



City of Boca Raton

Online Permitting Submittal Process

Fast, Effective & Cost Efficient!





The City of Boca Raton

86,000 Residents

Increases to 300,000 everyday with commuters and vacationers.

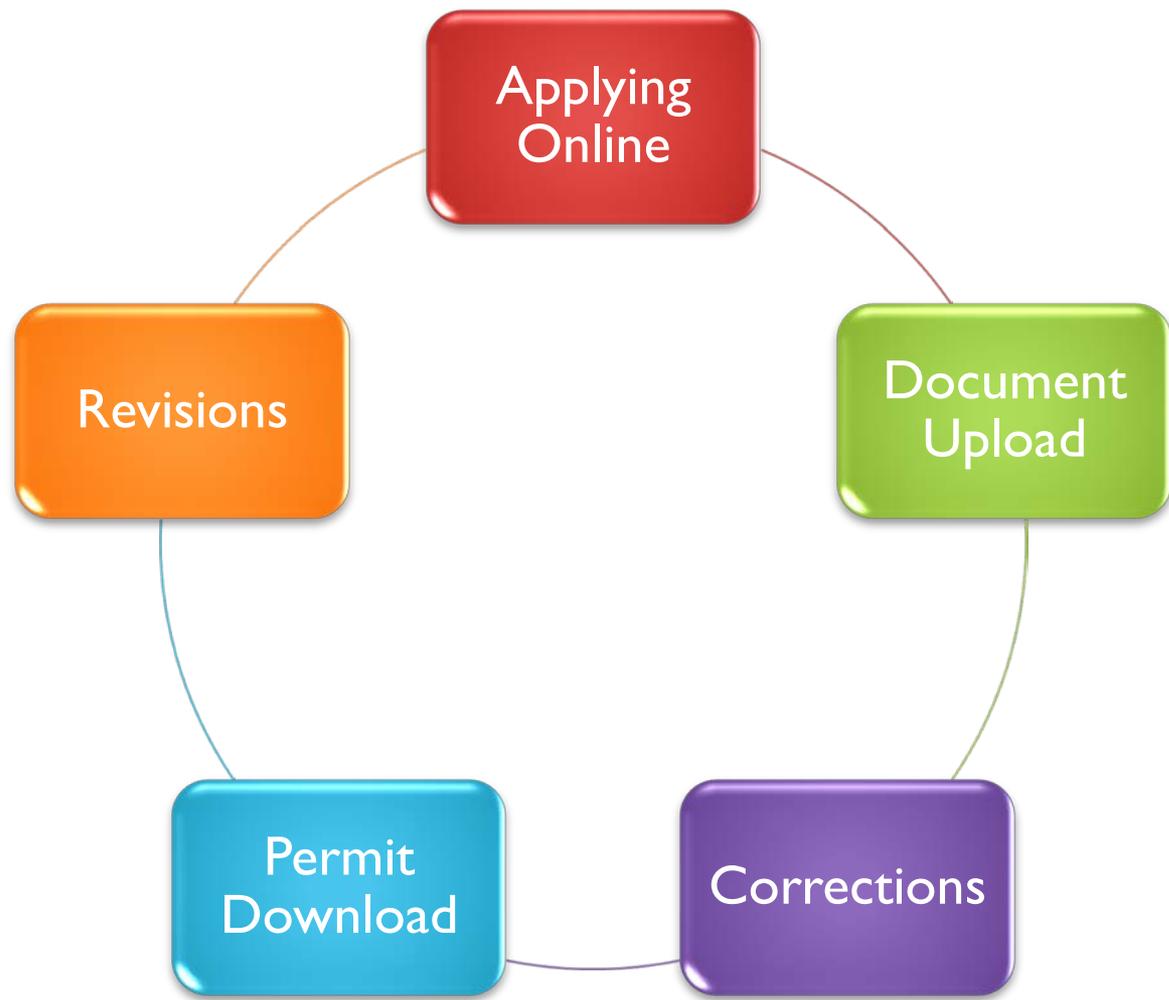
The Building Department issues 60-70 permits per day.

Building Inspectors perform over 250 inspections per day.





Talking Points



Applying online

- Submitting Application Online
- Making 1% Deposit Payment
- ProjectDox Software Download (E-Plans)



Online Services

Building Permits

Applying
Online

The screenshot shows the City of Boca Raton website. At the top left is the City of Boca Raton logo and name. To the right is a photo of the City Council members. Below the header is a navigation menu with links for 'I WANT TO', 'RESIDENTS', 'BUSINESS', 'VISITORS', 'GOVERNMENT', and 'E-SERVICES'. A search bar is located on the right side of the navigation menu. The main content area is divided into three sections: 'News and Information' with links to 'Project Shade Trees', 'Municipal Election', 'The Recreator', 'I-95 Interchange at Spanish River Blvd', 'Extension of Patch Reef Trail', and 'Top Place to Live'; 'Community Events' featuring a 'TEDx Boca Raton' event on Thursday, March 26, 2015, at Mizner Park Amphitheater, with a 'BUY TICKET HERE' button and a 'BREAKING BARRIERS' poster; and 'Quick Links' with a list of services including 'Beach Conditions', 'Make a Payment', 'Careers', 'Public Meetings', 'Economic Development', 'Building Permits', 'Mizner Park Amphitheater', 'Downtown Boca', 'Boca TV', 'GIS(Maps)', 'E-News', and 'Contact Us'. At the bottom, there is a footer with contact information for City Hall, social media icons for Facebook, Twitter, and YouTube, and a 'DIGITAL CITIES SURVEY 2014 WINNER' logo.

Go to our website,
Select E-Services.

www.MyBoca.us

Applying Online

I WANT TO | RESIDENTS | BUSINESS | VISITORS | GOVERNMENT | E-SERVICES

Search



Payments

[Pay Utilities](#)

[Pay Business Tax](#)

[More Payments...](#)

[Agenda, Minutes, Streaming Videos](#)

[Alarm Registration](#)

[Electronic Subscriptions](#)

[Municipal Code](#)

Permits

[Recreation Program/Class Registration](#)

[Supplier Registration for Bidding](#)

[Traffic Cameras \(ATMS\)](#)

Select: Permits

Applying Online

Select :Apply online option.



Contact Information

City Hall

201 West Palmetto Park Road
Boca Raton, Florida 33432
Phone: (561)393-7700
[Google Map](#)

[Site Home](#)

E-Services

[Apply/Pay/Schedule Inspections](#)

[Red Light Camera Payment/Information](#)

[Recreation Programs Registration](#)

[Business Tax](#)

[Special Assessments](#)

[Ordinances & Resolutions](#)

[Home](#) » [Apply/Pay/Schedule Inspections](#)

Apply/Pay/Schedule Inspections

We recommend Internet explorer or Chrome as the browser to make a payment. You may experience problems using Firefox at this time. We apologize for the inconvenience.

You can check the status of your application, access plan review routing & tracking related comments, schedule inspections and review inspection results



How do I obtain a Building Permit?

You can login to Boca ePlans after you have obtained a Building Permit application number and a password.

[Click Here to Apply Online, Pay or Schedule Inspections for Building Permits.](#)



[Learn Boca ePlans](#)

[Need Help With Building Permits? Click Here!](#)



Applying Online



Online Services Building Permits

[Home](#)

[Select Permit](#)

[Schedule/Cancel Insp.](#)

[Submit Application](#)

[Email Us](#)

Welcome to the Building Permits System

Select: Submit Application

Applying Online



Online Services Building Permits

Home

Select Permit

Schedule/Cancel Insp.

Submit Application

Email Us

Submit Application - Parcel Search

Select the method you'd like to use to search for the property for your application.

* - required fields

Search Method: Address

Address Search

Street Number:

Direction: WEST

*Street Name:

Suffix: ROAD

x

Applying Online



Online Services Building Permits

Home

Select Permit

Schedule/Cancel Insp.

Submit Application

Email Us

Submit Application - Parcel Search Results

[Next »](#)

	Address	Unit#	Owner Name	Parcel Number
<input checked="" type="radio"/>	201 W PALMETTO PARK RD		BOCA RATON CITY OF	06-43-47-19-15-001-0010
<input type="radio"/>	240 W PALMETTO PARK RD	A	VINER TIMOTHY M & TUDORAN DANI	06-43-47-30-43-000-0010
<input type="radio"/>	240 W PALMETTO PARK RD	B	VINER TIMOTHY M & TUDORAN DANI	06-43-47-30-43-000-0020
<input type="radio"/>	240 W PALMETTO PARK RD	C	LALSINGH HOLDINGS LLC	06-43-47-30-43-000-0030
<input type="radio"/>	240 W PALMETTO PARK RD	CA	PALMETTO WEST PROF BLDG CONDO	06-43-47-30-43-000-0000
<input type="radio"/>	240 W PALMETTO PARK RD	D	LALSINGH HOLDINGS LLC	06-43-47-30-43-000-0040
<input type="radio"/>	240 W PALMETTO PARK RD	E	SOHAB LLC	06-43-47-30-43-000-0050
<input type="radio"/>	240 W PALMETTO PARK RD	F	SMC HOLDINGS LLC	06-43-47-30-43-000-0060

« Back

Continue »

[Next »](#)

[Cancel](#)

Applying
Online



Be as detailed as possible with your work description, this will help the process move along faster!



Online Services
Building Permits

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Email Us

Submit Application - Application Details

Address: 201 W PALMETTO PARK RD
Parcel: 06-43-47-19-15-001-0010
Land ID#: 48876
Owner: BOCA RATON CITY OF

* - required fields

*Application Type: E MULTI-FAMILY/COMMERCIAL APP

*Total Estimated Value: 1000

Total Square Footage: 10

Tenant Unit Number:

Tenant Name: City of Boca Raton

*Is it a public building?: Yes

*Contractor Type: Contractor
Owner/Builder must apply in person.

Detailed Job Description:

Interior remodel of office space, wall installation, new flooring, new low voltage data cables, new electrical wiring.

Applying Online



Online Services Building Permits

Home

Select Permit

Schedule/Cancel Insp.

Submit Application

Email Us

Submit Application - Contractor Search

Address: 201 W PALMETTO PARK RD
Parcel: 06-43-47-19-15-001-0010
Land ID#: 48876
Owner: BOCA RATON CITY OF

* - required fields

Match Name:

Contains

*Contractor Name:

city of boca raton

[Cancel](#)

Applying Online



Online Services Building Permits

Home

Select Permit

Schedule/Cancel Insp.

