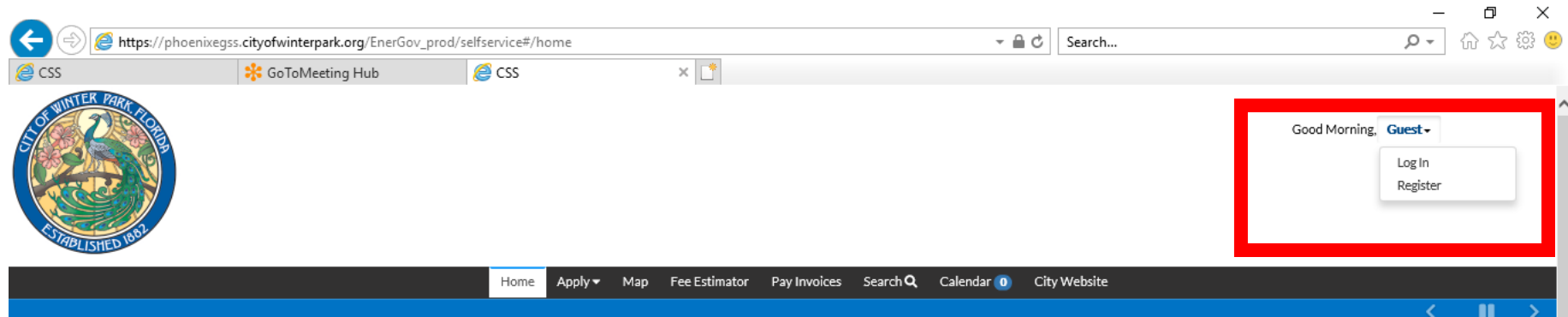


Applying for a Sub Permit

Step 1: Go to

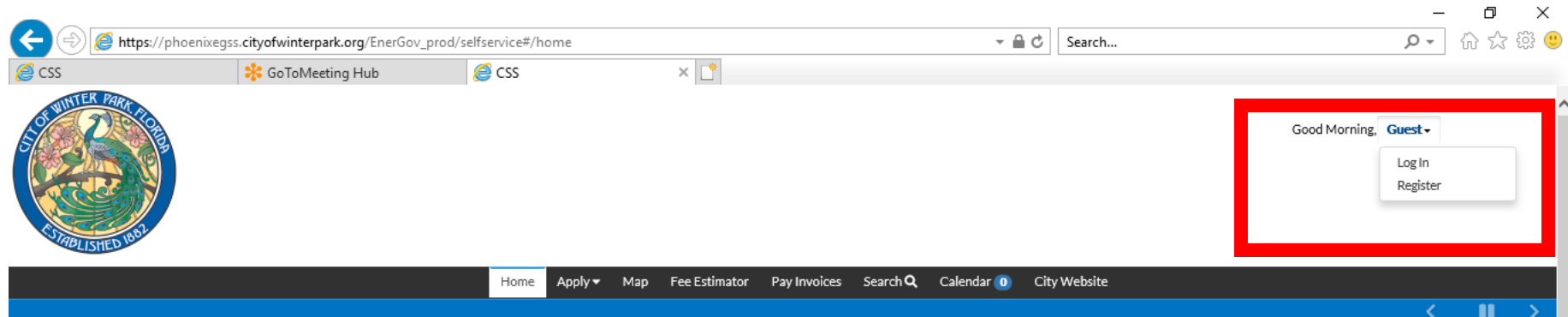
And Register-select in the top right corner



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



Good Morning, **Kris Energov** 1

Dashboard

Home

App

View

Map

Fee Estimator

Pay Invoices

Search

Calendar

City Website

PERMITS

- › Residential New Construction
- › Garage Sale
- › Solicitation Permit
- › Event Permit
- › Commercial New Construction
- › All (30)

