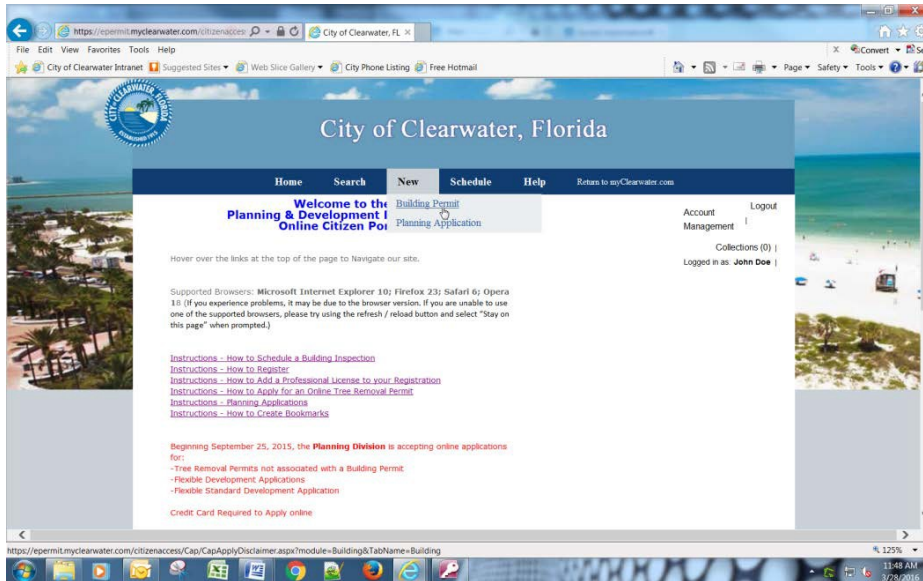


## How to Apply for an Online Building Construction Permit

- 1) Visit <http://epermit.myclearwater.com>
- 2) Login to the site with your Username and Password
- 3) Hover over the word **New** in the blue bar at the top of the page and choose “Building Permit”



- 4) Agree to the Terms and Conditions of the General Disclaimer by putting a check mark in the box as indicated.
- 5) Click Continue Application

### [Review City of Clearwater Web Site Legal Disclaimers](#)

#### General Disclaimer

While the City attempts to keep its web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the

I have read and accepted the above terms.

**Continue Application »**

- 6) Select your License Number from the dropdown list.
- 7) Click Continue Application

- 8) Read about and select the record type appropriate for your application
- 9) Under Applicant, click **“Select from Account”** Choose the contact from the list. Then click Continue

### Select Contact from Account ✕

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-4 of 4

	Category	Type	Name
<input checked="" type="radio"/>	Associated Contact	Individual	John Doe
<input type="radio"/>	Associated License	Contractor	STA DRY ROOFING JAMES HINES Contractor CCC1329054
<input type="radio"/>	Associated License	Contractor	TEST CONTRACTOR Lydia Moreda Contractor TEST516
<input type="radio"/>	Associated License	Contractor	CITY OF CLEARWATER City BUILDING & MAINT Contractor CITYOFCLEARWATER

Continue
Discard Changes

- 10) IF THE PAGE STALLS WITH THE MESSAGE “Please wait”, Press the F5 key on your keyboard or refresh your page and choose “Stay on this Page”
- 11) Click Continue Application to move on to step 2.
- 12) Choose your permit location by entering only the “street number”, “street name” (and “Unit No”) fields where applicable. You may see several choices from which to choose. If so, select one of the choices. This selection will fill in the parcel and owner information from our database.
- 13) Click “Continue Application” to move on to Step 3.
- 14) Fill in all the required (\*)fields in the ASI (Application Specific Information) area

**ASI**

**GENERAL**

Online Permit Type: ? Remodel ▼

Property Use: Single Family/Duplex ▼

\* Dwelling:  Yes  No

15) Tell us about the Nature of Work by selecting all the disciplines that apply to the scope of work for your permit

#### NATURE OF WORK

Select all that apply.

- Building:  Yes  No
- Electric:  Yes  No
- Plumbing:  Yes  No
- Mechanical:  Yes  No
- Gas:  Yes  No
- Fire:  Yes  No
- Roofing:  Yes  No
- Planning/Zoning:  Yes  No
- Landscaping:  Yes  No
- Land Resources:  Yes  No
- Clearing and Grubbing:  Yes  No
- Engineering:  Yes  No
- Traffic Operations:  Yes  No
- Utilities:  Yes  No
- Other - please specify:

16) Add Product Approval Numbers as needed by clicking the Add a Row button

**Product Approval (PAN)**

**PRODUCT APPROVAL NUMBER**

Showing 0-0 of 0

Product Number	Product Location
No records found.	

17) Fill in the FL number and Product Location fields (You may use the product location field to describe where the product will be used or to let us know the Manufacturer of the Product). Click Submit.

**PRODUCT APPROVAL NUMBER**

Product Number:

Product Location:

18) Upload documents/Attachments (See How to Upload a Document Online)

19) Review all the information you have entered on the application

- a) You can edit each section at this point.
- b) You cannot edit the application once you submit your payment and a permit number is assigned. **If you find that you need to make a change to your application once a permit number has been assigned you must call our office (727-562-4567).**

20) Click “Continue Application” to pay for your permit:

Note: **For Building – Construction Permits other than doors, roofs, and window permits, only the Plans Examination fee is due at the time of the application. All other fees are invoiced once the application is reviewed by our Development Review Staff. You will be required to pay the balance of the outstanding fees BEFORE the permit can be issued.**

Call our staff if you have any questions about or issues with your application.

Barbara Johnson-727-562-4567 ext. 2590.