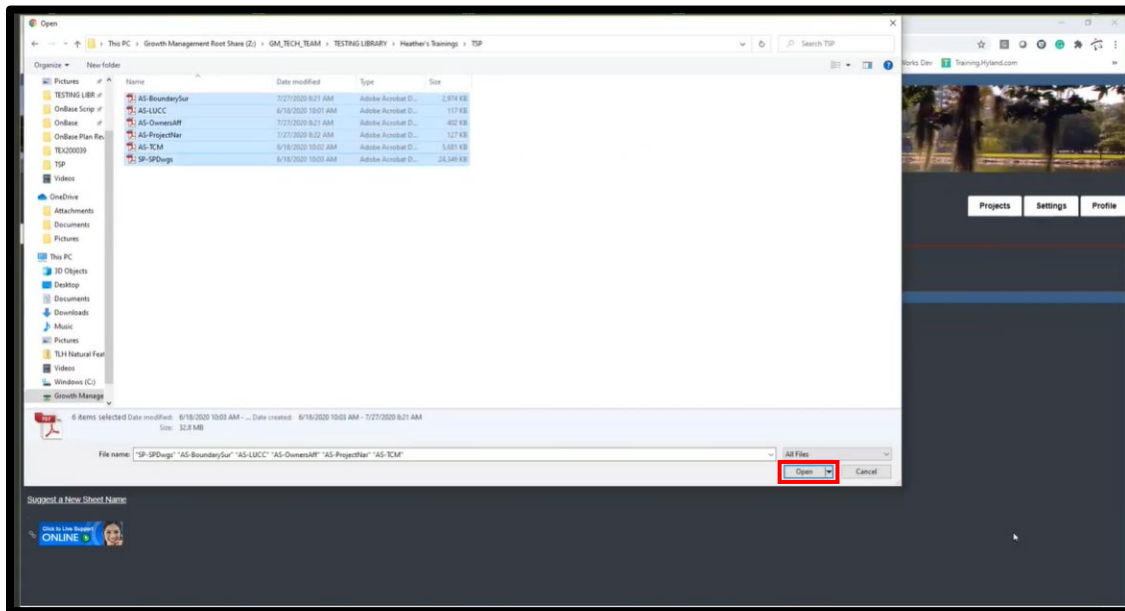
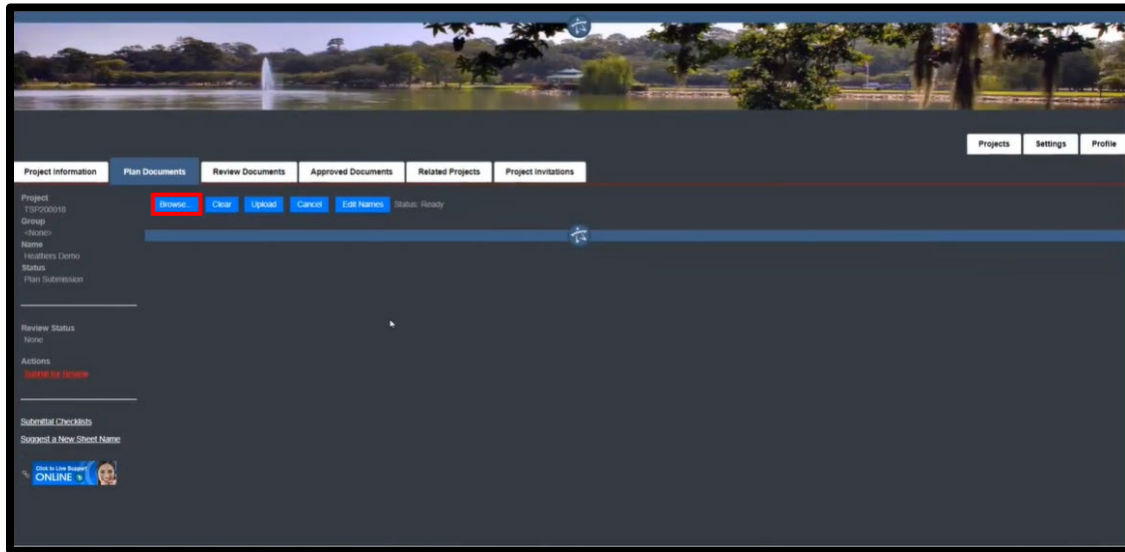
Once your documentation is received, our office will review the content. If applicable, fees will be calculated by our office and a notification will be sent that fees are ready to be paid. Our online payment system accepts credit cards and ACH bank transfers. Please note there is a 2.35% usage fee for credit card transactions. You will need the routing and account numbers for the bank account you choose to make payment with. If you have questions related to the fees due, please contact our office at (850) 891-7001 option 2 for Building Inspection option 4 for LUES.

