



## **City of Clearwater Planning and Development Department**

### **Instructions for using ePermit – Planning Applications**

Welcome to the City of Clearwater, Planning & Development Department's ePermit public access website. The website allows customers to submit new applications, search for information, pay fees, upload documents and check the status of projects. We are pleased to offer our citizens, businesses, and visitors, access to government services, 24 hours a day, 7 days a week.



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# Things to know before you start

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## 1. Where to find the ePermit public access website?

<https://epermit.myclearwater.com>

## 2. Why should I create a Login account?

A Login account must be created in order to submit planning applications and locate information relating to submitted applications. In order to create an account you will need to complete the "New Users : Register for an Account" form by selecting this button on the Home page of the ePermit Public Access Website.

***Please note that a Login account is not needed for a property information search.***

## 3. What is a Record?

A record is a process or application and includes three letters relating to the permit type and a series of numbers relating to the order of issuance.

For example, if you are applying for a:

- Building Permit, the record will begin with BCP;
- Business Tax Receipt, the record will begin with BTR;
- Level One Flexibility, the record will begin with FLS;
- Level Two Flexibility, the record will begin with FLD;
- Annexation, the record will begin with ANX.

## 4. Planning and Development Records

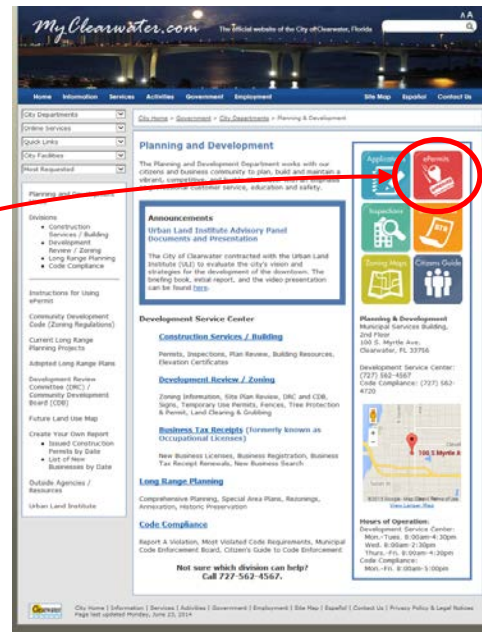
The Planning and Development Department is implementing ePermit in order to ease the process of submitting and following case records through the review process, the following types of records will be available in ePermit:

- General Information
  - Lookup Property Information
- Building Permit
  - Amendment
  - Construction
  - Engineering

- Fire
- Sign
- Enforcement/Board of Adjustment/BAA
- Enforcement/Housing/HOU
- Enforcement/ROW Enforcement/NA
- Enforcement/Stop Word Order/SWO
- Enforcement/Unsafe Building/UNS
  
- Business Tax Receipt
  - Receipt
  - Registration
  
- Planning
  - Agreement to Annex
  - Annexation
  - Appeal
  - Comprehensive Sign Program
  - Development Agreement
  - Development of Regional Impact
  - Flexible Development (Level Two)
  - Flexible Standard (Level One)
  - Historic Designation
  - Land Use Planning
  - Miscellaneous
  - Platting
  - Rezoning
  - Temporary Use
  - Transfer of Development Rights
  - Tree Permit

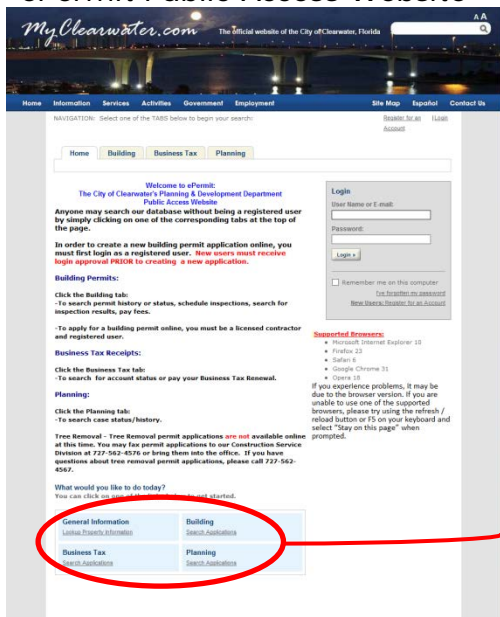
# Search for Records

- To search for records, go to the Planning and Development home page on [www.myclearwater.com](http://www.myclearwater.com) and select the red colored square on the right side of the screen which reads "ePermits" and features a picture of an approved stamper.

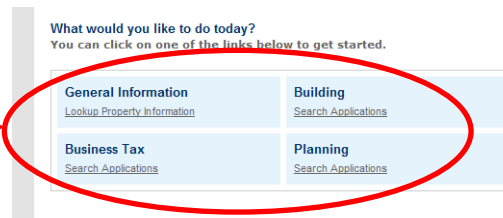


Or you can go directly to the ePermit website via [www.epermit.myclearwater.com](http://www.epermit.myclearwater.com) and the homepage will provide you with options to search for different types of records and properties.

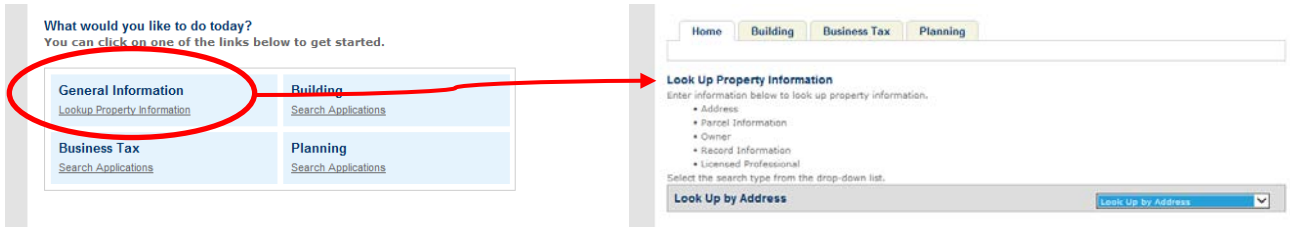
This is the Home page view of the ePermit Public Access Website



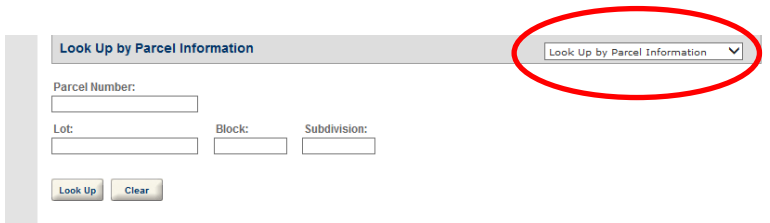
At the bottom of the page you can select from searching for a specific type of application or lookup property information by selecting from one of the following:



