

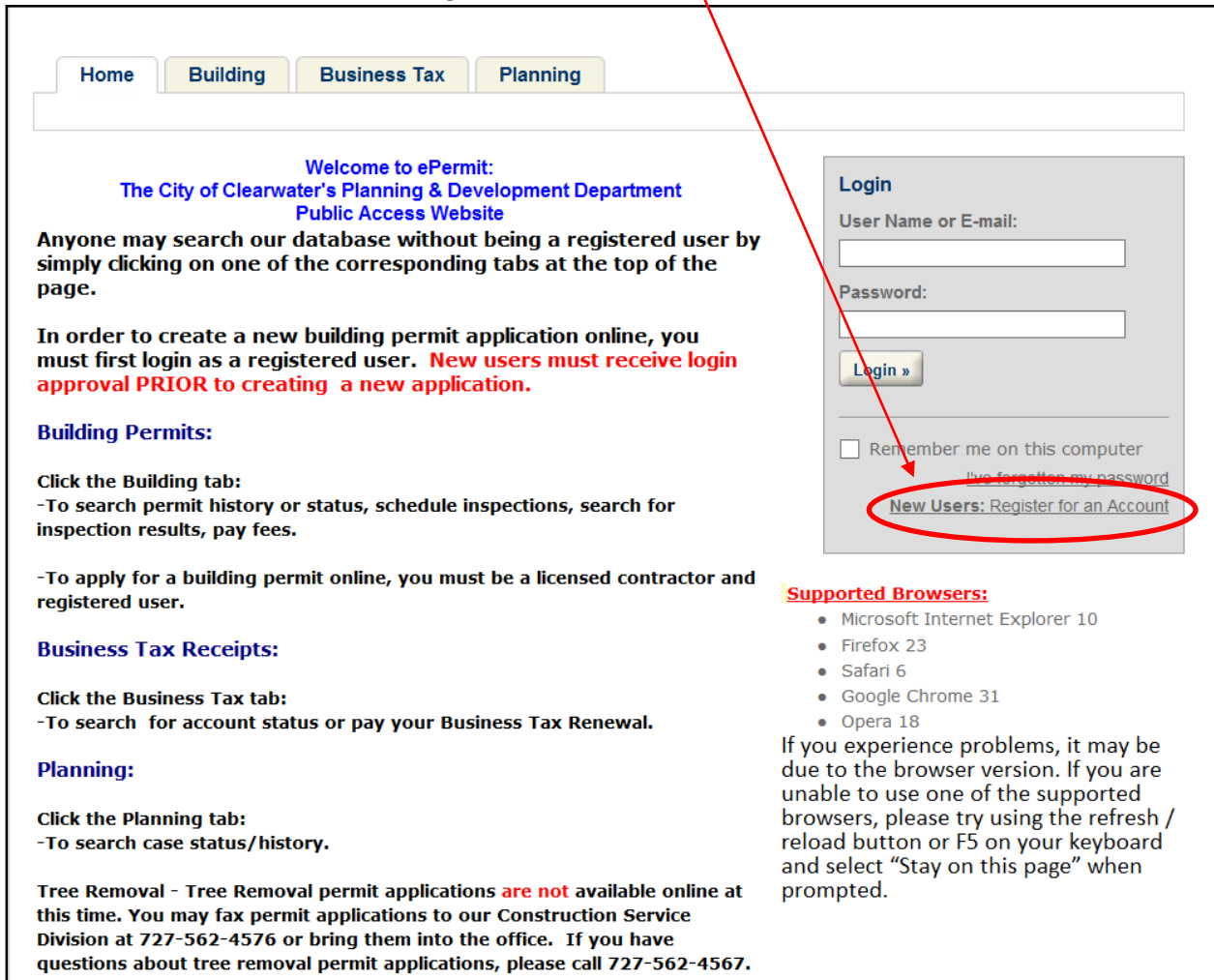
## How to Obtain an Account to Apply for Online Permits

1. You must be registered with the City of Clearwater as a licensed professional.
2. You must obtain an online user account and password. Once your account has been approved by the city, you will be able to apply for a building permit.