Submit Application

Email Us

Submit Application - Contractor Search Results

Address: 201 W PALMETTO PARK RD
Parcel: 06-43-47-19-15-001-0010
Land ID#: 48876
Owner: BOCA RATON CITY OF

* - required fields

Select*	Name	Number	Type
<input checked="" type="radio"/>	CITY OF BOCA RATON/MUNICIPAL	14000088416	CONTRACTOR,(BP)GENERAL
<input type="radio"/>	CITY OF BOCA RATON/UTILITIES	14000099132	CONTRACTOR,(BP)GENERAL

« Back

Continue »

[Cancel](#)

Applying Online



Online Services
Building Permits

If you would like to add more than one contact E-mail address please send the additional information to Buildingpermits@myboca.us

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Email Us

Submit Application - Application Contact

* - required fields

Address: 201 W PALMETTO PARK RD
Parcel: 06-43-47-19-15-001-0010
Land ID#: 48876
Owner: BOCA RATON CITY OF

Contractor: CITY OF BOCA RATON/MUNICIPAL

*Contact Name:

Address:

Zip:

*Work Phone:

Home Phone:

Cell Phone:

Misc Phone:

*Email ID:

Applying
Online



Be as detailed as possible with your work description, this will help the process move along faster!



Online Services
Building Permits

Home

Select Permit

Schedule/Cancel Insp.

Submit Application

Email Us

Click2Gov Building Permit - Structure Information

Address: 201 W PALMETTO PARK RD
Parcel: 06-43-47-19-15-001-0010
Land ID#: 48876
Owner: BOCA RATON CITY OF

* - required fields

Contractor: CITY OF BOCA RATON/MUNICIPAL

Structure Description

<< Back

Continue >

Applying Online

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Email Us

Submit Application - Application Summary

Address: 201 W PALMETTO PARK RD
Parcel: 06-43-47-19-15-001-0010
Land ID#: 48876
Owner: BOCA RATON CITY OF

Application Type: E MULTI-FAMILY/COMMERCIAL APP
Estimated Value: \$1,000
Square Footage: 10
Tenant Unit Number:
Tenant Name: City of Boca Raton
Public Building: Yes
Notes: Interior remodel of office space, wall installation, new flooring, new low voltage data cables, new electrical wiring.

Contractor: CITY OF BOCA RATON/MUNICIPAL

Contact Name: City of Boca Raton
Address: 201 W palmetto park rd 33432
Home Phone:
Work Phone: (561) 393-7930
Cell Phone:
Misc Phone:
Email ID: atrammell@myboca.us

Structure Description: Interior remodel (TEST)

« Back

Finish

[Cancel](#)

Applying Online



Online Services Building Permits

Home

Select Permit

Status Detail

Application Fees

Permit Status

Inspection Status

Plan Tracking Status

Schedule/Cancel Insp.

Submit Application

Logout

Email Us

Submit Application - Application Confirmation

Please print out and retain the following information for your records.

You will need the application and pin numbers for various online services such as online payments, plan review status and inspection scheduling.

Once your application is accepted, you will receive an e-mail with payment instructions.

You will also receive an e-mail inviting you to our Boca Eplans permitting system.

Address: 201 W PALMETTO PARK RD
Parcel: 06-43-47-19-15-001-0010
Land ID#: 48876
Owner: BOCA RATON CITY OF

Application #: 14 - 00005800
Application PIN: 536001200

Application Type: E MULTI-FAMILY/COMMERCIAL APP

[Start a New Application](#)

Applying Online

Step 1: Click on link within e-mail to start payment process.

A screenshot of an email client window. The title bar reads "Building Application 14-5800 has been Received. Pin#=0536001200 - Message (HTML)". The interface includes a ribbon with tabs for "Message", "Laserfiche", and "Adobe PDF". Below the ribbon are several groups of icons for actions like "Reply", "Forward", "Delete", "Move to Folder", "Create Rule", "Other Actions", "Block Sender", "Not Junk", "Categorize", "Follow Up", "Mark as Unread", "Find", "Related", "Select", and "Find". The email content is as follows:

From: DMS
To: Trammell, Andrew
Cc:
Subject: Building Application 14-5800 has been Received. Pin#=0536001200

Sent: Wed 9/24/2014 5:41 PM

Your electronic submittal process is almost complete!

1. Please pay the 1% initial deposit <https://c2g.ci.boca-raton.fl.us/Click2GovBP/> You will need your application and pin number.
2. Once your payment has been processed, your project will be created in Boca ePlans.
3. You will then receive an email notification to upload your electronic documents.

Please contact the Building Permit Staff if you have any question.
Phone: (561)-393- 7930

A large red arrow points from the "Options" group in the ribbon to the link in the first list item.

Confirmation E-mail and link to make 1% deposit payment

Applying Online

Step 2: Click on “Select Permit” and log in.



Online Services Building Permits

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Email Us

Welcome to the Building Permits System

Applying Online



Online Services

Building Permits

Home

Select Permit

Schedule/Cancel Insp.

Submit Application

Email Us

Select Application

* - required fields

Search Method: Application Number

Application Number Search

*Application Number:

Applying Online

Step 3: Click on "Application Fees".



Online Services Building Permits

Home
Select Permit
Status Detail
Application Fees
Permit Status
Inspection Status
Plan Tracking Status
Schedule/Cancel Insp.
Submit Application
Electronic plans
Logout
Email Us

Status Detail

Parcel ID:	06-43-47-19-15-001-0010	Address:	201 W PALMETTO PARK RD
Application Date:	09/24/14	Owner:	BOCA RATON CITY OF
Application #:	14 - 5800	Application Type:	E MF/CM INTERIOR ONLY ALTERATION APP
Valuation:	\$1,000	Square Footage:	10
Tenant Name:	City of Boca Raton	Application Status:	PRESCREENING REVIEW
Tenant Unit Number:		General Contractor:	CITY OF BOCA RATON/MUNICIPAL
Zoning Description:	DWNTWN DEV REG IMPACT REG		

[Structure Detail](#)

Access [electronic plans](#)

Applying Online

Home
Select Permit
Status Detail
Application Fees
Permit Status
Inspection Status
Plan Tracking Status
Schedule/Cancel Insp.
Submit Application
Electronic plans
Logout
Email Us

Application Fees

Parcel ID:

Address:

Application Date:

Owner:

Application #:

Application Type:

Fees payable online

[Select All](#)
[Clear All](#)

Fee Description ^	Amt Charged ◇	Amt Due ◇	Select Fee to Pay
A 1% INITIAL DEPOSIT	\$80.00	\$0.00	-
A APPL FEE MINUS DEPOSIT	\$175.25	\$175.25	<input type="checkbox"/>
A FIRE COMB APPL FEE	\$124.75	\$124.75	<input type="checkbox"/>
A PAPER COORDINATION FEE	\$25.00	\$25.00	<input type="checkbox"/>
A PLAN/DOCUMENT SCAN FEE	\$3.10	\$3.10	<input type="checkbox"/>
I FIRE DBPR BCAIB FUND C	\$1.87	\$1.87	<input type="checkbox"/>
I FIRE DCA SURCHARGE C	\$1.87	\$1.87	<input type="checkbox"/>
I FL DBPR BCAIB FUND	\$3.83	\$3.83	<input type="checkbox"/>
I FL DCA SURCHARGE	\$3.83	\$3.83	<input type="checkbox"/>
Total	\$419.50	\$339.50	

Showing 1 to 9 of 9 entries

[Select All](#)
[Clear All](#)

Total amount to pay:

Step 4 Put checks in box for the fee you wish to pay

Step 5: Click “Pay Now” option and follow instructions.



Applying Online



Permit
Drawing &
Document
Review

BocaePlans New User Invitation

Hello ANDREW TRAMMELL,

Welcome to the City of Boca Raton electronic permitting system. This invitation has been sent to you in response to your plan review request. A project has been created that will be electronically reviewed. To access your project, follow the instructions below:

Instructions:

Review the ePlans naming conventions for your documents which are located at [Naming Conventions](#). Drawing files supported are: .DWG, .DGN, .DWF, .DXF, .PDF, .TIFF, .PLT

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. New Users will be asked to setup a permanent password
4. Select the project from your list that you want to be reviewed.
5. Click on the "Drawings" folder
6. Click the "Upload Files" button and follow the instructions to upload your drawings
7. Click on the "Documents" folder
8. Click the "Upload Files" button and follow the instructions to upload your documents

User Login:

atrammell@myboca.us

Temporary Password:

Project Name / Number:

BP14-00005800

[Login To BocaePlans](#)

Contact the Permit Librarian if you have questions regarding this project at bocaeplan@myboca.us.

PLEASE DO NOT REPLY TO THIS EMAIL

E-mail you will
Receive after 1%
Deposit payment
Is made.

Applying Online

Installing this software is safe for your computer!



Enter your e-mail address and password to continue.

CITY OF BOCA RATON

IMPORTANT - PLEASE READ CAREFULLY THE TERMS OF USE BELOW. BY USING YOUR E-MAIL ADDRESS AND PASSWORD TO ACCESS PROJECTDOX INFORMATION EXCHANGE SITE, YOU INDICATE YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT.

E-mail:

Password:

Login

[Forgot your password?](#)

ProjectDox

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avolve
software

[Click to view ePLANS User Guide](#)

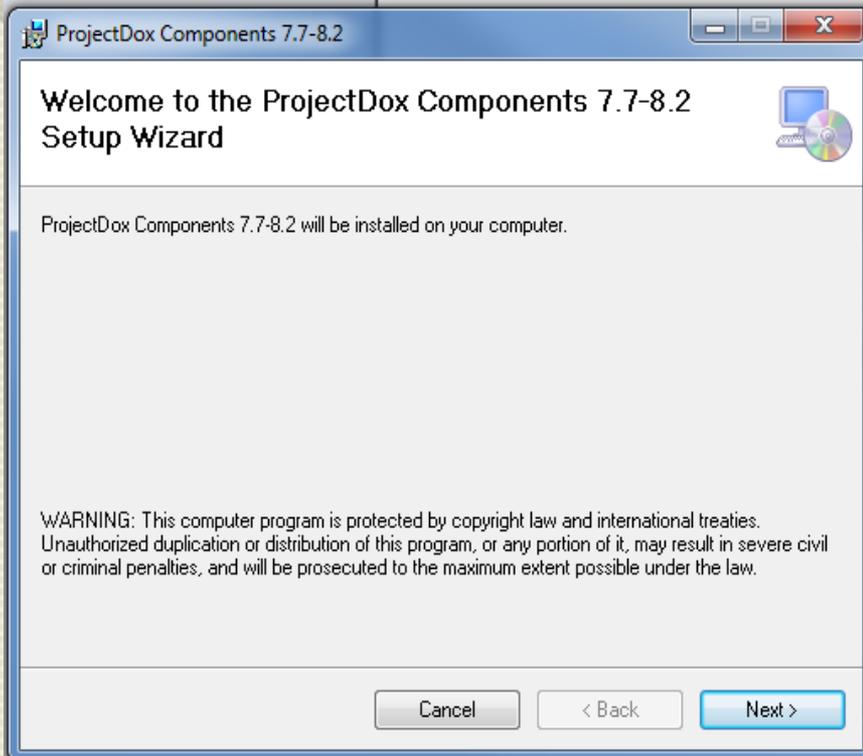
[Install ProjectDox Components](#)

To create a desktop shortcut, click and drag the icon below to your desktop.