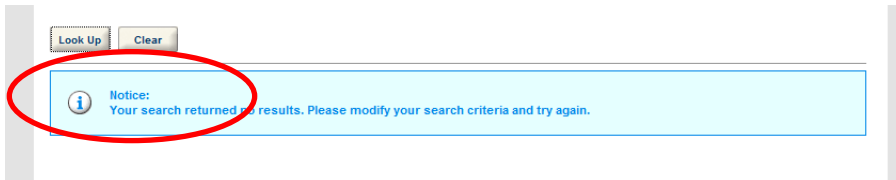
2. **General Information – Lookup Property Information:** The “General Information” option will require that you select the “Lookup Property Information” button which will prompt you to select the type of search based on the information you may have regarding a specific property.



Proceed by selecting the type of search, enter the related information and select the “Look Up” button at the bottom of the page. If an error occurs you may use the “Clear” button and try the search again.



If a “Notice” appears that the search returned no results you may use the “Clear” button and try the search again.



The results will be listed at the bottom of the page and by clicking on any one of the underlined address of the results will provide more details regarding the listing.

5 results found matching lookup criteria

Click any of the results below to view more details.

Showing 1-5 of 5

Parcel Number	Owner	Address
15-29-15-54450-005-0010	CITY OF CLEARWATER	<u>100 S MYRTLE AVE, CLEARWATER FL 33756</u>
16-29-15-54450-005-0050		<u>100 S MYRTLE AVE, CLEARWATER FL 33756</u>
15-29-15-54450-005-0010	CITY OF CLEARWATER	<u>100 S MYRTLE AVE, 350, CLEARWATER FL 33756</u>
15-29-15-54450-005-0010	CITY OF CLEARWATER	<u>100 S MYRTLE AVE, 392, CLEARWATER FL 33756</u>
15-29-15-54450-005-0010	CITY OF CLEARWATER	<u>100 S MYRTLE AVE, SUITE 120, CLEARWATER FL 33765</u>

3. **Building - Search Applications:** The “Building” option will require that you select the “Search Applications” button which will prompt you to search for information associated with Building Permits by entering only one piece of information.

The screenshot shows a navigation menu with tabs for Home, Building, Business Tax, and Planning. Below the menu is a grid of four buttons: General Information (Lookup Property Information), Building (Search Applications), Business Tax (Search Applications), and Planning (Search Applications). The 'Building' button is circled in red, with an arrow pointing to the search interface on the right. The search interface is titled 'Search for information associated with Building Permits' and lists search criteria: Site Address, Contractor License Information, Parcel Number, Record Information, and Contact Information. A 'General Search' dropdown menu is visible at the bottom.

After the information is entered select the “Search” button at the bottom of the page.

The screenshot displays a 'General Search' form with various input fields. Fields include Permit Number, Record Type (dropdown), Project Name, Start Date (calendar icon), End Date (calendar icon), License Type (dropdown), License Number, First/Last/Name of Business, Business License #, Street No., Street Name, Street Type (dropdown), Unit No., Parcel Number, City, State, Zip, and Country (dropdown). At the bottom, there is a 'Search Additional Criteria' link and two buttons: 'Search' and 'Clear', both of which are circled in red.

If a “Notice” appears and no results are returned you may use the “Clear” button and try the search again.

The screenshot shows a search interface with 'Search' and 'Clear' buttons. Below the buttons is a light blue notification box with an information icon and the text: 'Notice: Your search returned no results. Please modify your search criteria and try again.' The notification box is circled in red.

The results will be listed at the bottom of the page and by clicking on any one of the Record Number results will provide more details regarding the listing.

100+ Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 100+

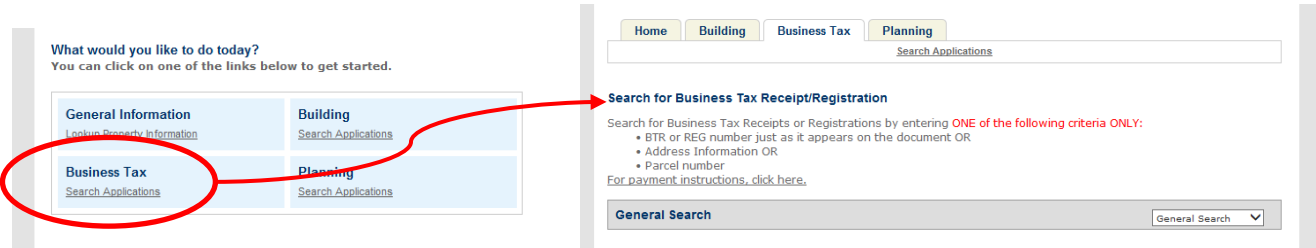
<input type="checkbox"/>	<u>Date</u>	<u>Record Number</u>	<u>Record Type</u>	<u>Description</u>	<u>Project Name</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/>	10/22/2014	<u>BCP2014-10485</u>	Building - Construction Permit	Pool - In Ground	MSB POOL TEST	Void	
<input type="checkbox"/>	10/22/2014	<u>BCP2014-10407</u>	Building - Over the Counter Permit	Electrical	CLEARWATER MUNICIPAL SERVICES BUILDING	Active	
<input type="checkbox"/>	09/26/2014	<u>BCP2014-09559</u>	Building - Construction Permit	Addition		Void	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	06/03/2014	<u>BCP2014-06055</u>	Building - Construction Permit	Addition	TEST BCP	Void	
<input type="checkbox"/>	05/19/2014	<u>BCP2014-0TEST</u>	Building - Construction Permit	Addition	TEST IVR - REVISIONS NEEDED	Revisions Needed	
<input type="checkbox"/>	05/05/2014	<u>BCP2014-05091</u>	Building - Over the Counter Permit	Electrical	CITY OF CLEARWATER	Completed	
<input type="checkbox"/>	04/22/2014	<u>BCP2014-04468</u>	Building - Over the Counter Permit	Replacement	MSB PLANNING AND DEVELOPMENT	Expired	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	12/19/2013	<u>BCP2013-12320</u>	Building - Over the Counter Permit	Replacement	MSB	Completed	
<input type="checkbox"/>	10/03/2013	<u>BCP2013-10044</u>	Building - Over the Counter Permit	Low Voltage - Commercial	CITY OF CLEARWATER	Completed	
<input type="checkbox"/>	09/20/2013	<u>BCP2013-09374</u>	Building - Construction Permit	Replacement	IDLEWILD/THE MALL SANITARY SEWER SYSTEM	Expired	<a href="#">Pay Fees Due</a>

