Online Permitting Instructions

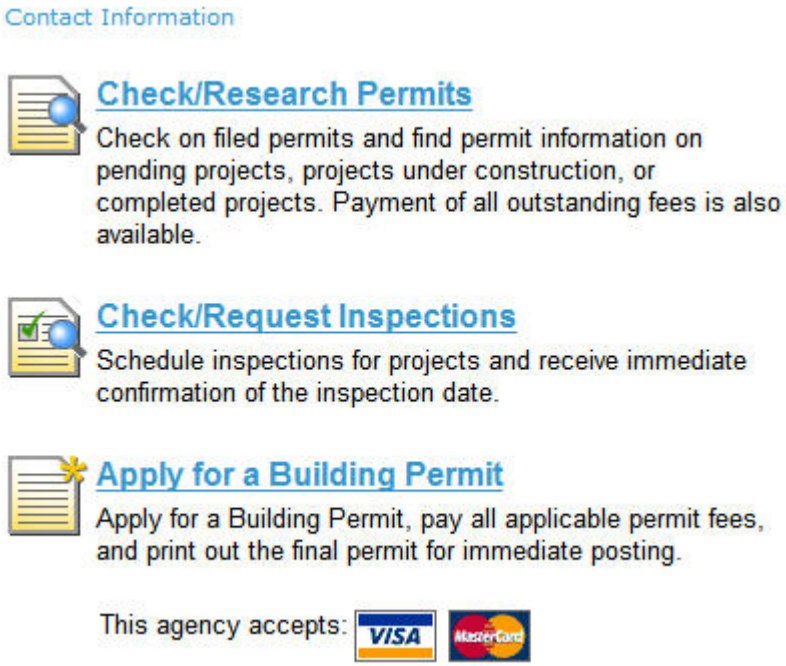
The follow information is designed to help you use the new Online Permitting and Inspection software we have recently implemented. By following these simple step-by-step instructions, you should be able to apply for and obtain your permit online.

1. We will first start with applying for an online permit. You need to remember that only specific types of permits can be obtained online.

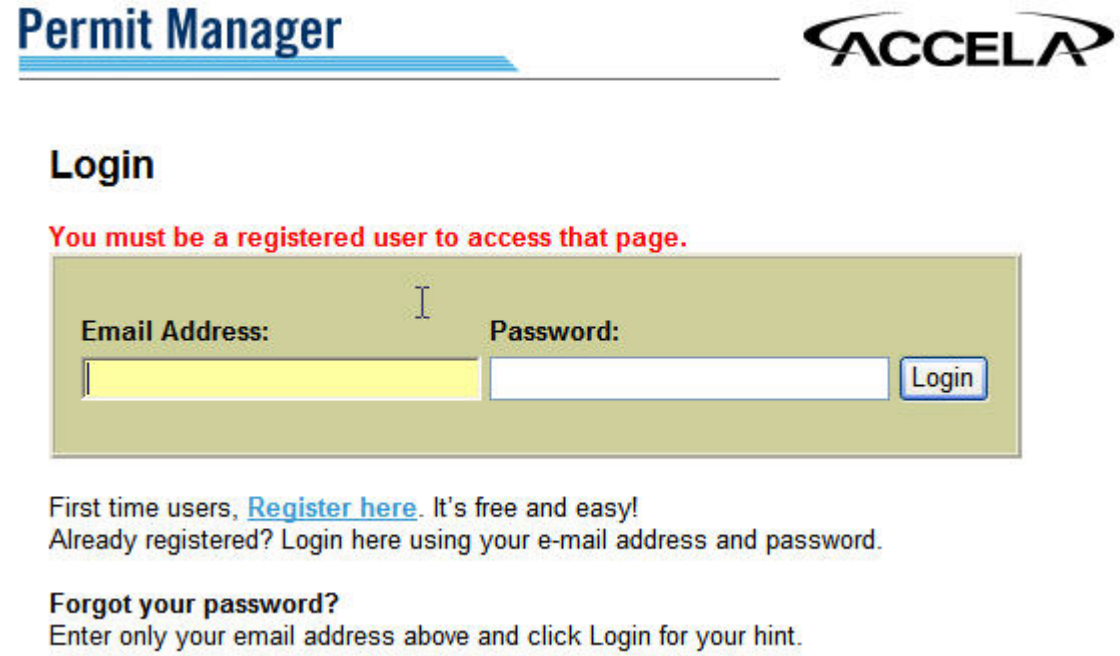
If you have not yet registered to use the system, You will need to visit our web site at http://www.pinellascounty.org/build. Follow the instruction supplied under the Online Permitting.