### To apply for an online account:

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

Select the link "New Users: Register for an Account"



The screenshot shows the ePermit website interface. At the top, there are navigation tabs: Home, Building, Business Tax, and Planning. Below the tabs, the text reads: "Welcome to ePermit: The City of Clearwater's Planning & Development Department Public Access Website". A message states: "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." Another message says: "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." There are three sections: "Building Permits:", "Business Tax Receipts:", and "Planning:". Each section has instructions on how to use the respective tab. On the right side, there is a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a checkbox for "Remember me on this computer". Below the login form, there is a link for "New Users: Register for an Account" which is circled in red. A red arrow points from the text above to this link. Below the login form, there is a "Supported Browsers:" section listing: Microsoft Internet Explorer 10, Firefox 23, Safari 6, Google Chrome 31, and Opera 18. A note at the bottom right says: "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 or F5 on your keyboard and select 'Stay on this page' when prompted."

**Building Permits:**

Click the **Building** tab:  
-To search permit history or status, schedule inspections, search for inspection results, pay fees.

-To apply for a building permit online, you must be a licensed contractor and registered user.

**Business Tax Receipts:**

Click the **Business Tax** tab:  
-To search for account status or pay your **Business Tax Renewal**.

**Planning:**

Click the **Planning** tab:  
-To search case status/history.

**Tree Removal** - Tree Removal permit applications **are not** available online at this time. You may fax permit applications to our Construction Service Division at 727-562-4576 or bring them into the office. If you have questions about tree removal permit applications, please call 727-562-4567.

**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 or F5 on your keyboard and select "Stay on this page" when prompted.

Accept the Web Site Disclaimer and select the "Continue Registration" button.

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](#)

[Home](#) [Building](#) [Business Tax](#) [Planning](#)

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### Account Registration

To register as a new online user, **you must be a licensed contractor.** You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers

Please review and accept the terms below to proceed.

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

**YOU WILL NOT BE ABLE TO CREATE A NEW APPLICATION UNTIL YOU ARE NOTIFIED THAT YOUR LOGIN INFORMATION HAS BEEN VERIFIED.**

**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.

I have read and accepted the above terms.

[Continue Registration »](#)

Enter Account Information

Hit the "Add New" button to enter information on the person authorized to apply for permits.

[Instructions - How to Schedule a Building Inspection](#)

[Home](#) [Building](#) [Business Tax](#) [Planning](#)

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### Account Registration Step 2: Enter Account Information

**Login Information**

\*User Name:  [?](#)

\*E-mail Address:

\*Password:  [?](#)

\*Type Password Again:

\*Select a Security Question:  [?](#)  
--Select--

\*Answer:  [?](#)

**Contact Information**

[Add New](#)

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[Continue Registration »](#)

Select Licensed Professional  
Continue

**Select Contact Type**

\* Type:   
Applicant  
Licensed Professional

[Discard Changes](#)

Complete the form displayed and select the "Save and Close" button.

**Contact Information**

Name of Business:

Country:

\* Address Line 1:

\* City:

\* State:

\* Zip:

Home Phone:  Work Phone:  Mobile Phone:

Fax:

E-mail:

[Discard Changes](#)

The information you entered will appear on the screen  
Select the "Continue Registration" button.

**Login Information**

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Select a Security Question:

\* Answer:

**Contact Information**

✔ **Contact updated successfully.**

**Mary Brown**  
123@me.com  
Home phone:1231231234  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

You will see the following:

How to Use ePermit  
How to Schedule an Inspection

Home Building Business Tax Planning

Thank you for registering. We have sent you an email with a hyperlink to verify the registration. **Please click on the hyperlink to activate your account.**

**Your account has been successfully created.** To **ACTIVATE** your account:

1. Click on the hyperlink in the email we just sent.
2. Log in with your user name and password.
3. Select the Account Management link in the upper right to add your license information
4. You will receive an email approving your license.

Please call 727-562-4578 if you do not receive a confirmation in one working day.

**Account Information**

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

**Contact Information**

You will immediately receive a confirmation email.  
**Click on the hyperlink in the email** to activate your account.

Clicking on the hyperlink will take you back to the registration page.

Home Information Services Activities Government Employment Site Map

NAVIGATION: Select one of the TABS below to begin your search:  
[How to Use ePermit](#)  
[How to Schedule an Inspection](#)

Home Building Business Tax Planning

**Please Login**  
Thank you for registering for an Accela Citizen Access user account. Your account has been verified. If you registered as an Applicant, Architect or Engineer, you may submit a planning application at this time. You can now login by entering your password and then clicking the Login button.

If you registered as a licensed profession, please login and add your license information to your account. Select Account Management in the upper right corner.