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

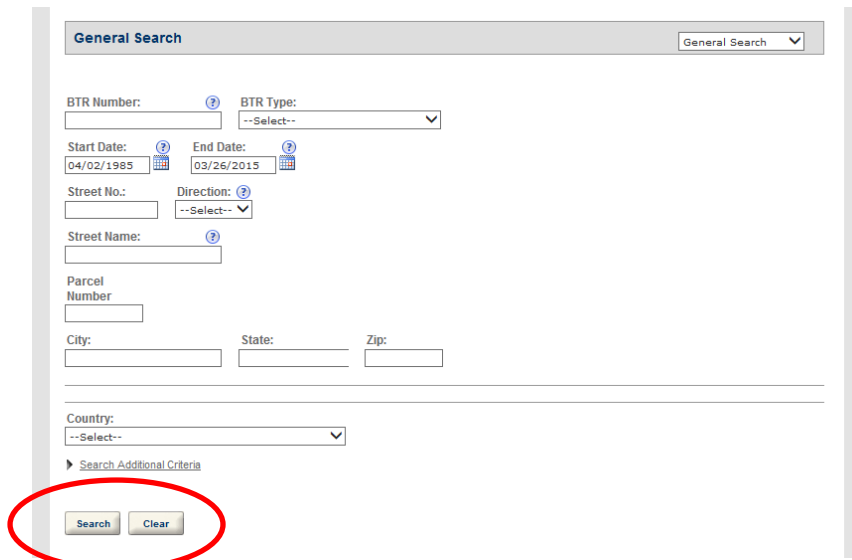


#### 4. Business Tax Receipt/Registration

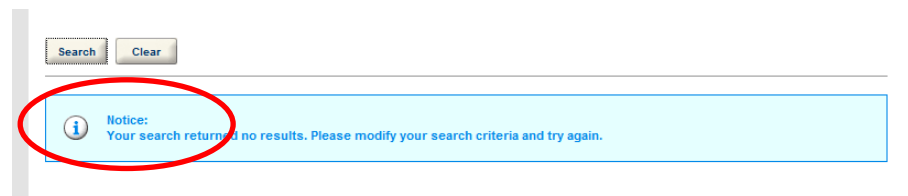
**Search Applications:** The “Business Tax” option will require that you select the “Search Applications” button which will prompt you to search for information associated with the Business Tax Receipt or Registration by entering only one piece of information.



After the information is entered select the “Search” button at the bottom of the page.



If a “Notice” appears and no results are returned you may use the “Clear” button and try the search again.



The results will be listed at the bottom of the page and by clicking on any one of the underlined BTR Number results will provide more details regarding the listing.

Search Clear

14 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 14

<input type="checkbox"/>	Date	<u>BTR Number</u>	BTR Type	Project Name	Status	Action
<input type="checkbox"/>	06/26/2014	<u>BTR-0033326</u>	Business Tax - Receipt	BTRTEST	Hold	
<input type="checkbox"/>	06/17/2011	<u>BTR-0029337</u>	Business Tax - Receipt	Project Name	Out of Business	
<input type="checkbox"/>	06/15/2011	<u>BTR-0029332</u>	Business Tax - Receipt	Test BTR Report	Void	<u>Pay Fees Due</u>
<input type="checkbox"/>	07/01/2010	<u>BTR-0028236</u>	Business Tax - Receipt	Test Fees	Void	
<input type="checkbox"/>	12/30/2009	<u>BTRTEST</u>	BusinessTax/Registration /REG/NA	BTRTEST	Received	<u>Pay Fees Due</u>
<input type="checkbox"/>	03/06/2007	<u>OCLTEST</u>	BusinessTax/Receipt/BTR /NA		Void	<u>Pay Fees Due</u>
<input type="checkbox"/>	11/08/2006	<u>BTR-0021761</u>	BusinessTax/Receipt/BTR /NA	HARRIS PROFESSIONAL VENDING INC	Issued	
<input type="checkbox"/>	04/11/2006	<u>OCLFEES1</u>	BusinessTax/Receipt/BTR /NA	JEWELRY ARTISANS INC	Void	
<input type="checkbox"/>	11/22/2005	<u>BTR-FEE</u>	BusinessTax/Receipt/BTR /NA	ADDIE ENTDBA TROPICAL SIMMOOTHE	Void	<u>Pay Fees Due</u>
<input type="checkbox"/>	10/28/2004	<u>BTR-0016951</u>	BusinessTax/Receipt/BTR /NA	OCL TEST CASE	Void	<u>Pay Fees Due</u>

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**BTR Payment Instructions:** Payment options online are limited to renewal of existing BTR if there are no changes to the following:

- Business Address,
- Business Name,
- Business Ownership, and,
- Mailing Address.

Any changes to the above listing will require renewal in our offices or call (727)562-4567 for further instructions.

If the required information remains the same, you may proceed with payment online by clicking on the underlined "Pay Fees Due" related to the specific BTR. **Credit Cards only: Visa, MasterCard and American Express**

Search Clear

14 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 14

<input type="checkbox"/>	Date	<u>BTR Number</u>	BTR Type	Project Name	Status	Action
<input type="checkbox"/>	06/26/2014	<u>BTR-0033326</u>	Business Tax - Receipt	BTRTEST	Hold	
<input type="checkbox"/>	06/17/2011	<u>BTR-0029337</u>	Business Tax - Receipt	Project Name	Out of Business	
<input type="checkbox"/>	06/15/2011	<u>BTR-0029332</u>	Business Tax - Receipt	Test BTR Report	Void	<u>Pay Fees Due</u>
<input type="checkbox"/>	07/01/2010	<u>BTR-0028236</u>	Business Tax - Receipt	Test Fees	Void	
<input type="checkbox"/>	12/30/2009	<u>BTRTEST</u>	BusinessTax/Registration /REG/NA	BTRTEST	Received	<u>Pay Fees Due</u>
<input type="checkbox"/>	03/06/2007	<u>OCLTEST</u>	BusinessTax/Receipt/BTR /NA		Void	<u>Pay Fees Due</u>
<input type="checkbox"/>	11/08/2006	<u>BTR-0021761</u>	BusinessTax/Receipt/BTR /NA	HARRIS PROFESSIONAL VENDING INC	Issued	
<input type="checkbox"/>	04/11/2006	<u>OCLFEES1</u>	BusinessTax/Receipt/BTR /NA	JEWELRY ARTISANS INC	Void	
<input type="checkbox"/>	11/22/2005	<u>BTR-FEE</u>	BusinessTax/Receipt/BTR /NA	ADDIE ENTDBA TROPICAL SIMMOOTHE	Void	<u>Pay Fees Due</u>
<input type="checkbox"/>	10/28/2004	<u>BTR-0016951</u>	BusinessTax/Receipt/BTR /NA	OCL TEST CASE	Void	<u>Pay Fees Due</u>

< Prev 1 2 Next >

The "Fees" will be provided and will list the specific "Application Fees" by Fee type, Quantity, and Amount. The "Total Fees" will be provided at the bottom of the screen. Click on "Continue Application" to proceed with payment.

**Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Business Tax Receipt - Renewal	31.5	\$31.50
Partial Year Business Tax Receipt	31.5	\$15.75

**TOTAL FEES**

Note: This does not include additional inspection fees which may be assessed later.

**\$47.25**

**Continue Application »**

Proceed by entering in all of the required information identified with a red \* for the "Credit Card Information" and "Credit Card Holder Information" and then click on the "Submit Payment" button.

**Credit Card Information:**

\* Card Type:  \* Card Number:  \* Security Code:  [?](#)

\* Name on Card:  \* Exp. Date:

**Credit Card Holder Information:**

Country:

\* Street Address:


\* City:  \* State:  \* Zip:

\* Phone:

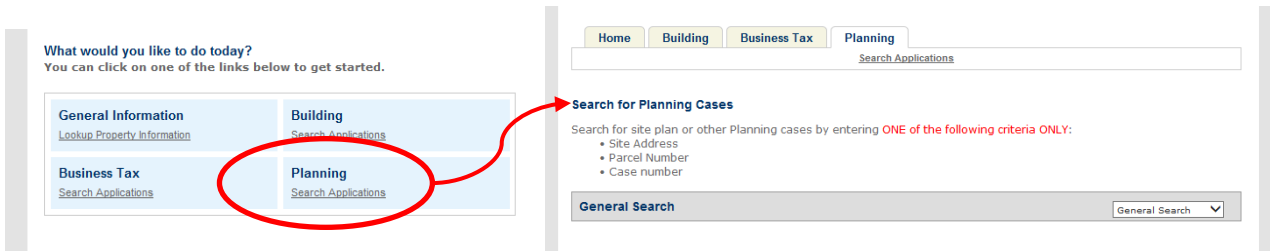
E-mail:

**Submit Payment »**

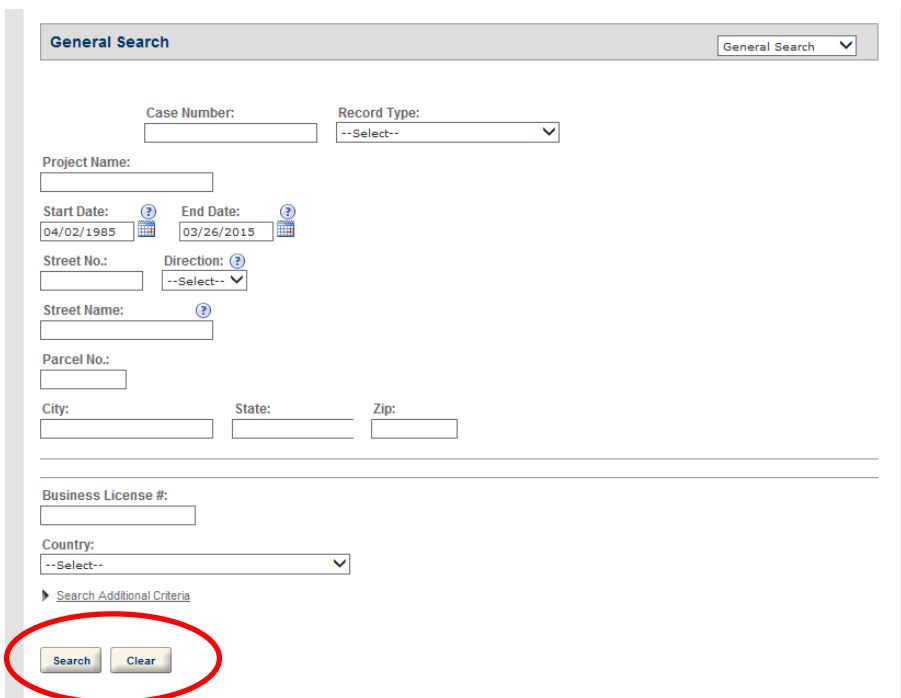
If you get the message "An error has occurred" please check your information and try again.

 An error has occurred. Check the account number and transaction information to make sure they were entered correctly. If this does not resolve the problem, have the customer call the account issuer to resolve.

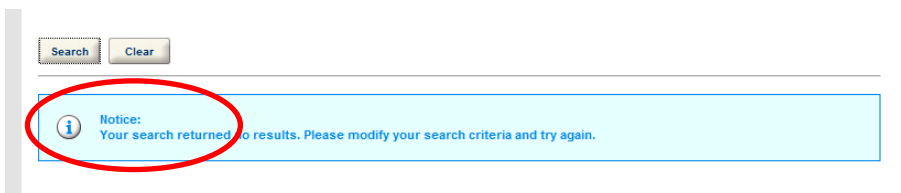
5. **Planning – Search Applications:** The “Planning” option will require that you select the “Search Applications” button which will prompt you to search for information associated with a specific Planning Case by entering only one piece of information



After the information is entered select the “Search” button at the bottom of the page.



If a “Notice” appears and no results are returned you may use the “Clear” button and try the search again.



The results will be listed at the bottom of the page and by clicking on any one of the underlined Case Number results will provide more details regarding the listing.

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14 Record results matching your search results

Click any of the results below to view more details.