Customer Permitting Portal Instructions

OPEN PLAN REVIEW (Uploading Required Documents):

This is where you will need to upload your supporting documents. ***It is recommended that you use our “Standard Naming Conventions” to name each file prior to uploading. These are listed by permit type at this link. <https://www.talgov.com/growth/growth-apps-checklists>

Click on Browse and the windows explorer will pop up for you to browse to your files. Select all the files you need to upload then click “Open”

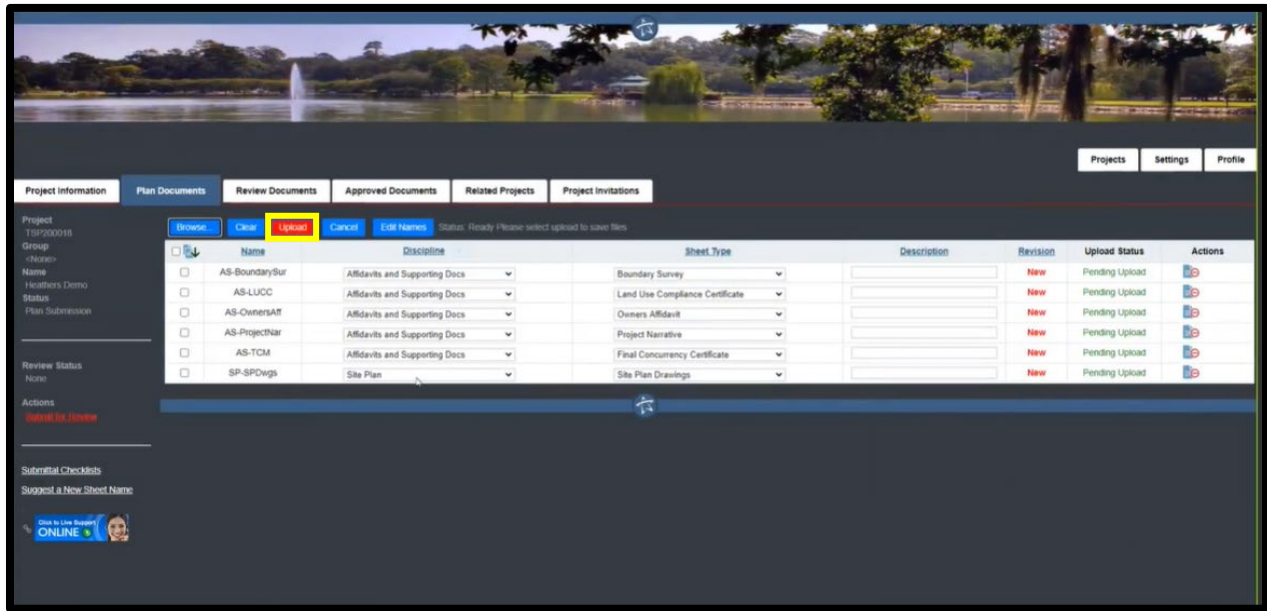


If you use the “Standard Naming Conventions” mentioned above the Discipline and Sheet names should automatically be filled in. If you have not and it doesn’t fill in a field, you will need to select at minimum the “Discipline” from the dropdown menu which is a required field.

