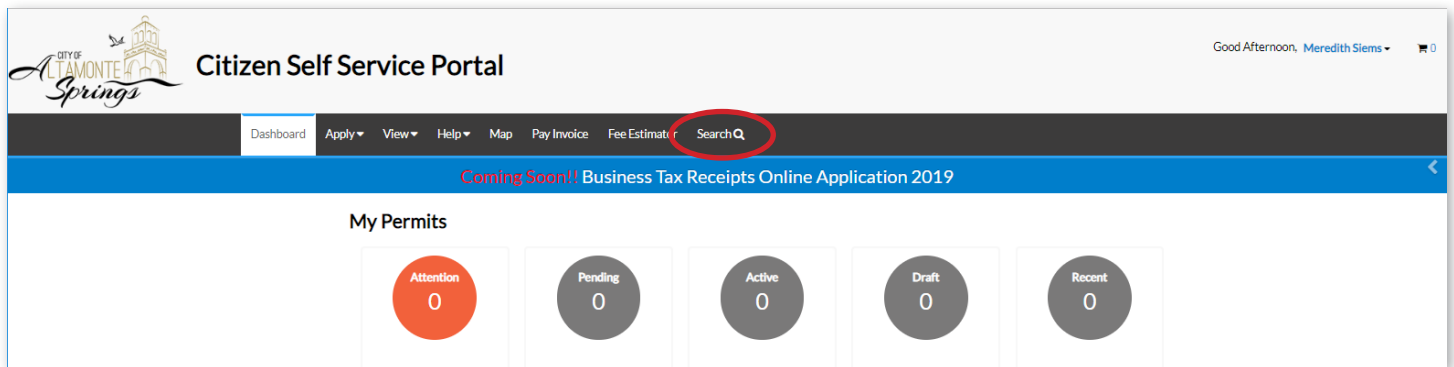


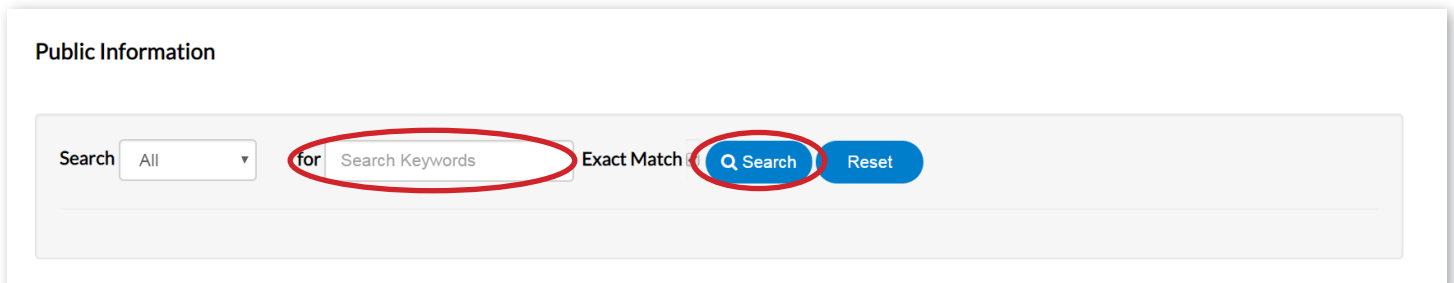


## Citizen Self Service Portal Guide to Requesting a Sub-Permit

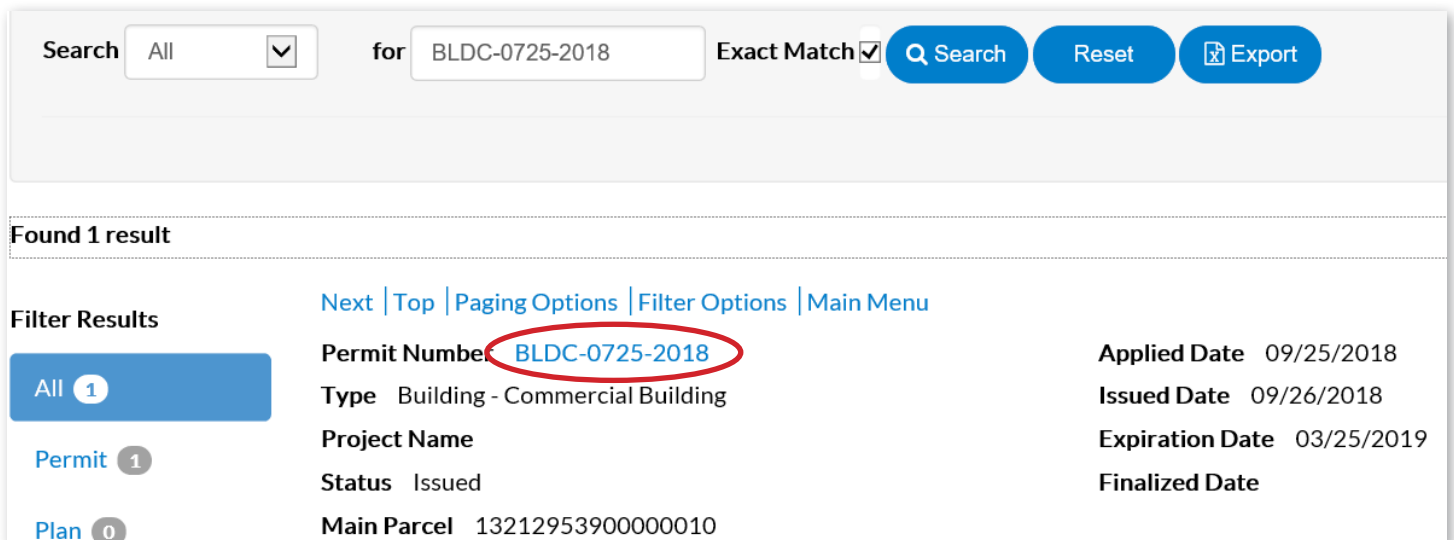
1. Log in to the Citizen Self Service Portal (CSS) and click the Search icon.



