

A guide to using Flagler County online Permitting Services



For all your permitting needs without making a trip to Central Permitting

Table of Contents

Page 3	Create a new account
Page 11	Begin a new permit application packet
Page 24	Correct a rejected application packet
Page 34	View current application status
Page 36	Upload revisions and corrections
Page 40	Make a payment online
Page 45	Printing documents
Page 49	Manage inspections
Page 56	Manage Sub-Contractors
Page 60	Manage Multiple/Change Contractors

Create a New Account

<https://www.flaglercounty.gov/departments/growth-management/online-permitting-and-inspections>

First time user

- **Create new account**

Login

Registered User

Email Address

Password

Remember Me

Login

Forgot Password...

Create a New Account...

Guest Access

Permit #

Confirmation # *

OR * Last 3 digits of the Permit Number

Address or Folio #

Continue as Guest

2.0.0.159R

- **Enter basic information**

Note - The email used will be your user login

tip – create a generic email that can be used if employees are no longer with the company.

Example: abcpermitting@gmail.com

- **Select account type**

Note – a property owner is assigned to one address location.

Contractors must be registered in the Building Permitting database prior to creating an account.

Click the 'notice' box for information.

Note- password must be at least 6 characters long and contain 1 number and 1 capital letter.

- **Click Next**

Account Details ⓘ

New User

Basic Information | **User Defaults**

Email: skenny@flaglercounty.gov

Alternate EMail:

Password *

Full Name: Simone Kenny

Re-Enter Password:

Account Type: (dropdown menu showing Contractor and Property Owner)

NOTICE: ALL CONTRACTORS MUST BE REGISTERED WITH THE BUILDING DEPARTMENT PRIOR TO CREATING AN ONLINE ACCOUNT.

BACK Save

2.0.0.150R

- Click Add

The screenshot displays a mobile application interface for 'Account Details'. At the top, a green header bar contains the text 'Account Details' and an information icon. Below this, a white bar shows 'New User'. The main content area has two tabs: 'Contractor Information' and 'User Defaults', with the latter being active. A form with three input fields is visible, labeled 'DBA', 'State #', and 'County #'. At the bottom of the form area, there are two buttons: 'Add...' and 'Remove'. A red curved arrow points from the bottom of the screen to the 'Add...' button. The bottom of the screen features a green bar with a 'BACK' button on the left and a 'Save' button on the right. The version number '2.0.0.1198' is printed in the bottom right corner.

- **Enter your Contractor / Business DBA or your License number.**

Note: it is suggested you use your license number to ensure you attach to the correct license.

Please note that if you were not registered with Palm Coast on May 19, 2022, you will need to contact Flagler County to register prior to completing this step. Please email Ed Rodriguez at erodriguez@flaglercounty.gov to register as a contractor.

- **Click Lookup**

The screenshot shows the 'Account Details' form with a modal window open. The modal has two input fields: 'Contractor DBA' and 'State License Number', separated by an 'or' label. A 'Lookup' button is to the right of the 'State License Number' field. Below the fields is a 'List' dropdown menu and a 'Qualifier Name' label with a 'Select' button. The background form has a 'DBA' label and a 'Save' button. A green bar at the bottom contains a 'BACK' button and the version number '2.0.0.1598'.

This screenshot is identical to the one above, but the 'Contractor DBA' field now contains the text 'bembry'. The 'State License Number' field remains empty. The 'Lookup' button is still visible. The background form and bottom bar are the same as in the previous screenshot.

- Click to highlight your selection
- Click Select

The screenshot shows the 'Account Details' page with a modal window open. The modal has two input fields: 'Contractor DBA' containing 'bembry' and 'State License Number' which is empty. A 'Lookup' button is to the right of the second field. Below the fields is a 'List' dropdown menu showing '-- No Selection --' and 'BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345'. A 'Select' button is at the bottom of the modal. The background page has a 'Contractor Information' tab selected, a 'DBA' label, and a green footer bar with a 'BACK' button, a 'Save' button, and the version number '2.0.0.1598'.

This screenshot shows the same 'Account Details' page, but the modal window now has 'BEMBRY CONSTRUCTION' in the 'Contractor DBA' field and '291' in the 'State License Number' field. The 'List' dropdown menu now has 'BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345' highlighted in blue. The 'Qualifier Name' field below the list now contains 'BARBIE BEMBRY'. The 'Select' button is still present at the bottom of the modal. The background page and footer bar are identical to the previous screenshot.

- You will see your selection added to your account.
- You may add additional contractors if you qualify more than one business.

Note – you may find it easier to create a different log in and attach to each license separately, or you will have to choose the correct license number each time you make applications.

- **Click Save**

New account validation note will pop up for you to check your email and enter the validation code. You will need to copy/past the validation code as it is very long.

DBA	State #	County #
BEMBRY CONSTRUCTION	291	12345

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Thank You.

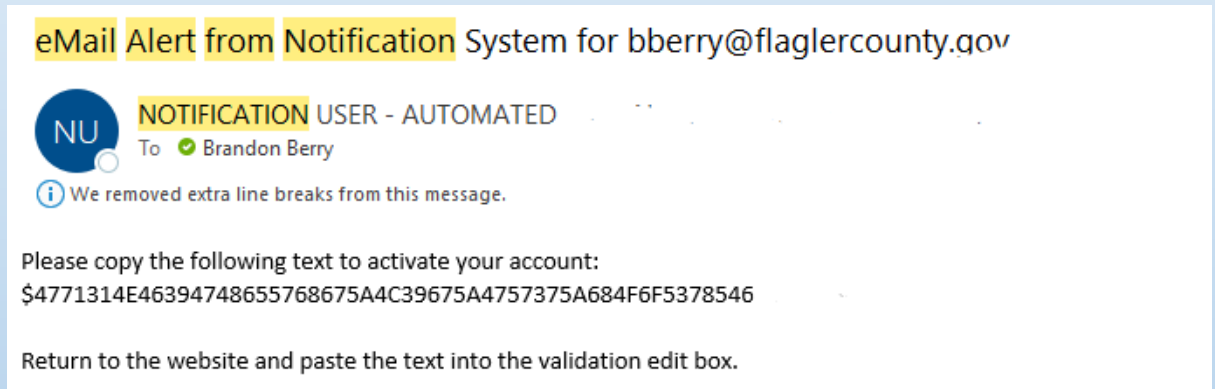
Validation

- **You will see an email from ‘notification user’**

Note - the email validation code may take up to 15 minutes. Emails will not be sent prior to June 6, 2022.

- **Copy the validation code**

Note – be sure not to add any extra blank spaces when copying (in front or behind)



- **Paste the validation code**
- **Click Save**
- **Your account has been activated**
- **Click Save**
- **You will be brought back to the log in screen.**

Note – if you experience trouble activating your account, please contact the office.

New Account Validation ⓘ

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Thank You.

Validation

4B584C50742B502F30466A5A44424D616E45355452656F796A2F546D2F5A455646454A666C744941586F X

Save

2.0.0.1598

New Account Validation ⓘ

You should receive a validation Email shortly. When you do, copy and paste the validation code into the edit box below and click Save to activate your account.

Thank You.

Validation

4B584C50742B502F30466A5A44424D616E45355452656F796A2F546D2F5A455646454A666C744941586F3D

Validation Complete.
Your account has been activated.

Continue

Save

2.0.0.1598

Begin a Permit Application Packet

- Enter your login information

This is your home screen.

Packet List – application packages being prepared for permitting. (active for 30 days)

- Click NEW to create a new packet

Login

Registered User

Email Address: skenny@flaglercounty.gov

Password:

Remember Me

Login

Forgot Password...

Create a New Account...

Guest Access

Permit #

Confirmation # *
* Last 3 digits of the Permit Number

OR

Address or Folio #

Continue as Guest

2.0.0.1598

Home

User Simone Kenny - Contractor

Refresh

Packet List Permit List Scheduled Inspections

Packet	Name	Status	Description	Subs Expires / Info
--------	------	--------	-------------	---------------------

Completed Required Percent

Attachments Data CheckList

View Options...

New Edit Delete Attachments Data CheckList SUBMIT Subcontractors Rejection Comments Permit

2.0.0.1598

- Choose your packet type (building permit)
- Choose your packet sub-type (type of permit)

- Enter packet name

Note – this information is to help you identify your packets easily , not for city use.

- Click Next (or save if you're not ready to continue)

The screenshot shows the 'Packet Detail' form with the following fields:

- Packet Type:** BUILDING PERMIT
- Packet Sub-Type:** A dropdown menu is open, showing a list of options. 'COMMERCIAL DECK - BY CONTRACTOR' is highlighted in blue.
- Packet Name:** (Empty text input field)
- Contractor:** BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345

Navigation buttons: BACK (left), Save (bottom right), Next > (bottom right). Version: 2.0.0.159R.

The screenshot shows the 'Packet Detail' form with the following fields:

- Packet Type:** BUILDING PERMIT
- Packet Sub-Type:** WATER HEATER - BY CONTRACTOR
- Packet Name:** (Empty text input field)
- Contractor:** BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345

Navigation buttons: BACK (left), Save (bottom right), Next > (bottom right). Version: 2.0.0.159R.

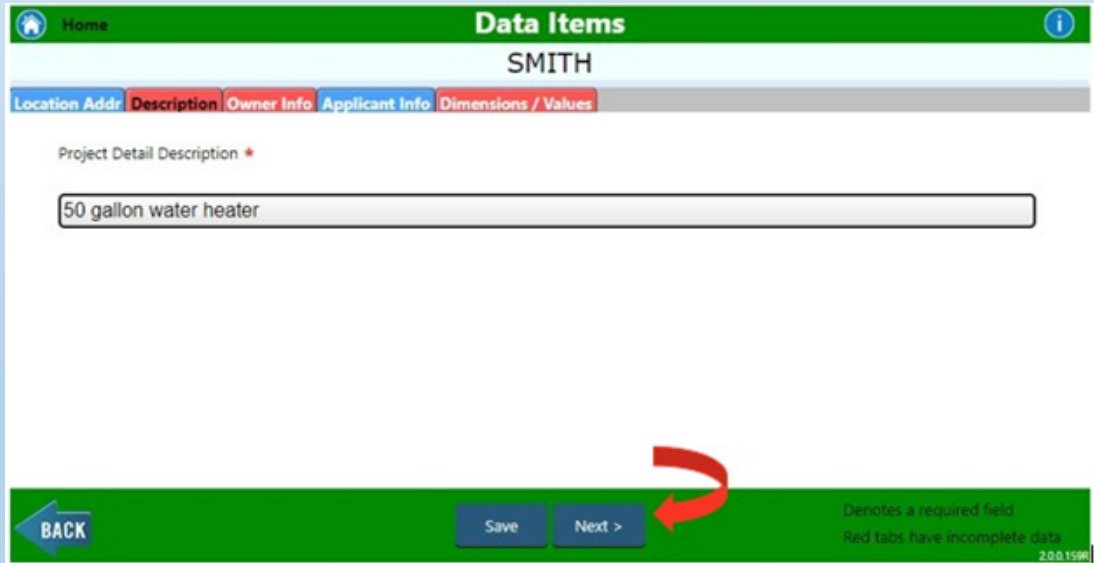
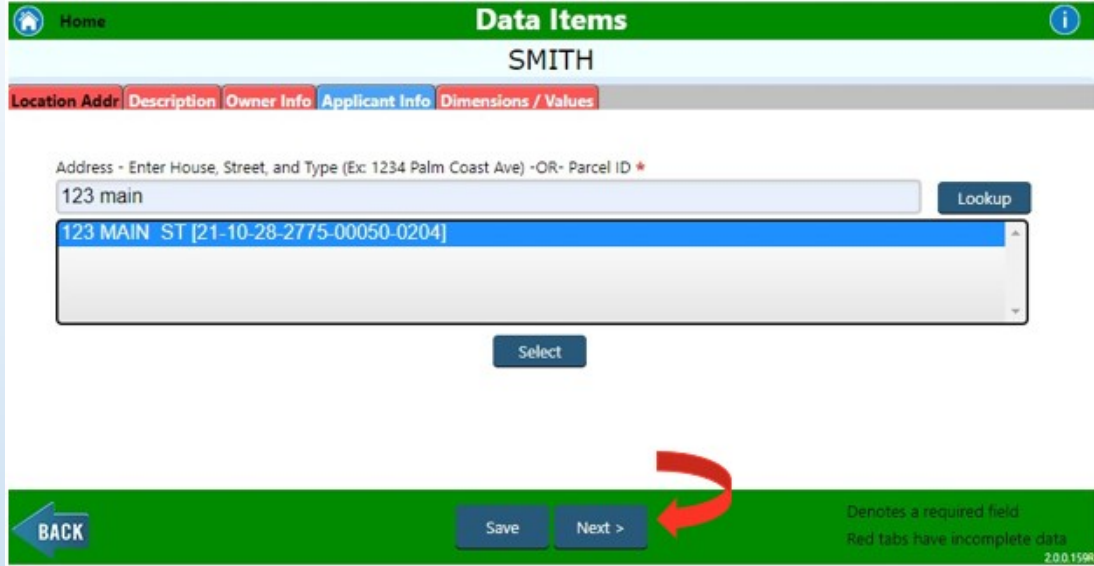
- Enter the address for your project
- Click the correct address to highlight
- Click select