[Click here](#) to add Bocaedox 8 to your Favorites.

Applying Online



Enter your e-mail address and password to continue.

CITY OF BOCA RATON

IMPORTANT - PLEASE READ CAREFULLY THE TERMS OF USE BELOW. BY USING YOUR E-MAIL ADDRESS AND PASSWORD TO ACCESS PROJECTDOX INFORMATION EXCHANGE SITE, YOU INDICATE YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT.

E-mail:

Password:

[Forgot your password?](#)

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[Install ProjectDox Components](#)

To create a desktop shortcut, click and drag the icon below to your desktop.



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E-mail:

Password:

[Forgot your password?](#)

ProjectDox

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software

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Document upload

- What to label your documents
- Digital Signature
- What do I upload?
- How to upload
- Workflow Portal?
- Start of plan review



Document Upload

How do I know what to label my documents?

Go to www.myboca.us



City of
BOCA RATON



City Council

I WANT TO | RESIDENTS | BUSINESS | VISITORS | GOVERNMENT | E-SERVICES

Search

Doing Business with Boca

- Economic Development
- Municipal Code
- Planning & Zoning
- Purchasing Division
- Files & Downloads
- Public Requests

Doing Business in Florida

Licensing & Permitting

- Building Permits
- Business Tax
- Code Enforcement
- Florida Business Taxes
- PBC Business Tax

Quick Links

- Beach Conditions
- Make a Payment
- Careers
- Public Meetings
- Economic Development
- Building Permits

News and Information

Community Events

Document Upload

Click on E-plans FAQs



City of
BOCA RATON

[HOME](#) | [I WANT TO](#) | [RESIDENTS](#) | [BUSINESS](#) | [VISITORS](#) | [GOVERNMENT](#) | [E-SERVICES](#)

Search



Contact Information

Building Permits

201 West Palmetto Park Road
Boca Raton, Florida 33432
Phone: (561) 393-7930
Fax: (561) 367-7049

[Department Home](#) | [Agendas and Minutes](#) | [e-Services](#) | [User Fee Schedule](#) | [Zoning Code](#) | [Code of Ordinances](#) | [Projects in Review](#) | [Contact](#)

Building Permits

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Building Permits

The Florida Building Code, 5th Edition goes into effect on June 30, 2015. All new building permit applications, along with associated plans, drawings and documents submitted on and after this date must be in accordance with the new edition of the building code. New building permit applications submitted and revisions to permits already in process prior to June 30, 2015 will continue to be reviewed under the 2010 Florida Building Code until the work is completed and the permit is closed out.

[Electronic Permit Submittal Workshop](#)
[Electronic Permit Submittal Presentation](#)
[Contractor Notice](#)
[Procedure Change](#)
[Universal Permit Application](#)
[Back-Side Revision](#)

[Boca Raton ePlans - FAQs](#)
[Boca Raton ePLANS Login Page](#)

All Applicable Fees Are Due At the Time Services are Rendered

[Application Forms](#)

[Application Checklists](#)

[Contact Us](#)

[Building Permit / Code Violations Searches](#)

[ePlans FAQs](#)

[Wind Speed Map](#)

[Florida Building Code](#)

[Hire a Licensed Contractor](#)

[Schedule Inspection Online](#)

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Document Upload

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ePlan FAQs

City of Boca Raton - Development Services - ePlans FAQs

Click the appropriate FAQ page to find out more information:

- [Application Submittal/Prescreening FAQ](#)
- [Plan Review FAQ](#)
- [Payment/Permit Issuance FAQ](#)
- [Inspections/Permit Closeout FAQ](#)

Building Permits

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Application Submittal/Prescreening FAQ's

▶ [Can my subcontractor submit a correction?](#)

▶ [How do I know what application type to use?](#)

▼ [How are the file types to be named?](#)

[Click here for the City's file naming conventions guide.](#)

[View Full Page](#)

Document Upload

Preferred format type is PDF

DOCUMENTS

Building Application	APP B	Roof Application	APP R
Main Electric Application	APP E	Mechanical Application	APP M
Mechanical Hood Application	APP M HOOD	Main Plumbing Application	APP P
Plumbing Irrigation Application	APP PI	Plumbing Gas Application	APP PG
Engineering Application	APP ENG	Environmental Application	APP ENV
Community Appearance Board	CAB		
Low Voltage Electric Application	APP LV PHONE		
	APP LV SEC		
	APP LV ACCESS		
	APP LV SOUND		
	APP LV DATA		

Document Upload

Receipt of Submittal

Water/Sewer Form

Notice of Commencement

Narrative

Change Order

All Product Approvals

Survey

Contract

Roof Supplemental/Mitigation

Special Inspector Reports

Fire Alarm Info

Fire Sprinkler Info

Truss Drawings

Homeowners/Condo Approval

Power of Attorney

Owner/Builder Affidavit

Change of General Contractor

Change of Sub Contractor

SUBMIT

SUBMIT CORR 1 TO ORIGINAL

SUBMIT REV 1

SUBMIT CORR 1 TO REV 1

WATER

NOC

NARR

NARR TO REV 1

CHANGE ORDER

NOA ACCORDIAN SHUTTERS

NOA IMPACT WINDOWS

NOA GARAGE DOOR

SURVEY

CONTRACT

ROOF

SI

FA

FS

TRUSS

AUTH

POA

OB

CHANGE OF GC

CHANGE OF SUB (SPECIFY TRADE)

Document Upload

- If you are uploading signed and sealed drawings from your design professional (Architect or Engineer) they need to be digitally signed and sealed.
 - Digital Signature Affidavit

Document Upload

Digital Signature Information

www.Myboca.US

The screenshot shows the City of Boca Raton website. At the top left is the City of Boca Raton logo and name. To the right is a photo of the City Council. Below the header is a navigation bar with links: I WANT TO | RESIDENTS | BUSINESS | VISITORS | GOVERNMENT | E-SERVICES. A search bar is on the right. The 'BUSINESS' link is highlighted, and a dropdown menu is open. The dropdown menu has two sections: 'Doing Business with Boca' and 'Doing Business in Florida'. The 'Doing Business with Boca' section includes: Economic Development, Municipal Code, Planning & Zoning, Purchasing Division, Files & Downloads, and Public Requests. The 'Doing Business in Florida' section includes: Licensing & Permitting, Building Permits, Business Tax, Code Enforcement, Florida Business Taxes, and PBC Business Tax. To the right of the dropdown is a 'Quick Links' section with a list of links: Beach Conditions, Make a Payment, Careers, Public Meetings, Economic Development, and Building Permits. Below the navigation bar are sections for 'News and Information' and 'Community Events'.

City of BOCA RATON

City Council

I WANT TO | RESIDENTS | BUSINESS | VISITORS | GOVERNMENT | E-SERVICES | Search

Doing Business with Boca

- Economic Development
- Municipal Code
- Planning & Zoning
- Purchasing Division
- Files & Downloads
- Public Requests

Doing Business in Florida

- Licensing & Permitting**
- Building Permits
- Business Tax
- Code Enforcement
- Florida Business Taxes
- PBC Business Tax

Quick Links

- Beach Conditions
- Make a Payment
- Careers
- Public Meetings
- Economic Development
- Building Permits

News and Information | Community Events

Document Upload

Select: Boca Raton ePlans - FAQs



City of
BOCA RATON

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Building Permits

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Document Upload



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Building Permits

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[Application Checklists](#)

[Contact Us](#)

[Building Permit / Code
Violations Searches](#)

[ePlans FAQs](#)

[Application Submittal /
Pre-screening](#)

[Plan Review](#)

[Payment / Permit Issuance](#)

[Inspections / Permit
Closeout](#)

[ePlan Information](#)

[Wind Speed Map](#)

[Florida Building Code](#)

[Hire a Licensed Contractor](#)

[Schedule Inspection Online](#)

[Forms and Reports](#)

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Application Submittal/Prescreening FAQ's

▶ [Can my subcontractor submit a correction?](#)

▶ [How do I know what application type to use?](#)

▶ [How are the file types to be named?](#)

▶ [Can I E-Submit my application as an Owner Builder?](#)

▶ [Where do I find the applications and prescreening requirements?](#)

▶ [What type of electronic file formats are accepted?](#)

▶ [What does PS or "prescreening" mean?](#)

▶ [When can I upload my plans?](#)

▶ [What is an online building permit application?](#)

▶ [Can I put all of the documents in one multiple page pdf?](#)

▼ [How are electronic signatures for architect's and engineer's signed sealed drawings handled?](#)

You have two options for electronic and digital signatures, both meet the requirements of the Florida Department of Business and Professional Regulation's applicable licensing boards.

1. Certificate-based digital signature registration:

Adobe Acrobat includes a certificate signature utility that lets you sign PDA files with a certificate-based digital ID, also known as a digital signature. With Acrobat you may create your own certificate ID which the City will maintain on file for all of your permit projects. You create this certificate ID by completing a [Digital Signature Affidavit](#) form online, signing and sealing the physical form, then hand delivering or couriating to the building division. You must purchase Adobe Acrobat in order to use this option? It is highly recommended that you review the City's...

[View Full Page](#)

Document Upload

Digital Signature Affidavit

The City of Boca Raton Digital Signature Affidavit



Office of Development Services

Building Division – Customer Service Manager
201 West Palmetto Park Road
Boca Raton, FL 33432
Phone (561) 393-7930
Fax (561) 367-7049

By signing this document, you are not only agreeing to the foregoing but certifying that: Any willful falsification of any information contained herein is grounds for disqualification.

