



**West Park
Building Department
Applicant Online Permit Application and EPR Submittal Guide**

Applicant Online Permit Application Steps:

To start the online permit application, please click the following link:

Scroll down through the page and locate the section titled “Online Services You Need” under the heading, you will see the word “PERMITTING.” Please proceed to click > [STEP 1. APPLY FOR A PERMIT](#)

<https://www.citizenserve.com/cityofwestpark>

1. If you already have an account, please login with your accounting credentials, which is your account email and password and click > LOGIN.

In case you forgot your username or password, you have the option to use the ‘Forgot your username or password’ option to retrieve your login credentials.

For NEW Users, please click the [REGISTER NOW](#) option and follow the registration process.



LOGIN

Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

2. Once logged in, on the Apply for A Permit page click> the Application Type dropdown menu and select 'West Park Permit'.

APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

Application Type:

indicates a required field

3. Click> the Sub Type dropdown menu and select the type of permit from the list.

APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

Application Type:

Indicates a required field

Building Permit

Sub Type:

Building
Electrical
Mechanical
Plumbing
Landscaping
Fire
Engineering

- Next, enter a work description and choose the project type from the dropdown menu option.

APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

Application Type:

Indicates a required field

Building Permit

Sub Type:

Building

Work Description:

Is this application for a new or existing project?:

A new project
An Existing Project

- Enter the address of the project being submitted

APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

Application Type: Building Permit

Sub Type: Building

Work Description: Re-Roof

Is this application for a new or existing project?: A new project

Address: [Redacted]

Parcel #: [Redacted]


Property Owner: [Redacted]

Block: [Redacted]

Lot: [Redacted]

Subdivision: [Redacted]

ENTER A DIFFERENT ADDRESS →

6. Enter the completed building information, add all contractors associated with the permit using the  selector button option.

CONTACT INFORMATION

Is the Owner the Builder?

Builder: [Redacted] ...

Plumbing: [Redacted] ...

Electrical: [Redacted] ...

Mechanical: [Redacted] ...

Architect: [Redacted] ...

Bonding Company: [Redacted] ...

Fee Simple Titleholder Name: [Redacted] ...

Mortgage Lenders Name: [Redacted] ...

Special Inspector

NOC

7. If you are using the “Owner-Builder” option, please checkbox

8. Once all required fields are completed you will be prompted to upload your permit application . Next you will sign and click> SUBMIT

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

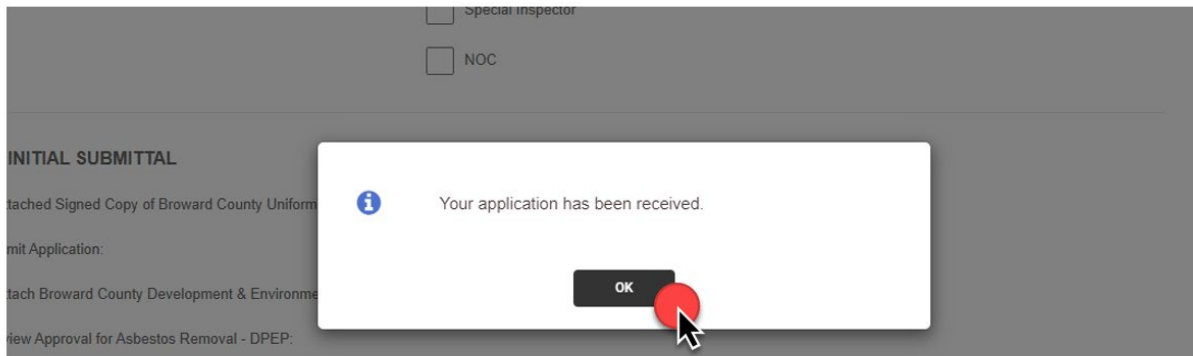
Signature:

Sign Here

SUBMIT

SAVE FOR LATER

9. Click> OK to complete the application screen



10. After the application steps are completed, click> 'My Account' option and click> on 'View my requests'



MY ACCOUNT

Home / My Account

View my requests

Update my information

Logout

Make a payment

Welcome to your online account

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

Online Services:



PERMITTING

Remodeling or adding on to you home?



PLANNING AND ZONING

Starting a new construction project?