PLANS

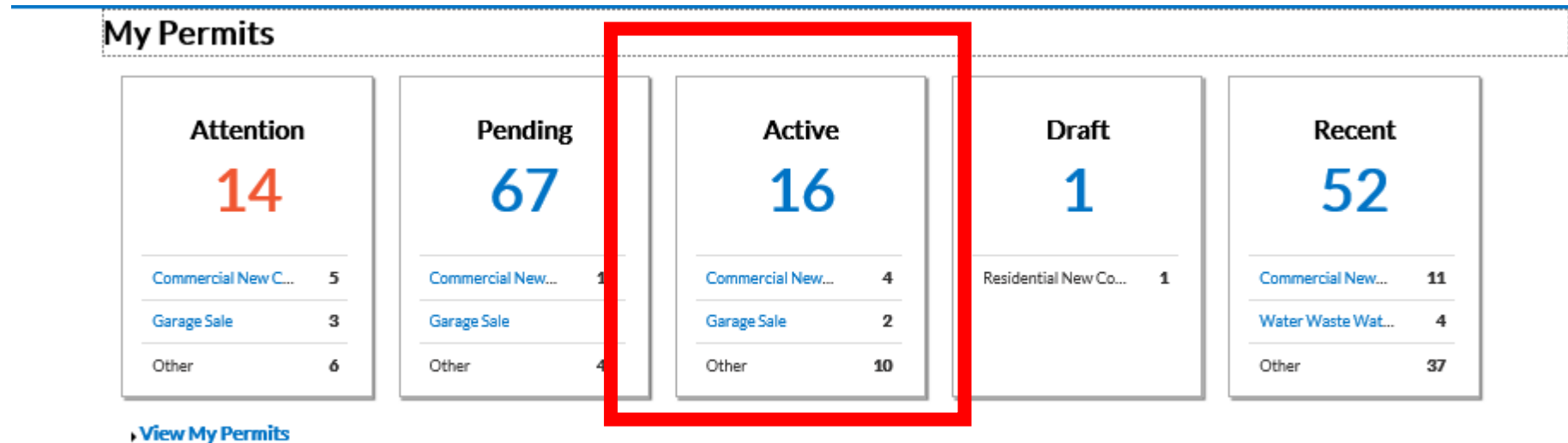
- › Board of Adjustments/Variance Application
- › Zoning Verification Letter
- › Conditional Use
- › Subdivision/Lot Split
- › Subdivision/Lot Split with Road Improvements
- › All (13)

BUSINESS CERTIFICATES

- › Park Avenue Merchant Employee Parking Program
- › Professional Services (Licensed Individual)
- › Professional Services (Licensed Establishment)
- › Home Based Business Certificate
- › General
- › All (18)

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

Select Active Permits



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

Either Select from the list or Search

My Permits

Search for permit number, project, or address Exact Match


Display Select Case Type Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDC - 2020 - 0009		200	Commercial New Construction	Active, Attention	Failed Reviews
BLDC - 2020 - 0010		8675309	Commercial New Construction	Active, Attention, Recent	Failed Inspections
BLDC - 2020 - 0017		401 CORTLAND AVE WINTER PARK, FL	Commercial New Construction	Active, Recent	
BLDC - 2020 - 0020		100 Park Ave	Commercial New Construction	Active, Recent	
BLDO - 19 - 0031		356	Garage Sale	Active	
BLDO - 19 - 0032		adfgsdfg	Garage Sale	Active, Attention	On Hold Unpaid Fees
BLDR - 20 - 0026		90876 pine	Residential New Construction	Active	
BLDR - 20 - 0034		1616 PALMER AVE WINTER PARK, FL 32789--275	Residential New Construction	Active, Recent	
ELEC-0003-2020		401 CORTLAND AVE WINTER PARK, FL	Electric Sub Permit	Active, Recent	
ELEC-0012-2020		1616 PALMER AVE WINTER PARK, FL 32789--275	Residential Low Voltage	Active, Recent	

Results per page 1 - 10 of 16 << < 1 2 > >>

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

From the Permit Details Page Select "Sub-Records"

Permit Number: BLDR - 20 - 0034 

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

Type: Residential New Construction **Status:** Issued **Project Name:**

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Hours](#) | [Meetings](#) | [More Info](#)