Andrew Trammell

APPLICANT NAME (Please print)

561-393-7930

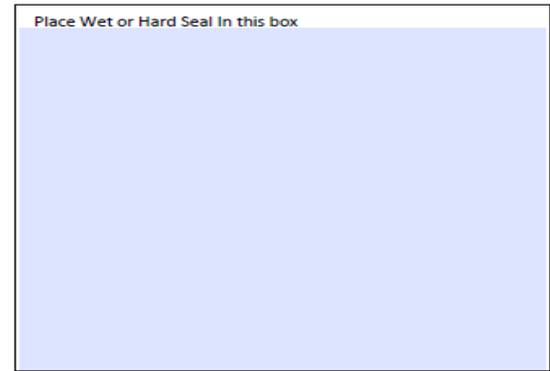
CONTACT PHONE NUMBER

City of Boca Raton

NAME OF COMPANY

APPLICANT SIGNATURE

Place Wet or Hard Seal In this box



Andrew
Digitally signed by Andrew
DN: cn=Andrew, o, ou,
email=atrammell@myboca
.us, c=US
Date: 2014.09.26 08:41:53
-04'00'



Andrew

Digitally signed by Andrew
DN: cn=Andrew, o, ou, email=atrammell@myboca.us, c=US
Date: 2014.08.12 16:01:13 -04'00'

DIGITAL SIGNATURE WITH CERTIFICATION NUMBER VISIBLE (PE, AA, ETC.)

DC AD 8B 6F 8E 02 53 0E EA D3

DIGITAL SIGNATURE SERIAL NUMBER

2019/08/12 16:00:52 -04'00'

VALIDITY ENDS DATE OF DIGITAL SIGNATURE

State of Florida, County of

Document Upload

What do I upload?

www.MyBoca.US



The screenshot shows the City of Boca Raton website. At the top left is the City of Boca Raton logo and name. To the right is a photo of the City Council. Below this is a navigation bar with the following links: I WANT TO | RESIDENTS | BUSINESS | VISITORS | GOVERNMENT | E-SERVICES. A search bar is located to the right of the navigation bar. A large red arrow points down from the URL above to the 'GOVERNMENT' link. A dropdown menu is open under 'GOVERNMENT', showing two main categories: 'Doing Business with Boca' and 'Licensing & Permitting'. The 'Licensing & Permitting' category is highlighted, and its sub-items are: Building Permits, Business Tax, Code Enforcement, Florida Business Taxes, and PBC Business Tax. To the right of the dropdown menu is a 'Quick Links' section with a list of links: Beach Conditions, Make a Payment, Careers, Public Meetings, Economic Development, and Building Permits.

City of BOCA RATON

City Council

I WANT TO | RESIDENTS | BUSINESS | VISITORS | GOVERNMENT | E-SERVICES | Search

Doing Business with Boca

- Economic Development
- Municipal Code
- Planning & Zoning
- Purchasing Division
- Files & Downloads
- Public Requests
- Doing Business in Florida*

Licensing & Permitting

- Building Permits
- Business Tax
- Code Enforcement
- Florida Business Taxes
- PBC Business Tax

Quick Links

- Beach Conditions
- Make a Payment
- Careers
- Public Meetings
- Economic Development
- Building Permits

Select: "Permits"

Document
Upload

Select: Application Checklists

HOME | I WANT TO | RESIDENTS | BUSINESS | VISITORS | GOVERNMENT | E-SERVICES

Search



Contact Information

Building Permits

201 West Palmetto Park Road
Boca Raton, Florida 33432
Phone: (561) 393-7930
Fax: (561) 367-7049

Department Home | Agendas and Minutes | e-Services | User Fee Schedule | Zoning Code | Code of Ordinances | Projects in Review | Contact

Building Permits

Application Forms

Application Checklists

Quick Permits

No Review Permits

One & Two Family

Multi-Family & Commercial

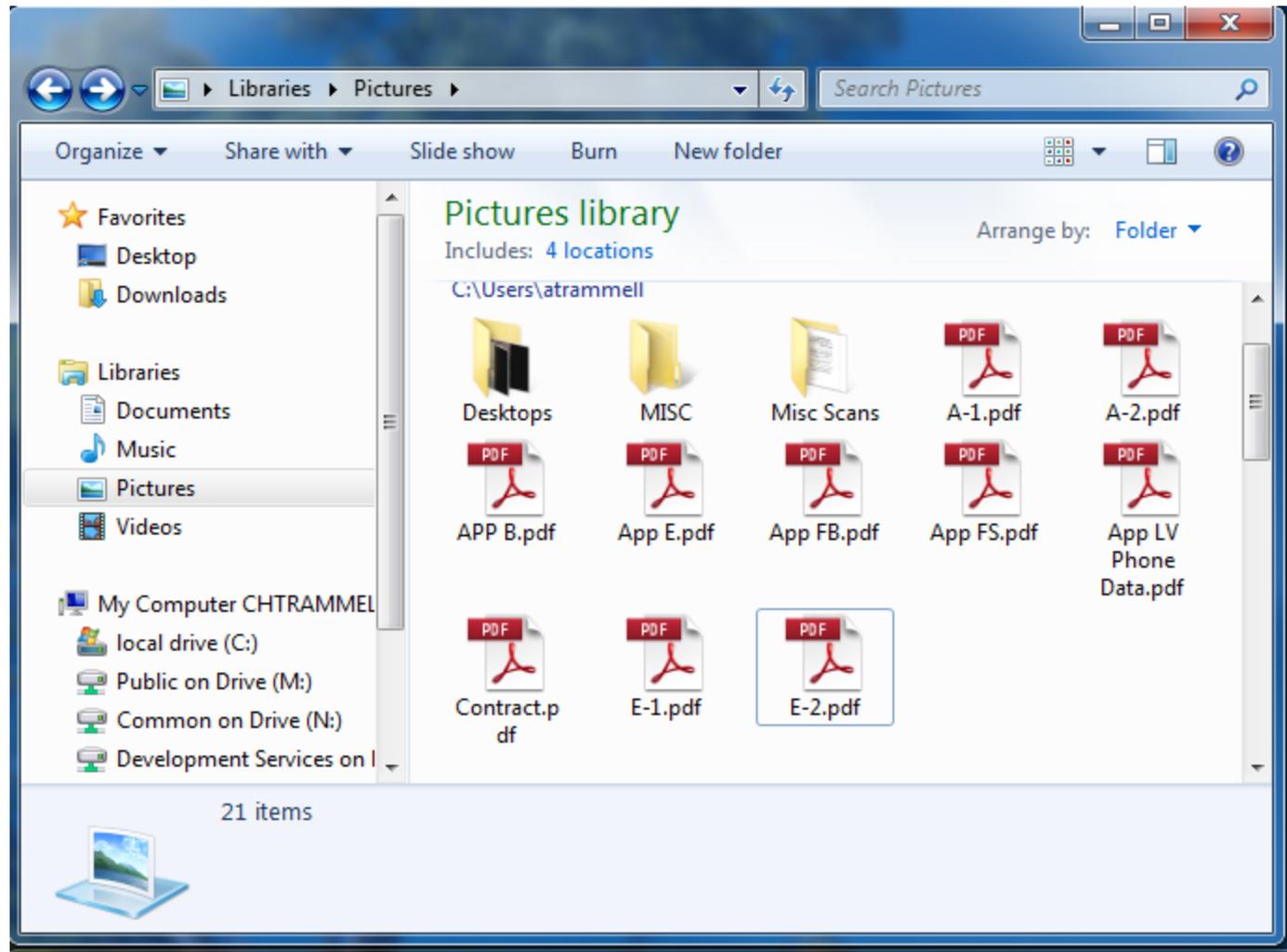
Home » Building Permits » Application Checklists » Quick Permits

Quick Permits

- E ELECTRICAL SERVICE WORK APPLICATION
- E TEMPORARY EVENT STRUCTURE/GENERATOR APPLICATION
- E SF/TU RE-ROOF APPLICATION
- E SF/TU WINDOW/DOOR/SHUTTER APPLICATION

Document Upload

These are our files that we filled out and uploaded to our computer.



Document Upload

Login to your projectdox account.

The screenshot shows the Boca ePLANS web application interface. The browser address bar displays the URL: <https://bocaedox.ci.boca-raton.fl.us/?ViewMode=&ProjSearchTerm=14-00005800>. The page header includes the Boca Raton ePLANS logo and the Boca Raton City Hall logo. The navigation menu contains buttons for Back, Forward, Projects, Site-Wide Reports, Profile, Logout, and Admin. Below the navigation menu, there are buttons for Task List, Task List (PD Flow), Create Project, and View Archived Projects. The main content area shows a search result for project BP14-00005800, which is circled in red. A red arrow points to the project number with the text "Click on the project number".

1 found project(s) out of 1 for ANDREW TRAMMELL (atrammell@myboca.us) Recent Projects All Projects

Project	Options	Description	Owner	Status	Create date
BP14-00005800	   	E MF/CM INTERIOR ONLY ALTERATION APP - Interior re	Boca EPlan	Prescreen	9/25/2014 8:11:12 AM

Page 1 of 1 (1 items)

<http://www.ci.boca-raton.fl.us/> 100%

Document Upload

The screenshot shows a web browser window with the URL <https://bocaedox.ci.boca-raton.fl.us/?ProjectID=24046> - Bocaedox 8. The page header features the Boca Raton ePLANS logo. Below the logo, the project ID **BP14-00005800** is displayed. A section for **Main Contact:** is present but empty. Below this, there are links for [Expand current](#) and [Collapse](#), along with a small icon and the text **E MF/C**. A tree view shows the project ID **BP14-00005800** expanded, revealing four folders: [Contracts](#), [Inspections](#), [Drawings](#), and [Documents](#). A vertical scrollbar is visible on the right side of the folder list.

Step 1: Click on the folder you would like to upload documents to.

Document Upload

Step 2: Click on the “Upload Files” option.

https://bocaedox.ci.boca-raton.fl.us/?ProjectID=24046 - Bocaedox 8 - Internet Explorer

Boca Raton ePLANS

BP14-00005800

Main Contact:

Folder: [BP14-00005800\Contracts](#) E MF/CM INTERIOR ONLY ALTERATION APP - Interior re

No files currently exist in **Contracts**.