CODE VIOLATIONS

Want to report blight, weeds, illegal

11. Click> the [permit number](#) highlighted in blue



MY REQUESTS

Home / My Account / My Requests

View My Permits

Under Review All

Permit #	Address	Application Date	Status	Work Description	Balance Due
WP20-000747	17 RONALD RD	09/25/2020	Online Application Received	Re-Roof	

12. Click> the 'Upload documents' icon to upload all required documentation such as all application forms, insurances, workers comp liability, county, and local business tax receipt, occupational license, state license, and driver's license in digital format.



LOGOUT, STEPHEN

Home Services My Account Contact

VIEW PERMIT

Home / Services / Permits / View Permit

- Request an inspection
- Upload documents
- Leave message

Permit #: WP20-000747
Project #: 20-001356
Status: Online Application Received
Address: 17 RONALD RD
Description: Re-Roof



Permit Reviews Documents Inspections

Permit #: WP20-000747
Permit Type: Building Permit
Sub Type: Building
Issue Date:
Expiration Date:

PROJECT INFORMATION

Job Type: Re-roof
Residential / Commercial: Residential
BCPA BLDG: 150000
Job Value: 3000.00
Floor Area: 1500
Building Use: test
Cumulative % SI/SD: 3

13. Click> SELECT FILES, browse to locate the documents you want to attach and type the description of each document, once completed click> SUBMIT



LOGOUT, STEPHEN

Home Services My Account Contact

UPLOAD DOCUMENTS

Home / Services / Permits / View permits / Upload documents

Use the select file button below to select the documents you would like to upload, you can select more than one file, but each file should be no larger than 25MB.

File Name: z (2).jpg
Description: Plans

SELECT FILES SUBMIT

14. You will receive a Balance due email, once the permit has been paid. Next, you can move forward in processing your permit application for plan review.

15. Payments are to be paid by credit card online, or by dropping off a check to the City Hall by appointment only .

This completes the Permit Application process, now it is time to submit the plans electronically following the EPR Submittal steps (NEXT)

PLEASE DO NOT GO TO THIS NEXT STEP IF YOU HAVE NOT MET ALL OF THE APPLICATION REQUIREMENTS (LICENSES AND REGISTRATION, COMPLETE APPLICATION ITEMS, PAYMENT FOR YOUR PERMIT, CONFIRMATION OF PERMIT NUMBER)

STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION (EPR)

STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL

Applicant EPR Submittal steps:

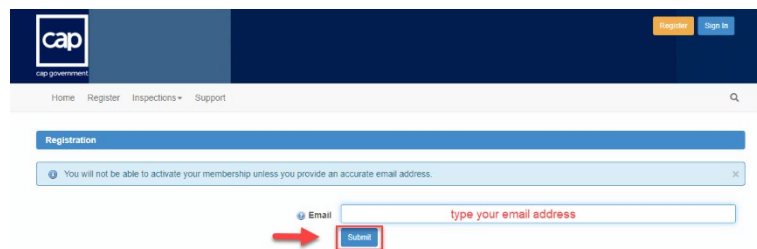
To start the EPR (Electronic Plan Review) Submittal process click> the following link:

<https://www.citizenserve.com/cityofwestpark>

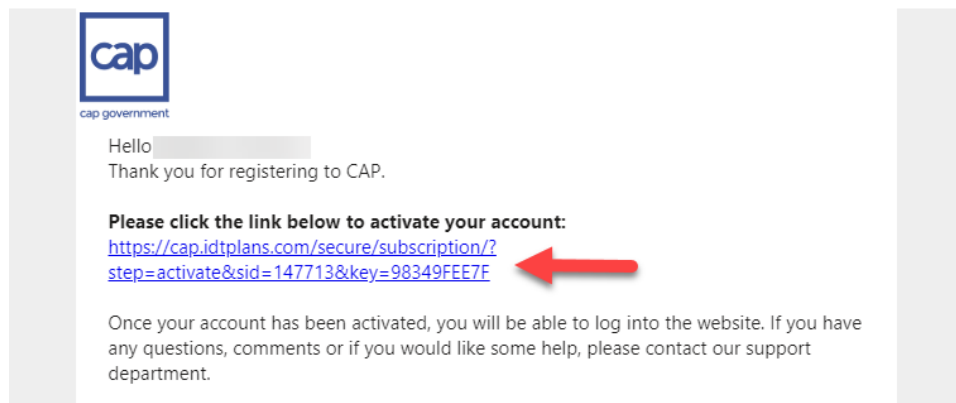
Scroll down through the page and locate the section titled “Online Services You Need” under the heading, you will see the word “PERMITTING.” Please proceed to click > **STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION (EPR)** to complete the registration process before uploading your plans.