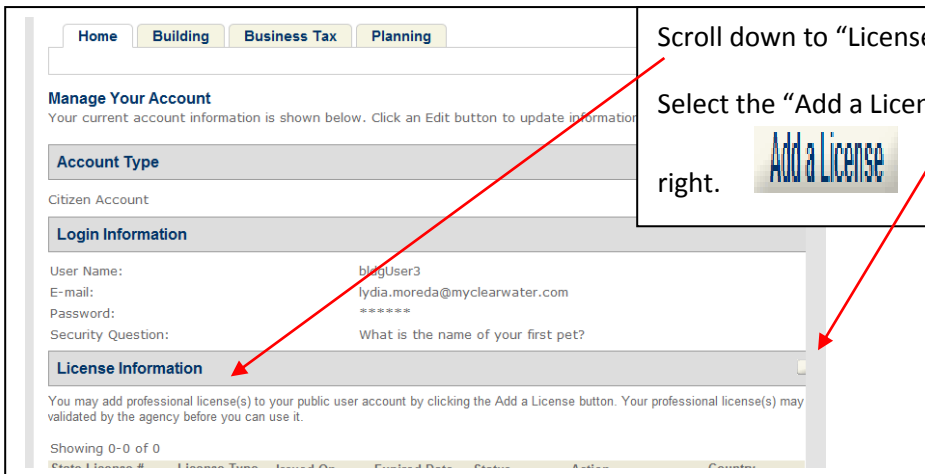
**Login**  
User Name or E-mail:  
bldgUser3  
Password:

Remember me on this device  
[I've forgot](#)  
[New Users: Register](#)

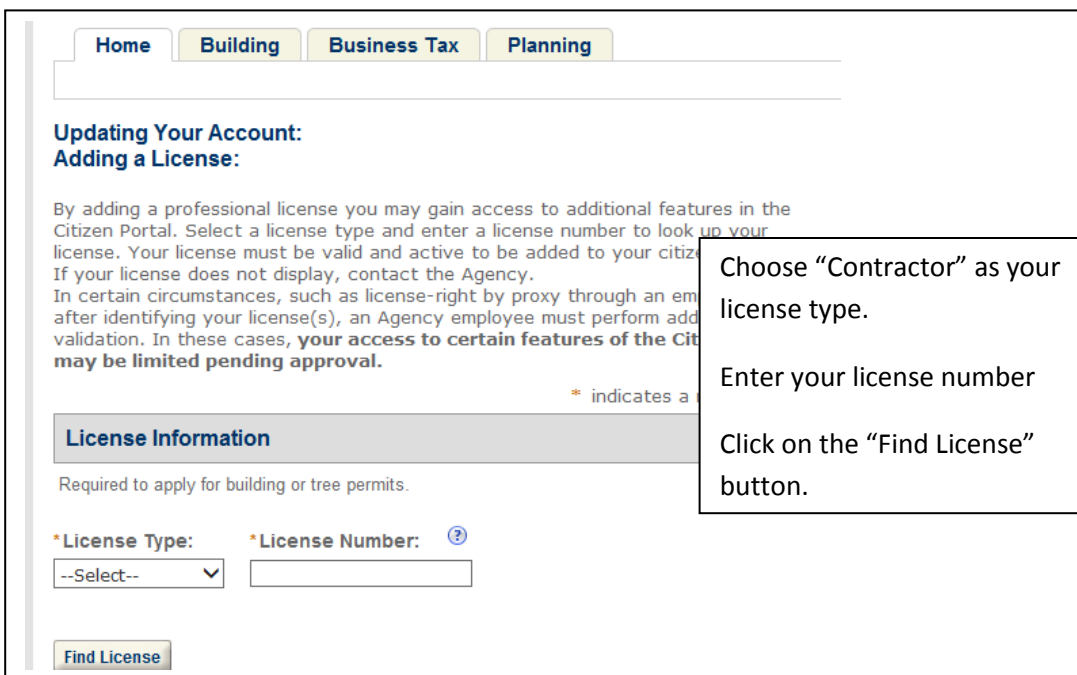
You must add your license to your user account before you can apply for a permit.  
Log in with your use name and password.



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



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



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>	Type
CITYOFCLEARWATER	Contractor

Click on the underlined license number.

**Search Again »**

Message from webpage

Do you want to associate this license to your account?

OK Cancel

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.