To upload files into this folder

- (1) Click the Upload button below
- (2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

[View Folders](#) [Upload Files](#)

Project Info	Reports
Project Name:	BP14-00005800
Description:	E MF/CM INTERIOR ONLY A
Project Image:	No image exists
Map Config Name:	
Location:	201 W PALMETTO PARK RD
Contact:	
Contact's Email:	bocaeplan@myboca.us
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Boca EPlan
Owner's Email:	bocaeplan@myboca.us
Project Admins:	ProjectDox Support, Sharon F
Status:	Prescreen
Status Info:	

https://bocaedox.ci.boca-raton.fl.us/ProjectDox/UserHomeLeft.aspx?FolderID=174827

Document Upload

Step 3: Click on the browse option and locate the file in your computer.

The screenshot shows a web browser window with the address bar displaying `https://bocaedox.ci.boca-raton.fl.us/?SessionID=&InitialEntry=true&FolderID=174827 - Bocaedox 8 - Internet Explorer`. The page header includes the Boca Raton ePLANS logo and a "Close Window" link. The main content area is titled "Upload files:" and contains a large text input field with the placeholder text "Select files to upload". At the bottom right of this field is a "Browse" button, which is circled in red. Below the "Upload files:" section is the "Upload URL:" section, which includes two input fields: "URL Display Name:" and "URL:", followed by an "Upload URL" button.

Document Upload

Step 4: Once you select all the files you would like to upload click on the “Upload” option.

https://bocaedox.ci.boca-raton.fl.us/?SessionID=&InitialEntry=true&FolderID=174827 - Bocaedox 8 - Internet Explorer

Boca Raton
ePLANS

Close Window

Upload files:

Selected Files:

Contract.pdf	532.61 KB	X
--------------	-----------	---

Total **0%** **532.61 KB**

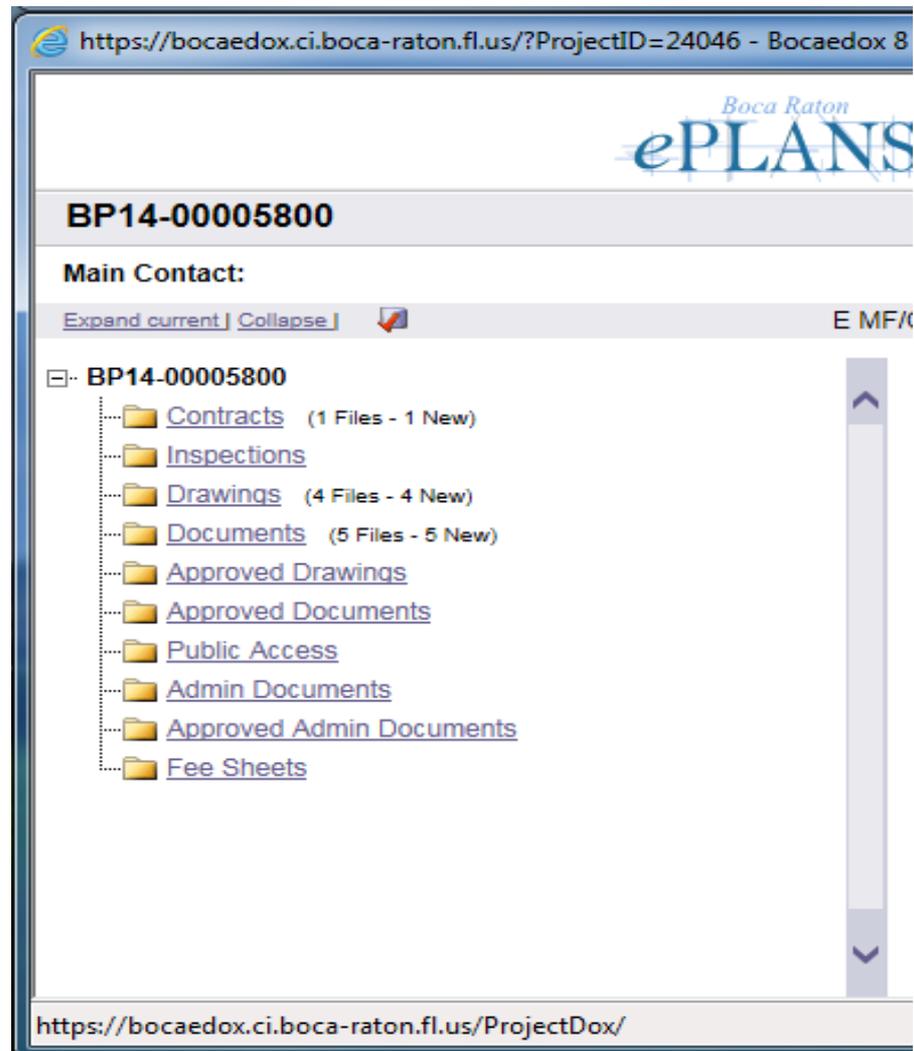
Upload URL:

URL Display Name:

URL:

Document Upload

Repeat steps 1 through 4 until you have uploaded all your documents.



The screenshot displays the Boca Raton ePLANS web application interface. The browser address bar shows the URL: <https://bocaedox.ci.boca-raton.fl.us/?ProjectID=24046> - Bocaedox 8. The page header features the Boca Raton ePLANS logo. Below the logo, the project ID **BP14-00005800** is displayed. The main content area shows a tree view of the project structure under the heading "Main Contact:". The tree view includes a folder icon and the project ID **BP14-00005800**. The folders listed are: [Contracts](#) (1 Files - 1 New), [Inspections](#), [Drawings](#) (4 Files - 4 New), [Documents](#) (5 Files - 5 New), [Approved Drawings](#), [Approved Documents](#), [Public Access](#), [Admin Documents](#), [Approved Admin Documents](#), and [Fee Sheets](#). The interface also includes navigation links for "Expand current" and "Collapse", and a "E MF/" label. The browser address bar at the bottom shows the URL: <https://bocaedox.ci.boca-raton.fl.us/ProjectDox/>.

Document Upload

PROPERTY				
Address	331 YAMATO RD	Applicant	KARI	
FLAT WALL ECT APP SIGN	Parcel #	06-43-47-05-36-002-0000	Email	KARI
	Zone	NA	Owner	YAM
	Value	2000	Contractor	ME
	SQFT		Tenant	SOU

Please Wait...

REVISION

- Now that you have uploaded all your documents you need to notify the Building Department.
- Do this by clicking on the “**Workflow Portals**” option and completing your task.
- **Warning!** If you do not complete this step your project **WILL NOT** be processed.

Document Upload

Notifying City – Workflow Portal Step 1: Click on “Workflow Portals”.

https://bocaedox.ci.boca-raton.fl.us/?ProjectID=24046 - Bocaedox 8 - Internet Explorer

BP14-00005800 Back Forward Projects Site-Wide Reports

Main Contact: Project Reports **Workflow Portals**

Expand current | Collapse |  E MF/CM INTERIOR ONLY ALTERATION APP - Interior re

BP14-00005800

- Contracts (1 Files - 1 New)
- Inspections
- Drawings (4 Files - 4 New)
- Documents (5 Files - 5 New)
- Approved Drawings
- Approved Documents
- Public Access
- Admin Documents
- Approved Admin Documents
- Fee Sheets

Project Info	Reports
Project Name:	BP14-00005800
Description:	E MF/CM INTERIOR ONLY ALTERATION APP - Interior re
Project Image:	No image exists
Map Config Name:	
Location:	201 W PALMETTO PARK RD
Contact:	
Contact's Email:	bocaeplan@myboca.us
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Boca EPlan
Owner's Email:	bocaeplan@myboca.us
Project Admins:	ProjectDox Support, Sharon Fichera, Denise Teti, Sandra Stevens, VICTORIA BARRIOS, ROSIE DEVERA, Boca EPlan, Janice Bergman, Barbara Goodrum
Status:	Prescreen
Status Info:	

Document Upload

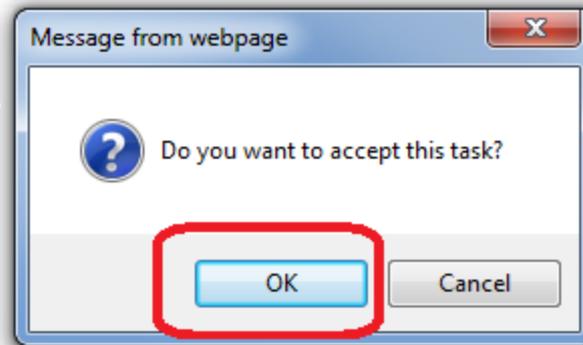
Notifying City Workflow Portal

Step 2: Click on “Applicant Upload”.

Step 3: Click on “OK” to accept task.

Show All Tasks For All Users

Task	Attached To	Status	Created On	Updated On
ApplicantUpload	APPLICANT	Pending	9/25/2014 8:12:16 AM	9/25/2014 8:12:16 AM



Notifying City Workflow Portal

Step 4: Click on "Upload Complete"

Document Upload

Step 5: Click "OK" to finish

The screenshot shows a web browser window with a confirmation dialog box overlaid on top. The dialog box has a question mark icon and the text: "Completing this task will finish your participation in this step and cannot be undone. Continue?". The "OK" button is circled in red. Below the dialog box, the main application form is visible. It has a header with "E MF/CM INTERIOR ONLY ALTERATION APP" and "14-00005800". Below the header is a navigation bar with tabs: "Review Information", "Application", "Structure", "Resources", "Checklist Items (0)", "Routing Slip", "Folder List", and "Fee Sheet". The "Review Information" tab is active, showing a table with columns "APPLICATION", "PROPERTY", and "NAMES".

APPLICATION	PROPERTY	NAMES
Number: 14-00005800	Address: 201 W PALMETTO PARK RD	Applicant: City of Boca Raton
Type: E MF/CM INTERIOR ONLY ALTERATION APP	Parcel #: 06-43-47-19-15-001-0010	Email: ATRAMMELL@MYBOCA.US
Description: Interior remodel of office space, wall	Zone: DDRI	Owner: BOCA RATON CITY OF
Status: PRESCREENING REVIEW	Valuation: 1000	Contractor: CITY OF BOCA RATON/MUNICIPAL
Date: 9/24/2014	SQFT: 10	Tenant: City of Boca Raton
Group: C2G		

Below the table is a "REVISION" section with a dropdown menu set to "No" and a "Revision #" field. At the bottom of the form, there is a text instruction: "After you have successfully uploaded all required plans/documents please select (Upload Complete) button." Below this instruction, the "Upload Complete - Notify Boca Raton" button is circled in red, along with a "Save And Close" button.