The screenshot shows the 'Data Items' form for 'SMITH'. The 'Location Addr' tab is selected. The address input field contains '123 main'. A dropdown menu is open below the input field, but it is currently empty. The 'Select' button is visible below the dropdown. The bottom navigation bar includes a 'BACK' button, 'Save', and 'Next >' buttons. A note on the right states 'Denotes a required field. Red tabs have incomplete data. 2.0.0.1598'.

The screenshot shows the 'Data Items' form for 'SMITH'. The address input field contains '123 main'. The dropdown menu is open, and the option '123 MAIN ST [21-10-28-2775-00050-0204]' is highlighted in blue. The 'Select' button is visible below the dropdown. The bottom navigation bar includes a 'BACK' button, 'Save', and 'Next >' buttons. A note on the right states 'Denotes a required field. Red tabs have incomplete data. 2.0.0.1598'.

Note – you will see the location address tab is no longer red once the data has been entered. As you move through, when the data fields have been completed, they will change colors.

- Click Next
- Enter Project Description (what you are permitting)
- Click Next



- Enter any missing fields in owner information. This information will populate your permit application.

Note – If the names do not match who you are in contract with, you will update this information and provide proof for the change in ownership. (recorded warranty deed , property appraiser printout)

- Click Next

- Enter any missing information on the applicant info tab.

Note – as you go through the tabs, any items with the red asterisk requires data.

Home **Data Items** i

SMITH

Location Addr Description **Owner Info** Applicant Info Dimensions / Values

Owner Name * Owner Phone * Owner Email

Address Line 1 *

Address Line 2

City * State * Zip *

← BACK Save Next > Denotes a required field
Red tabs have incomplete data
2.0.0.1598

Home **Data Items** i

SMITH

Location Addr Description Owner Info **Applicant Info** Dimensions / Values

Applicant Info Contractor

Applicant Name * Applicant Phone * Applicant Email *

← BACK Save Finish Denotes a required field
Red tabs have incomplete data
2.0.0.1598

Various permit types will require detailed square footage to be added. The screen to the right will appear if yours does NOT require detailed information for square footage.

- Enter any field required with a red asterisk
- Click Save

You will be brought back to the home screen. Any packets you are currently working on will be identified

(please scroll to slide #20)

User Simone Kenny - Contractor

Packet	Name	Status	Description	Subs	Expires / Info
8201	FLAGLER	PENDING	BOATHOUSE CONTRACTOR	0	06/25/2022
8199	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8200	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022

	Attachments	Data	CheckList
Completed	0	14	0
Required	3	14	0
Percent		100	0

View Options...

0/3

New Edit Delete Attachments Data CheckList Review... Subcontractors Rejection Comments Permit

2.0.0.159R

IF your permit requires specific square footage to be entered , the screen to the right will appear

- Click 'enter required sq. ft. values'

Home **Project Square Footage** i

TESTSUBMITTAL1

DESCRIPTION	QTY	LIVING AREA
-------------	-----	-------------

Living SqFt 0 Non-Living SqFt 0 Total SqFt 0

← BACK Edit... Add... Delete

2.0.0.159R

- Click 'add'

Home **Data Items** i

TESTSUBMITTAL1

Location Addr Description Owner Info Applicant Info Dimensions / Values

Livable Sq Ft	Buildings	Fixts Drains Traps *	Alum Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Livable Sq Ft	Total Building Sq Ft	Mechanical Tons *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Sq Ft *	Total Impervious Sq Ft	LP Gas Outlets	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Job Value *	Sgl Phase Amps *	Roof Cost *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Enter Required SqFt Values

← BACK Save Next > Denotes a required field
Red tabs have incomplete data

2.0.0.159R

- Choose the square footage type from the selections
- Enter the square foot amount in Qty
- Click Save

Select Square Footage type

-- No Selection --

Qty

Living Space

Cancel Save

Select Square Footage type

-- No Selection --

-- No Selection --

ALUMINUM ENCLOSURE (SCREEN ROOF)

COMMERCIAL SQUARE FOOTAGE

CONDITIONED SPACE

ENCLOSE EXISTING PORCH TO LIVING GARAGE

OPENED PORCH (WITH ROOF)

PATIO/DECK (NO ROOF)

SCREEN PORCH (SOLID ROOF)

Select Square Footage type

CONDITIONED SPACE

Qty

2,301

Living Space

Cancel Save

- Once you have entered your square footage and click save, you will see this screen.

- Click the BACK button when finished.

- Enter the Job Value

- Click Finish

Home **Data Items** TESTSUBMITTAL1

Location Addr Description Owner Info Applicant Info **Dimensions / Values**

Livable Sq Ft Buildings Fixts Drains Traps * Alum Cost
1750

Non-Livable Sq Ft Total Building Sq Ft Mechanical Tons *
450

Total Sq Ft * Total Impervious Sq Ft LP Gas Outlets
2200

Job Value * Sgl Phase Amps * Roof Cost *
[] [] []

Enter Required SqFt Values

BACK Save Denotes a required field Red tabs have incomplete data 2.0.0.162R

Home **Project Square Footage** TESTSUBMITTAL1

DESCRIPTION	QTY	LIVING AREA
CONDITIONED SPACE	1,750	Y
OPENED PORCH	450	N

Living SqFt **1,750** Non-Living SqFt **450** Total SqFt **2,200**

BACK Edit... Add... Delete 2.0.0.162R

You will be brought back to the home screen with the packet you area working on highlighted.

Upload your attachments/documents/plans

- Click Attachments

User Simone Kenny - Contractor

Packet List	Permit List	Scheduled Inspections			
Packet	Name	Status	Description	Subs	Expires / Info
8201	FLAGLER	PENDING	BOATHOUSE CONTRACTOR	0	06/25/2022
8199	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8200	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022

	Attachments	Data	CheckList
Completed	0	14	0
Required	3	14	0
Percent		100	0

[View Options...](#)

New Edit Delete Attachments **0/3** Data Checklist Review... Subcontractors Rejection Comments Permit

2.0.0.1598

- Click the document type you wish to upload
- Click upload - locate your document on your device
- Click Save
- Repeat process for each document type

Note – this will take you to your PC to select your file. If you have more than one file that falls under the same category (i.e. plans), you may upload them all at once by holding the Ctrl key and choosing your files before uploading.

The screenshot shows the 'Attachments' page for the 'FLAGLER' project. The page has a green header with 'Home' and 'Attachments' labels, and a 'List Attachments' link. Below the header, it says 'Highlighted Items Indicate Attachments have Mark-Ups.' There is a table with columns: Description, Status, File Name, and Version. The table lists several document types, with 'CONSTRUCTION DRAWINGS' highlighted in blue and marked as 'REQUIRED'. Other items include 'DEP AND/OR ARMY CORP PERMIT', 'LONGSHORE AND HARBOR NOTICE', 'NOTICE OF COMMENCEMENT - CERTIFIED & RECORDED', 'NOTICE OF COMMENCEMENT - UNCERTIFIED OR AFFIDAVIT', 'RECORDED DEED/PROOF OWNERSHIP', 'SITE PLAN', and 'Select to Upload a User File'. At the bottom, there is a green bar with a 'BACK' button, a red arrow pointing to an 'Upload...' button, and other buttons for 'Download', 'Delete', and 'Finished'. A version number '2.0.0.1598' is visible in the bottom right corner.

Description	Status	File Name	Version
<input checked="" type="checkbox"/> CONSTRUCTION DRAWINGS	REQUIRED		
<input type="checkbox"/> DEP AND/OR ARMY CORP PERMIT	OPTIONAL		
<input type="checkbox"/> LONGSHORE AND HARBOR NOTICE	REQUIRED		
<input type="checkbox"/> NOTICE OF COMMENCEMENT - CERTIFIED & RECORDED	OPTIONAL		
<input type="checkbox"/> NOTICE OF COMMENCEMENT - UNCERTIFIED OR AFFIDAVIT	OPTIONAL		
<input type="checkbox"/> RECORDED DEED/PROOF OWNERSHIP	REQUIRED		
<input type="checkbox"/> SITE PLAN	OPTIONAL		
<input type="checkbox"/> Select to Upload a User File			