If you already have a CAP EPR account, skip to **STEP 2.**

1. Type in your email address and click> Submit, you will receive an email with an activation link (check your Junk Mail folder if the email is not in your Inbox) click on the activation link and follow the account information steps to complete the registration process.



The screenshot shows the CAP registration page. At the top left is the CAP logo and 'cap government' text. Below it are navigation links: Home, Register, Inspections, and Support. A search icon is on the right. A blue bar labeled 'Registration' is present. Below it is a message: 'You will not be able to activate your membership unless you provide an accurate email address.' There is an 'Email' icon and a text input field with the placeholder 'type your email address'. A red arrow points to a 'Submit' button.



The Applicant will need to complete this with all the City requirements that are typically requested by the Building Department for a project to be accepted for review.

A permit application needs to be completed, along with any corresponding upfront fee before accepting the submittal for review. Once the initial requirements are met, the Building Department will assign a Permit (or Process) number to the Applicant, who will need to include this number in the name that will be used at the time the submittal uploaded.

A step by step process will guide the Applicant through the complete submittal process.

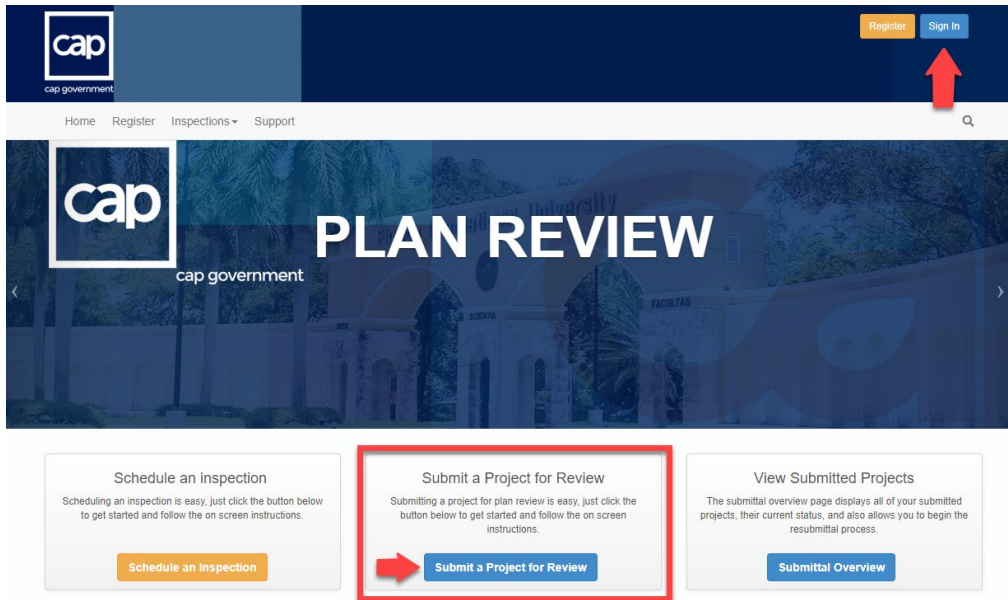
Once this is completed, the Applicant will receive a confirmation email for the specific submittal.

The Applicant will need to provide PDF documents files, electronically or digitally signed and sealed for review. For big projects having files with too many megabytes, it is recommended to have them separated by disciplines. The Applicant may create individual binders per discipline: Architectural, Structural, Electrical, etc., and separately include the specs, calculations, zoning letter, and reports. All drawings are required to be landscape oriented.