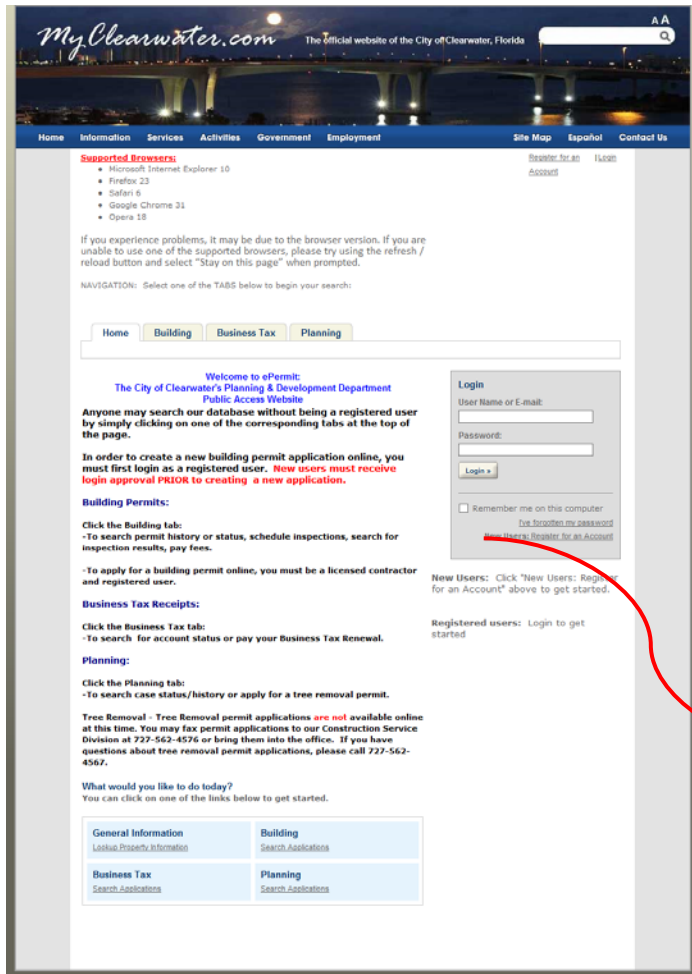
Showing 1 - 14 of 14

<input type="checkbox"/>	<u>Date</u>	<u>Case Number</u>	<u>Case Type</u>	<u>Description</u>	<u>Project Name</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/>	2/31/2012	<u>MIS2012-12012</u>	Planning - Miscellaneous	undefined	East Gateway Farmers Market	Closed	
<input type="checkbox"/>	03/14/2011	<u>APP2011-00005</u>	Planning - Appeal	undefined	Cay 1475, LLC	Denied	
<input type="checkbox"/>	03/01/2011	<u>APP2011-00002</u>	Planning - Appeal	undefined	TESTING - PLEASE VOID	Void	
<input type="checkbox"/>	03/01/2011	<u>APP2011-03001</u>	Planning - Appeal	undefined	TEST APPEAL - PLEASE VOID	Void	
<input type="checkbox"/>	02/04/2011	<u>LUP2011-02001</u>	Planning - Land Use Planning	undefined	LUP test - Void please	Void	
<input type="checkbox"/>	09/28/2010	<u>MIS2010-09010</u>	Planning - Miscellaneous	undefined	BEVERLY ADAMS V VILLAGE REALITY OF CLEARWATER CASE NO 10001755CI-11	Received	
<input type="checkbox"/>	05/18/2010	<u>TMP2010-05006</u>	Planning - Temporary Use		NVR TEST	Void	
<input type="checkbox"/>	11/10/2009	<u>CSPTEST5</u>	Planning/Comprehensive Sign Program/CSP/NA			In Review	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	04/24/2009	<u>TRE2009-04045</u>	Planning/Tree/TRE/NA		GARRIOTT, KEVIN	Completed	
<input type="checkbox"/>	04/09/2009	<u>TRE2009-04018</u>	Planning/Tree/TRE/NA		CLEARWATER, CITY OF	Void	

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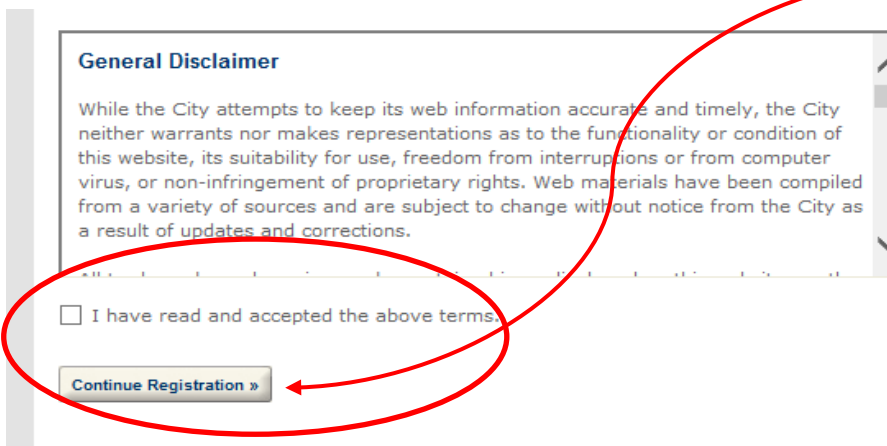
# Create a User Account

1. From the ePermit home page, click on "New Users: Register for an Account".



The screenshot shows the MyClearwater.com website. The main content area features a "Login" form with fields for "User Name or E-mail" and "Password", and a "Login »" button. 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 this link to a larger, detailed view of the login form on the right. In this detailed view, the "New Users: Register for an Account" link is also circled in red. Below the detailed login form, there are instructions: "New Users: Click 'New Users: Register for an Account' above to get started." and "Registered users: Login to get started".

2. Read the General Disclaimer and click on the "I have read and accepted the above terms" and select the "Continue Registration" button to proceed.



The screenshot shows a "General Disclaimer" section. The text reads: "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." Below the disclaimer, there is a checkbox labeled "I have read and accepted the above terms." which is circled in red. Below the checkbox is a button labeled "Continue Registration »" which is also circled in red. A red arrow points from the "Continue Registration" button back to the "I have read and accepted the above terms." checkbox.

3. Complete the Account Registration Step 2 and enter Login Information; all fields must be completed in order to proceed.

**Account Registration Step 2:  
Enter Account Information**

**Login Information**

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Select a Security Question:

\* Answer:

4. In order to continue the Account Registration you must also enter your Contact Information at this time by clicking on the "Add Contact Info" button. You will be prompted to select contact type by using the drop down menu, make the appropriate selection and then click on the "Continue" button.

**Contact Information**

Add Contact Info

Continue Registration »

**Select Contact Type**

\* Type:

Continue Discard Changes

5. Continue by completing the Contact Information, all items with an \* must be completed then proceed by clicking on the "Save and Close" button.

**Contact Information**

\* First:  Middle:  \* Last:

Name of Business:

Country:

\* Address Line 1:

\* City:

\* State:

\* Zip:

Home Phone:  Work Phone:  Mobile Phone:

Fax:

E-mail:

Save and Close Discard Changes

6. Once all of the Login and Contact Information has been entered select the "Continue Registration" button to proceed.

**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**

**Mary Brown**  
Home phone:  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

**Continue Registration »**

7. The next screen will inform you that your account has been successfully created and that you will receive an email with a link to verify your registration. Once you verify the registration you will be able to use your login account and submit applications.