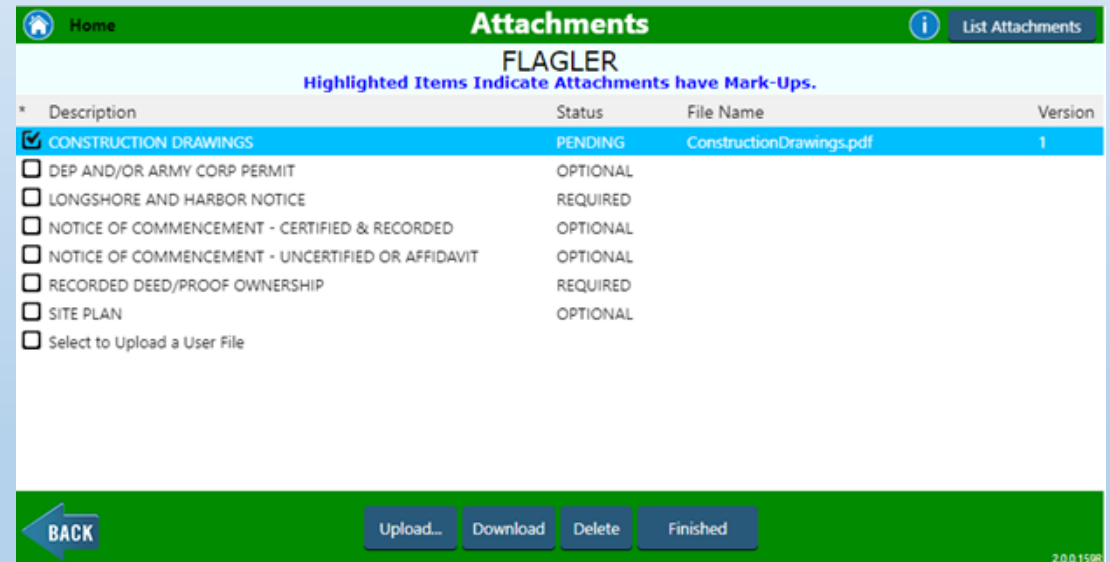
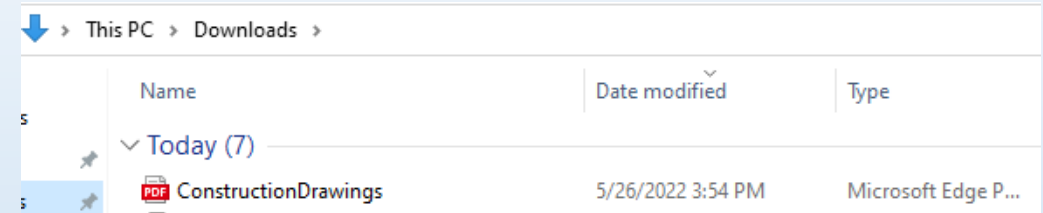
The screenshot shows the same 'Attachments' page as above, but with a modal dialog box open. The dialog box has a title bar with 'Attachment Type' and a dropdown menu set to 'CONSTRUCTION DRAWINGS'. Below the dropdown, there is a red button that says 'Click to upload files or drag files to this window.' At the bottom of the dialog, it says 'Only PDF files are accepted at this time.' and a 'Close' button. The background page is dimmed.

- Choose your file
- You will go through the same process to upload into each category.

Note – Refer to the submittal requirements document on the portal page for the naming convention guidelines.

- Click Finished or back.

Note – you can delete any files before the actual permit has been created.



The home page will provide you an overview of your requirements. The example shown here indicates that 100% of the attachments and data fields have been completed. If they were not, the percent would be less than 100 and you will see red oval indicators on the attachments / data buttons.

Subcontractors

If your project requires subcontractor

- click the Subcontractor button
- Click Add

Packet	Name	Status	Description	Subs	Expires / Info
8201	FLAGLER	PENDING	BOATHOUSE CONTRACTOR	0	06/25/2022
8199	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8200	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022

	Attachments	Data	CheckList
Completed	3	14	0
Required	3	14	0
Percent	100	100	0

DBA	Inspection Class	State #	County #
-----	------------------	---------	----------

- Enter the DBA or license number
- Click and Select
- Enter inspection class (elec, mech, plumb, etc)

- Click Save
- Click Add to add/delete
- When completed, click back

The screenshot shows a web application interface for adding a new subcontractor. The title bar is green with 'Home' on the left and 'Subcontractor Detail' on the right. Below the title bar, the page title is 'New Subcontractor'. The form contains the following fields and controls:

- Contractor DBA:** A text input field containing '8TRIDENT ELECTRIC LLC'.
- State License Number:** A text input field containing 'EC13005216'.
- Lookup:** A blue button next to the State License Number field.
- Dropdown Menu:** A dropdown menu showing '-- No Selection --' and '8TRIDENT ELECTRIC LLC - CANCEL - EC13005216 -'.
- Inspection Class:** A dropdown menu with 'ELECTRIC' selected.
- Qualifier Name:** A label with a 'Select' button below it.

At the bottom of the form, there is a green bar containing a blue 'BACK' button with a left-pointing arrow and a blue 'Save' button. The version number '2.0.0.1598' is visible in the bottom right corner.

The screenshot shows a web application interface for viewing a list of subcontractors. The title bar is green with 'Home' on the left and 'Subcontractor List' on the right. Below the title bar, the page title is 'FLAGLER'. The table below has the following structure:

DBA	Inspection Class	State #	County #
8TRIDENT ELECTRIC LLC	ELECTRIC	EC13005216	

Below the table, the text 'ELECTRICAL CONTRACTOR CERTIFIED' is displayed. At the bottom of the page, there is a green bar containing a blue 'BACK' button with a left-pointing arrow and three blue buttons: 'Edit...', 'Add...', and 'Delete'. The version number '2.0.0.1598' is visible in the bottom right corner.

Back to the Home Screen, you will see the red Submit Button. This button does not appear unless all the minimum requirements have been met.

- **Click Submit**

A system generated permit application will appear for you to ensure all the information is correct and the license holder to sign the application.

The screenshot shows a web interface for signing a permit application. At the top, there is a green header with a home icon, the word 'Home', and the title 'Signature'. Below the header, the document title is 'PERMIT APPLICATION - Document 1 of 1'. The form contains the following text: 'IS SIGNING AS: CONTRACTOR OWNER* (Check one)'. Below this, it says 'State of FL' and 'County of FLAGLER'. A note in the center reads: '*To qualify as an owner/builder, the owner of the property must personally appear at Central Permitting and sign this application. (FS §489.103.7b)'. At the bottom, there is a 'Page 2 of 2 Rev. 03/15' and a green footer with a 'BACK' button, a 'Click here to sign' button, an 'OK' button, and a 'Print' button. The version number '2.0.0.1628' is visible in the bottom right corner.

- **Click 'Click here to sign'**

The screenshot shows a user dashboard for 'User Simone Kenny - Contractor'. At the top, there is a green header with a 'Refresh' button, the word 'Home', and several utility icons. Below the header, there are tabs for 'Packet List', 'Permit List', and 'Scheduled Inspections'. The main content is a table with the following data:

Packet	Name	Status	Description	Subs	Expires / Info
8201	FLAGLER	PENDING	BOATHOUSE CONTRACTOR	1	06/25/2022
8199	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8200	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022

Below the table, there is a summary box with the following data:

	Attachments	Data	CheckList
Completed	3	14	0
Required	3	14	0
Percent	100	100	0

At the bottom, there is a green footer with a 'View Options...' button and a row of buttons: 'New', 'Edit', 'Delete', 'Attachments', 'Data', 'CheckList', 'SUBMIT' (highlighted in red), 'Subcontractors', 'Rejection Comments', and 'Permit'. The version number '2.0.0.1598' is visible in the bottom right corner.

The license holder is required to sign the application digitally.

- Click OK

Home **Signature** ⓘ

PERMIT APPLICATION - Document 1 of 1

IS SIGNING AS: CONTRACTOR OWNER* (Check one)

State of FL County of FLAGLER

***To qualify as an owner/builder, the owner of the property must per
Central Permitting and sign this application. (FS §489.103.7b)**

Page 2 of 2 Rev. 03/15

← BACK Click here to sign OK Print

By entering my name and clicking Save, I understand that I am digitally signing this document.

Digital Signature
Brandon Berry

OK Cancel

The application will appear with your signature

- Click OK

You will see confirmation your packet has been sent.

- Click OK

The screenshot shows a web application interface for a permit application. At the top, there is a green header with a 'Home' icon and the word 'Signature'. Below the header, the page title is 'PERMIT APPLICATION - Document 1 of 1'. The main content area contains the text 'the standards of all laws regulating construction in this jurisdiction.' followed by a bold warning: 'FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS'. Below this, there are two signature lines, both filled with 'BRANDON BERRY'. The first is labeled '(Signature)' and the second is labeled '(Printed Name)'. Underneath, there is a section for 'IS SIGNING AS:' with two radio buttons: 'CONTRACTOR' (which is checked) and 'OWNER*' (which is unchecked). To the right of these buttons is the text '(Check one)'. Below that, there are fields for 'State of FL' and 'County of FLAGLER'. At the bottom of the page, there is a green navigation bar with a 'BACK' button, a 'Click here to sign' button, an 'OK' button, and a 'Print' button. The version number '2.0.0.162R' is visible in the bottom right corner.

This screenshot is identical to the one above, but it includes a modal dialog box in the center-right of the page. The dialog box has a white background and a thin border. It contains the text 'Your packet has been successfully submitted.' and an 'OK' button in the bottom right corner. The rest of the page content, including the signature lines, radio buttons, and navigation bar, remains the same as in the previous screenshot.

How to Correct a Rejected Packet

If the email created with the account differs from the permitting database, an email will be sent to the applicant making them aware a permit application was submitted using their license number.

If your packet is rejected, you will receive an email outlining the requirements.

- **Log back into the portal to make corrections and resubmit.**

From: NOTIFICATION USER - AUTOMATED

Date: April 26, 2022 at 11:09:23 AM EDT

To:

Subject: eMail Alert from Notification System for bberry@flaglercounty.gov;

Reply-To:

Flagler County|Automated Online Submission Notification

You submitted Packet # 65589, of type: COMMERCIAL BUILDING - CONTRACTOR

Packet Name: TEST123333

at Location:

The packet requires changes and resubmission for the following reason(s):

- 1) Site plan is distorted and cannot be scaled;
- 2) Survey lacks a digital seal.

- Highlight the rejected packet
- Click Rejection Comments to review them.

The screenshot shows a software interface for a contractor user, "User Simone Kenny - Contractor". The interface includes a navigation bar with "Refresh" and "Home" buttons, and a set of icons for notifications, power, user profile, information, and accessibility. Below the navigation bar, there are three tabs: "Packet List" (selected), "Permit List", and "Scheduled Inspections".

Packet	Name	Status	Description	Subs	Expires / Info
8202	AMY	CHECKED OUT	ACCESSORY STRUCTURE - CONTRACTOR	0	07/02/2022
8201	FLAGLER	PENDING	BOATHOUSE CONTRACTOR	0	06/25/2022
8199	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8200	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8210	TEST123	PENDING	SINGLE FAMILY RESIDENCE -	0	07/03/2022
8208	TESTPACKET1	PENDING	SINGLE FAMILY RESIDENCE -	0	07/03/2022
8209	TESTSUBMITTAL1	PENDING	ACCESSORY STRUCTURE - CONTRACTOR	0	07/03/2022

Below the table, there is a summary table with a yellow background:

	Attachments	Data	CheckList
Completed	12	22	0
Required	12	22	0
Percent	100	100	0

To the right of the summary table is a "View Options..." button. At the bottom of the interface, there is a navigation bar with buttons for "New", "Edit", "Delete", "Attachments", "Data", "CheckList", "SUBMIT", "Subcontractors", and "Rejection Comments". A red arrow points from the "Rejection Comments" button to the "8210" row in the table above.