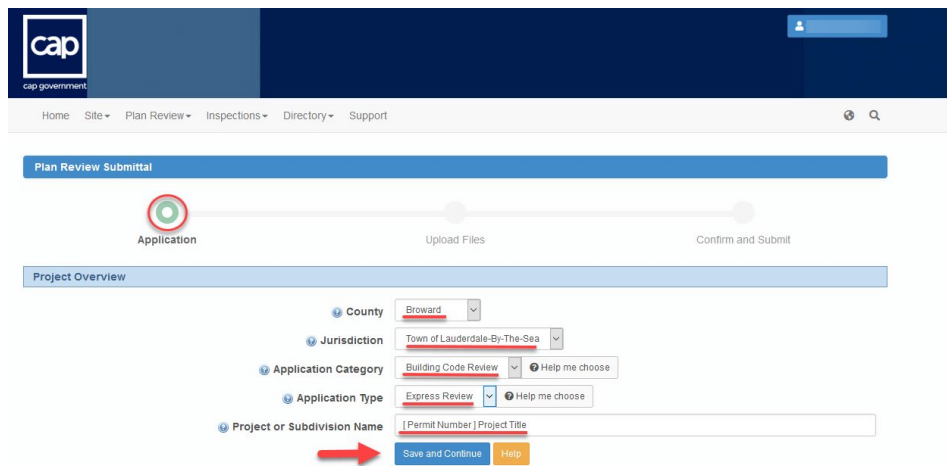
CAP will review the submittal for compliance with the Florida Building Code.

Once the review cycle is complete, if rejected, a ‘Comments Letter’ is issued, and the Applicant along with the Town is notified, the comments become available on the online platform to be responded as part of the corresponding resubmittal including the revised documents. If the project is approved, then an ‘Approval Letter’ is issued.

2. After registration is completed, sign in into the CAP EPR portal and click> the option: “Submit a Project for Review”



3. Complete the Project Overview information and click> Save and Continue



4. Carefully review and comply with all the 'Express Review Checklist' items, once in compliance click> Save and Continue

Plan Review Submittal

Application Upload Files Confirm and Submit

Express Review Checklist Print Checklist

- Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)
- All plan sheets must be submitted in proper landscape orientation. Add a comment
- Plan sheets shall be titled clearly. Add a comment
- Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.) Add a comment
- Plan sets should start with a cover sheet that contains an index of drawings. Add a comment
- In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, **not generic** responses such as "see plan" or "corrected". Add a comment
- Any resubmittal requires the submission of the **COMPLETE** set of plans, not only the affected sheets **AND** also a cover letter that specifies the details of the revision. Add a comment

➔
Save and Continue
Help

5. Complete the Project Details information and click> Save and Continue

Plan Review Submittal

Application Upload Files Confirm and Submit

Project Details

- Phase Submittal Select ➔
- Facility Name
- Project Number
- Building Code Select ➔
- Architect or Engineer Name
- Plans Dated
- Project Description

Source | X | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Text Color | Background Color | Bulleted List | Numbered List | Indent Left | Indent Right | Decrease Indent | Increase Indent | Paragraph | Link | Unlink | Print

Font Size A- A+ B I U [Color] [Color] [List] [List] [Indent] [Indent] [Indent] [Indent] [Paragraph] [Link] [Unlink] [Print]

➔
Save and Continue
Help


6. Review your Application Details information and click> Save and Continue

Plan Review Submittal

Application Upload Files Confirm and Submit

Confirm Your Application Print

Please review your application below for accuracy and use the edit button to make corrections if necessary.



Miami-Dade (Corporate) Office 343 Almeria Avenue Coral Gables, FL 33134 Phone: 305.448.1711	Broward Office 100 SE 12th Street Fort Lauderdale, FL 33316 Phone: 954.888.9882	Palm Beach Office 1910 North Florida Mango Road West Palm Beach, FL 33409 Phone: 561.508.0615
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Project Overview #379278

Project Title: [Permit Number] Project Title **Jurisdiction:** Town of Lauderdale-By-The-Sea
Application Type: Express Review **State:** FL
Workflow: Express Workflow **County:** Broward

Project Details

Phase Submittal: 100% Construction Documents **Facility Name:** CAP
Project Number: 343345 **Building Code:** FBC2017
Architect or Engineer Name: CAP Architectural **Plans Dated:** 03/10/2020
Project Description: XYZ

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.


Confirm Edit

7. Click> Add Files to start uploading your plans files.

Plan Review Submittal

Application Upload Files Confirm and Submit

Document Upload

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

Add Files Start Upload 0 b 0%

Back Help

Submittal Guidelines

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Standardized Drawing File Naming Convention Example

001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

your drawing files should match the index of drawings typically found on the cover sheet.