2. Enter the master building permit number or address in the "Search Keywords" field and click Search.



3. Click the master building permit number.



4. Click the "Sub-Records" icon.

Permit Number: BLDC-0725-2018

- Permit cannot be printed at this time. You do not have access to it.

Permit Details | Tab Elements | Main Menu

Type:	Building - Commercial Building	IVR Number:	100914	Applied Date:	09/25/2018
Status:	Issued	Project Name:		Issue Date:	09/26/2018
District:	RBC	Assigned To:		Expire Date:	03/25/2019
		Valuation:	\$0.00	Finalized Date:	

Description:

Locations Fees Reviews Inspections Attachments Contacts **Sub-Records** Holds Meetings More Info

5. Click "Apply" and the system will guide you through the application process.

Remaining Sub-Permits

Type	Action
Electrical (Commercial) - New Buildings	<b>Apply</b>
Fire - Commercial New Fire Alarm System	Case type is not available for online application.
Fire - Commercial New Fire Sprinkler/Standpipe System	Case type is not available for online application.
Gas (Commercial) - New Buildings	<b>Apply</b>
Mechanical (Commercial) - New Buildings	<b>Apply</b>
Plumbing (Commercial) - New Buildings	<b>Apply</b>

**NOTE:** It is not necessary to enter an address as the address associated with the master permit will automatically attach to the sub-permit. Click "Next."

LOCATIONS

Type: Location  
601 E ALTAMONTE DR,  
ALTAMONTE SPRINGS, FL.,  
32701

Main Address

Parcel Number  
1321295390000010

Main Parcel

Remove

Location

Add Location

+

Save Draft **Next**

6. Enter the required Permit Details and click "Next."

**PERMIT DETAILS**

\* **Permit Type**

**Description**

\* **Valuation**   
*Valuation is required.*

[Back](#) [Save Draft](#) [Next](#)

7. Click the "Add Contact" box to enter the contractor associated with the sub-permit. Click "Next."

**Contractor**



**Add Contact**

**Add Contact As**

[Search](#) [Enter Manually](#) [My Favorites](#)

**Search**

**CONTACTS**

<p><b>Applicant</b></p> <p></p> <p><b>J Rivera (You)</b></p> <p>225 Newburyport, Altamonte Springs.</p>	<p><b>Contractor</b></p> <p></p> <p><b>CF CF</b></p> <p><a href="#">Remove</a></p>
--	---

[Back](#) [Save Draft](#) [Next](#)


8. Upload any necessary document(s) by clicking on Add Attachment. Click "Next."

**ATTACHMENTS**

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

click or drag files

Add Attachment



[Back](#) [Save Draft](#) [Next](#)

**ATTACHMENTS**

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

**Uploaded via CSS**


File Name: Copy of automation list.xlsx

File Size: 23.76 KB

[Remove](#)

click or drag files

Add Attachment



[Back](#) [Save Draft](#) [Next](#)

**Attachments**

Attachment 1	Copy of automation list.xlsx

[Back](#) [Save Draft](#) [Submit](#)

**Need help?** Permits (407) 571-8433 | Business Tax Receipts (407) 571-8116

- A permit number is generated, however, the permit is officially issued once the permit is paid. Click "Pay Now" and then "Check Out."

**Permit Number:** PLUMC-0740-2018 Pay Now

- Permit cannot be printed at this time. Permit has unpaid fees.
- Permit cannot be printed at this time. Permit has not been issued.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b> Plumbing (Commercial) - New Buildings	<b>IVR Number:</b> 100929	<b>Applied Date:</b> 09/27/2018
<b>Status:</b> Submitted - Online	<b>Project Name:</b>	<b>Issue Date:</b>
<b>District:</b>	<b>Assigned To:</b>	<b>Expire Date:</b>
<b>Description:</b> kljlk	<b>Valuation:</b> \$55,555.00	<b>Finalized Date:</b>

**Shopping Cart**

**Total \$54.00**

Check Out

---

**Invoice:** INV-0005438      **Description:** NONE  
**Due Date:** 09/27/2018      **Billing Contact:** Rivera, J

<b>Case Number</b>	<b>Project</b>	<b>Case Address</b>	<b>Amount Due</b>	
<a href="#">ELECC-0739-2018</a>		601 E ALTAMONTE DR ALTAMONTE SPRINGS FL 32701	\$54.00	<span style="border: 1px solid blue; border-radius: 15px; padding: 2px;">Remove</span>

[Top | Main Menu](#)

**Total \$54.00**

Check Out

- Enter your payment information then click "Make Payment."

**Payment Method Information**

Payment Method: Credit Card

Accepted Credit Cards:

Card Number: 1111 2222 3333 4      Expiration Date: 9/20/20      CVV: 123

Card Number is invalid      Expiration Date is invalid

Card Holder Name: John Smith

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**Review Payment**

Total Amount	<b>\$54.00</b>
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• Please provide the correct or complete information in the fields highlighted above

Cancel Payment
Make Payment