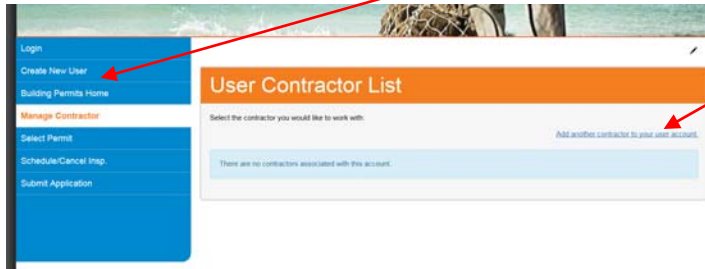
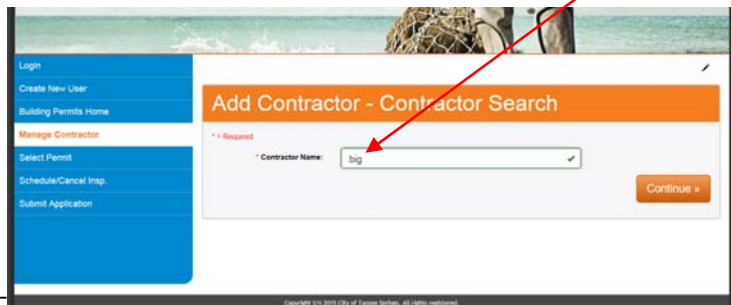


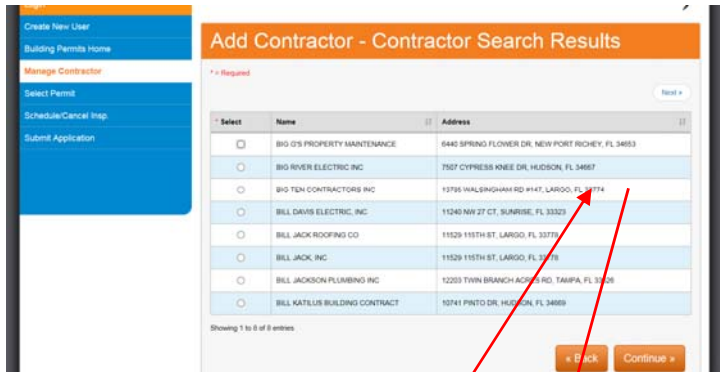
For first time users, after logging in please go to Manage Contractors, then click on Add another contractor to your user account to choose your contractor:



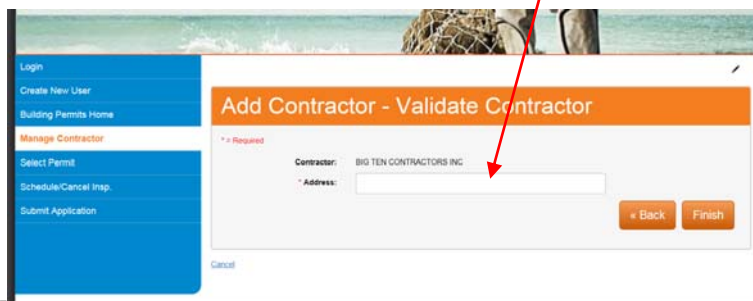
Enter the contractor's name or company name (you do need to enter the complete name, can enter the beginning info see below) and click on Continue:



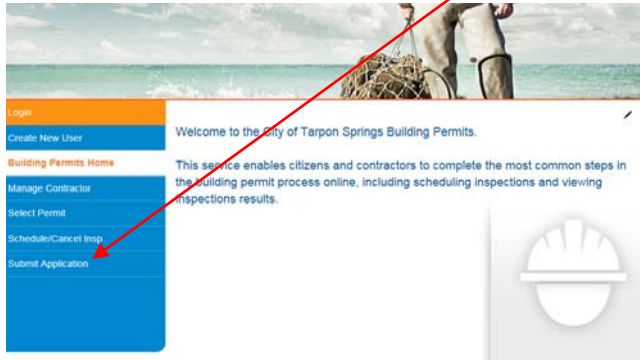
Then select the contractor, if you are unable to locate please contact the Building Development Services at 727-942-5617



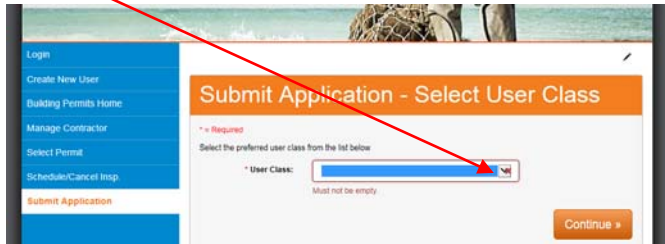
It will then ask you to verify the address, you will need to use the same address as listed above, if you have any difficulties please contact the Building Development Services at 727-942-5617



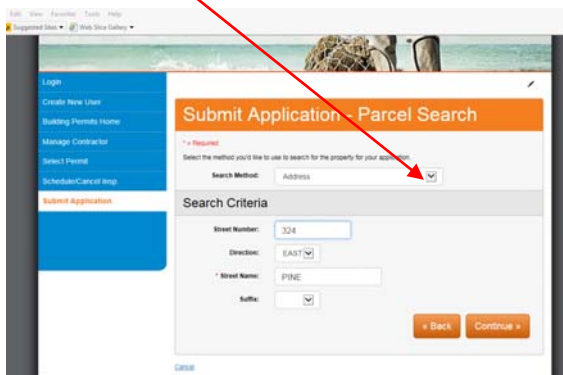
After you log in then click on Submit Application