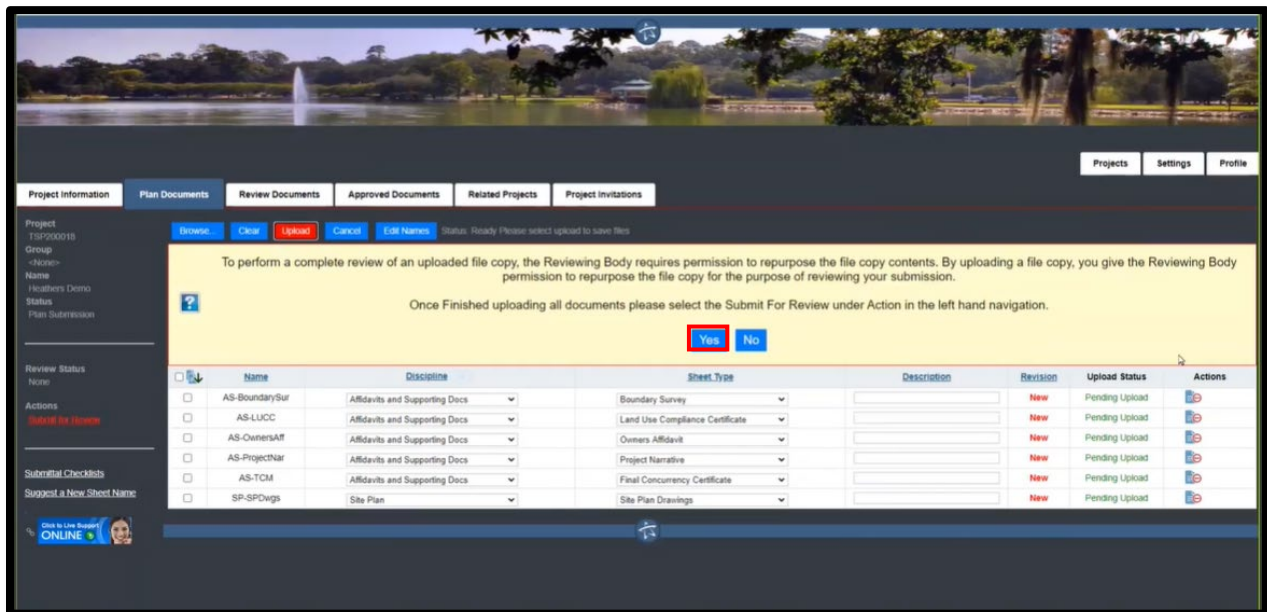
The “Description” field is completely optional. It’s to use if you feel there is more information needed where there’s multiple of the same feature or document.

Customer Permitting Portal Instructions

You can now click "Upload"