8. Click> Upload Files and locate the files you wish to upload in PDF format; you can Drag & Drop the files to the upload box or simply select and click> Open on your file explorer window. click> Start Upload to begin uploading the files, once completed click> Save and Continue

Plan Review Submittal

Application Upload Files Confirm and Submit

Document Upload

This page will allow you to upload your project documents. Use the button to start transferring files.

Acceptable file types: PDF, JPEG, PNG, GIF, MP3, MP4, MOV, AVI, WMV, FLV, SWF, DOC, DOCX, XLS, XLSX, PPT, PPTX, TXT, RTF, ODT, ODP, ODS, TIF, EPS, AI, EPS, ZIP, RAR, 7Z, TAR, GZ, BZ2, XZ, EXE, DLL, SYS, INF, INI, LOG, BAT, CMD, VBS, JScript, VBScript, PowerShell, PS1, PS2, PS3, PS4, PS5, PS6, PS7, PS8, PS9, PS10, PS11, PS12, PS13, PS14, PS15, PS16, PS17, PS18, PS19, PS20, PS21, PS22, PS23, PS24, PS25, PS26, PS27, PS28, PS29, PS30, PS31, PS32, PS33, PS34, PS35, PS36, PS37, PS38, PS39, PS40, PS41, PS42, PS43, PS44, PS45, PS46, PS47, PS48, PS49, PS50, PS51, PS52, PS53, PS54, PS55, PS56, PS57, PS58, PS59, PS60, PS61, PS62, PS63, PS64, PS65, PS66, PS67, PS68, PS69, PS70, PS71, PS72, PS73, PS74, PS75, PS76, PS77, PS78, PS79, PS80, PS81, PS82, PS83, PS84, PS85, PS86, PS87, PS88, PS89, PS90, PS91, PS92, PS93, PS94, PS95, PS96, PS97, PS98, PS99, PS100

DRAG & DROP

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		
	15	

[Add Files](#) [Start Upload](#) 0 b 0%

[Back](#) [Help](#)

File Upload

Organize New folder

Search TRAINING SAMPLE PL...

Name	Date modified
010 A0.8 - ECO-CEM (FCP-1) MANUFACT...	3/24/2020 7:05 AM
011 A1.1 - SITE PLAN.pdf	3/24/2020 7:07 AM
012 A2.1 - CURB PLAN.pdf	3/24/2020 7:05 AM
013 A2.2 - FLOOR PLAN.pdf	3/24/2020 7:05 AM
014 A2.3 - REFLECTED CEILING PLAN.pdf	3/24/2020 7:05 AM
015 A2.4 - ROOF PLAN.pdf	3/24/2020 7:05 AM
016 A2.5A - FLOOR FINISH PLAN.pdf	3/24/2020 7:05 AM
017 A2.5B - WALL FINISH PLAN.pdf	3/24/2020 7:05 AM
018 A2.5C - FURNITURE PLAN.pdf	3/24/2020 7:05 AM
019 A3.1 - EXTERIOR ELEVATIONS.pdf	3/24/2020 7:05 AM
020 A3.2 - EXTERIOR ELEVATIONS.pdf	3/24/2020 7:05 AM
021 A3.3 - BUILDING SECTIONS.pdf	3/24/2020 7:05 AM
022 A3.4 - BUILDING SECTIONS.pdf	3/24/2020 7:05 AM
023 A3.6 - WALL SECTIONS.pdf	3/24/2020 7:05 AM
024 A3.7 - WALL SECTIONS.pdf	3/24/2020 7:05 AM
025 A3.8 - WALL SECTIONS.pdf	3/24/2020 7:05 AM
026 A3.9 - WALL SECTIONS.pdf	3/24/2020 7:05 AM
027 A4.1 - TOILET-OFFICE PLANS - ELEVA...	3/24/2020 7:05 AM
028 A5.1 - INTERIOR ELEVATIONS.pdf	3/24/2020 7:05 AM
029 A5.2 - INTERIOR ELEVATIONS.pdf	3/24/2020 7:05 AM
030 A7.1 - EXTERIOR DETAILS.pdf	3/24/2020 7:05 AM

File name: "015 A2.4 - ROOF PLAN.pdf" "016 A2.5A - FLOOR FINI... Foxit Reader PDF Document

[Open](#) [Cancel](#)