2.0.0.162R

- Click Attachments – upload additional documents
- Click Data – correct data for application
- Click Subcontractors – add / delete a subcontractor
- Click Submit - a new application for signature will be generated

Home Refresh

User Simone Kenny - Contractor

Packet	Name	Status	Description	Subs	Expires / Info
8202	AMY	CHECKED OUT	ACCESSORY STRUCTURE - CONTRACTOR	0	07/02/2022
8201	FLAGLER	PENDING	BOATHOUSE CONTRACTOR	0	06/25/2022
8199	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8200	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8210	TEST123	PENDING	SINGLE FAMILY RESIDENCE -	0	07/03/2022
8208	TESTPACKET1	PENDING	SINGLE FAMILY RESIDENCE -	0	07/03/2022
8209	TESTSUBMITTAL1	PENDING	ACCESSORY STRUCTURE - CONTRACTOR	0	07/03/2022

	Attachments	Data	CheckList
Completed	12	22	0
Required	12	22	0
Percent	100	100	0

View Options...

New Edit Delete Attachments Data CheckList **SUBMIT** Subcontractors Rejection Comments Permit

2.0.0.162R

Signature

PERMIT APPLICATION - Document 1 of 1

IS SIGNING AS: CONTRACTOR OWNER* (Check one)

State of FL County of FLAGLER

*To qualify as an owner/builder, the owner of the property must per Central Permitting and sign this application. (FS §489.103.7b)

Page 2 of 2 Rev. 03/15

BACK Click here to sign OK Print

By entering my name and clicking Save, I understand that I am digitally signing this document.

Digital Signature
Brandon Berry

OK Cancel

- Click OK

The screenshot shows a web application interface for a permit application. At the top, there is a green header bar with a home icon, the word "Home", the title "Signature", and an information icon. Below the header, the page title is "PERMIT APPLICATION - Document 1 of 1". A line of text reads "the standards of all laws regulating construction in this jurisdiction." Below this is a bolded warning: "FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS". The form contains two signature lines, both filled with "BRANDON BERRY". The first is labeled "(Signature)" and the second "(Printed Name)". Below the signature lines, there is a section for "IS SIGNING AS:" with two radio buttons: "CONTRACTOR" (checked) and "OWNER*" (unchecked), with "(Check one)" to the right. Below that, the "State of" is "FL" and the "County of" is "FLAGLER". A grey dialog box with a white background and a grey border is overlaid on the right side of the form, containing the text "Your packet has been successfully submitted." and an "OK" button. At the bottom of the page, there is a green footer bar with a "BACK" button, a "Click here to sign" button, an "OK" button, and a "Print" button. The version number "2.0.0.1628" is visible in the bottom right corner of the footer bar.

Status of packets

Submit – sent to Building Division

Pending – waiting for applicant

When the packet has been accepted, a permit application has been created, you will no longer see the packet in your packet list, but it will now appear in the “permit list”

Refresh Home

User Simone Kenny - Contractor

Packet List	Permit List	Scheduled Inspections			
Number	Status	Description	Cert	Address	Review Status
202200079	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	IN REVIEW
202200078	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	IN REVIEW
202200077	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	NO REVIEWS
202200076	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	NO REVIEWS
202200075	APPLY	BUILDING RESIDENTIAL -SINGLE	291	41 CAPTAINS WALK	IN REVIEW
202200074	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	
202200071	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	IN REVIEW
202200070	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	PENDING

🔍 View Options...

Permit
2.0.0.162R

Refresh Home

User Simone Kenny - Contractor

Packet List	Permit List	Scheduled Inspections			
Packet	Name	Status	Description	Subs	Expires / Info
8202	AMY	CHECKED OUT	ACCESSORY STRUCTURE - CONTRACTOR	0	07/02/2022
8201	FLAGLER	PENDING	BOATHOUSE CONTRACTOR	0	06/25/2022
8199	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8200	SMITH	PENDING	WATER HEATER - BY CONTRACTOR	0	06/25/2022
8210	TEST123	PENDING	SINGLE FAMILY RESIDENCE -	0	07/03/2022
8208	TESTPACKET1	PENDING	SINGLE FAMILY RESIDENCE -	0	07/03/2022
8209	TESTSUBMITTAL1	PENDING	ACCESSORY STRUCTURE - CONTRACTOR	0	07/03/2022

	Attachments	Data	CheckList
Completed	12	22	0
Required	12	22	0
Percent	100	100	0

View Options...

New
Edit
Delete
Attachments
Data
CheckList
SUBMIT
Subcontractors
Rejection Comments
Permit
2.0.0.162R

How to View Current Application Status

To follow along and view information for your permit, double click on the permit in your permit list.

Permit Details

Permit # 202200071 Permit Status: APPLY
Orig Permit # Review Status: IN REVIEW
Type: BR BUILDING RESIDENTIAL -SINGLE FAMILY
Owner: THIS IS A TEST RECORD
Address: 1234 DUMMY AVE , FL
DBA: BEMBRY CONSTRUCTION
Job Desc: 3500 SQ FT SFR WITH ROW

Issued Date: Expiration Date: 11/29/2022
Last Inspection Request: Last Inspection Result:
NOC Status / Recorded Date:

Print Permit
Print Job Card / History
Upload Revisions/Corrections/Documents

BACK Plan Reviews 0/3 Attachments 1 Fees 0/0 Inspections 25 Subs 0 COs 0 Pictures 0 Letters 0 Map Location

1.1.0.197R

View Plan Review /Comments

- **Click Plan Review**
- **Click through the different plan reviews to view any remarks/comments for each**
- **The original HOLD status will remain but be overridden when a complete review has been entered for the same Review Department (the HOLD status retains the history of the review, so it is not removed)**

Home **Plan Reviews for Permit # 202200071** Plan Review Report

Review Department	Rev #	Status	In Date	Out Date	Due By	Release User
BUILDING DEPARTMENT (386-313-4003)		HOLD	6/2/2022	6/3/2022	6/2/2022	
DEVELOPMENT ENGINEERING (386-313-4082)		HOLD	6/2/2022	6/3/2022	7/15/2022	
ZONING (386-313-4009)		COMPLETE	6/2/2022	6/3/2022	7/15/2022	BRANDON BERRY
BUILDING DEPARTMENT (386-313-4003)		PENDING				
DEVELOPMENT ENGINEERING (386-313-4082)		PENDING				

Remarks

Held By: BRANDON BERRY - -
Provide product approvals for windows and doors.

1.1.0.197R

How to Upload Revisions/Corrections

Note – revisions and corrections cannot be upload during a review cycle. Once all reviews have been completed, you will be able to upload additional information.

- Click Submit Revision/Correction
- Click Upload Revisions/Corrections
 - Same process as when submitting a packet.

Note – a revision sheet will be automatically generated, no need to upload one.

- Click Submit when you are completed.

Permit Details

Permit # 202200071 Permit Status: APPLY
Orig Permit # Review Status: AWAIT CORR
Type: BR BUILDING RESIDENTIAL - SINGLE FAMILY
Owner: THIS IS A TEST RECORD
Address: 1234 DUMMY AVE , FL
DBA: BEMBRY CONSTRUCTION
Job Desc: 3500 SQ FT SFR WITH ROW

Print Permit
Print Job Card / History
Issued Date:
Expiration Date: 11/29/2022
Last Inspection Request:
Last Inspection Result:
NOC Status / Recorded Date:

Upload Revisions/Corrections/Documents

BACK Plan Reviews 2/5 Attachments 1 Fees 0/0 Inspections 25 Subs 0 COs 0 Pictures 0 Letters 0 Map Location 1.1.0.197R

Attachments for Permit 202200071

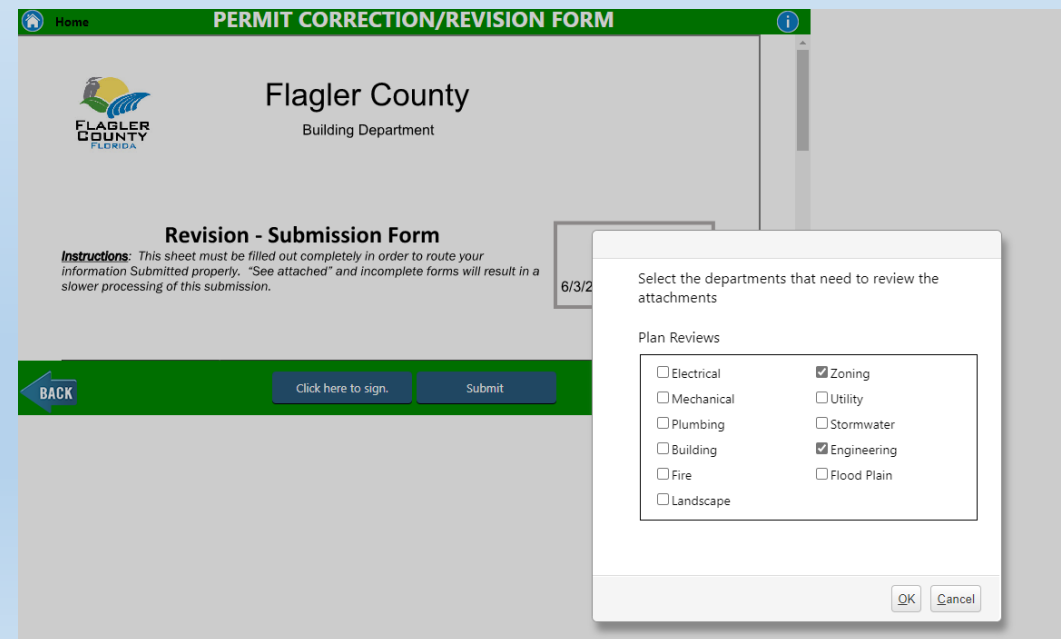
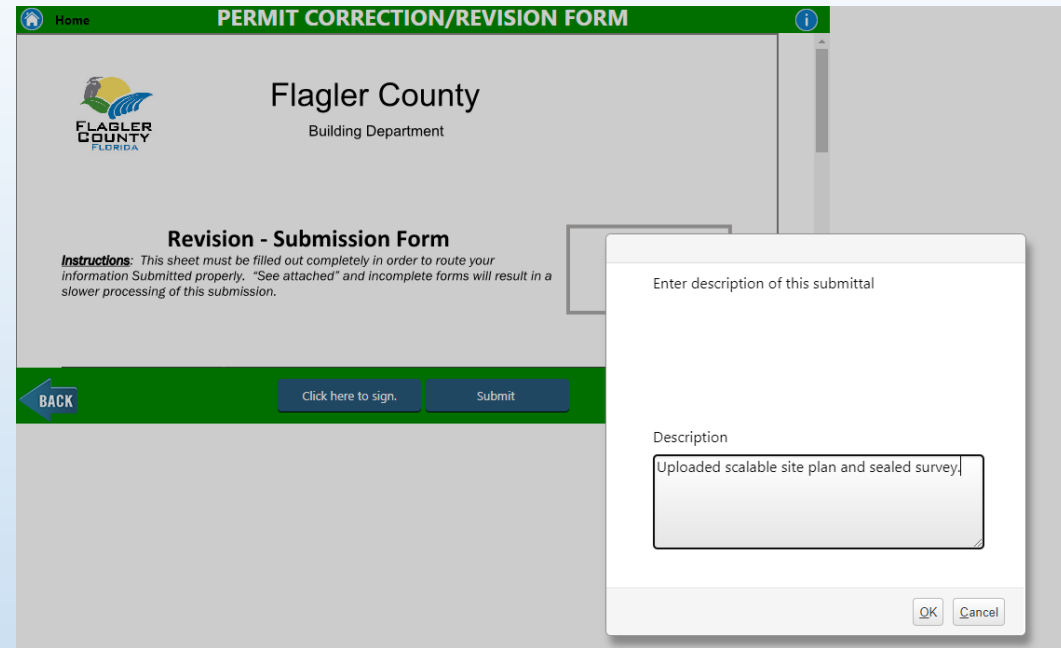
Upload new attachments to start a revision or correction.
Highlighted Items Indicate Attachments have Mark-Ups.