Document Upload

From: BocaEDox
To: Trammell, Andrew
Cc:
Subject: Bocaedox Begin Review Step for BP14-00005800



Attention ANDREW:

The following Permit Application/Project has met the minimum pre-screening requirements for acceptance into formal plan review.

Project:	BP14-00005800
Description:	E MF/CM INTERIOR ONLY ALTERATION APP - Interior re
Project Access Login to BocaePlans	

Your project plans will be reviewed by the appropriate review agencies. You will receive a notification if plan corrections are required.

Contact the Permit Librarian if you have questions regarding this project at bocaeplan@myboca.us.

Please do not reply to this email.

Corrections

- How do I know I need to submit corrections?
- How to submit corrections?
- Workflow Portal.
- Permit issuance.



Types of notifications

- “Tabled”, 3 day hold by plans examiner.



- “Pending” Formal E-Mail Request.

3 Day Hold by Plans Examiner

From: Herrera, Ben
Sent: Monday, July 07, 2014 2:21 PM
To: Herrera, Ben
Subject: Permit application number xx-xxxx. Request for information (RFI) Email.

Your construction documents and plans for the permit application number xx-xxxx are currently undergoing structural plan review for code compliance.

Approval of this review is dependent upon you responding to this **Request for Information (RFI)** within three (3) business days from the day of this e-mail.

Failure to do so may result in your application being "nended" and the issuance of your permit being delayed until the next round of plan review.

Please submit the following information by the close of business on Xxxxxday xx-xx-xxxx:

1. Florida Code Compliance Checklist completed (page 6 of energy calculations form 405-10). EXAMPLE
2. Energy calculations form 405-10 reviewed and accepted by the Professional Designer of Record. EXAMPLE
3. Report of geotechnical investigation reviewed and accepted by the Professional Designer of Record. EXAMPLE
4. Buck and flashing details for installation of windows and doors. EXAMPLE

This information must be emailed or brought in to the Building Department; upload permissions are not available for this response.

My name must be conspicuously featured on your response.

Thank you,

Benjamin Herrera | Building Inspector III | phone: (561)393-7930 | fax: (561)367-7049 | bherrera@myboca.us

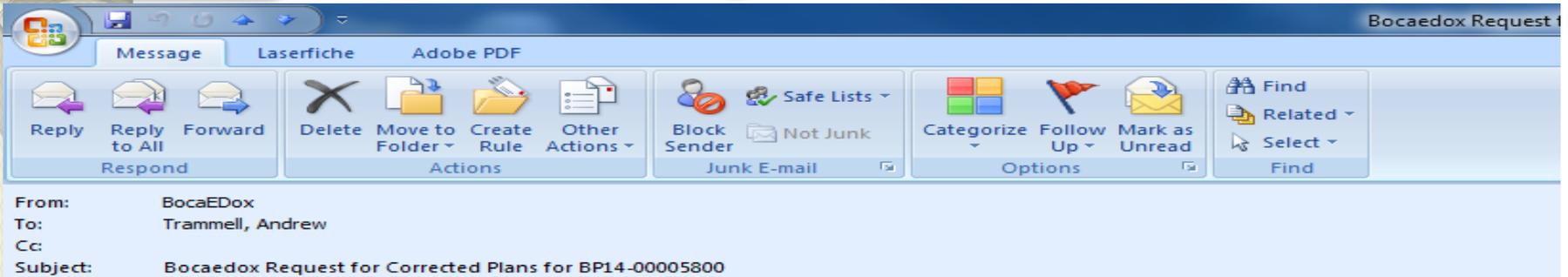


Development Services
City of Boca Raton
201 West Palmetto Park Road
Boca Raton, Florida 33432



Corrections

Pending, Formal E-Mail



Attention ANDREW,

This is the formal request for corrected or additional documents for the following:

Project:	BP14-00005800
Description:	E MF/CM INTERIOR ONLY ALTERATION APP - Interior re
Project Access Login to BocaePlans	

When all missing or corrected plans and or documents are ready for re-submittal either login to upload your corrected plans **OR**

Re-submit one set at the Boca Raton One-Stop Center located at 201 W Palmetto Park Road. (Scanning fees will apply)

Please be aware that corrective action must be taken within 30 days of this notice or the application will expire.

Important Notice: You are limited to one correction submittal per review cycle. Please be sure that all documents necessary for re-review are included in this submittal. If corrected items are replacing a previously submitted document use the exact same naming convention as the original.

Contact the Permit Librarian if you have questions regarding this project at bocaeplan@myboca.us.

Please do not reply to this email.

Corrections

- Step 1: Click on the link from the E-mail and log into projectdox.
- Step 2: Click on "Workflow Portals".
- Step 3: Click "OK" to accept the task.

The screenshot shows the Boca Raton ePLANS web application interface. The browser address bar displays the URL: <https://bocaedox.ci.boca-raton.fl.us/?ProjectID=24046>. The page title is "Boca Raton ePLANS". The main content area shows project details for "BP14-00005800". A red circle highlights the "Workflow Portals" button in the navigation menu. A dialog box titled "Message from webpage" is overlaid on the page, asking "Do you want to accept this task?". The "OK" button in the dialog box is also circled in red.

Project Info

Project Name:	BP14-00005800
Description:	E MF/CM INTERIOR ONLY ALTERA
Project Image:	No image exists
Map Config Name:	
Location:	201 W PALMETTO PARK RD
Contact:	
Contact's Email:	bocaeplan@myboca.us
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Boca EPlan
Owner's Email:	bocaeplan@myboca.us
Project Admins:	ProjectDox Support, Sharon Fichera, Denise Teti, Sandra Stevens, VICTORIA BARRIOS, ROSIE DEVERA, Boca EPlan, Janice Bergman, Barbara Goodrum
Status:	Resubmit Request

Message from webpage

Do you want to accept this task?

OK Cancel

Corrections

Step 4: Uploaded corrected documents utilizing Steps 1 through 4 under the “Document Upload step”.

Step 5: When complete put checks in the boxes below and click “Complete”

DEPARTMENT REVIEW - Review Cycle: 1

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	REGULATORY	<p>ROSIE DEVERA RDEVERA@MYBOCA.US</p> <p>PENDING/DISAPPROVED</p> <p>The owner's signature is required on all permit applications. Please submit a permit application with the owner's signature or submit our authorized agent form which is</p> <p>VIEW CHECKLIST</p> <p>PRINT ON PERMIT: No</p> <p>PRINT ON CORRECTION: No</p>

Task Instructions

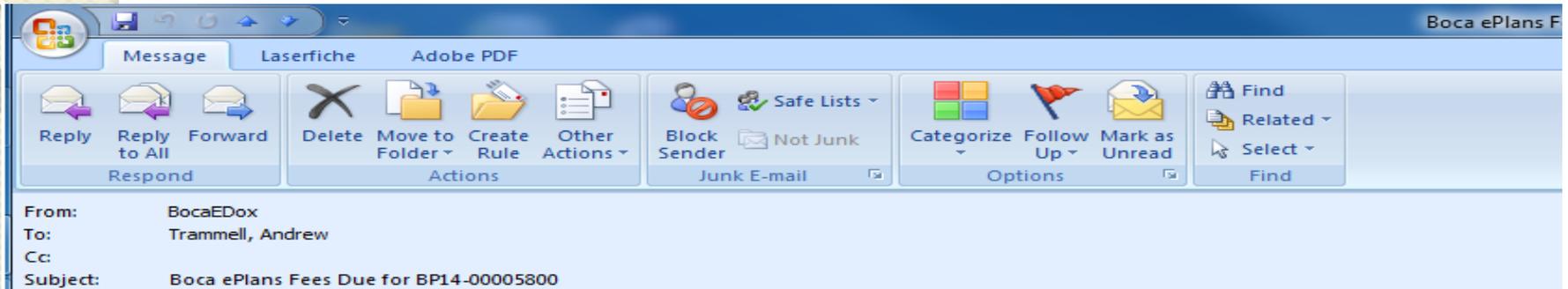
- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.

COMPLETE

Save And Close

Corrections

Follow steps 1-5 under the "Applying Online" section to make your final payment.



Attention ANDREW:

Congratulations! Your plans are approved for Project BP14-00005800, however, fees may be due. Please go to the Online Payment option below to confirm if fees are due.

Project:	BP14-00005800
Description:	E MF/CM INTERIOR ONLY ALTERATION APP - Interior re
Project Access Login to BocaePlans	
Online Payment	BPOne

Final fees must be paid online at the City's webpage or at the Development Services One-Stop Center at the Boca Raton City Hall Building which is located at 201 W. Palmetto Park Rd. Boca Raton, FL 33432, prior to permit issuance.

Please print this notification to accompany your payment if paid at the OneStop Center.

Please wait for the NEXT email notifying you that your plans are ready for downloading.

Contact the Permit Librarian if you have questions regarding this project at bocaeplan@myboca.us.

Permit Download

- How do I know when my permit is ready?
- How to download permit?



Permit Download

Step 1: Click on the link within your e-mail and log into projectdox.

Message Laserfiche Adobe PDF

Reply Reply Forward
to All

Delete Move to Create Other
Folder Rule Actions

Block Safe Lists
Sender Not Junk

Categorize Follow Mark as
Up Unread

Find
Related
Select
Find

From: BocaEDox
To: Trammell, Andrew
Cc:
Subject: Boca ePlans- Plans Ready for Download for BP14-00005800

1 PRESCREENING **2** PLAN REVIEW **3** ISSUANCE REVIEW **4** PERMIT ISSUED

Attention ANDREW:

Congratulations! Your approved plans are ready for download for Project BP14-00005800.

To download your approved plans, please login to BocaePlans by clicking on the link below.

Project:	BP14-00005800
Description:	E MF/CM INTERIOR ONLY ALTERATION APP - Interior re

[Project Access](#) | [Login to BocaePlans](#)

Contact the Permit Librarian if you have questions regarding this project at bocaepan@myboca.us.

Please do not reply to this email.

Permit Download

Step 2: Click on project number you would like to download.