SELECT & OPEN

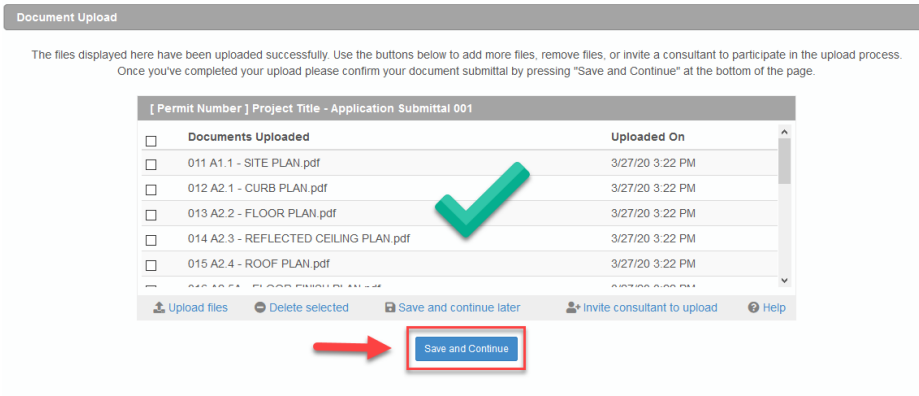
Select files

Add files to the upload queue and click the start button.

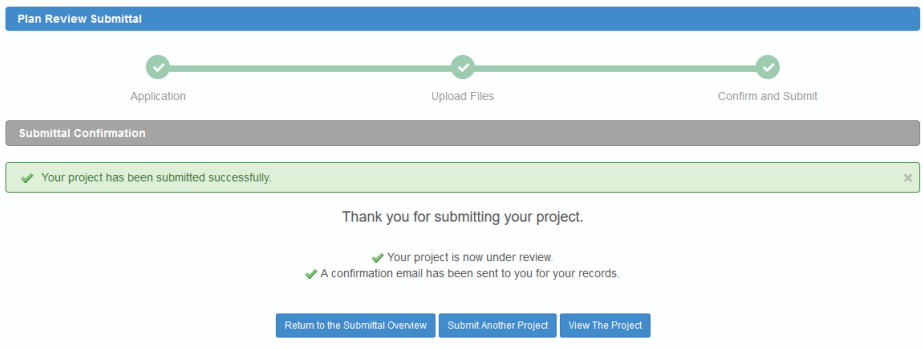
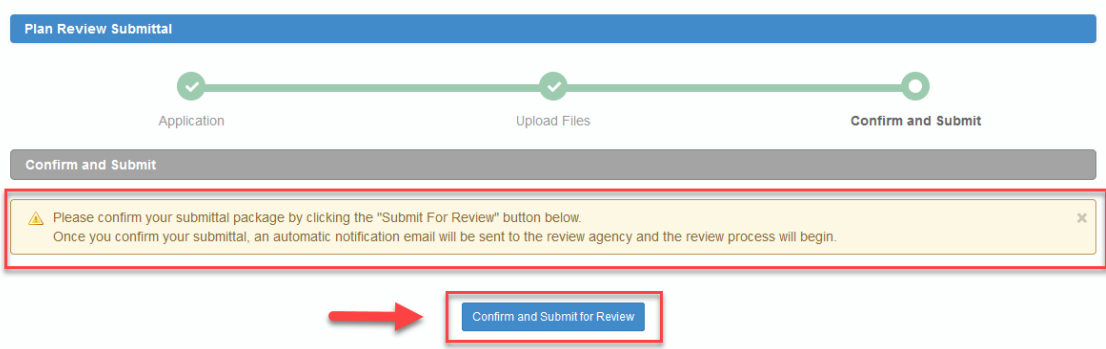
Filename	Size	Status
013 A2.2 - FLOOR PLAN.pdf	211 kb	0%
014 A2.3 - REFLECTED CEILING P...	372 kb	0%
015 A2.4 - ROOF PLAN.pdf	186 kb	0%
016 A2.5A - FLOOR FINISH PLAN...	369 kb	0%
017 A2.5B -WALL FINISH PLAN.pdf	243 kb	0%

[Add Files](#) [Start Upload](#) 5 mb 0%

[Back](#) [Help](#)



9. After you click ‘Save and Continue’ and uploaded your files, you will need to confirm your submittal process; the system will automatically send a confirmation via email and that completes the application EPR submittal process.



The system will send a notification via email once the submittal has been Approved or Declined for review.

This complete the Applicant EPR Submittal steps