Description	Status	File Name	Upload Date
SURVEY	PENDING	bbf192de-2e6f-4dd1-96b5-65f567d5e65f.pdf	6/3/2022 2:57:59 PM
CIVIL PLANS	ACCEPTED	Site Plan Example.pdf	6/2/2022 9:55:52 AM

Sorting: UPLOAD DATE (Descending)

BACK Upload Revisions/Corrections/Documents View Download Delete Submit 1.1.0.197R

- Click Submit when you are completed.
- Enter a detailed description of your submittal
- Select the reviewing departments associated with your submittal.
- Click OK




- Click 'Click Submit'

Note – you will be asked if you are ready to submit, once submitted, you can't make any more changes.

- Click OK

Home **PERMIT CORRECTION/REVISION FORM**

 **Flagler County**
Building Department

Revision - Submission Form

***Instructions:** This sheet must be filled out completely in order to route your information Submitted properly. "See attached" and incomplete forms will result in a slower processing of this submission.*

Received
6/3/2022 3:06:01 PM

BACK Click here to sign. Submit 1.1.0.197R

3 Have you uploaded all the documents for this revision and ready to submit?
No changes or uploads can be made after submit!

OK Cancel

3 Submission completed!

OK Cancel

You will see the review status of the permit has changed.

Notes:

Status – status of the permit

Review Status – current status of plan reviews.

In Review Status – when the plan reviewer has ‘checked out’ the plan review and is currently reviewing it.

The screenshot shows a web application interface with a green header bar containing a 'Refresh' button, the word 'Home', and several utility icons. Below the header, the user is identified as 'User Simone Kenny - Contractor'. There are three tabs: 'Packet List', 'Permit List', and 'Scheduled Inspections'. The 'Permit List' tab is active, displaying a table with the following data:

Number	Status	Description	Cert	Address	Review Status
202200079	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	IN REVIEW
202200078	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	IN REVIEW
202200077	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	NO REVIEWS
202200076	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	NO REVIEWS
202200075	APPLY	BUILDING RESIDENTIAL -SINGLE	291	41 CAPTAINS WALK	IN REVIEW
202200074	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	
202200071	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	SUBMITTED
202200070	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	PENDING

Below the table is a search bar with the placeholder text 'Permit #, Desc, Parcel ID, or Address' and a magnifying glass icon. To the right of the search bar is a 'View Options...' button. At the bottom right of the interface is a 'Permit' button. The version number '2.0.0.162R' is visible in the bottom right corner.

How to Make a Payment Online

- Click Fees button
- Select and Pay Pending Fees

Please note – the credit card processing company will assess a 2.95% fee of the total amount due for all online payments.

Fee Code	Fee Description	Amount Due	Amount Paid	Status	Date Paid
CONC	CONCURRENCY DETER. SF/DUPLEX	\$15.00		PENDING	
D-INTAKE	DEV SVC INTAKE FEE	\$20.00		PENDING	
E-FNSURVEY	FOUNDATION SURVEY REVIEW	\$35.00		PENDING	
E-FSR	SITE PLAN /FINAL SURVEY REVIEW	\$125.00		PENDING	
E-REDI	ENG - RESIDENTIAL DW INSPECTIO	\$50.00		PENDING	
E-REDW	ENG - RESIDENTIAL DRIVEWAY FEE	\$30.00		PENDING	
E-RES	ENG- RESIDENTIAL PERMIT REVIEW	\$75.00		PENDING	
EF-SFD	ED FAC I.F. - SFD	\$3,492.00		PENDING	
EF-SFDA	ED FAC I.F. - SFD ADMIN	\$108.00		PENDING	
EMR-SF	EMS IMP FEE - SF	\$60.14		PENDING	
EMR-SFA	EMS IMP FEE - SF ADMIN	\$1.86		PENDING	
FRR-SF	FIRE RESCUE IMP FEE - SF	\$715.86		PENDING	
FRR-SFA	FIRE RESCUE IMP FEE - SF ADMIN	\$22.14		PENDING	
LBR-SF	LIBRARY IMP FEES - SF	\$259.96		PENDING	

Making a payment online

- Choose Select All
- Click Update Shopping Cart

Home Pay for Permit # 202200071

DO NOT PAY FEE SELECT ALL UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
CONC		\$15.00	PENDING	YES
D-INTAKE		\$20.00	PENDING	YES
E-FNSURVEY		\$35.00	PENDING	YES
E-FSR		\$125.00	PENDING	YES
E-REDI		\$50.00	PENDING	YES
E-REDW		\$30.00	PENDING	YES
E-RES		\$75.00	PENDING	YES
EF-SFD		\$3,492.00	PENDING	YES
EF-SFDA		\$108.00	PENDING	YES
EMR-SF		\$60.14	PENDING	YES
EMR-SFA		\$1.86	PENDING	YES
FRR-SF		\$715.86	PENDING	YES

BACK Update Shopping Cart

TOTAL PENDING \$5,336.00
SELECT PENDING \$5,336.00
1.1.0.197R

Home Pay for Permit # 202200071

DO NOT PAY FEE SELECT ALL UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
CONC		\$15.00	PENDING	YES
D-INTAKE		\$20.00	PENDING	YES
E-FNSURVEY		\$35.00	PENDING	YES
E-FSR		\$125.00	PENDING	YES
E-REDI		\$50.00	PENDING	YES
E-REDW		\$30.00	PENDING	YES
E-RES		\$75.00	PENDING	YES
EF-SFD		\$3,492.00	PENDING	YES
EF-SFDA		\$108.00	PENDING	YES
EMR-SF		\$60.14	PENDING	YES
EMR-SFA		\$1.86	PENDING	YES
FRR-SF		\$715.86	PENDING	YES

Selected Fees have been added to your shopping Cart. Click the cart icon to make your payment.

OK

BACK Update Shopping Cart

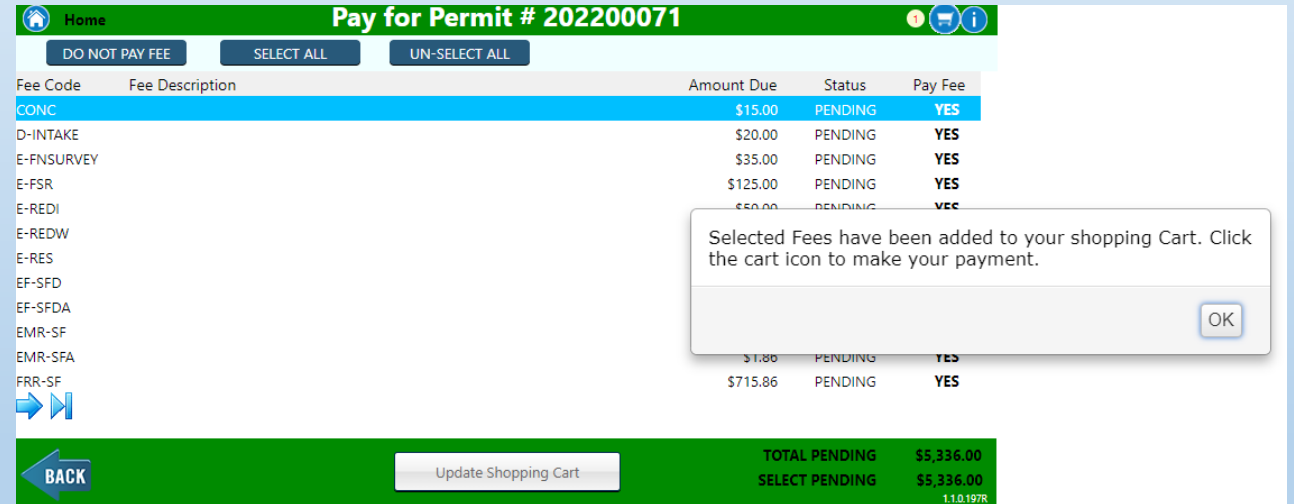
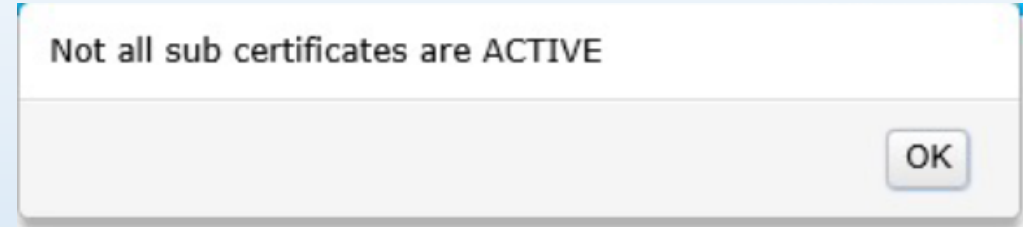
TOTAL PENDING \$5,336.00
SELECT PENDING \$5,336.00
1.1.0.197R

Making a payment online

Note - If you receive this message, not all of your subcontractors are active and need to provide updated information to the Building Division.

If you don't receive any messages, you will see your fees added to the cart.

- **Click the shopping cart**



Home Pay for Permit # 202200071

DO NOT PAY FEE SELECT ALL UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
CONC		\$15.00	PENDING	YES
D-INTAKE		\$20.00	PENDING	YES
E-FNSURVEY		\$35.00	PENDING	YES
E-FSR		\$125.00	PENDING	YES
E-REDI		\$50.00	PENDING	YES
E-REDW				
E-RES				
EF-SFD				
EF-SFDA				
EMR-SF		\$1.86	PENDING	YES
EMR-SFA		\$715.86	PENDING	YES
FRR-SF				

Selected Fees have been added to your shopping Cart. Click the cart icon to make your payment.

OK

BACK Update Shopping Cart

TOTAL PENDING \$5,336.00
SELECT PENDING \$5,336.00
1.10.197R

Making a payment online

- **Click Pay by Credit.**

Note – if you have an Escrow account with Flagler County Growth Management, you may pay by clicking 'Pay by Debit Acct'. You will need your Escrow account password to do this.