If you are registered you may access the Online Inspections at our web address: http://www.pinellascounty.org/build. Once you have accessed the site you will see this page.

2. Next step is to scroll down this initial page until you see the following three selections.

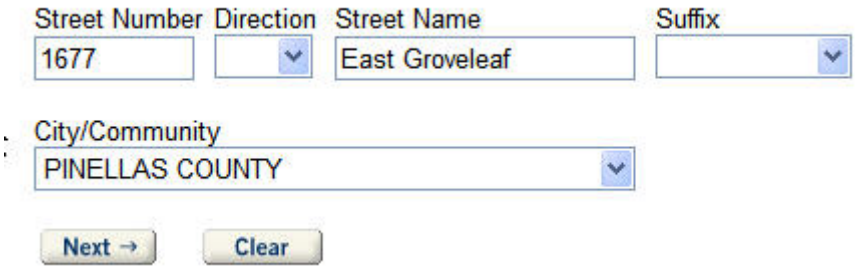


3. You will now select the third choice Apply for a Building Permit. Which will now open a new window for you to login to the system.



4. Once you have logged in you will see the next screen titled Step 1 of 7 Site Address. Here you need to enter the address where the work is to be performed.

You will notice in this screen a drop down menu titled City/Community. The only cities or communities listed in this menu are the six (6) communities that we serve a their building department as well as Pinellas County. Although the actual address may be listed as a city not in this menu, you need to select Pinellas County. Later in the permitting we will put the true mailing city in the system. With this completed your screen should look like this.



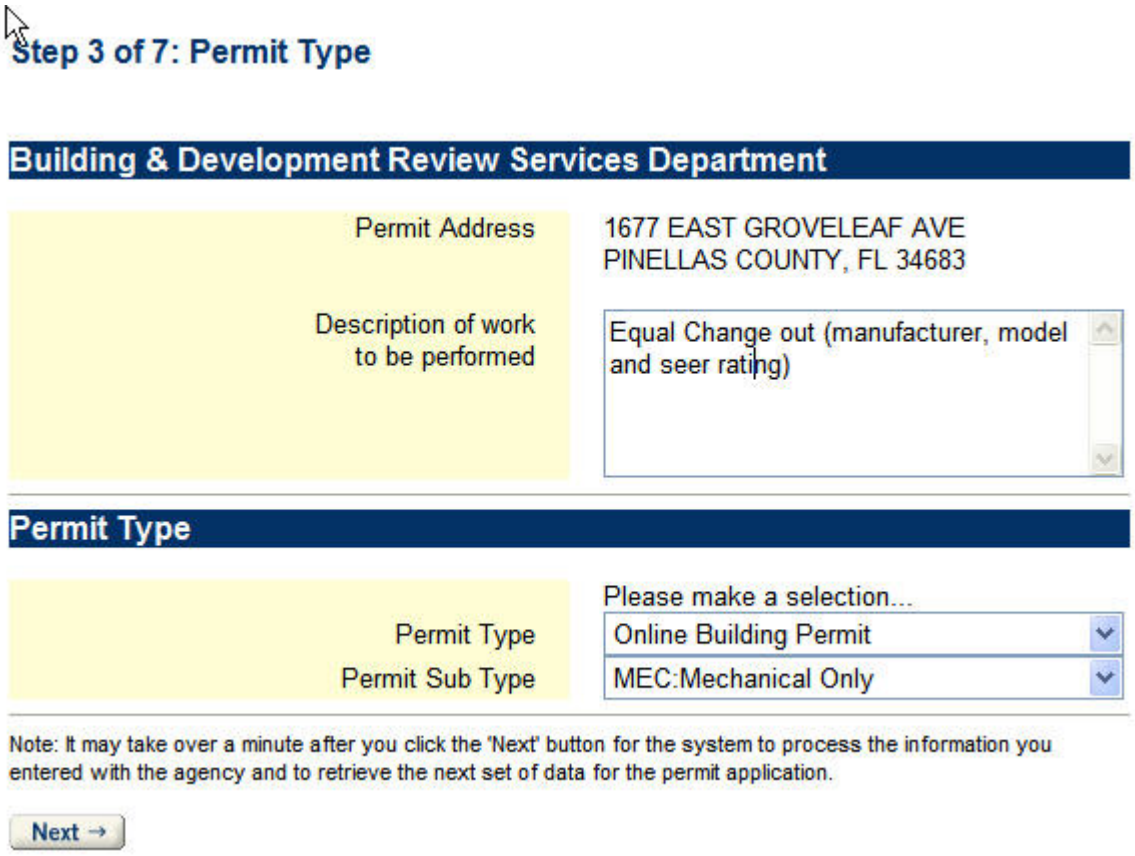
5. Once you have the address entered and you have selected Pinellas County you will click on the Next button if the information is correct. If not click Clear and retype the address. Once you click Next you will see the following screen;

6. The address shown above is a link that that will take you to Step 2 of 7 known as the Legal Declaration page. You should read this page the first time you use the system and then at the bottom select the Agree to proceed or Disagree to cancel the operation.

