

Growth Management Customer Permitting Portal Instructions

Go to : <u>https://cwpll.talgov.com/TallahasseePortal/Home/Welcome</u>

Select "Create New Account" or if you have an existing account Login with your username and password. ("Guest Access" only allows you to pay fees and review permit applications)

City of Tallahassee Permit Portal	
Enter Name	
Enter Password	
Log In	
Create New Account Forgot Pessword? Guest Access	

Click on Create Application

City of Tallahassee	🖬 🛩 🖾 🖬 Search Google for 🔍 😁 Logout
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Request Records	
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	Create New Application
	Inspection Requests
	Make Payment

Customer Permitting Portal Instructions

SELECT APPLICATION TYPE.

(Each Category has the different permit types under it listed out, please read carefully so that you select the application type you are wanting to apply for); click "Next".

Building, Trade Permits, Land Use, or Environmental

Select Application Type
O Building Permits
Demolition Manufactured Home Sign Swimming Pool Tent / Temp Use Retaining Wall Window / Door / Siding Life Safety / Fire
O Trade Permit - associated to a Building Permit Electrical Plumbing Gas Mechanical Roofing Appliance Sticker Gas Appliance Sticker Plumbing New Foundation Life Safety / Fire
O Trade Permit - not associated Electrical Plumbing Gas Mechanical Roofing LC Gas Appliance Sticker Plumbing Appliance Sticker Purchase Alternative Energy Life Safety / Fire
O Land Use Reviews Presubmittal Site Plan Subdivision Concurrency Zoning Verification LUCC Abandorment BOAA Flood Zone Determination Linear Infrastructure Variance Parking Standards Review Stand Alone Deviation Technical Amendment
C Land Use Reviews - Modifications Major & Minor Modifications to Site Plan or Subdivision
O Environmental Reviews EMP - General J EMP - Land Disturbance Only J EMP - Minor J EMP - Standard NFI Exemption Request J Environmental Impact Analysis J Environmental Permit Waiver J Environmental Variance Tree Protection & Removal Natural Features Inventory
© Environmental Permits Stormwater Operating
O Public Infrastructure ROW Permits
Environmental Permit Amendment Building Permit Revision
Carxed Nest

Select Case Types & Sub-Types:

Now you will select "Case Type" from the list by clicking on the down arrow, then selecting the specific type of permit you are applying for.

Depending on the case type you may also be asked to select a "Sub-Type"; click "Next".

Case Types are listed below by category i.e. Building, Trade, Land Use or Environmental.

<u>Building</u>:

Select Case Types and Sub-Types Before you apply, please confirm that the parcel/location is located within the City limits unless you are applying for a Leon County Giss Tap. If further assistance is needed please contact our Land Use and It is important that you complete as much information as possible so that your application is processed efficiently. Case Type Select Case Type Se	
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Trade Permit (i.e. Electrical, Mechanical, Plumbing, Gas, Roofing, etc.)

1) Associated to a Bldg. Permit:

Select Case Types and Sub-Types	
Before you apply, please confirm that the parcel/location is located within the City limits unless you It is important that you complete as much information as possible so that your application is process	are applying for a Leon County Gas Tap. If further assistance is needed please contact our Land Use and Environmental Services Division for further verification (850) 891-7001 option 4. seed efficiently.
Case Type	
Select Case Type	
Select Case Type BI : Appliance Sticker Permit	
BI : Electrical Permit	
BI : Gas Permit BI : Life Safety Permit	
BI : Mechanical Permit	
BI : NEW Foundation Permit (No Repairs) BI : Plumbing Permit	
BI : Roof Permit	

2) Not Associated to a Bldg. Permit:

Select Case Types and Sub-Types Before you apply, please confirm that the parcellfocation is located within the Chy limits unless you are applying for a Leon County Gas Tap. If further assistance is needed please contact our Land Lite and Environmental Services Division for further verification (850) 891-7001 op It is important that you complete as much information as possible so that your application is processed efficiently. Case Type	
Case Type Select Case Type Select Case Type B1: Alternative Energy Permit B1: Appliance Sticker Permit B1: Bestricting Permit	
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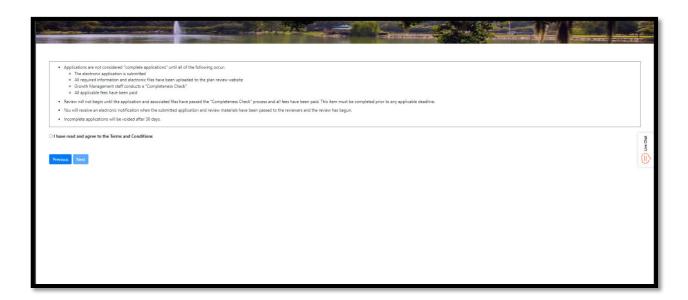
Land Use Permits:

Select Case Types and Sub-Types	
Before you apply, please confirm that the parcel/location is located within the City limits unless you It is important that you complete as much information as possible so that your application is proce	u are applying for a Leon County Gas Tap. If further assistance is needed please contact our Land Use and Environmental Services Division for further verification (850) 891-7001 option 4. sseed efficiently.
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Environmental Permits:

Before you apply, please confirm that the parcellocation is located within the City limits unless you are applying for a Leon County Gas Tap. If further assistance is needed please contact our Land Use and Environmental Services Division for further verification (850) 801-7001 option 4. It is important that you complete as much information as possible to that your application is processed efficiently. Cate Type Select Cate Type Cit : Environmental Markagement Permit UDS1 : Environmental Inpart Analysis UDS1 : Environmental Inpart Analysis UDS1 : Environmental Permit Yours UDS1 : Environmental Permit Yours Environmental Yours Permit	Select Case Types and Sub-Types	
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You will now come the "Terms & Conditions" page. <u>Please READ carefully as each permit has</u> <u>conditions that are different for requirements</u>. Once you have read the conditions check the box, then click "Next".



LOCATION:

Now you will search for your location. You can use either a Parcel/Tax ID number or a Street Address (Do Not include the designation of street, road, lane, circle, etc. *Example: 435 N Macomb instead of 435 N Macomb Street*). Once you locate the site on the map it should drop automatically in the two tables below the map. If it does not you can click on the black dot to drop the address/parcel to the tables below; click "Next".

elect Location	
Before you apply, plesse verify that the parcets you are applying for are in the City limits and are contiguous. If the parcets are not in the City limits you will ne for each contiguous group. Plesses contact COT Growth Management at #011-701, Option 4 if you have questions. Address/Parcets may be selected by clicking a point on the map or by using the "Find Address or place" bar to search for a specific address/parcet. Use the driv data field. After the address/parcet has been located and selected select the Next button at the bottom of the page. For help with addressing plesse call 550-801-7001 Option 4	
▼ Find address or place Q	
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No data available in table	No data available in table
Showing 0 to 0 of 0 entries Previous Next:	Showing 0 to 0 of 0 entries Next Remove
Cancel Previous Next	

<u>PEOPLE:</u>

You will now be on the "People" screen. The property owners and you as the applicant will automatically be displayed in the boxes at the bottom of the page. (You can add an agent or engineer etc. to the permit details if you want to; see below for steps to add additional people)

*** <u>All Environmental permits require an Agent be listed</u> and you will need to add them using the steps below.

If you <u>do not</u> want to add additional "People" then you can just click "Next" at the bottom of the page.

To Add Additional People: You will search the name and select them from the list. If the contact does not exist, select "Add New Contact" and complete the requested information.

Once you have completed it, you should see the name appear in the table at the bottom of the screen. Go to the far right and select the "Role" of the person you are adding in (i.e. contact, agent, engineer, architect, etc.) Now click "Next".

allahassee			Search Google for Q IN Logout
	Please Note: At least one Owner must be specified. You as the Applicant will be the main contact for the project other to view and/or upload document into this review, you can do so at the document upload stage under "Pro		entation submittals. If you wish to invite
y Account at Records	Search or Add People: Please "INTER NAME" and click the "SLARCH" button to select a contact from the table details. Please ensure you have selected the applicable role for each person added. Once all people have been a		Rew Contact" and complete the contact
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CONTRACTOR:

To add a contractor, you can search by name or license number. When the search results appear below click on the correct one to select them, then click the "Add" button. Now click Next. ***<u>Note: If you are a homeowner acting as your own contractor, please enter OWNER in the license field.</u>

Select Contractor		
Search by contractor name or license num.	Search	
Add		
Contractor Name	Contractor Type	11 License Num
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Showing 0 to 0 of 0 entries		
Remove		
Cancel Previous Next		

PERMIT DATA:

You should now be at the permit data area where you will need to enter your specific project details/information depending on the permit type you are applying for.

Every application type has different data requirements depending on the type of permit you are applying for. Once you have completed entering the data click "Next" to go to the Permit Data Details Summary.