- **Click continue**

- *Please note – the credit card processing company will assess a 2.95% fee of the total amount due for all online payments.*

My Cart - Simone Kenny ⓘ

Items: 1 - Cart Total: \$5,336.00

Item Type	Item Reference	Status	Fees	Total Fees	Line Description	Status	Fee
Permit	202200071	PENDING	21	\$5,336.00	1 CONCURRENCY DETER.	PENDING	\$15.00
					2 DEV SVC INTAKE FEE	PENDING	\$20.00
					3 FOUNDATION SURVEY REVIEW	PENDING	\$35.00
					4 SITE PLAN /FINAL SURVEY	PENDING	\$125.00
					5 ENG - RESIDENTIAL DW	PENDING	\$50.00
					6 ENG - RESIDENTIAL DRIVEWAY	PENDING	\$30.00
					7 ENG- RESIDENTIAL PERMIT	PENDING	\$75.00
					8 ED FAC I.F. - SFD	PENDING	\$3,492.00

Cart Total: \$5,336.00 **Item Total:** \$5,336.00

Navigation: BACK | History | Verify Item | Remove Item | Pay by Credit Card | Pay by Debit Acct

1.0.0.0R

My Cart - Simone Kenny ⓘ

Items: 1 - Cart Total: \$5,336.00

Item Type	Item Reference	Status	Fees	Total Fees	Line Description	Status	Fee
Permit	202200071	PENDING	21	\$5,336.00	1 CONCURRENCY DETER.	PENDING	\$15.00
					2 DEV SVC INTAKE FEE	PENDING	\$20.00
					3 FOUNDATION SURVEY REVIEW	PENDING	\$35.00
					4 SITE PLAN /FINAL SURVEY	PENDING	\$125.00
					5 ENG - RESIDENTIAL DW	PENDING	\$50.00
					6 ENG - RESIDENTIAL DRIVEWAY	PENDING	\$30.00
					7 ENG- RESIDENTIAL PERMIT	PENDING	\$75.00
					8 ED FAC I.F. - SFD	PENDING	\$3,492.00

Cart Total: \$5,336.00

Navigation: BACK | History | Verify Item | Remove Item | Pay by Credit Card | Pay by Debit Acct

By clicking Continue, you will be viewing the BridgePay payment page.
If payment confirmation is received at Flagler, this page will indicate a successful payment.

Purchase amount: \$5,336.00. Plus a \$157.41 service fee

Click Continue to proceed, or click Cancel to return.

Continue **Cancel**

Making a payment online

- **Enter the payment information when prompted based on your selection**

You will be able to print a receipt from the payment screen once payment is accepted and processed.

Home **Pay by Credit Card Total \$5,336.00 Plus a \$157.41 Service Fee** ⓘ

DISCOVER MasterCard VISA AMEX

Payment Method:

Card Number:

Exp. Date: /

Security Code: [What is this?](#)

***** SERVICE FEE DISCLAIMER *****

This payment method is subject to a separate **\$ 157.41** service fee paid directly to the merchant provider:
AMS*SERVICE FEE.
***** Service Fees are Non-Refundable *****

Select "**MAKE PAYMENT**" to accept the service fee

BACK Please wait for payment processing to complete after you click **PAY** button.

1.0.0.0R

How to Print Documents

Printing documents for inspections

- Click attachments
- Click download

Permit Details

Permit # 202200071 Permit Status: APPLY
Orig Permit # Review Status: SUBMITTED
Type: BR BUILDING RESIDENTIAL -SINGLE FAMILY
Owner: THIS IS A TEST RECORD
Address: 1234 DUMMY AVE , FL
DBA: BEMBRY CONSTRUCTION
Job Desc: 3500 SQ FT SFR WITH ROW

Issued Date:
Expiration Date: 11/29/2022
Last Inspection Request:
Last Inspection Result:
NOC Status / Recorded Date:

Print Permit
Print Job Card / History
Upload Revisions/Corrections/Documents

BACK Plan Reviews 2/5 Attachments 3 Fees 21/0 Inspections 25 Subs 0 COs 0 Pictures 0 Letters 0 Map Location

Attachments for Permit 202200071

Upload new attachments to start a revision or correction.
Highlighted Items Indicate Attachments have Mark-Ups.

Description	Status	File Name	Upload Date
PERMIT CORRECTION/REVISION FORM	SUBMITTED	SUBMISSION FORM.PDF	6/3/2022 3:09:02 PM
SURVEY	SUBMITTED	bbf192de-2e6f-4dd1-96b5-65f567d5e65f.pdf	6/3/2022 2:57:59 PM
CIVIL PLANS	ACCEPTED	Site Plan Example.pdf	6/2/2022 9:55:52 AM

Sorting: UPLOAD DATE (Descending)

BACK Upload Revisions/Corrections/Documents View Download Delete Submit

Printing documents for inspections

- Click **Select All** to print all
- Hold ctrl key and click to choose the documents to print.
- Click **Begin Download**

The screenshot shows the 'Attachments for Permit 202200071' interface. At the top, there is a green header with 'Home', 'Attachments for Permit 202200071', and 'List Attachments'. Below the header, a blue bar contains buttons for 'Select', 'Select All', 'Deselect All', 'Begin Download', 'Selected Count: 3', and 'Cancel'. A red arrow points to the 'Select All' button. Below this is a table with columns: Description, Status, File Name, and Upload Date. The table contains three rows: 'PERMIT CORRECTION/REVISION FORM' (SUBMITTED, SUBMISSION FORM.PDF, 6/3/2022 3:09:02 PM), 'SURVEY' (SUBMITTED, bbf192de-2e6f-4dd1-96b5-65f567d5e65f.pdf, 6/3/2022 2:57:59 PM), and 'CIVIL PLANS' (ACCEPTED, Site Plan Example.pdf, 6/2/2022 9:55:52 AM). The first two rows are highlighted in purple, and the third is highlighted in pink. At the bottom, there is a green bar with a 'BACK' button, 'Upload Revisions/Corrections/Documents', 'View', 'Download', 'Delete', 'Submit', and a version number '1.1.0.197R'. A sorting dropdown menu is set to 'UPLOAD DATE (Descending)'.

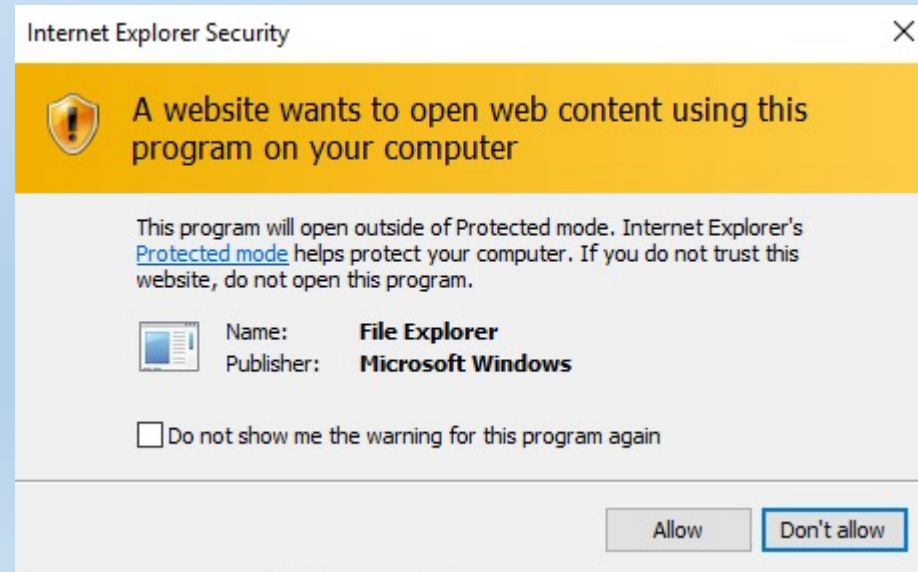
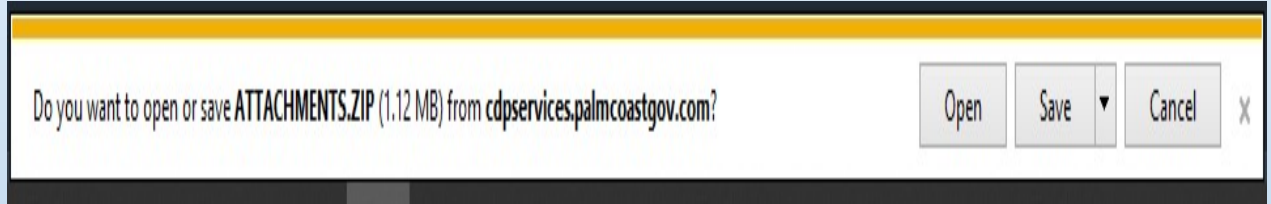
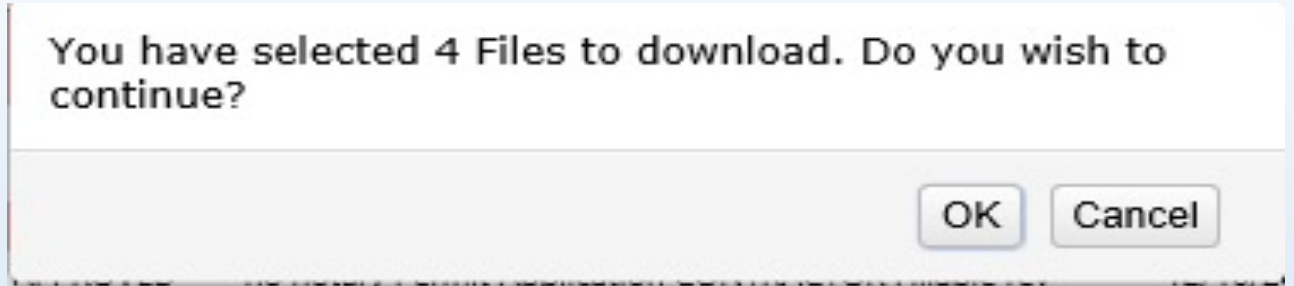
Description	Status	File Name	Upload Date
PERMIT CORRECTION/REVISION FORM	SUBMITTED	SUBMISSION FORM.PDF	6/3/2022 3:09:02 PM
SURVEY	SUBMITTED	bbf192de-2e6f-4dd1-96b5-65f567d5e65f.pdf	6/3/2022 2:57:59 PM
CIVIL PLANS	ACCEPTED	Site Plan Example.pdf	6/2/2022 9:55:52 AM

The screenshot shows the 'Attachments for Permit 202200071' interface. At the top, there is a green header with 'Home', 'Attachments for Permit 202200071', and 'List Attachments'. Below the header, a blue bar contains buttons for 'Select', 'Select All', 'Deselect All', 'Begin Download', 'Selected Count: 0', and 'Cancel'. A red arrow points to the 'Begin Download' button. Below this is a table with columns: Description, Status, File Name, and Upload Date. The table contains three rows: 'PERMIT CORRECTION/REVISION FORM' (SUBMITTED, SUBMISSION FORM.PDF, 6/3/2022 3:09:02 PM), 'SURVEY' (SUBMITTED, bbf192de-2e6f-4dd1-96b5-65f567d5e65f.pdf, 6/3/2022 2:57:59 PM), and 'CIVIL PLANS' (ACCEPTED, Site Plan Example.pdf, 6/2/2022 9:55:52 AM). The first two rows are highlighted in purple, and the third is highlighted in pink. At the bottom, there is a green bar with a 'BACK' button, 'Upload Revisions/Corrections/Documents', 'View', 'Download', 'Delete', 'Submit', and a version number '1.1.0.197R'. A sorting dropdown menu is set to 'UPLOAD DATE (Descending)'.

Description	Status	File Name	Upload Date
PERMIT CORRECTION/REVISION FORM	SUBMITTED	SUBMISSION FORM.PDF	6/3/2022 3:09:02 PM
SURVEY	SUBMITTED	bbf192de-2e6f-4dd1-96b5-65f567d5e65f.pdf	6/3/2022 2:57:59 PM
CIVIL PLANS	ACCEPTED	Site Plan Example.pdf	6/2/2022 9:55:52 AM

Printing documents for inspections

- **Click OK to confirm**
- **Choose open, save, cancel**
- **You may receive a security notification – click allow to continue the download.**



Printing documents for inspections

Permit Detail Page

- Click Print Permit
- Click print Job card

In addition, you can print the certificate of occupancy from this page when it has been issued.