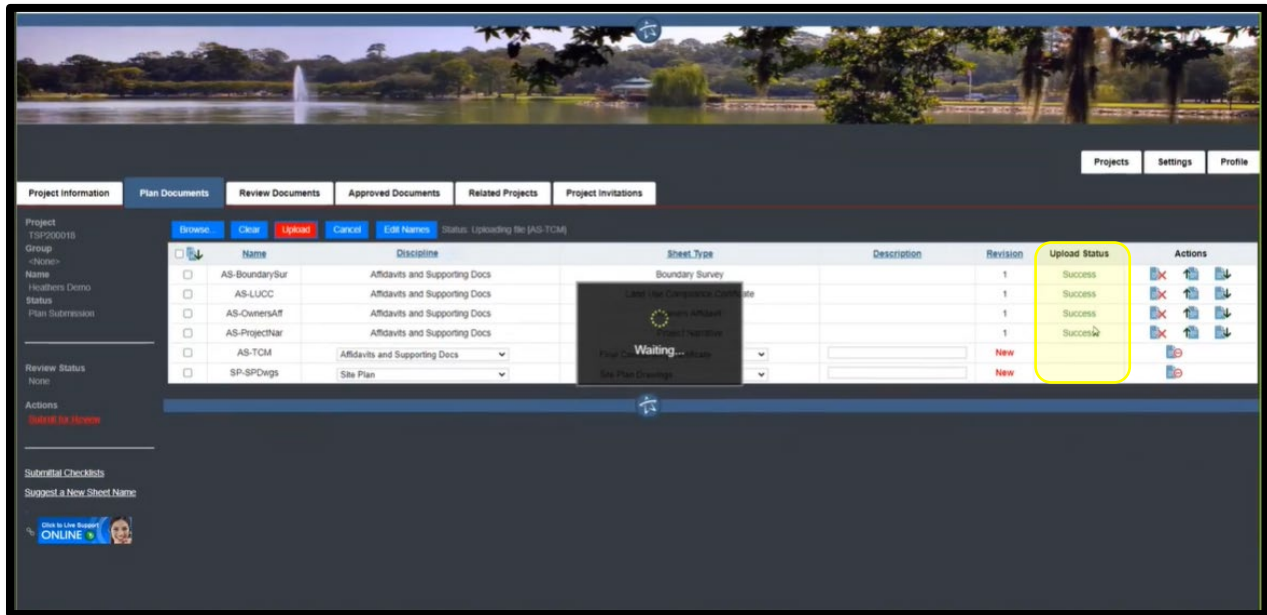


A message will come up asking you to grant us permission to do markups, place approval stamps etc. on the documents. Click "Yes".

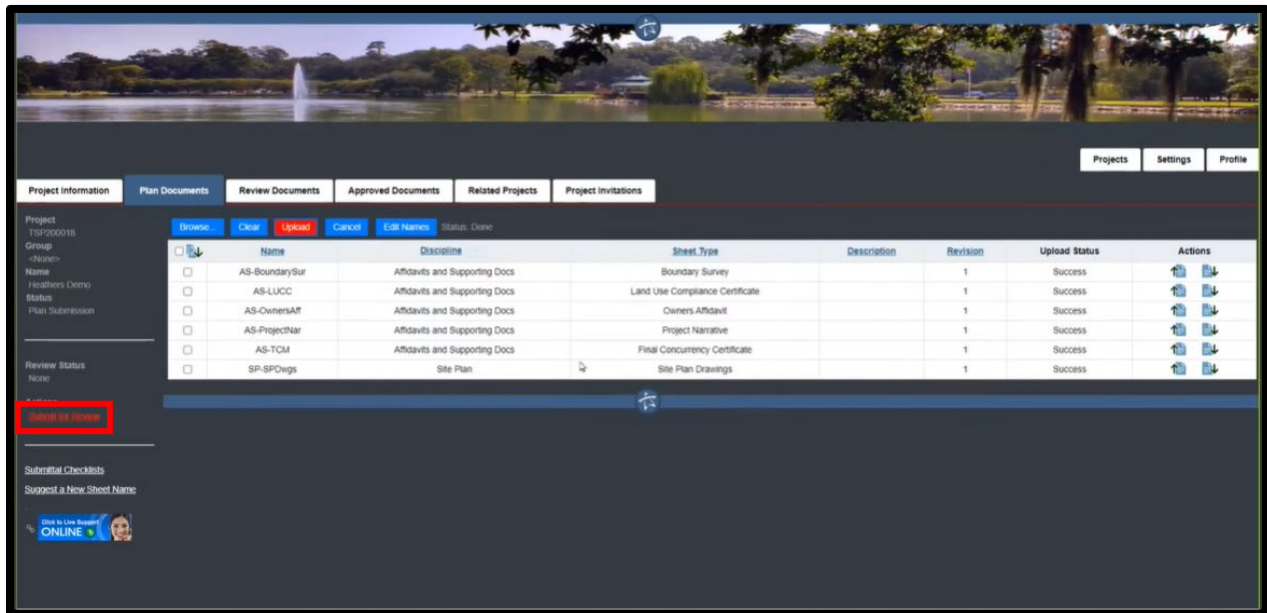


Customer Permitting Portal Instructions

Your upload status should change to "Success" (Highlighted in yellow below)