Step 3: Download or print all documents within the “Approved Documents” and “Approved Drawings” folders.

https://bocaedox.ci.boca-raton.fl.us/?ProjectID=24046 - Bocaedox 8 - Internet Explorer

Boca Raton ePLANS

BP14-00005800

Main Contact: [Project Reports](#) [Workflow Portals](#) [Info](#) [Notes](#) [Email](#) [Edit](#)

Expand current | Collapse |

E MF/CM INTERIOR ONLY ALTERATION APP - Interior re

- BP14-00005800
 - Contracts (1 Files - 1 New)
 - Inspections
 - Drawings (4 Files - 4 New)
 - Documents (5 Files - 5 New)
 - Approved Drawings (5 Files - 5 New)**
 - Approved Documents (5 Files - 5 New)**
 - Public Access
 - Admin Documents
 - Approved Admin Documents
 - Fee Sheets

Project Info	Reports
Project Name:	BP14-00005800
Description:	E MF/CM INTERIOR ONLY ALTERATION APP - Interior re
Project Image:	No image exists
Map Config Name:	
Location:	201 W PALMETTO PARK RD
Contact:	
Contact's Email:	bocaeplan@myboca.us
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Boca EPlan
Owner's Email:	bocaeplan@myboca.us
Project Admins:	ProjectDox Support, Sharon Fichera, Denise Teti, Sandra Stevens, VICTORIA BARRIOS, ROSIE DEVERA, Boca EPlan, Janice

100%

Permit
Download

Download option

*Recommended

Step 4A:

Place check in box of each document you would like to download and click “Download WinZip file” in middle of page. This is for WinZip format only.

The screenshot displays the Boca Raton ePLANS web interface. At the top right, the logo for Boca Raton ePLANS is visible. Below the logo, the document ID 'BP14-00005800' is shown. Underneath, the 'Main Contact:' field is empty, and the 'Folder:' field contains the path 'BP14-00005800\Approved Documents' with a small 'E MF/CI' label to its right. The main content area features a file management interface with a toolbar at the top containing 'View Folders' and 'Upload Files' buttons, along with icons for file operations. Below the toolbar, a list of files is shown. The first file is 'APP B.pdf', which has a checkbox to its left. A red arrow points from the text 'Place check in box' to this checkbox. To the right of the file name, the date and time '9/26/2014 2:48:51 PM' and the size '143 KB' are listed, followed by the name 'ROSIE DEVERA'. Below the file name, there are several icons, including a document icon with a download arrow, a document icon with a lock, and a red 'X' icon. A second red arrow points from the text 'Download option for PDF format.' to the download icon.

Download option for PDF format.

Permit
Download

Step 4B: Click on the thumbnail and the document will become larger in a separate window.

Print Option

Click printer icon
and follow your
printers instructions.

The screenshot shows a web browser window displaying a PDF document titled "APP B.pdf V1". The document is a permit application form for Universal County-wide/Municipal Building Permit Application Form, July 2013 Edition. The form is divided into several sections:

- FOR OFFICE USE ONLY:** FBC Version, Permit Type, Accepted By, Application Date, Application #.
- KIND of PERMIT (CHECK ONE):** PRIMARY PERMIT, SUB-PERMIT.
- TRADE (CHECK ONE):** STRUCTURAL, ROOFING, ELECTRICAL, MECHANICAL, PLUMBING, FIRE, GAS, OTHER.
- FURTHER WORK DESCRIPTION:** Type of Work (New, Addition, Alteration, Repair, Demo, Temporary, Other), VALUE, PERMIT FEE, NET S.F. (for SFD's).
- PROPERTY OWNER:** TENANT, ADDRESS, UNIT, CITY, STATE, ZIP, PHONE, FAX, EMAIL.
- PROJECT NAME:** PCN, LEGAL DESCRIPTION, ADDRESS, CITY.
- OWNER BUILDER PER FL. ST. 482 (AS NAMED ABOVE, FOR CONTACT INFORMATION SEE BOX 2)**
- CONTRACTOR (CERT. HOLDER):** License #, DBA (COMPANY NAME), Contact Person, ADDRESS, STE, CITY, STATE, ZIP, PHONE, FAX, EMAIL.

The form includes a disclaimer: "Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc." and an "OWNER'S AFFIDAVIT" section.

A red arrow points from the text "Click printer icon and follow your printers instructions." to the printer icon in the PDF viewer's toolbar.

Congratulations! You Did it!

- Place all approved documents on the jobsite and follow your permit card to schedule all required inspections.
- Please make sure your plans are appropriate size for inspections.

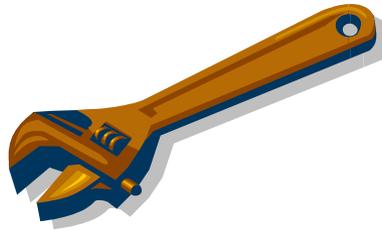
Revisions

- What is a revision?
- Do I even need to submit it online? BSR
- How do I submit a revision online?
- Workflow Portal?
- Review, Issuance, and download.



What is a revision?

- A revision is any change made to the permit after it is issued.



BSR????

- What is a Back-Side Revision?



DO YOU HAVE A REVISION?

The back-side revision is an innovative approach that is both customer friendly and code compliant.

The Back-Side Revision can be given to your inspector in the field at the time of your inspection instead of a formal submittal over the counter. All single family dwellings and single trade revisions are eligible.

What do I need to submit for a BSR?

2 Sets!

REQUIREMENTS

- A Revision Narrative
- Revision Contract Cost Statement
- Revised Plans and/or Documents

Once the Back-Side Revision has been scanned into your project you will be notified that you can pay your revision and scanning fees online.

Stay on schedule!

**Talk to your inspector to see if
You qualify for a**



BACK-SIDE REVISION

Revisions

Use as much detail as possible when
Requesting a revision online

Step 4: Send an e-mail
to the permit Librarian
request access.

https://bocaedox.ci.boca-raton.fl.us/?SessionID=&ProjectID=24046 - Bocaedox 8 - Internet Explorer

Boca Raton
ePLANS

Team mail for Project: BP14-00005800
Email type: Standard Mail

Subject: * 14-5300

Body:
I would like to submit a revision to add electrical outlets and remove a wall from the scope of work.

Users/Groups that will be emailed (includes groups that contain users and have permissions):

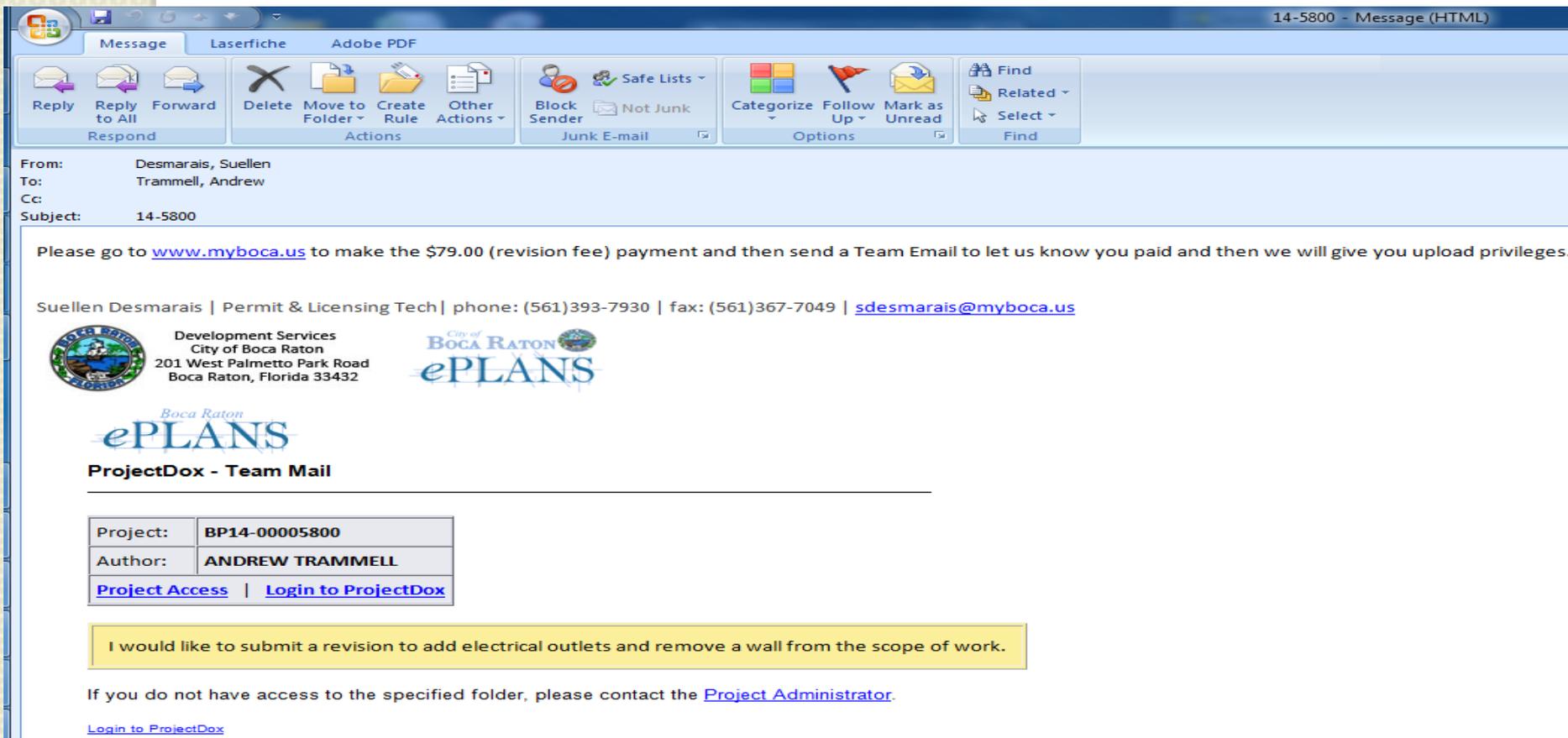
<input type="checkbox"/>	Name
<input type="checkbox"/>	Non Group Members
<input type="checkbox"/>	APPLICANT
<input type="checkbox"/>	BUILDING OFFICIAL
<input type="checkbox"/>	CALL TAKERS
<input type="checkbox"/>	COMM REDEVELOPMENT AGENCY
<input type="checkbox"/>	COMMUNITY APPEARANCE BRD
<input type="checkbox"/>	ELECTRICAL
<input type="checkbox"/>	ENGINEERING COMMERCIAL
<input type="checkbox"/>	ENGINEERING RESIDENTIAL
<input type="checkbox"/>	ENVIRONMENTAL
<input type="checkbox"/>	FIRE
<input type="checkbox"/>	HISTORICAL BOARD
<input type="checkbox"/>	MECHANICAL
<input type="checkbox"/>	OWNER
<input type="checkbox"/>	PERMIT INTAKE TECHNICIAN
<input type="checkbox"/>	PERMIT ISSUANCE
<input checked="" type="checkbox"/>	PERMIT LIBRARIAN

Page 1 of 2 (23 items)

Send

Revisions

- You will receive an e-mail from the permit librarian to make your 1% deposit.