The screenshot shows the 'Permit Details' page for permit # 2020030578. The permit status is 'ISSUED' and the review status is 'SUBMITTED'. The permit type is 'SLRWH' (SOLAR WATER HEATER). The owner is 'PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM'. The address is '1234 PALM COAST SW PKWY, PALM COAST FL'. The DBA is 'BEMBRY CONSTRUCTION'. The job description is 'test'. The issued date is 3/12/2020 and the expiration date is 9/13/2020. There are buttons for 'Print Permit', 'Print Job Card / History', and 'Submit Revision/Correction'. A red arrow points to the 'Print Permit' button. The bottom navigation bar includes 'BACK', 'Plan Reviews (2/5)', 'Attachments (3)', 'Fees (21/0)', 'Inspections (25)', 'Subs (0)', 'COs (0)', 'Pictures (0)', 'Letters (0)', and 'Map Location'. The version number '1.1.0.197R' is visible in the bottom right corner.

This screenshot is identical to the one above, showing the 'Permit Details' page for permit # 2020030578. However, a red arrow points to the 'Inspections' button in the bottom navigation bar, which has a count of 25. The version number '1.1.0.197R' is visible in the bottom right corner.

How to Schedule / Cancel Inspections

Manage/ Schedule Inspections

Schedule an inspection

- Click Inspections
- Click your chosen inspection
- Click Request Selected

Home **Permit Details** i

Permit # 2020030578 Permit Status: ISSUED
Review Status: SUBMITTED Print Permit

Type: SLRWH SOLAR WATER HEATER Print Job Card / History

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM Issued Date: 3/12/2020

Address: 1234 PALM COAST SW PKWY , PALM COAST FL Expiration Date: 9/13/2020

DBA: BEMBRY CONSTRUCTION Last Inspection Request:

Job Desc: test Last Inspection Result:

Submit Revision/Correction

BACK Plan Reviews ^{2/5} Attachments ³ Fees ^{21/0} **Inspections ²⁵** Subs ⁰ COs ⁰ Pictures ⁰ Letters ⁰ Map Location 1.1.0.197R

Home **Inspections for Permit # 202200071** i

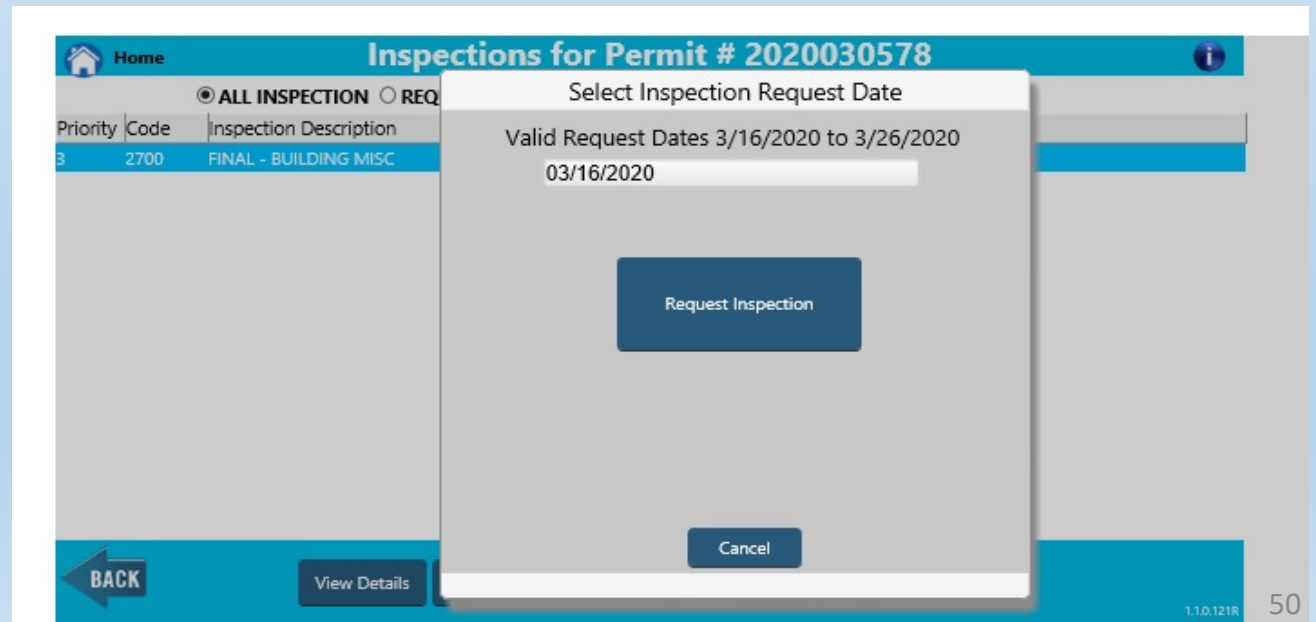
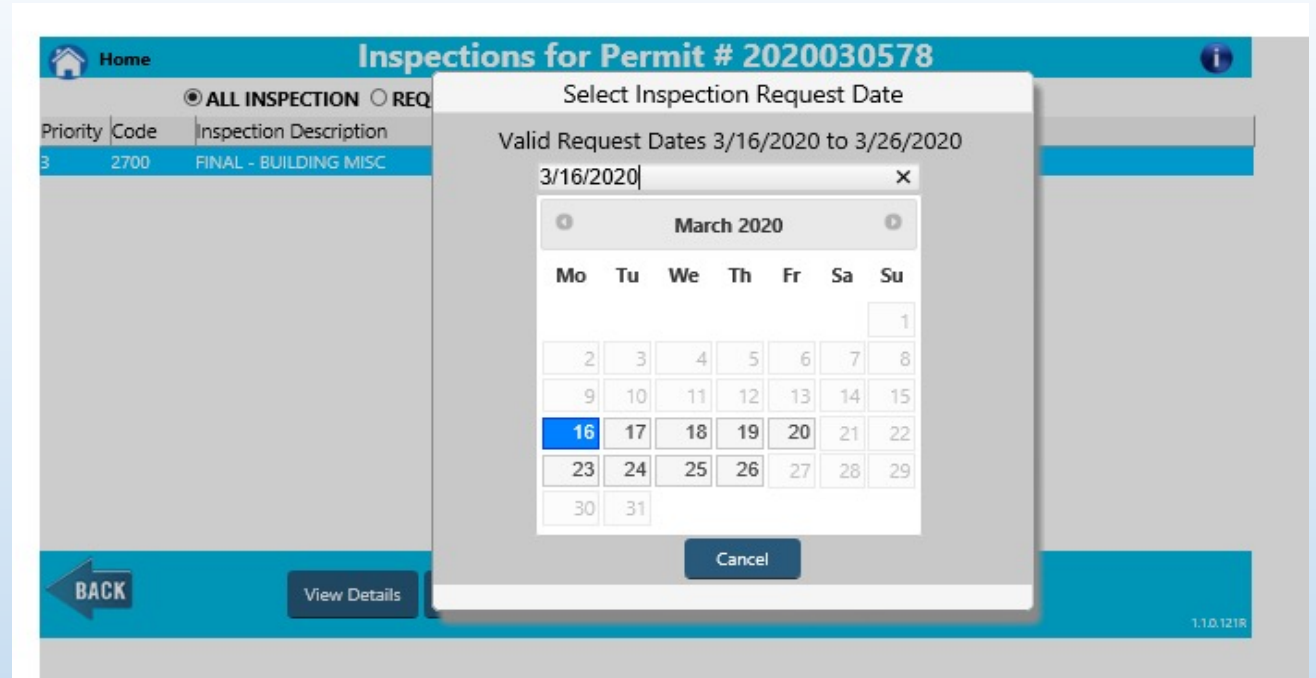
ALL INSPECTION REQUESTED ONLY RESULTED ONLY AVAILABLE TO REQUEST

Priority	Code	Inspection Description	Request Date	AM/PM	Result Date	Result
0	1110	SILT FENCE				
0	2060	PLUMBING 1ST ROUGH				
0	2075	GRAVITY SEWER TEST				
0	2210	MONOLITHIC SLAB				
0	2220	FOUNDATION SURVEY - OFFICE USE ONLY				
0	2230	FOUNDATION SURVEY - OFFICE USE - ZONING				
0	2240	FOUNDATION SURVEY - OFFICE USE - ENGINEERING				
0	2260	LINTEL				
0	2270	POURED CELL				
0	2320	WALL SHEATHING				
0	2330	ROOF SHEATHING				
0	2340	DRY-IN				

BACK View Details Request Selected Cancel Selected Request New 1.1.0.197R

Manage/ Schedule Inspections

- Choose your date
- Click Request Inspection



Manage/ Schedule Inspections

You will see confirmation of your request.

If you do not see the inspection you need

- **Click Request New**

The screenshot shows the 'Inspections for Permit # 202200071' interface. At the top, there is a green header with a home icon, the title 'Inspections for Permit # 202200071', and an information icon. Below the header, there are radio buttons for filter options: 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table displays inspection data:

Priority	Code	Inspection Description	Request Date	Result Date	Result
3	2700	FINAL - BUILDING MISC	3/16/2020		

A modal dialog box is displayed in the center, containing the text 'Inspection (2700) has been requested!' and an 'OK' button. At the bottom of the interface, there is a green bar with a 'BACK' button, 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New' buttons, along with the version number '1.1.0.197R'.

The screenshot shows the 'Inspections for Permit # 202200071' interface. At the top, there is a green header with a home icon, the title 'Inspections for Permit # 202200071', and an information icon. Below the header, there are radio buttons for filter options: 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table displays inspection data:

Priority	Code	Inspection Description	Request Date	Result Date	Result
3	2700	FINAL - BUILDING MISC	3/16/2020		

The row for the inspection with priority 3 and code 2700 is highlighted in blue. At the bottom of the interface, there is a green bar with a 'BACK' button, 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New' buttons, along with the version number '1.1.0.197R'.

Manage/ Schedule Inspections

You will see a list of inspections valid for your permit type.