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

**Your account has been created successfully.**

**Your account has been successfully created.**  
Congratulations. You have successfully created an account with the City.

You will receive an email with a link to verify your registration. If you have registered as an applicant, engineer or architect, you will be able to submit planning applications as soon as you click on the link.

If you registered as a licensed professional, the link will direct you to add your licenses to your registration. The City will send you an **email when your licenses have been approved.**

**Account Information**

User Name:	Mary
E-mail:	marybrown@yahoo.com
Password:	*****
Security Question:	What is the brand of your first car?

**Contact Information**

Mary Brown	Phone 1:
ldkfjsldkf	Phone 2:
	Mobile Phone:
	Fax:



## Find My Records

To locate records associated to your account, you will need to enter your approved Login User Name or Email and Password into the Login box on the ePermit homepage. Once you are logged in, select the "Search Applications" button under the Planning heading.

The image shows a screenshot of the ePermit homepage. On the left is a login form with the following elements:

- Login** (Section Header)
- User Name or E-mail: [Text Input Field]
- Password: [Text Input Field]
- Login »** (Button, circled in red)
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account](#)

On the right is a navigation menu with the following items:

- General Information**
  - [Lookup Property Information](#)
- Building**
  - [Search Applications](#)
- Business Tax**
  - [Search Applications](#)
- Planning**
  - [Search Applications](#)

The **Planning** section and its [Search Applications](#) link are circled in red. A red arrow points from the **Login »** button to the [Search Applications](#) link under the Planning heading.

## Create a new Planning Case

1. Login into ePermit and within the Planning heading you will select "Create an Application" in order to proceed with submitting information for a new Planning Case.

### What would you like to do today?

To apply for a building or tree permit, you must be a licensed contractor. Tree permits are available on the planning tab.

To get started, select one of the services listed below:

<b>General Information</b> <a href="#">Lookup Property Information</a>	<b>Building</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>
<b>Business Tax</b> <a href="#">Search Applications</a>	<b>Planning</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>

2. In order to proceed with the Online Application process, the General Disclaimer must be accepted and then click on the "Continue Application" button.

### Online Application

#### Ready to create your application?

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

**General Disclaimer**

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I have read and accepted the above terms.

[Continue Application »](#)

3. Select a Record Type, Flexible Standard must be selected in order to proceed with submitting a new Planning application. Then click on the "Continue Application" button to proceed.

#### Select a Record Type

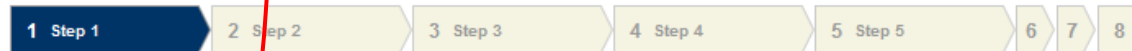
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- Planning - Flexible Standard
- Planning - Tree Permit

[Continue Application »](#)

4. Step 1: Applicant; the Applicant must be identified and you may use the "Select from Account" button which will populate the account information you previously entered when you created your Login Account. Proceed by selecting the "Continue Application" button.

#### Planning - Flexible Standard



##### Step 1 : Step 1 > People

It is the responsibility of the applicant to submit complete and correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your application.

All applications are to be filled out completely and correctly, and submitted by noon on the scheduled deadline date.

The applicant by filing this application, agrees to comply with all applicable requirements of the Community Development Code.

\* indicates a required field.

#### Applicant

Click on button below to select applicant.

**Warning** Some browsers may "spin" after selection. If this happens, please try using the refresh/reload button and select "Stay on the Page" when you see "Contact Added Successfully".




If problem is not resolved, please call Sherry Watkins (727-562-4582) for assistance.

[Select from Account](#)

[Add Contact Info](#)

[Continue Application »](#)

Save and resume later: 

- Step 2: Project Location; enter the street number and street name, then click on the "Search" button.

**Address**

To better locate the site of the project, enter street number and street name only!

\* Street No.:  \* Street Name:  Street Type: --Select-- Direction: --Select--

Unit Type: --Select-- Unit No.:

City:  State:  \* Zip:

- The search may result in multiple listings and you will need to select the accurate address by clicking on the underlined street address portion of the line item.

**4 search results returned matching your address**

Click any of the results below to view more details.

Showing 1-4 of 4

<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Parcel</u>	<u>Owner</u>
<u>100 S MYRTLE AVE, 350, CLEARWATER USA FL 33756</u>	CLEARWATER	FL	33756	15-29-15-54450-005-0010	CITY OF CLEARWATER
<u>100 S MYRTLE AVE, 392, CLEARWATER USA FL 33756</u>	CLEARWATER	FL	33756	15-29-15-54450-005-0010	CITY OF CLEARWATER
<u>100 S MYRTLE AVE, CLEARWATER USA FL 33756</u>	CLEARWATER	FL	33756	15-29-15-54450-005-0010	CITY OF CLEARWATER
<u>100 S MYRTLE AVE, SUITE 120, CLEARWATER FL 33765</u>	CLEARWATER	FL	33765	15-29-15-54450-005-0010	CITY OF CLEARWATER

7. After you have selected the accurate address the fields will be populated for Address, Primary Parcel and Owner. The Owner Verification section must be completed as well as adding Additional Parcels, if applicable prior to proceeding by clicking on the "Continue Application" button.

**Step 2 : Step 2 > Project Location** \* indicates a required field.

---

**Address**

To better locate the site of the project, enter street number and street name only!

\* Street No.:  \* Street Name:  Street Type:  Direction:

Unit Type:  Unit No.:

City:  State:  \* Zip:

---

**Primary Parcel**

\* Parcel Number:

---

**Owner**

Owner information for the property is based on information obtained from the Pinellas County Property Appraiser. If the name displayed is not correct, please contact city staff.

Owner Name:

Address Line 1:

Address Line 2:

City:  State:  Zip:

Country:

---

**Owner Verification**

**OWNER INFO**

\* Is owner information correct?  Yes  No

\* Owner Phone:

\* Owner Email:

---

**Are there any other parcels associated with the site?**

**ADDITIONAL PARCELS**

Use the drop down to add multiple parcels at one time.  
Add a single parcel by clicking on the "Add a Row" button next to the drop down arrow.

Showing 0-0 of 0

Parcel Number
No records found.

8. Step 3: Building Info; All building/project site information must be completed. There are HELP buttons provided and if you click on the question mark additional information will assist you in completing the required field of the application. Once all of the information has been entered click on the "Continue Application" button.