Progress

34% Completed

- Completed
- In Progress
- Not Started

Workflow

- ✓ Confirm Addressing - Passed : 05/21/2020
- ✓ Document Check - Passed : 05/21/2020
- ✓ Contractor Licensing Confirmation - Passed : 05/21/2020
- ✓ Document Preparation - Passed : 05/21/2020
- ✓ Fees Paid - Passed : 05/21/2020
- ✓ Issue Permit - Passed : 05/21/2020
- ✓ Notice of Commencement - Passed : 05/21/2020
- ✓ Issue Invoice - Passed : 05/21/2020
- ✓ Demo Permit Issued - Passed : 05/21/2020

Available Actions

- [Request Inspection](#) (ENG Rough Site Grading) [Request](#)
- [Request Inspection](#) (COM Window/Door Bucks) [Request](#)
- [Request Inspection](#) (RES Tie Beam) [Request](#)
- [Request Inspection](#) (RES Exterior Wall Sheathing) [Request](#)
- [Request Inspection](#) (RES Lintel) [Request](#)

Fees

\$0.00

[View Details](#) [Add to Cart](#)

Step 4: Apply for your Sub Permit

Select the Sub Permit Type you wish to apply for and hit “Apply”

Type: Residential New Construction Status: Issued Project Name: ▼

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

[Existing Sub-Permits](#) | [Remaining Sub-Permits](#) | [Existing Sub-Plans](#) | [Remaining Sub-Plans](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Sub-Permits Sort: Permit Number ▼

Permit Number	Type	Status
MECH-20-0003	Residential Mechanical Sub Permit	Complete
ELEC-0012-2020	Residential Low Voltage	Issued

Results per page: 10 ▼ 1 - 2 of 2 << < 1 > >>

Remaining Sub-Permits

Type	Action
Residential Electric Temporary Pole	Apply
Residential Plumbing Sub permit	Apply
Residential Gas Sub Permit	Apply
Electric Sub Permit	Apply
Residential Roof Sub Permit	Apply

Results per page: 10 ▼ 1 - 5 of 5 << < 1 > >>

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

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

[Existing Sub-Permits](#) | [Remaining Sub-Permits](#) | [Existing Sub-Plans](#) | [Remaining Sub-Plans](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Sub-Permits Sort: Permit Number ▾

Permit Number	Type	Status
No records to display.		

Remaining Sub-Permits

Type	Action
Commercial Plumbing Sub Permit	The case you are applying for cannot be created due to business process prerequisites.
Commercial Gas Sub Permit	The case you are applying for cannot be created due to business process prerequisites.
Electric Sub Permit	The case you are applying for cannot be created due to business process prerequisites.
Mechanical Commercial Sub Permit	The case you are applying for cannot be created due to business process prerequisites.

Step 5: Add a location

The Address for the Project should be provided. Verify it is correct then select “Next”

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for Permit - Residential Gas Sub Permit **REQUIRED**

1 2 3 4 5 6 7
Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Type: Location
US
1616 PALMER AVE,
WINTER PARK, FL, 32789-
2753
Main Address
Parcel Number
302205159201080
Main Parcel
Remove

Save Draft **Next**

k.org/EnerGov_prod/selfservice

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



PERMIT DETAILS

*Permit Type	<input type="text" value="Residential Gas Sub Permit"/>
Description	<input type="text" value="gas for new sfr"/>
*Valuation	<input type="text" value="2000"/>

Back

Save Draft

Next

Step 6: Add Required Contractor

Select the Required Contractor to Add Based on Permit Type

The screenshot displays a multi-step process for adding a contractor. At the top, a progress bar shows seven steps: 'Locations' (checked), 'Type' (checked), 'Contacts' (active, highlighted with a blue circle and number 3), 'More Info' (grey), 'Attachments' (grey), 'Signature' (grey), and 'Review and Submit' (grey). Below the progress bar, the 'CONTACTS' section is visible. It includes an 'Applicant' card for 'Kris Energov (You)' with contact information. To the right, there are two blue 'Add Contact' buttons. The first button is for 'Plumbing Contractor' and is highlighted with a red border; it also features a 'REQUIRED' label at the bottom. The second button is for an 'Alternate Contact' and has a dropdown arrow. At the bottom of the screen, there are three buttons: 'Back', 'Save Draft', and 'Next'.