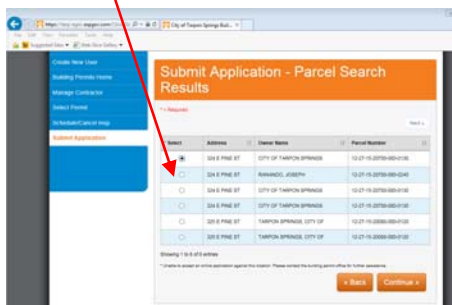
User Class-Select Owner or Contractor-Continue



Search Method-can search by Address/Parcel/Owner -Continue



Select location-Continue



Select Permit Application Type

Enter Fields-Continue

The screenshot shows a web browser window with the URL 'http://eggs.com/Child/20'. The page title is 'City of Tarpon Springs Ball...'. The main content area is titled 'Application Details'. It contains several fields: 'Address' (324 E PINE ST), 'Parcel' (13-27-15-20708-000-0130), and 'Owner' (CITY OF TARPON SPRINGS). The 'Application Type' is set to 'ELEC. SERVICE CHANGE OUT < \$2,500'. Other fields include 'Total Estimated Cost' (200), 'Total Square Footage' (250), 'Tenant Unit Number', 'Tenant Name', 'Is it a public building?' (Yes), 'Contractor Type' (Owner), 'Notes' (installing new electrical outlets), and 'Print notes on permit?' (Yes). There are 'Back' and 'Continue' buttons at the bottom right.

Enter Contractor/Owner Info (if owner is going to do the work themselves you will need to enter the owner info under both Contractor and Owner Fields)-Continue

The screenshot shows a form titled 'Contractor/Owner'. It is divided into two sections: 'Contractor/Owner' and 'OWNER'. Each section has fields for 'Contact Name', 'Address', 'Zip', 'Work Phone', 'Home Phone', 'Cell Phone', 'Fax Phone', and 'Email ID'. The 'Contractor/Owner' section has 'Contact Name' set to 'City of Tarpon Springs' and 'Work Phone' set to '727-937-3811'. The 'OWNER' section has 'Name' set to 'City of Tarpon Springs' and 'Work Phone' set to '727-937-3811'. There are 'Back' and 'Continue' buttons at the bottom.

Select which type-Continue (can unselect/select all by checking the top box)

The screenshot shows a form titled 'Submit Application - Permit Selection'. It contains a table with the following data:

Description	Type	
ELECTRIC SERVICE 0-100 AMP	ELECTRICAL PERMIT GROUP	<input type="checkbox"/>
ELECTRIC SERVICE 100-400 AMP	ELECTRICAL PERMIT GROUP	<input checked="" type="checkbox"/>
ELECTRIC SERVICE 401-800 AMP	ELECTRICAL PERMIT GROUP	<input type="checkbox"/>
ELECTRIC SERVICE OVER 800 AMP	ELECTRICAL PERMIT GROUP	<input type="checkbox"/>

Below the table, it says 'Showing 1 to 4 of 4 entries'. There are 'Back' and 'Continue' buttons at the bottom.

Review Information-Finish

This screenshot shows the final review stage of the permit application process. It contains the following information:

- Address:** 324 E PINE ST, Parcel: 12-07-15-20750-000-0130, Owner: CITY OF TAMPA SPRINGS
- General Information:** Application Type: ELEC. SERVICE CHANGE OUT-482300, Estimated Value: \$200, Square Footage: 210, Tenant Unit Number: (blank), Tenant Name: (blank), Public Building: Yes, Notes: installing new electrical outlets
- Contact Information:** Contractor: Owner, Contact Name: City of Tampa Springs, Address: (blank), Home Phone: (blank), Work Phone: (727) 837-3811, Cell Phone: (blank), E-mail ID: chowen@tamp.us
- Permit Selection:** A table with one entry: Description: ELECTRIC SERVICE 100-400 AMP/EL, Type: ELECTRICAL PERMIT GROUP

This completes the application process, the next process would be a payment, which you can access by the Pay Now button

This screenshot shows the 'Submit Application - Application Confirmation' page. A red arrow points from the text above to the 'Pay Now' button. The page displays the application details and a table of fees payable online.

Permit Type Code	Fee Code	Description	Amount
EL2	PF	ELECTRIC SERVICE 100-400 AMP	\$31.00

The permit information will be saved if you do not pay at this time, to look-up you would go to Select Permit-enter the application number 16 00001849 and then access the application fees, permit status etc.

This screenshot shows the 'Select Permit' page. The search criteria are set to Application Number: 16 00001849. A 'Continue' button is visible at the bottom right.

This screenshot shows the 'Status Detail' page for the permit. The information displayed is as follows:

- Permit ID:** 1271007000001030, **Address:** 324 E PINE ST RD
- Application Date:** 08/07/16, **Owner:** City of Tampa Springs
- Application #:** 16-1849, **Application Type:** ELEC. SERVICE CHANGE OUT-482300
- Value:** \$200, **Square Footage:** 00000000
- Tenant Name:** (blank), **Application Status:** APPROVED
- Tenant Unit Number:** (blank), **General Contractor:** (blank)
- Zoning Description:** RESIDENTIAL OFFICE

Below the information, it states: No Workable Plans