Step 3 : Step 3 > Building Info  
**PLEASE ENSURE THAT THE FOLLOWING INFORMATION IS FILLED OUT IN ITS ENTIRETY.** \* indicates a required field.

**ASI**

**GENERAL**

\* Type of Flexible Standard: --Select--

Description of Request: ?

Site Area: ? Sq Ft

**ZONING**

Current Property Use: ? --Select--

Proposed Property Use: ? --Select--

**BUILDING FOOTPRINT**

Do not include parking garages, carports, stairwells and elevator shafts in the first floor area amount. Area is found by multiplying the length times the width dimension and should be expressed in square feet.

Exception: Single-family detached dwellings should include garages and carports.

Existing: ? Sq Ft

Proposed: ? Sq Ft

**GROSS FLOOR AREA**

Do not include parking garages, carports, stairwells and elevator shafts. Area is found by multiplying the length times the width dimension for each floor and should be expressed in square feet.

Exception: Single-family detached dwellings should include garages and carports.

Existing: ? Sq Ft

Proposed: ? Sq Ft

**DWELLING UNITS**

A dwelling unit is a building or portion of a building providing independent living facilities for one family including the provision for living, sleeping, and complete kitchen facilities.

Existing:

Proposed:

**HOTEL ROOMS**

Existing:

Proposed:

**Continue Application >** Save and resume later:

9. Step 4: Vehicle-Open Space; All project/site related information regarding parking area, non-parking paved area, open space and parking area open space must be provided. Once the information has been completed you may proceed by clicking on the "Continue Application" button.

**Step 4 : Step 4 > Vehicle-Open Space**

[Link Nbr2](#)

\* indicates a required field.

**ASI**

**PARKING AREA**

Provide the area of all parking stalls, driveways and loading areas located on the subject property. Area is found by multiplying the length times the width dimension and should be expressed in square feet.

Existing:  Sq Ft

Proposed:  Sq Ft

**NON-PARKING PAVED AREA**

Provide the area of all walkways, patios, decks, pools, pool decks, gazebos or other structures on the subject property not including the house or vehicular use areas. Area is found by multiplying the length times the width dimension and should be expressed in square feet.

Existing:  Sq Ft

Proposed:  Sq Ft

**OPEN SPACE**

Provide the area of land on the subject property not covered by any structure including the house, driveway, walkways, pool, pool deck or other structure. Area is found by multiplying the length times the width dimension and should be expressed in square feet.

Existing:  Sq Ft

Proposed:  Sq Ft

**PARKING AREA OPEN SPACE**


Provide the area of landscaped land on the subject property that is within the limits of any vehicular use areas including parking stalls and driveways. An example of this would be the landscaped area between two parking stalls commonly referred to as a landscape island. Also, include areas of landscaped land immediately adjacent to vehicular use areas that is not within any required perimeter buffers.

Area is found by multiplying the length times the width dimension and should be expressed in square feet.

Existing:  Sq Ft

Proposed:  Sq Ft

[Continue Application »](#)

Save and resume later: 

10. Step 5: Documents; Required documents as listed must be uploaded as PDF files in order to proceed. Click on the "Document Requirement Information" button for details regarding the documents to upload.

#### Planning - Flexible Standard



#### Step 5 : Step 5 > Documents

Upload PDF Documents by Category

Required Documents:

1. Affidavit of Ownership
2. General Criteria
3. Flexibility Criteria
4. Survey

May be Required based on type of project requested:

5. Site Plan
6. Tree Survey
7. Landscape Plan

#### NOTE:

All 4 required documents must be uploaded onto the case before the application will be accepted.

[Document Requirement Information](#)

11. Step 5: Documents; In order to upload an Attachment, click on the "Add" button and you will be prompted to select the file from your computer. Double click on the file you wish to upload, information regarding the type of attachment and description of the attachment will need to be completed and then click on the "Save" button to proceed.

**Attachment**

The maximum file size allowed is 10 MB.  
htm;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  
--Select--

File:  
PKLCT-BeachAll.pdf  
100 %

\* Description:



12.Step 5: Attachments; After you have uploaded the required Document you will receive an email from the City notifying you that upload was successful. You will receive an email for each and every document you upload. Once you have uploaded the required documents, click on the "Continue Application" button to proceed.

**Attachment**

The maximum file size allowed is 10 MB.  
htm;htm;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">PKLOT-BeachAll.pdf</a>	Plans	468.73 KB	05/12/2015	<a href="#">Actions</a> ▼
<a href="#">ZoningBeachNorth.pdf</a>	Flexibility Criteria	183.41 KB	05/12/2015	<a href="#">Actions</a> ▼
<a href="#">ZoningBeachSouth.pdf</a>	General	144.84 KB	05/12/2015	<a href="#">Actions</a> ▼
<a href="#">FLUP-LMDR.pdf</a>	Applicability Criteria	326.81 KB	05/12/2015	<a href="#">Actions</a> ▼
<a href="#">ClevelandDrewZoning.pdf</a>	Affidavit to Authorize Agent	91.43 KB	05/12/2015	<a href="#">Actions</a> ▼

Save and resume later:

13. Step 6: Review; Please review all information and if needed you may use the "Edit" button to make changes for each field of information. Once you are satisfied with the information proceed by clicking on the "Continue Application" button at either the top or bottom of the page.

**Step 6 - Review**

[Continue Application](#) Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Planning - Flexible Standard

**Applicant** [Edit](#)

Melissa Hauck Baker  
100 S Myrtle Avenue  
Clearwater, FL 33756-5520  
United States

**Address** [Edit](#)

100 S MYRTLE AVE  
350  
CLEARWATER, FL 33756

**Primary Parcel** [Edit](#)

Parcel Number: 15-29-15-54450-005-0010

**Owner** [Edit](#)

CITY OF CLEARWATER  
PO BOX 4748  
CLEARWATER, FL 33758 474

**Owner Verification** [Edit](#)

**OWNER INFO**

Is owner information correct?  
Owner Phone: 727-562-4567  
Owner Email: planning@myclearwater.com

**Are there any other parcels associated with the site?**

**ADDITIONAL PARCELS** [Edit](#)

No ASST data for the sub group above.