Step 6: Add Required Contractor

Select the Required Contractor to Add Based on Permit Type


The screenshot displays a multi-step process for adding a contractor. At the top, a progress bar shows seven steps: 'Locations' (checked), 'Type' (checked), 'Contacts' (active, highlighted with a blue circle and number 3), 'More Info' (grey), 'Attachments' (grey), 'Signature' (grey), and 'Review and Submit' (grey). Below the progress bar, the 'CONTACTS' section is visible. It includes an 'Applicant' card for 'Kris Energov (You)' with contact information. To the right, there are two blue 'Add Contact' buttons. The first button is for 'Plumbing Contractor' and is highlighted with a red border; it also features a 'REQUIRED' label at the bottom. The second button is for an 'Alternate Contact' and has a dropdown arrow. At the bottom of the screen, there are three buttons: 'Back', 'Save Draft', and 'Next'.

Locations Type **3** 4 5 6 7

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

CONTACTS

Applicant



Kris Energov (You)
new york times
401 Park, Winter Park, FL

Plumbing Contractor

Add Contact

+

REQUIRED

Alternate Contact

Add Contact

+

Back Save Draft Next

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”

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

[Back to Application](#)

Add Contact

Add Contact As : Plumbing Contractor

Search Enter Manually My Favorites

Search

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	
<input checked="" type="checkbox"/>	Piner	Markovchick	60 S Ivanhoe BLVD Orlando FL 30804		Pinersm@gmail.com	<input type="button" value="Add"/>
<input type="checkbox"/>	HOWARD	RAPHAEL	3825 FORSYTH RD WINTER PARK FL 32792	A&E FACTORY SERVICE, LLC	PINER.MARKOVCHICK@TYLERTECH.COM	<input type="button" value="Add"/>
<input type="checkbox"/>	Piner	Markovchick				<input type="button" value="Add"/>

Results per page 10 1 - 3 of 3 << < 1 > >>

Step 6: Add Contacts

Once all Contact have been added select the blue “Next” button


Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for Permit - Residential Addition *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

Applicant


Kris Energov (You)
new york times
401 Park, Winter Park, FL

Alternate Contact

Applicant
Architect
Contractor
Owner

+

Back Create Template Save Draft **Next**

Step 7: More Info

If requested to provide additional information please complete before selecting blue "Next" button to continue

The screenshot shows a web browser window with the URL https://phoenixegss.cityofwinterpark.org/EnerGov_prod/selfservice#/permit/apply/79/0/0. The browser tabs include 'CSS', 'GoToMeeting Hub', and 'Apply for Permit'. The page header features the City of Winter Park logo and the text 'Good Morning, Kris Energov' with a shopping cart icon showing '1' item.

The main navigation bar contains links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City Website. The current page title is 'Apply for Permit - Residential Addition' with a '*REQUIRED' indicator.

A progress bar shows six steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (checked), 4. More Info (active, highlighted in blue), 5. Attachments (grey), and 6. Review and Submit (grey).

Below the progress bar, the 'MORE INFO' section is visible. At the bottom of the page, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red rectangular box.

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

Apply for Permit - Residential Gas Sub Permit *REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ **Attachments 5** Signature 6 Review and Submit 7

Attachments

Riser Diagram

Add Attachment

+

Supported:
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

REQUIRED

Additional Supporting Information

Add Attachment

+

Supported:
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

Back Save Draft Next

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

Apply for Permit - Residential Gas Sub Permit

*REQUIRED



Attachments

The attachment card for 'Riser Diagram' shows a red Adobe PDF icon, the title 'Riser Diagram', the filename 'A-50 DETAILS REV1.pdf', and the size 'Size: 131.55 KB'. A blue 'Remove' button is at the bottom. To the right is a blue 'Add Attachment' button with a white plus sign. Above it is a dropdown menu labeled 'Additional Supporting Information'. Below the plus sign, it lists supported file types: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt.

