

## How to Add a Professional License to your Account

If you would like to apply for building or tree removal permits, you must add your license to your online account. To add your license to your user account:

Go to <https://epermit.myclearwater.com/citizenaccess/Default.aspx>

Log in with your user name and password.

**Supported Browsers:**

- Microsoft Internet Explorer 10
- Firefox 23
- Safari 6
- Google Chrome 31
- Opera 18

If you experience problems, it may be due to the browser version. If you are unable to use one of the supported browsers, please try using the refresh / reload button and select "Stay on this page" when prompted.

NAVIGATION: Select one of the TABS below to begin your search:

[Instructions - How to Schedule a Building Inspection](#)  
[Instructions - How to Register](#)  
[Instructions - How to Add a Professional License to your Registration](#)

Home Building Business Tax Planning

Welcome to ePermit:  
The City of Clearwater's Planning & Development Department  
Public Access Website

Anyone may search our database without being a registered user by simply clicking on one of the corresponding tabs at the top of the page.

In order to create a new building permit application online, you must first login as a registered user. **New users must receive login approval PRIOR to creating a new application.**

**Building Permits:**

**Login**  
User Name or E-mail:  
clearwater@ x  
Password:  
Login  
 Remember me on this computer

You must add your license to your user account before you can apply for a permit.

Log in with your use name and password.

Home Information Services Activities Government Employment Site Map Español Contact Us

Account Management Logout  
Logged in as John Doe

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Home Building Business Tax Planning

Welcome John Doe  
You are now logged in.

Select the "Manage Your Account" link in the upper right.

Home Building Business Tax Planning

**Manage Your Account**  
Your current account information is shown below. Click an Edit button to update information.

**Account Type**  
Licensed Professional Account

**Login Information** Edit

User Name: clearwaterit  
E-mail: shaun.cunningham@myclearwater.com  
Password: \*\*\*\*\*  
Security Question: What is the brand of your first car?

**License Information** Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

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Scroll down to "License Information".  
Select the "Add a License" button on the far right.

Home Building Business Tax Planning

**Updating Your Account:  
Adding a License:**

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency. In certain circumstances, such as license-right by proxy through an employer, after identifying your license(s), an Agency employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal may be limited pending approval.**

\* indicates a required field

**License Information**

Required to apply for building or tree permits.

\* License Type:  ? \* License Number:

Find License

Choose "Contractor" as your license type.  
Enter your license number  
Click on the "Find License" button.

**Adding a License:**

**License Information**

1 results found matching lookup criteria  
Search a license number to continue.

Showing 1-1 of 1

<u>License Number</u>	<u>Type</u>	<u>Name</u>
<u>CITYOFCLEARWATER</u>	Contractor	JIM WOOD

Click on the underlined license number.

If your license is not found, please call the City (727-562-4578). We will need to add your state and PCCLB license information to our system. We will also need a copy of your current Business Tax Receipt.

Message from webpage

Do you want to associate this license to your account?

Select OK when the following message appears.

You will see the following message:

CITYOFCLEARWATER professional license added successfully to your public user account.  
This license must be activated before use.

**Manage Your Account**  
Your current account information is shown below. Click an Edit button to

**Account Type**  
Licensed Professional Account

**Login Information**

User Name: bldgUser3  
E-mail: lydia.moreda@myclearwat  
Password: \*\*\*\*\*  
Security Question: What is the name of your first pet?

**License Information**

City staff must approve your license before you can apply for a permit. You will receive a confirmation email as to the status of our license in one working day. Any attempt to apply for a permit prior to approval will fail.

If you have any questions, please call 727-562-4578.