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M E M O R A N D U M

Date: May 26, 2022

To: All Contractors Working Within Unincorporated Flagler County

Subject: Flagler County Transition to CD-Plus Permitting Software

Flagler County Building Department will be transitioning to CD-Plus permitting software on June 6th, 2022. This will provide you the opportunity to submit permits, pay, and schedule inspections online through the permitting portal. Our system is designed to be very similar to the CD-Plus system utilized by Palm Coast, and we will be publishing detailed guides on how to use the system in the near future on the Growth Management webpage.

If you were registered with Palm Coast Building Department on May 19th of this year, your license and insurance information has been migrated into our new system. If you had a Palm Coast contractor online account on that date, that information has been migrated as well, and your username and password for the Flagler County system will be the same as you use to log in to the Palm Coast system. However, as Flagler County's system is separate from Palm Coast, you will need to submit license renewals and new licenses to our office in addition to Palm Coast moving forward. All contractors who were not registered with Palm Coast on May 19th of this year must re-register with Flagler County, even if you were registered with Flagler County prior to the transition.

If you were registered with Palm Coast on May 19th but lack an online account, or are not registered with Palm Coast and wish to be registered with Flagler County, please follow the steps below:

1) If you are registered with Palm Coast but lack an online account, visit this link to create an online account in Flagler County's system by clicking the "Create a New Account" button on the lower-left side of the screen. You will enter your preferred login information on the first page, and then can associate your certification with your account on the second page. If you wish to create accounts for administrative assistants or other staff in your office you may follow this procedure as well – however, please note that each user must have their own email address. The system will not allow you to create an account if its email address already exists in the system. If you have an account but have forgotten the password, you may

recover it by clicking "Forgot Password" on the first page of the link above after we launch the service on May 6th.

2) <u>If you were not registered with Palm Coast as of May 19th</u>, please contact Ed Rodriguez at erodriguez@flaglercounty.gov with all required documents. Once you are registered in our system, follow the steps under 1) above.

Note that our CD-Plus system will not be live until June 6th, and you will not receive email confirmation when registering or be able to apply or check permits through our system until that date. Until June 6th, please continue to book inspections through Citizen Self Service or by following your typical procedures.

If you face any technical issues when registering or attempting to log in to your account, please contact Brandon Berry at bberry@flaglercounty.gov with a brief description of the issue.