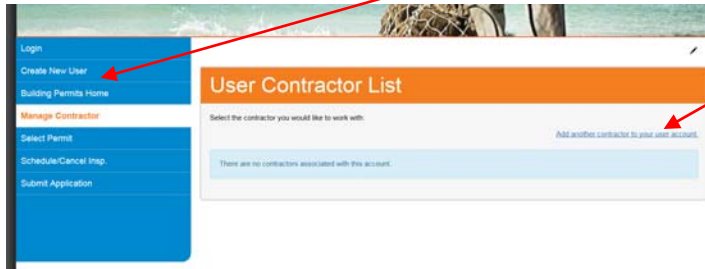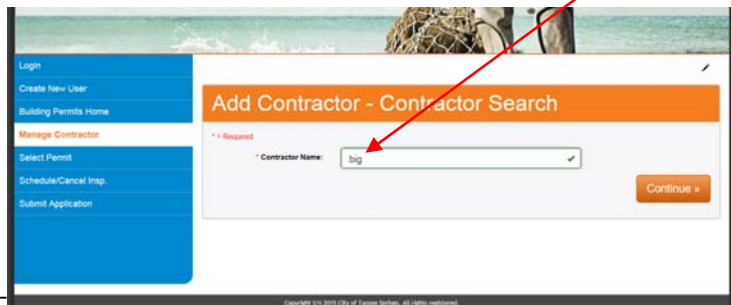For first time users, after logging in please go to Manage Contractors, then click on Add another contractor to your user account to choose your contractor:


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:
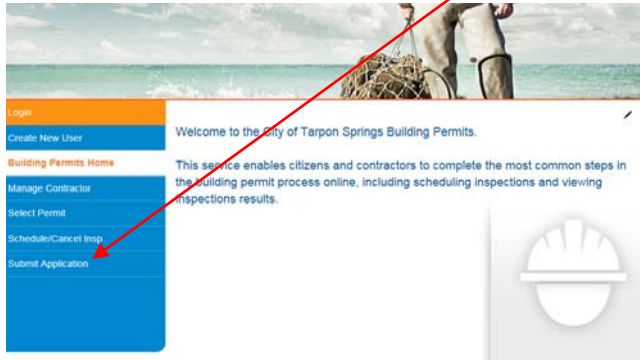

Then select the contractor, if you are unable to locate please contact the Building Development Services at 727-942-5617
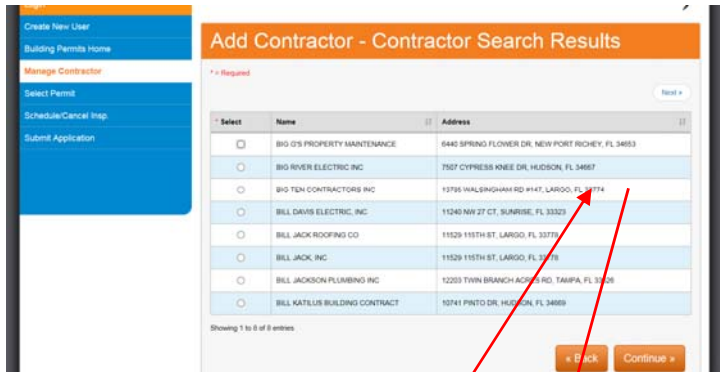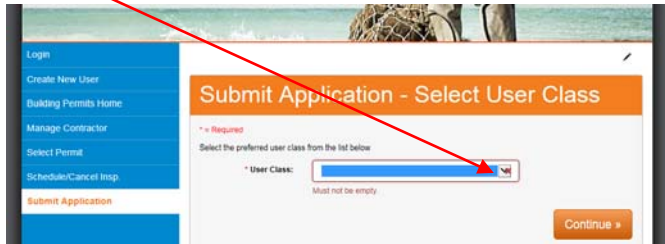

It will then ask you to verify the address, you will need to use the same address as listed above, if you have any difficulties please contact the Building Development Services at 727-942-5617
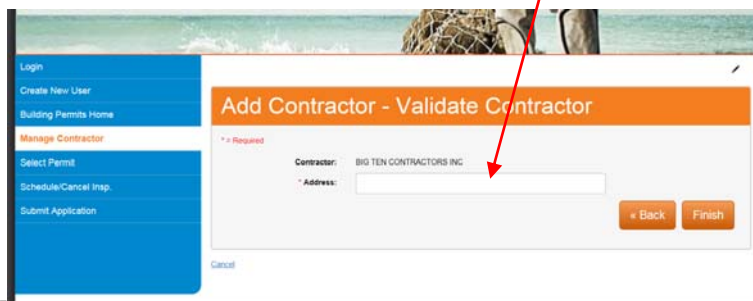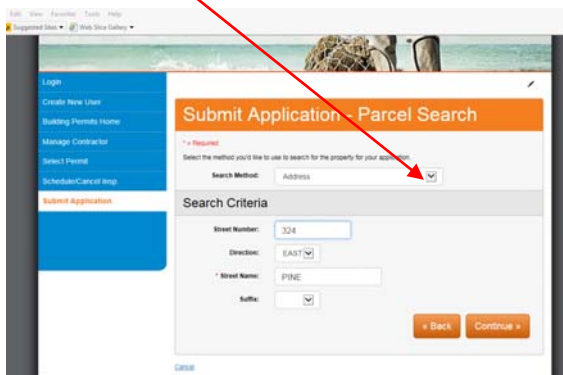
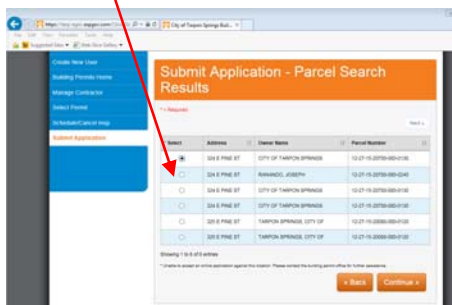After you log in then click on Submit Application

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

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

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

Review Information-Finish

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

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.