Back

Save Draft

Next

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

Apply for Permit - Residential Gas Sub Permit

*REQUIRED



SIGNATURE

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

krs

Enable Type Signature



krs

Kris Energov
June, 10 2020

X *krs*

Step 9: Submit Application

Verify that all information on the Review and Submit page is correct.
When ready select blue "Submit" button

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for Permit - Residential Addition *REQUIRED

Progress: Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6

Submit

Locations

Location	401 S PARK AVE WINTER PARK, FL 32789-4319
Parcel Number	302205940066010

Basic Info

Type	Residential Addition
Description	a single family addition
Square Feet	1000
Valuation	125000
Applied Date	05/19/2020

Contacts

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



Good Morning, [Kris Energov](#)  1

[Dashboard](#) [Home](#) [Apply](#) [View](#) [Map](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#) [Calendar](#) [City Website](#)

✔ Your permit was successfully created!

[Continue to permit](#)

Fees

\$0.00

[View Details](#)

[Add to Cart](#)

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

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

Type: Residential Gas Sub Permit

Status: Submitted - Online

Project Name:

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Hold

Meetings

More Info

Progress



Fees

\$0.00

[View Details](#)

[Add to Cart](#)

Workflow

- Confirm Application Complete
- Assess Fees
- Issue Invoice
- Fees Paid
- Issue Permit
- RES Gas Rough Inspection -
- Res Gas final inspection -

Available Actions


No Actions

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.

The screenshot shows a web application interface for permit management. At the top, a navigation bar includes links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City Website. Below the navigation bar, the permit number "GAS-20-0003" is displayed. A printer icon is highlighted with a red box. The main content area shows permit details: Type: Residential Gas Sub Permit, Status: Issued, and Project Name. A horizontal menu below the details includes buttons for Summary, Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, Holds, Meetings, and More Info. The Summary button is selected. The main content is divided into three columns: Progress (60% Completed), Fees (\$0.00), Workflow (listing completed steps like Confirm Application Complete, Assess Fees, and Issue Permit), and Available Actions (listing Request Inspection with a Request button).

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Permit Number: GAS-20-0003

Printer Icon

Permit Details | Tab Elements | Main Menu

Type: Residential Gas Sub Permit Status: Issued Project Name:

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

Progress

60% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

Workflow

- Confirm Application Complete - Passed : 06/10/2020
- Assess Fees - Passed : 06/10/2020
- Issue Permit - Passed : 06/10/2020
- RES Gas Rough Inspection -
- Res Gas final inspection -

Available Actions

Request Inspection RES PLUM Gas Rough Request

Step 9: Permit Issuance

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



City of Winter Park
401 S Park Ave, Winter Park, FL 32789

Permit NO.: GAS-20-0003 Permit IVR Number: 100,326.00
Permit Permit Type: Gas
Work Classification: Residential Gas Sub Permit
Permit Status: Issued
Issue Date: 06/10/2020 **Expiration: 12/07/2020**

Location Address	Parcel Number
1616 PALMER AVE, WINTER PARK, FL 32789-2753	302205159201080

Contacts		
new york times 401 S Park AVE, Winter Park, FL 32789 krsenergov@hotmail.com	Applicant Piner Markovchick 60 S Ivanhoe BLVD, Orlando, FL 30804 (207)491-8948	Plumbing Contractor Pinersm@gmail.com

Description: gas for new sfr	Valuation: \$2,000.00	Inspection Requests: 407-599-3550
	Total Sq Feet: 3,600.00	

Fees	Amount
Total:	

Payments	Amt Paid
Total Fees	
Amount Due:	

Inspections:	
Inspection Type	
RES Gas Rough Inspection	701
Res Gas final inspection	701