7. You should now see a page titled Step 3 of 7. This page contains two fields, the first being the job address and a text box titled Description of work. In this box you will fill in any special information such as:

1) ***For re-roof, the roof pitch and make of roofing material.***
2) ***For garage doors the product approval number.***
3) ***Mechanical A/C permits, make, model and seer rating.***

Located in the second field is a drop down menu titled Permit Sub Type. It is important that you select the proper sub type for your license. The system is defaulted to BLD:Building (vinyl siding). You must select the type you are properly licensed for. The other selection are Gas, Plumbing, Mechanical or the different types of roofing.



With the work description box filled in and the proper sub type selected you will click the next button.

8. We are now at Step 4 of 7 and you should see the following screen. The first field or section is nothing more then what was done on the previous page. The first field as it indicates is for county use only, so you do not need to do anything here. The second field is if there is an apartment number, unit number or lot number that was not captured in the address field. In the third field is where you will select the actual city that is used in the mailing address. You will remember that originally you were limited to what city to select. In this case I have selected Palm Harbor. Next is the zip code, followed by the job evaluation. This is the cost stated on your contract. The next field is Scope of work being performed, in most cases you will probably use Replace Existing. In the seventh field you have the option of selecting Residential or Commercial. In the next five fields you need only to select the one that pertains to your trade/license. This will complete this step, and you will click the Next button.

Step 4 of 7: Work Items

Building & Development Review Services Department

Permit Address	1677 EAST GROVELEAF AVE PINELLAS COUNTY, FL 34683
Description of work to be performed	Equal Change out (manufacturer, model and seer rating)

Permit Type	Online Building Permit
Permit Sub Type	MEC:Mechanical Only

Fee Items

* indicates required fields

Description	Value
Message to Applicant:	(County use Only)
Appartment/Unit #/Lot #:	
Construction City Name:	Palm Harbor
Zip Code:	34683
Job Construction Value($):	7350
Scope of work being performed:	Replace Existing
Residential or Commercial:	RESIDENTIAL
Electrical work being performed:	
Gas work being performed:	
Mechanical work being performed:	AC Change Out
Plumbing work being performed:	
Roofing work being performed:	
--Roofing Permit: # Squares:	

Notice Of Commencement Req (County Use) ○ Yes ◉ No

IVR # (County Use Only) (County use Only)

Note: It may take over a minute after you click the 'Next' button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application.

Next →

9. We are almost done. You should now be at Step 5 of 7. This screen is nothing more then a review of the work you have completed in the application for the permit. If everything is correct, you can proceed.

Step 5 of 7: Review Application

Check the following information carefully as it will appear on your permit exactly as shown. If you wish to make a correction to the work items, press the back button on your browser.

Building & Development Review Services Department

Permit Address	1677 EAST GROVELEAF AVE PINELLAS COUNTY, FL 34683
Work Description	Equal A/C
Permit Type	Online Building Permit
Permit Sub Type	MEC:Mechanical Only
Applicant	Mech Mech **PC** Court St Clearwater FL 33761 7274534126 MECHANICAL@PINELLASCOUNTY.ORG
License	Mechanical Contractor **CAC1814177**

Fee Items:

Description	Value	Fees
Construction City Name:	Palm Harbor	
Zip Code:	34683	
Job Construction Value($):	7450	
Scope of work being performed:	Replace Existing	
Residential or Commercial:	RESIDENTIAL	
Mechanical work being performed:	Equal AC Change Out	
Notice Of Commencement Req (County Use)	Y	
IVR # (County Use Only)	47628	

SUB-TOTAL:	$84.00
TOTAL:	$84.00

Credit Card Payment: [Process Permit]

You will now click on the Process Permit button. You will be directed to the Step 6 of 7 screen. Here you will fill in all the required fields for the credit card information. Because I am not actually applying for this permit, I will stop at this point. The next step is once the credit card is approved, you will go the final step and print out you permit and receipt.