- Click the one you need
- Click Request Selected
- Choose your date
- Click Request Inspection

Home **Inspections for Permit # 202200071** ⓘ

Select New Inspection, then click "Request Selected" to start request

Code	Inspection Description
2050	DEMOLITION
2210	ELECTRIC FINAL
2700	FINAL - BUILDING MISC
9200	ROW- PROJECT STATUS

BACK Request Selected Cancel New 1.1.0.197R

Home **Inspections for Permit # 202200071** ⓘ

Select New In Select Inspection Request Date

Valid Request Dates 3/16/2020 to 3/26/2020

3/16/2020

Request Inspection

Cancel

BACK 1.1.0.121R

Manage/ Schedule Inspections

You will receive confirmation

Cancel an inspection

- Click inspection to be cancelled
- Click Cancel Selected

The screenshot shows the 'Inspections for Permit # 202200071' interface. At the top, there is a green header with a home icon, the text 'Home', and the title 'Inspections for Permit # 202200071'. Below the header, there are radio buttons for filter options: 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table lists inspections with columns for Priority, Code, Inspection Description, Request Date, Result Date, and Result. The table contains two rows: one for 'ELECTRIC FINAL' (Priority 0, Code 2210, Request Date 3/16/2020) and one for 'FINAL - BUILDING MISC' (Priority 3, Code 2700, Request Date 3/16/2020). A modal dialog box is overlaid on the table, displaying the message 'Inspection (2210) has been added and requested!' and an 'OK' button. At the bottom, there is a green footer bar with a 'BACK' button, 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New' buttons, and the version number '1.1.0.197R'.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC			

The screenshot shows the 'Inspections for Permit # 202200071' interface. At the top, there is a green header with a home icon, the text 'Home', and the title 'Inspections for Permit # 202200071'. Below the header, there are radio buttons for filter options: 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table lists inspections with columns for Priority, Code, Inspection Description, Request Date, Result Date, and Result. The table contains two rows: one for 'ELECTRIC FINAL' (Priority 0, Code 2210, Request Date 3/16/2020) and one for 'FINAL - BUILDING MISC' (Priority 3, Code 2700, Request Date 3/16/2020). The 'FINAL - BUILDING MISC' row is highlighted in blue. At the bottom, there is a green footer bar with a 'BACK' button, 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New' buttons, and the version number '1.1.0.197R'.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC	3/16/2020		

Manage/ Schedule Inspections

You will receive confirmation

- Click Yes
- Click Ok on confirmation

The screenshot shows the 'Inspections for Permit # 202200071' interface. At the top, there is a green header with a home icon, the title 'Inspections for Permit # 202200071', and an information icon. Below the header, there are radio buttons for 'ALL INSPECTION' (selected), 'REQUESTED ONLY', 'RESULTED ONLY', and 'AVAILABLE TO REQUEST'. A table with columns 'Priority', 'Code', 'Inspection Description', 'Request Date', 'Result Date', and 'Result' is visible. A dialog box titled 'Confirm....' is overlaid on the table, asking 'Cancel selected inspection?' with 'Yes' and 'No' buttons. At the bottom, there is a navigation bar with a 'BACK' button, 'View Details', 'Request Selected', 'Cancel Selected', and 'Request New' buttons. The version number '1.1.0.121R' is in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL			
3	2700	FINAL - BUILDING MISC			

The screenshot shows the 'Inspections for Permit # 202200071' interface after a confirmation. The header and radio buttons are the same. The table now has three rows, including the 'ELECTRIC FINAL' row with a 'Request Date' of '3/16/2020'. A dialog box titled 'Inspection request has been cancelled!' is overlaid on the table, with an 'OK' button. The navigation bar at the bottom is the same, but the 'Request Selected' button is disabled. The version number '1.1.0.197R' is in the bottom right corner.

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC			
3	2700	FINAL - BUILDING MISC			

Manage/ Schedule Inspections

Your list will now reflect the cancelled inspection.

Note –cancellations cannot be made after 7:00 a.m. the day of the scheduled inspection. Contact with the inspector is required.

Home **Inspections for Permit # 202200071**

ALL INSPECTION REQUESTED ONLY RESULTED ONLY AVAILABLE TO REQUEST

Priority	Code	Inspection Description	Request Date	Result Date	Result
0	2210	ELECTRIC FINAL	3/16/2020		
3	2700	FINAL - BUILDING MISC	3/16/2020	3/13/2020	(75) CANCELLED BY APPLICANT
3	2700	FINAL - BUILDING MISC			

BACK View Details Request Selected Cancel Selected Request New 1.10.197R

How to Manage Sub-Contractors

Managing Sub-Contractors

- **Click Subs**

You can view the status of your subs
Cert Status – status in permitting database
Sub status – status as related to your permit

- **Click Add Sub to make changes.**
- **Click Set Sub Inactive to inactivate a subcontractor on your permit.**

Home **Permit Details** i

Permit # 2020030578 Permit Status: ISSUED
Review Status: SUBMITTED Print Permit

Type: SLRWH SOLAR WATER HEATER Print Job Card / History

Owner: PALM COAST CORNERS ASSOC L P % MR MARVIN SHAM Issued Date: 3/12/2020

Address: 1234 PALM COAST SW PKWY , PALM COAST FL Expiration Date: 9/13/2020

DBA: BEMBRY CONSTRUCTION Last Inspection Request:

Job Desc: test Last Inspection Result:

Submit Revision/Correction

BACK Plan Reviews ^{2/5} Attachments ³ Fees ^{21/0} Inspections ²⁵ Subs ¹ COs ⁰ Pictures ⁰ Letters ⁰ Map Location 1.1.0.197R

Home **Subcontractors for Permit # 202200071** i

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC.	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	

BACK Set Sub Inactive Set Sub Active Add Sub 1.1.0.197R

Managing Sub-Contractors

- Click Inspection Class
- Enter DBA / License #
- Click Add Selected Contractor

The screenshot shows the 'Subcontractors for Permit # 202200071' interface. The top bar is green with a home icon, the text 'Home', and the title 'Subcontractors for Permit # 202200071'. Below the title is a search form with a blue background. The form includes a dropdown menu for 'Insp Class' currently set to '-- No Selection --', a text input field for 'DBA', and another text input field for 'State or Local License #'. A 'Search' button is to the right of the license field. Below the search form is a table with columns 'DBA', 'STATUS', and 'STATE #'. The table is currently empty. At the bottom of the search form area are two buttons: 'Add Selected Contractor' and 'Close'. Below the search form is a green bar with a 'BACK' button, three buttons: 'Set Sub Inactive', 'Set Sub Active', and 'Add Sub', and the version number '1.1.0.197R'.

The screenshot shows the 'Subcontractors for Permit # 202200071' interface. The top bar is green with a home icon, the text 'Home', and the title 'Subcontractors for Permit # 202200071'. Below the title is a search form with a blue background. The form includes a dropdown menu for 'Insp Class' currently set to 'ELECTRIC', a text input field for 'DBA' containing 'musgrove', and another text input field for 'State or Local License #'. A 'Search' button is to the right of the license field. Below the search form is a table with columns 'DBA', 'STATUS', and 'STATE #'. The table contains one row: 'LIBBY MUSGROVE CONTRACTORS' under 'DBA' and 'CGC1' under 'STATE #'. At the bottom of the search form area are two buttons: 'Add Selected Contractor' and 'Close'. Below the search form is a green bar with a 'BACK' button, three buttons: 'Set Sub Inactive', 'Set Sub Active', and 'Add Sub', and the version number '1.1.0.197R'.

Managing Sub-Contractors

You will receive a pop up for confirmation
your subcontractor list will be updated

The screenshot shows a web application interface for managing subcontractors. The title bar is green and contains 'Home' and 'Subcontractors for Permit # 202200071'. Below the title bar, there is a search form with 'Insp Class' set to 'ELECTRIC' and 'DBA' set to 'musgrove'. A confirmation pop-up is displayed in the center, asking: 'Add LIBBY MUSGROVE CONTRACTORS to permit as subcontractor? A fee of \$40 will be added to the fee's due on permit 2020020051'. The pop-up has 'OK' and 'Cancel' buttons. At the bottom of the interface, there is a green bar with a 'BACK' button and three buttons: 'Set Sub Inactive', 'Set Sub Active', and 'Add Sub'. The version number '1.1.0.197R' is visible in the bottom right corner.

The screenshot shows the same web application interface, but now displaying a table of subcontractors. The table has columns for DBA, Type, Cert Status, Sub Status, Start Date, and End Date. The data is as follows:

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	
LIBBY MUSGROVE CONTRACTORS	ELECTRIC	ACTIVE	ACTIVE	3/13/2020	

The interface also includes the same green title bar, search form, and bottom navigation bar as seen in the previous screenshot. The version number '1.1.0.197R' is visible in the bottom right corner.

Managing Sub-Contractors

To set a Sub inactive

- Click / highlight the sub
- Click Set sub inactive
- Click OK on confirmation pop up

your subcontractor list will be updated

The screenshot shows a web application interface for managing subcontractors. At the top, there is a green header with a home icon, the text 'Home', and the title 'Subcontractors for Permit # 202200071'. Below the header is a table with columns: DBA, Type, Cert Status, Sub Status, Start Date, and End Date. The table lists several subcontractors, with 'LIBBY MUSGROVE CONTRACTORS' highlighted in blue. A modal dialog box is open in the center, asking 'Set Subcontractor LIBBY MUSGROVE CONTRACTORS Inactive?' with 'OK' and 'Cancel' buttons. At the bottom, there is a green navigation bar with a 'BACK' button, three buttons labeled 'Set Sub Inactive', 'Set Sub Active', and 'Add Sub', and a version number '1.1.0.197R'.

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC.	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC				020	020
WATERSIDE HOMES RENOVATIONS & DESI				020	020
LIBBY MUSGROVE CONTRACTORS				2020	

The screenshot shows the same web application interface as the previous one, but now the 'LIBBY MUSGROVE CONTRACTORS' row in the table has 'INACTIVE' in the 'Sub Status' column. A red curved arrow points from the 'Set Sub Inactive' button in the previous screenshot to this row. The rest of the interface, including the header, navigation bar, and other table rows, remains the same.

DBA	Type	Cert Status	Sub Status	Start Date	End Date
HYDROTECH PLUMBING INC	PLUMBING	ACTIVE	ACTIVE	2/3/2020	
HONEST HEATING & AIR LLC.	MECHANICAL	ACTIVE	ACTIVE	2/3/2020	
DB ELECTRICAL SERVICES, INC	ELECTRIC	ACTIVE	ACTIVE	2/3/2020	
WATERSIDE HOMES RENOVATIONS & DESIGNS INC	ROOFING	ACTIVE	ACTIVE	2/3/2020	
LIBBY MUSGROVE CONTRACTORS	ELECTRIC	ACTIVE	INACTIVE	3/13/2020	3/13/2020

How to Manage Multiple /Change Contractors Associated With Your Account.

Qualifier holds multiple licenses and I want to use a single log-in / account to access all of them.

- Click on the account logo (head on shoulders)
- Click the 'contractor info' tab
- This is where you can add/ remove contractors associated with your account/login.
- If you have multiple, you will need to choose the correct contractor when submitting applications .
- If you 'remove' a contractor, those permits will no longer appear when you login or in your online account.

Home Refresh 1 Home Info Account

User Simone Kenny - Contractor

Packet List	Permit List	Scheduled Inspections			
Number	Status	Description	Cert	Address	Review Status
202200079	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	IN REVIEW
202200078	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	IN REVIEW
202200077	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	NO REVIEWS
202200076	APPLY	ACCESSORY STRUCTURE	291	1234 DUMMY AVE	NO REVIEWS
202200075	APPLY	BUILDING RESIDENTIAL -SINGLE	291	41 CAPTAINS WALK	IN REVIEW
202200074	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	
202200071	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	SUBMITTED
202200070	APPLY	BUILDING RESIDENTIAL -SINGLE	291	1234 DUMMY AVE	PENDING

Permit #, Desc, Parcel ID, or Address

2.0.0.162R

Account Details Info

skenny@flaglercounty.gov

Basic Information **Contractor Information** **User Defaults**

DBA	State #	County #
BEMBRY CONSTRUCTION	291	12345

2.0.0.162R