PERMIT DATA DETAILS SUMMARY:

This page is an area to review the information that you have entered and if you need to go back and make any changes simply click the "Previous" button. If everything is correct you will now click on "Submit Case". *****Note the required uploads will still need to be performed and** *submitted to fully complete the application process.*

escription	Value
oposed Development:	New
evelopment Type:	Non-Residential Only
isting Property Use:	retail
oposed Property Use:	retail
umber of Lots:	1
on-Residential Existing SqFt:	15,000
on-Residential Proposed SqFt:	20.000
npervious Existing SqFt:	1.500
npervious Proposed SqFt:	1.000
operty Acreage:	3

PERMIT SUMMARY:

You will now see the Permit Summary which will list your permit number that you will need to write down for future reference. Now you will click on "Open Plan Review"

four permit has been submitted. Please record the permit number: TSP200018 Please submit any required documentation by selecting the "Open Plan Review" button below. Once your documentation is received, our office will review the content. If applicable, fees will be calculated by our office and a notification will be sent that fees are ready to be paid. Our online payment system accept credit cards and ACH bank transfers. Please note there is a 2.35% usage fee for credit card transactions. You will need the routing and account numbers for the bank account you choose to make payment with. If you wave questions related to the feed use, please contact our office at (850) 891-7001 option 2 for Building Inspection option 4 for UUES.		
Once your documentation is received, our office will review the content. If applicable, fees will be calculated by our office and a notification will be sent that fees are ready to be paid. Our online payment system accept credit cards and ACH bank transfers. Please note there is a 2.35% usage fee for credit card transactions. You will need the routing and account numbers for the bank account you choose to make payment with. If you	our permit has been s	ubmitted. Please record the permit number: TSP200018
credit cards and ACH bank transfers. Please note there is a 2.35% usage fee for credit card transactions. You will need the routing and account numbers for the bank account you choose to make payment with. If you	Nease submit any requ	ired documentation by selecting the "Open Plan Review" button below.
	redit cards and ACH b	ank transfers. Please note there is a 2.35% usage fee for credit card transactions. You will need the routing and account numbers for the bank account you choose to make payment with. If you

OPEN PLAN REVIEW (Uploading Required Documents):

This is where you will need to upload your supporting documents. ***It is recommended that you use our "Standard Naming Conventions" to name each file prior to uploading. These are listed by permit type at this link. <u>https://www.talgov.com/growth/growth-apps-checklists</u>

Click on Browse and the windows explorer will pop up for you to browse to your files. Select all the files you need to upload then click "Open"

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If you use the "Standard Naming Conventions" mentioned above the Discipline and Sheet names should automatically be filled in. If you have not and it doesn't fill in a field, you will need to <u>select at minimum the "Discipline"</u> from the dropdown menu which is a required field.

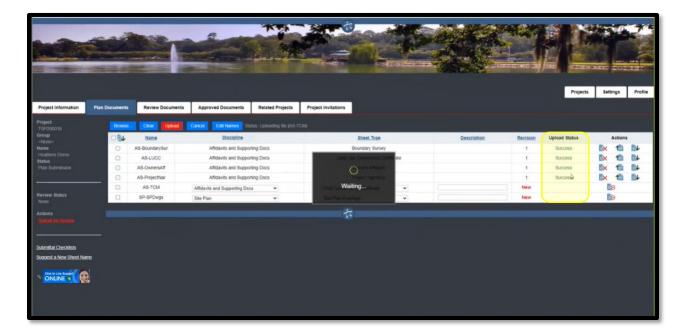
The "Description" field is completely optional. It's to use if you feel there is more information needed where there's multiple of the same feature or document.

You can now click "Upload"

		Review Documents	Approved Documents Rela	ted Projects P	roject Invitations					
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A message will come up asking you to grant us permission to do markups, place approval stamps etc. on the documents. Click "Yes".

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Your upload status should change to "Success" (Highlighted in yellow below)

Now go to the left-hand side of the screen and click **"Submit for Review"** to complete the application submittal and turn it over to us for review. *******If you do not select the submit for review the application will stay in your hands in pending status.

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The status (left hand side of the screen) should change to "Coordinator Review". The Permit Coordinators will now do a quick review to make sure all required information has been submitted and will then invoice you for the fees.

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***Note – The Application is not considered "Complete" and will not be forwarded for review until <u>ALL of</u> <u>the following occur:</u>

- Application Fees have been paid. (Payment is due at the time of submittal.)
- All <u>required</u> documents and information has been uploaded.
- Growth Management Intake Staff conducts a "Completeness Check".
- Applications that are incomplete will be voided after 30 days.
- Applications that are in a pending status with no activity will be voided after 30 days.

*** If Legal Notification is required for the permit type selected the Sign Posting must be completed for the application to be considered a complete submittal and placed on the appropriate agenda. (Applicable to applications for Type B Site Plan, Preliminary Plat, Limited Partition, Variance, Stand Alone Deviations, ROW Abandonment/Street Closure & Major Modifications)