14-5800 - Message (HTML)

Message Laserfiche Adobe PDF

Reply Reply to All Forward
Respond

Delete Move to Folder Create Rule Other Actions
Actions

Block Sender Safe Lists Not Junk
Junk E-mail

Categorize Follow Up Mark as Unread
Options

Find Related Select Find
Find

From: Desmarais, Suellen
To: Trammell, Andrew
Cc:
Subject: 14-5800

Please go to www.myboca.us to make the \$79.00 (revision fee) payment and then send a Team Email to let us know you paid and then we will give you upload privileges.

Suellen Desmarais | Permit & Licensing Tech | phone: (561)393-7930 | fax: (561)367-7049 | sdesmarais@myboca.us

 Development Services
City of Boca Raton
201 West Palmetto Park Road
Boca Raton, Florida 33432





ProjectDox - Team Mail

Project:	BP14-00005800
Author:	ANDREW TRAMMELL

[Project Access](#) | [Login to ProjectDox](#)

I would like to submit a revision to add electrical outlets and remove a wall from the scope of work.

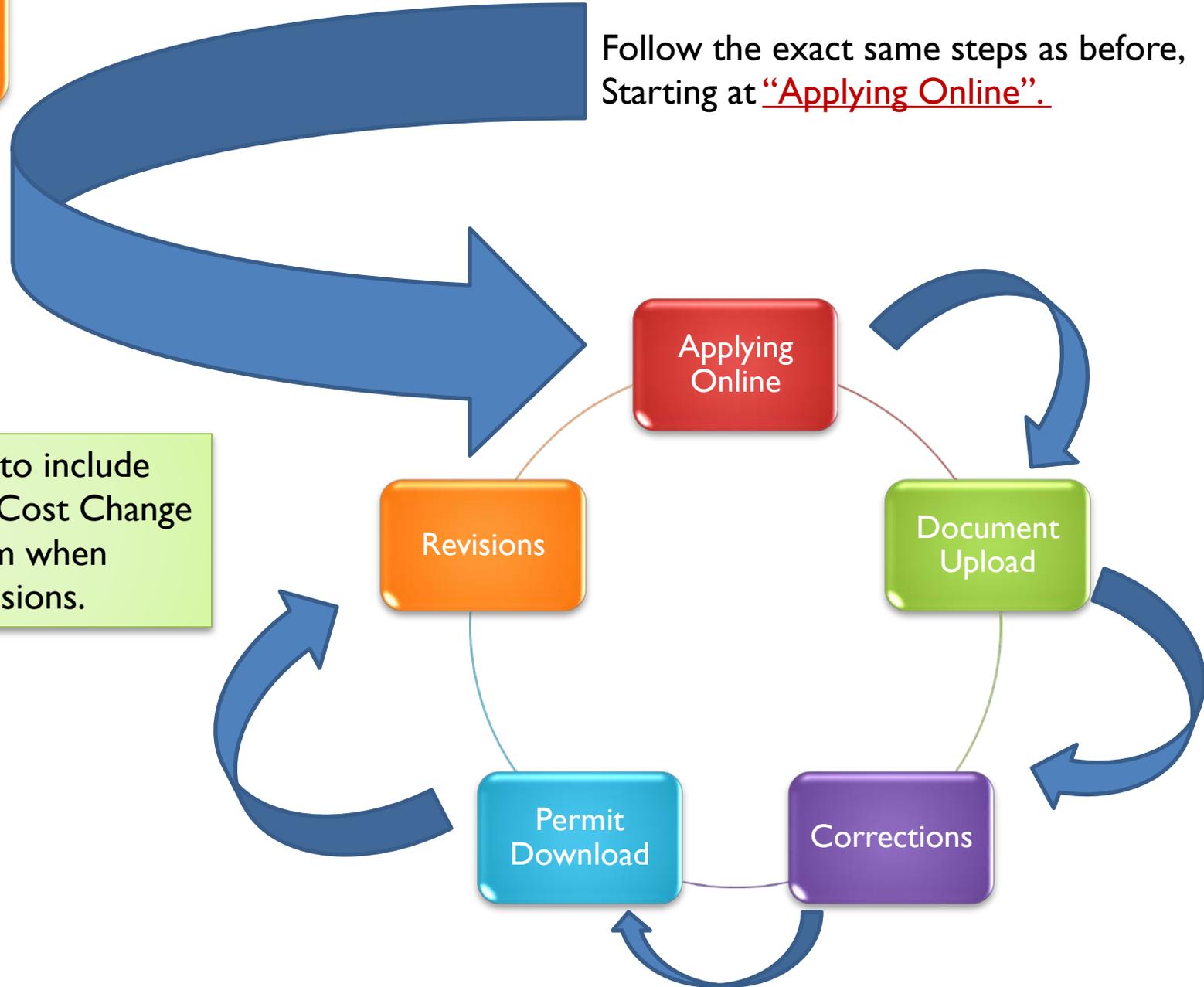
If you do not have access to the specified folder, please contact the [Project Administrator](#).

[Login to ProjectDox](#)

Revisions

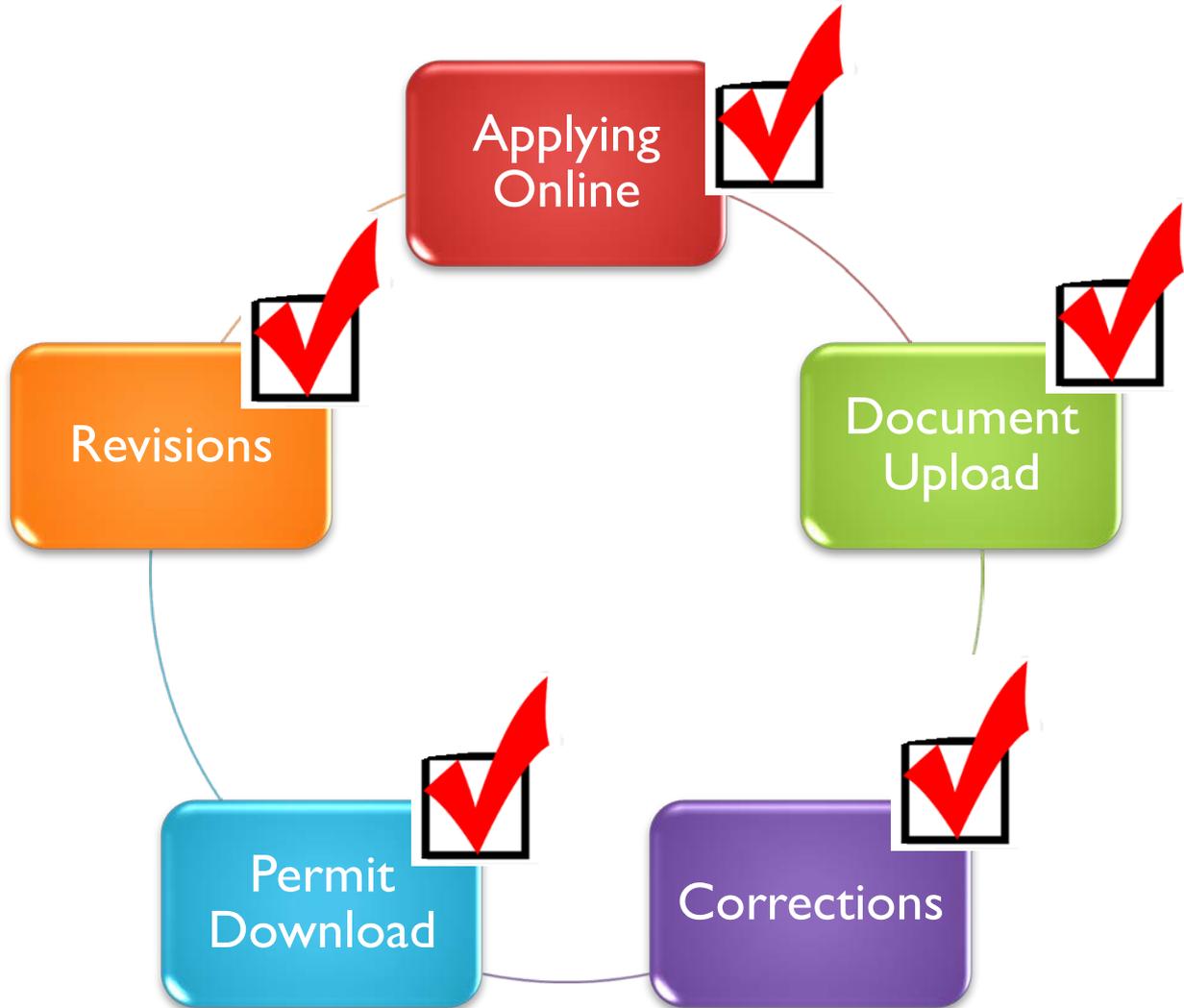
Follow the exact same steps as before,
Starting at “Applying Online”.

Do not forget to include
your Revision Cost Change
Statement form when
submitting revisions.





End of Presentation





Important information and numbers

Plan tracking acronyms for quick reference when checking online status

PS = Prescreening – Permit is being processed and prepared to be routed to review.

PC = Plan Check – Permit is currently in plan review.

PD = Pending for corrections to be addressed “formal request”.

TB = Tabled for information requested by plans examiner, “3 Day Hold”.

IS = In Issuance – Permit is in the issuance office.

PI / PP = Permit Issued, Pay, download or pick up your CD.

Inspection Scheduling line: 561-393-7914

Save time and schedule online! www.myboca.us

• *To find out your inspection timeframe call our office after 8:30am.*

Building Department Main Line: 561-393-7930

Hours of Operation: Monday Through Friday 8AM to 4pm and Wednesdays until 3pm.

Fax Number: 561-367-7049

Have any suggestions, concerns or questions? Please let us know!

Andrew Trammell **E-Mail:** Atrammell@myboca.us E-Plans Presentation Host

General Questions (FEEDBACK!) **E-mail** Buildingpermits@myboca.us, or message the Permit Librarian from your E-Plans account.



FOLLOW US!

