

Sample permit entry

Type the property number, scroll on picklist for street, click and DO NOT EDIT OR CHANGE INFORMATION THAT GENERATES.

Scroll to the bottom of the page and hit next.

Online Permit Application

Apply For A New Permit

Property

Search by Property Location or select from My Properties

Property Number and Street Name

151

151 GENOA ST - 27-37-13-27-L1
151 KRISTI DR - 27-37-11-09-X8.03
151 LANSING ISLAND DR - 27-37-10-OU-X28
151 MARTESSIA WAY - 27-37-12-31-D.3

Next

Page 2 click Contractor then click on the highlighted field start to type your company name and, in the picklist, locate your company and let it populate. Go to the bottom of the screen and hit next

Online Permit Application

Apply For A New Permit

Contact

Are you applying as the Homeowner or a Contractor?

Homeowner

Contractor

Already a registered contractor? Search for your information here

Select From Associated Contractors

Search Contractor by Name

Enter Contractor Name

Search Contractor by License ID

Enter Contractor License ID

Not appearing as a contractor?

Register Here

Page 3 select in picklist category of work and hit next

Online Permit Application

Apply For A New Permit

Instructions:

Please download the Building Permit Application below.

Category ID: ACCESSORY | Description: Accessory Building Permit Application

Category ID: ACREPLACE | Description: A/C Replacement Permit Application

Category ID: AWNINGS | Description: Awnings Permit Application

Category ID: BOARDWALK | Description: Boardwalk Permit Application

Select a Category

Back Save As Draft Next

Fill in the highlighted areas on page 3

Online Permit Application

Pick A Category

Category ID: ACREPLACE | Description: A/C Replacement Permit Application

Downloads

Permit Application .pdf

Permit Information

Description of Work

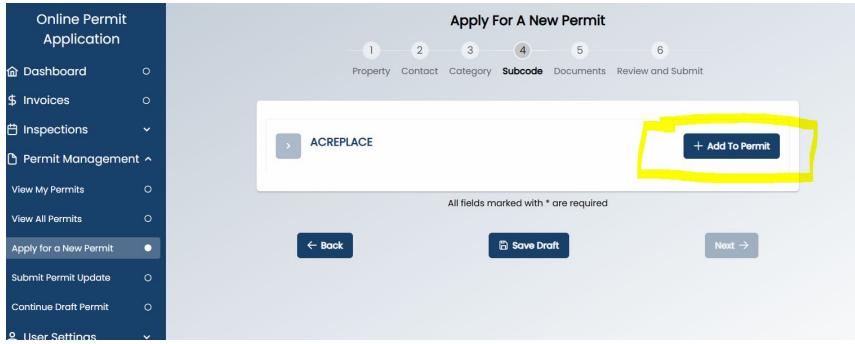
Notes/Comments

Primary Use Type

Construction Type

Select...

Page 4 click “Add Permit”



Online Permit Application

Apply For A New Permit

1 2 3 4 5 6

Property Contact Category Subcode Documents Review and Submit

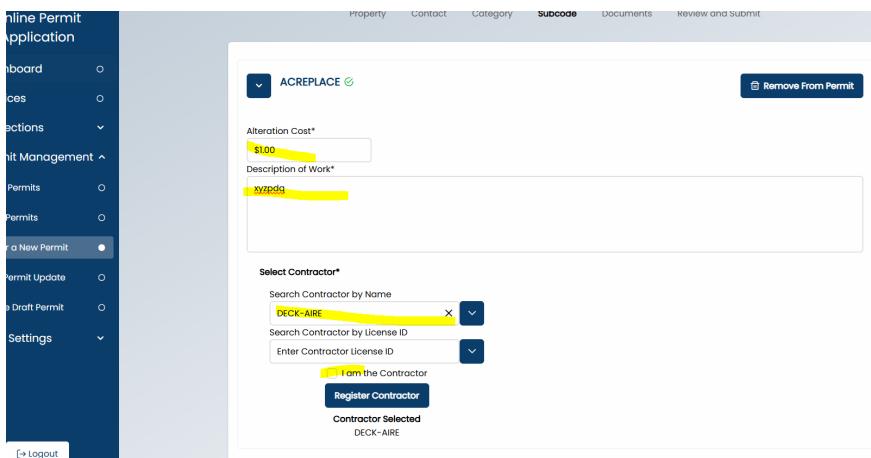
ACREPLACE

+ Add To Permit

All fields marked with * are required

Back Save Draft Next

Page 4 add highlighted areas and use drop down to add contractor name ONLY pick name MAKE SURE I AM CONTRACTOR BOX IS CHECKED and hit next



Online Permit Application

Property Contact Category Subcode Documents Review and Submit

ACREPLACE

Alteration Cost* \$100

Description of Work* XYZPSQ

Select Contractor*

Search Contractor by Name DECK-AIRE

Search Contractor by License ID

Enter Contractor License ID

I am the Contractor

Register Contractor

Contractor Selected DECK-AIRE

Page 5 upload all documents example COI, NOC, Permit application, survey drawings, etc..... Hit Next and page 6 submit.