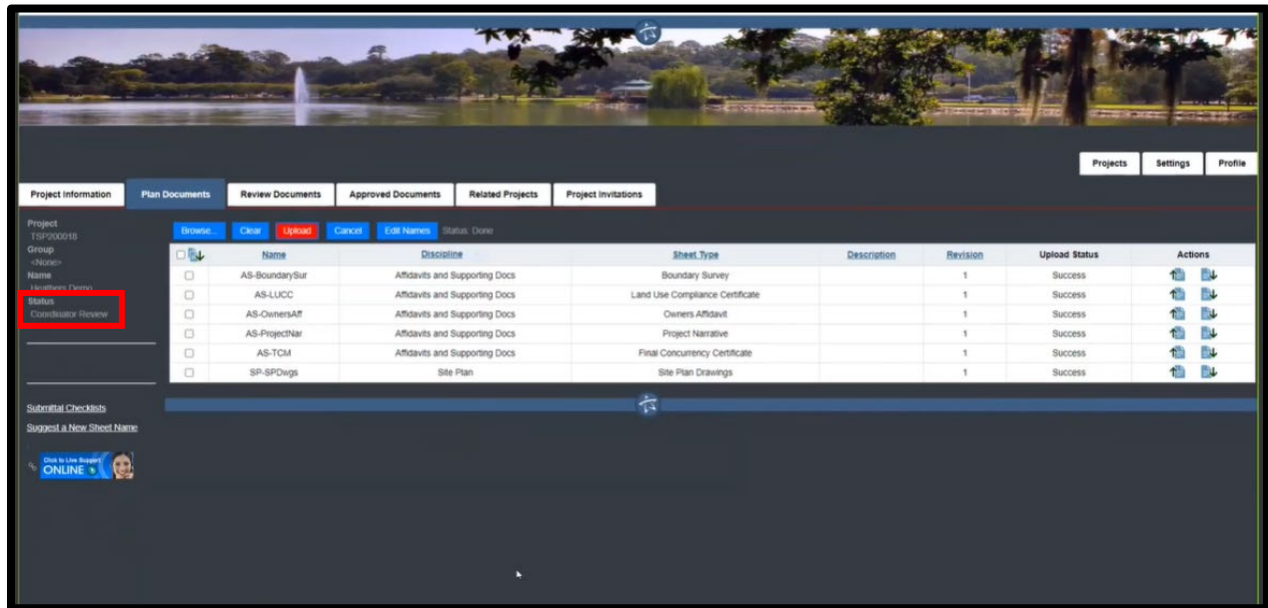


Now go to the left-hand side of the screen and click "Submit for Review" to complete the application submittal and turn it over to us for review. ***If you do not select the submit for review the application will stay in your hands in pending status.



Customer Permitting Portal Instructions

The status (left hand side of the screen) should change to “Coordinator Review”. The Permit Coordinators will now do a quick review to make sure all required information has been submitted and will then invoice you for the fees.



*****Note – The Application is not considered “Complete” and will not be forwarded for review until ALL of the following occur:**

- **Application Fees have been paid. (Payment is due at the time of submittal.)**
- **All required documents and information has been uploaded.**
- **Growth Management Intake Staff conducts a "Completeness Check".**
- **Applications that are incomplete will be voided after 30 days.**
- **Applications that are in a pending status with no activity will be voided after 30 days.**

***** If Legal Notification is required for the permit type selected the Sign Posting must be completed for the application to be considered a complete submittal and placed on the appropriate agenda. (Applicable to applications for Type B Site Plan, Preliminary Plat, Limited Partition, Variance, Stand Alone Deviations, ROW Abandonment/Street Closure & Major Modifications)**