**ASI** [Edit](#)

**GENERAL**

Type of Flexible Standard: Accessory uses or structures for detached dwellings and two attached dwellings  
Description of Request:  
Site Area:

**ZONING** [Edit](#)

Current Property Use:  
Proposed Property Use:

**BUILDING FOOTPRINT** [Edit](#)

Existing:  
Proposed:

**GRID & FLOOR AREA** [Edit](#)

Existing:  
Proposed:

**DWELLING UNITS** [Edit](#)

Existing:  
Proposed:

**HOTEL ROOMS** [Edit](#)

Existing:  
Proposed:

**ASI** [Edit](#)

**PARKING AREA** [Edit](#)

Existing:  
Proposed:

**NON-PARKING PADDED AREA** [Edit](#)

Existing:  
Proposed:

**OPEN SPACE** [Edit](#)

Existing:  
Proposed:

**PARKING AREA OPEN SPACE** [Edit](#)

Existing:  
Proposed:

**Attachment** [Edit](#)

The maximum file size allowed is 10 MB.  
htm,html,txt,mhtml are disallowed file types to upload.

Name	Type	Size	Lastest Update	Action
PILOT-PLAN.pdf	Plans	468.73 KB	05/12/2015	<a href="#">Actions</a>
Zoning-Plan-Form.pdf	Flexibility Criteria	163.41 KB	05/12/2015	<a href="#">Actions</a>
Zoning-Plan-Form.pdf	General Applicability Criteria	144.64 KB	05/12/2015	<a href="#">Actions</a>
FLUP-PLAN.pdf	Affidavit to Authorize Agent	326.81 KB	05/12/2015	<a href="#">Actions</a>
Clearwater-CityZoning.pdf	Survey	91.43 KB	05/12/2015	<a href="#">Actions</a>

[Continue Application](#) Save and resume later:

14. Step 7: Pay Fees; The Application Fee amount will be listed and in order to proceed with entering payment information, click on the "Continue Application" button.

**Step 7 | Pay Fees**

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Flex-Std Detached/Attached Dwelling Accessory	1	\$100.00

**TOTAL FEES**

Note: Additional Fees may be required once staff has reviewed your application.

**\$100.00**

[Continue Application »](#)

15. Step 7: Pay Fees; Enter all required information for payment and then click on the "Submit Payment" button to proceed.

**Step 7 : Pay Fees**

Please fill in all required information to complete the payment transaction.

\* indicates a required field.

**Payment Options**

Amount to be charged: \$100.00

Pay with Credit Card

**Credit Card Information:**

\* Card Type:  \* Card Number:  \* Security Code:  [?](#)

\* Name on Card:  \* Exp. Date:

**Credit Card Holder Information:**

Auto-fill with

Country:

\* Street Address:

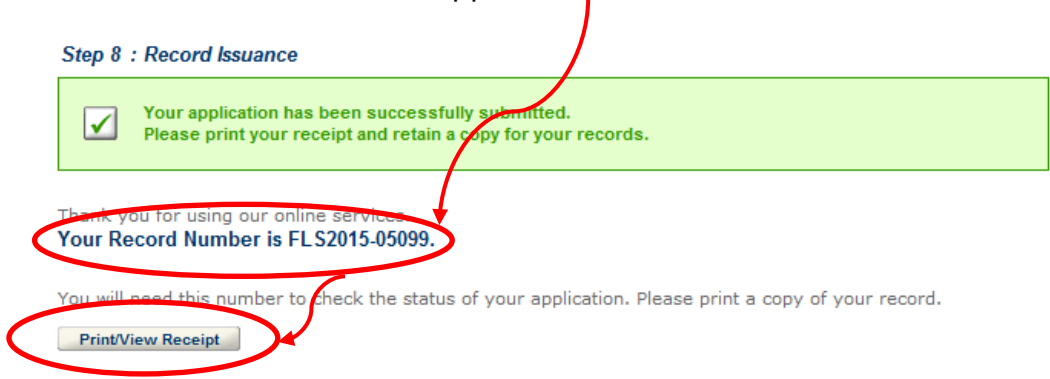
\* City:  \* State:  \* Zip:

\* Phone:

E-mail:

[Submit Payment »](#)

16. Step 8: Record Issuance; After the payment has been satisfied the application will be successfully submitted and a Record Number will be assigned to the application. Please select the "Print/View Receipt" to view and print a receipt for you records and the Record Number assigned to your application will be required to check the status of the application.

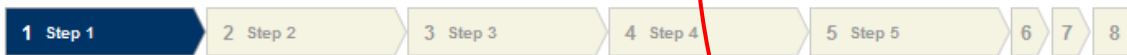


17. Once your application has been assigned a Record Number you will be notified by staff of the Planning & Development Department regarding the status of your application. You may check the application status online at anytime by using the "Search Applications" option located on the homepage of the ePermit website. If you should have any questions, please contact Sherry Watkins at (727)562-XXXX.

## Save and Resume Later Option

1. The Save and Resume Later option is provided on every step of the "Create an Application" process. Click on the "Save and resume later" button in order to stop the current application and return at a later time.

### Planning - Flexible Standard



#### Step 1 : Step 1 > People

It is the responsibility of the applicant to submit complete and correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your application.

All applications are to be filled out completely and correctly, and submitted by noon on the scheduled deadline date.

The applicant by filing this application, agrees to comply with all applicable requirements of the Community Development Code.

\* indicates a required field.

#### Applicant

Click on button below to select applicant.

**Warning:** Some browsers may "spin" after selection. If this happens, please try using the refresh/reload button and select "Stay on the Page" when you see "Contact Added Successfully".




If problem is not resolved, please call Sherry Watkins (727-562-4582) for assistance.

Select from Account

Add Contact Info

Continue Application »

Save and resume later: 

2. After clicking on the "Save and resume later" button you will receive a message regarding the partial application being successfully saved. The partial application will be given a temporary case number which you will be able to click on the "Resume Application" line item in order to continue the application process.

Your partial applications (15TMP-000441) have been successfully saved. To resume the applications, go to the Planning Cases section and click the Resume Application link.

#### Planning Cases

Showing 1-10 of 11 | Add to collection


<input type="checkbox"/>	Date	Case Number	Case Type	Description	Project Name	Status	Action
<input type="checkbox"/>	05/13/2015	15TMP-000441	Planning - Flexible Standard				<a href="#">Resume Application</a>

3. Once you select the "Resume Application" line item you will be taken to Step 1 of the application process where you will be able to verify the Applicant information and then continue with the application completion.

**Applicant**

Click on button below to select applicant.

**Warning:** Some browsers may "spin" after selection. If this happens, please try using the refresh/reload button and select "Stay on the Page" when you see "Contact Added Successfully"



If problem is not resolved, please call Sherry Watkins (727-562-4582) for assistance.

✔ **Contact added successfully.**

**Mary Brown**  
Home phone:  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

**Continue Application »**

Save and resume later: 