

How to Monitor the Status of your Application

To see the process status of your application or view case conditions, please visit:

<https://epermit.myclearwater.com>

Hover over the word **Search** and choose **Building Applications**

Enter the **complete** permit number into the Permit Number field of the **General Search** area then scroll down and click **Search**.

The screenshot shows the City of Clearwater, Florida website. The navigation menu includes Home, Search, New, Schedule, Help, and Return to myClearwater.com. A red arrow points to the 'Search' menu item. Below the navigation, there is a notification about inspection cancellations and a 'General Search' section. The 'Permit Number' field is circled in red, and the 'Record Type' dropdown menu is set to '--Select--'. The 'Project Name' field is also visible.

To **View and Print the Case Conditions**, scroll down to the **More Details** area and click “Print/View Conditions” in the blue box:

► More Details

Print/View Conditions

To follow the **Review Process** of your application, click the small arrow-shaped symbol in front of the words “*Processing Status*” to open that area. You will see green check marks beside the reviews that have been completed and hour-glass symbols beside the reviews that are in progress.

Processing Status	
✓ ▶	Application Submittal
	Art Review
✓ ▶	Building Review
✓ ▶	Mechanical Review
✓ ▶	Plumbing Review
✓ ▶	Engineering Review
✓ ▶	Environmental Review
✓ ▶	Land Resources Review
✓ ▶	Gas Review
✓ ▶	Electrical Review
🕒	Planning Review
✓ ▶	Fire Review
✓ ▶	Traffic Engineering Review
✓ ▶	Stormwater Review

From here, you can click on the arrow symbols next to each checked review to see the result of that review.

Paying Outstanding Fees: Scroll down to the Fees section. Click the Arrow symbol in front of the word Fees. Look for the Pay Fees link to the right of the *outstanding* fee section

Fees			
<i>Outstanding:</i>			
Date	Invoice Number	Amount	
03/29/2016	458271	\$55.70	Pay Fees
03/29/2016	458271	\$2.00	
03/29/2016	458271	\$2.00	
03/29/2016	458271	\$54.75	

Total outstanding fees: \$114.45

[Notify staff once a payment is made by sending an email to epermit@myclearwater.com.](mailto:epermit@myclearwater.com)