Applying for a Sub Permit
Step 1: Go to
And Register-select in the top right corner
You will need a valid email address in order to register
Step 2: Login
And Login
Use the Username and Password you just created
Step 3: Find the Permit to Add your Sub Permit Application

Select Dashboard
Step 3: Find the Permit to Add your Sub Permit Application

Select Active Permits

View My Permits
Step 3: Find the Permit to Add your Sub Permit Application

Either Select from the list or Search

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Project</th>
<th>Address</th>
<th>Permit Type</th>
<th>Status</th>
<th>Attention Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLDC - 2020 - 0009</td>
<td></td>
<td>200</td>
<td>Commercial New Construction</td>
<td>Active, Attention</td>
<td>Failed Reviews</td>
</tr>
<tr>
<td>BLDC - 2020 - 0010</td>
<td></td>
<td>8075209</td>
<td>Commercial New Construction</td>
<td>Active, Attention, Recent</td>
<td>Failed Inspections</td>
</tr>
<tr>
<td>BLDC - 2020 - 0017</td>
<td></td>
<td>401 CORTLAND AVE WINTER PARK, FL</td>
<td>Commercial New Construction</td>
<td>Active, Recent</td>
<td></td>
</tr>
<tr>
<td>BLDC - 2020 - 0020</td>
<td></td>
<td>100 Park Ave</td>
<td>Commercial New Construction</td>
<td>Active, Recent</td>
<td></td>
</tr>
<tr>
<td>RUDO - 19 - 0031</td>
<td>Garage Sale</td>
<td>356</td>
<td>Garage Sale</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>RUDO - 19 - 0032</td>
<td>Garage Sale</td>
<td>90674 pine</td>
<td>Residential New Construction</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>BLDR - 20 - 0020</td>
<td></td>
<td>1416 PALMER AVE WINTER PARK, FL</td>
<td>Residential New Construction</td>
<td>Active, Recent</td>
<td></td>
</tr>
<tr>
<td>BLDR - 20 - 0031</td>
<td></td>
<td>1416 PALMER AVE WINTER PARK, FL</td>
<td>Residential New Construction</td>
<td>Active, Recent</td>
<td></td>
</tr>
<tr>
<td>ELEC-0002-2020</td>
<td>Electric Sub Permit</td>
<td>401 CORTLAND AVE WINTER PARK, FL</td>
<td>Electric Sub Permit</td>
<td>Active, Recent</td>
<td></td>
</tr>
<tr>
<td>ELEC-0012-2020</td>
<td>Residential Low Voltage</td>
<td>1616 PALMER AVE WINTER PARK, FL</td>
<td>Residential Low Voltage</td>
<td>Active, Recent</td>
<td></td>
</tr>
</tbody>
</table>
Step 3: Find the Permit to Add your Sub Permit Application

From the Permit Details Page Select “Sub-Records”
Step 4: Apply for your Sub Permit

Select the Sub Permit Type you wish to apply for and hit “Apply”
Step 4: Apply for your Sub Permit

If the Main Permit is still in Review Sub Permits can not be applied for until the permit is in Issued status.
Step 5: Add a location

The Address for the Project should be provided. Verify it is correct then select “Next”
Step 6: Add Permit Details

Complete all required field identified with “*”. This will differ depending on the permit type. Once complete select the next button

Apply for Permit - Residential Gas Sub Permit

* REQUIRED

Locations | Type | Contacts | More Info | Attachments | Signature | Review and Submit

PERMIT DETAILS

- **Permit Type**: Residential Gas Sub Permit
- **Description**: gas for new site
- **Valuation**: 2000

[Next Button]
Step 6: Add Required Contractor

Select the Required Contractor to Add Based on Permit Type
Step 6: Add Contacts

Search for your Contractor. If the Contractor is not listed they must first register with city by emailing required license and insurance information to permits@cityofwinterpark.org. Once found select “Add”
Step 6: Add Contacts

Once all Contact have been added select the blue “Next” button
Step 7: More Info

If requested to provide additional information please complete before selecting blue “Next” button to continue.
Step 7: Attachments

Upload scanned documents as required for the type of permit. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button.
Step 7: Attachments

Upload scanned documents as required for the type of permit. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button.
Step 8: Complete Signature Page

Upload scanned documents as required for the type of permit. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button.

SIGNATURE

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Kris Emargoy
June, 10 2020

× krs
Step 9: Submit Application

Verify that all information on the Review and Submit page is correct.
When ready select blue “Submit” button.
Step 8: Pay Submittal Fees

If a submittal fee is required at time of submittal the fees are shown and you would select blue “Add to Cart” to complete payment. Once fees are paid click
Step 9: Permit Status

Your permit number is now assigned. From this page one can view the status of their application as it moves through the workflow. You will receive notices via email as well when actions are necessary to be completed.

Permit Number: GAS-20-0003
Step 9: Permit Issuance

Once Permit has been approved and any outstanding fees have been paid the permit is ready to issue and print. Select the “Printer” Icon.
Step 9: Permit Issuance

Permit lists Inspection types that can be requested through Customer Self Service or Automated Phone Line.