

Town of Lauderdale by the Sea Online Building Permit Guide

Online Services You Need



PERMITTING

Remodeling or adding on to your home? Apply online, view review status, pay permit fees and schedule inspections all from your home, office or mobile device.

[STEP 1. APPLY FOR A PERMIT →](#)

[STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION \(EPR\) →](#)

[STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL →](#)

[SEARCH FOR A PERMIT →](#)

STEP 1. APPLY FOR A PERMIT

Step 1 allows you to create and submit your application for processing. **Do not upload any plans or documents in Step 1.** Step 2 allows you to upload and submit all of your documents and plans for review and approval.

To begin the online permit application process, please click the following link:

<https://www2.citizenserve.com/Portal/?installationid=117>

Select **STEP 1** under the section titled “Online Services you need”

1.1 User Registration: Registered users will login with their credentials (account email and password) and **click > LOGIN**. If needed, you have the option to use the “*Forgot Your Username or Password*” option to retrieve your login credentials.

New Users: please click the **REGISTER NOW** option and follow the registration process below.

cap government

Home Services Search Reports My Account Contact

LOGIN
Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

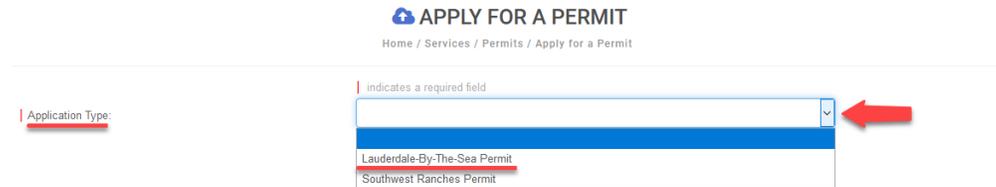
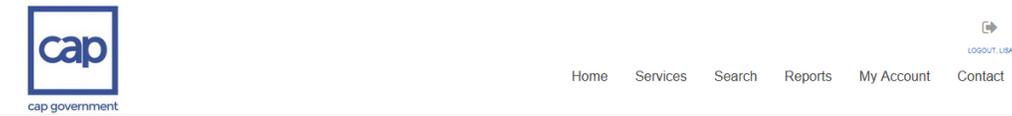
[LOGIN](#)

New to our Portal?

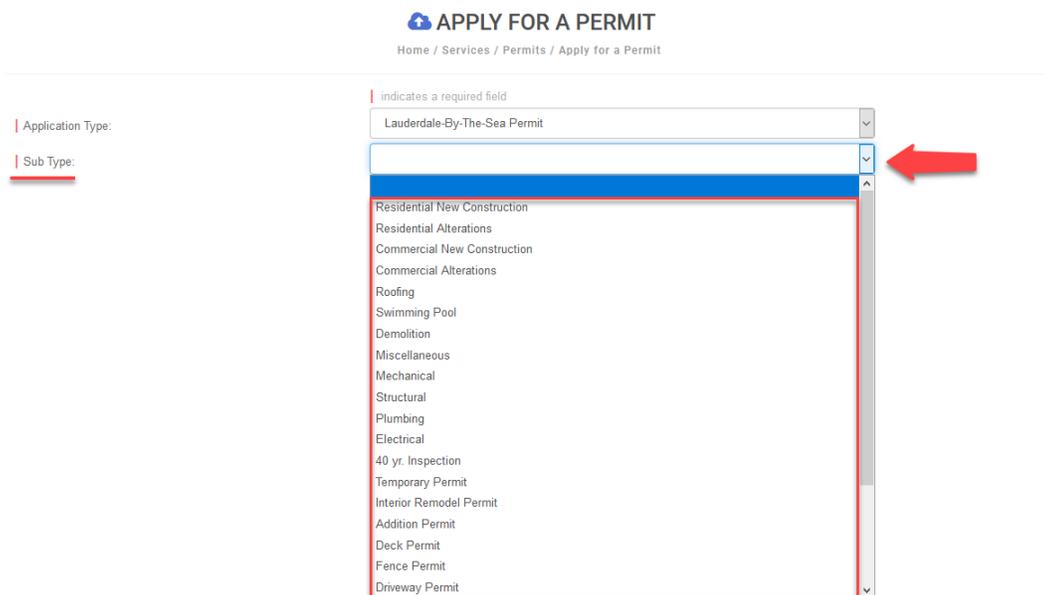
If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

1.2 Apply for A Permit:> click> the “Application Type” dropdown menu and select ‘Lauderdale by the Sea’.



1.3 Permit Type>click> the “Sub Type” dropdown menu and select the type of permit.



1.4 Work Description>Enter a “Work Description” (i.e., new home, fence, addition, interior renovation etc.) and then choose the “Project Type” from the dropdown menu option.

The screenshot shows the 'APPLY FOR A PERMIT' form. The 'Application Type' is 'Lauderdale-By-The-Sea Permit' and the 'Sub Type' is 'Residential New Construction'. The 'Work Description' field is empty with the placeholder text 'Type Work Description'. The 'Project Type' dropdown menu is open, showing two options: 'A new project' and 'An Existing Project'. A red arrow points to the dropdown arrow on the right side of the 'Project Type' field.

1.5 Project Address> Enter the property address for the project.

The screenshot shows the 'APPLY FOR A PERMIT' form. The 'Application Type' is 'Lauderdale-By-The-Sea Permit' and the 'Sub Type' is 'Residential New Construction'. The 'Work Description' field is empty with the placeholder text 'Type project address'. The 'Project Type' dropdown menu is open, showing two options: 'A new project' and 'An Existing Project'. The 'Address' field is empty with the placeholder text 'Type project address'. Two callout boxes are present: one for selecting an existing project and another for entering a parcel number.

If a permit has been issued for this project select existing project, you will be prompted to enter the permit or file # to identify the project address.

If you know the property parcel number enter it here for fast lookup, if not enter the address, city state and zip code. Parcel numbers should contain letters and numbers only, no spaces, dashes or other characters.

1.6 Building Information and Contractors> Enter the building information. Add all contractors associated to the permit using the  selector button option which allows you to add registered contractors.

1.7 Owner Builder> select “Owner-Builder” if you are working on your Homesteaded property as a self-contractor. You must include the “Owner-Builder” Affidavit with your application.

1.8 Submit> Once all required fields are completed *click*> SUBMIT

BUILDING INFORMATION

Square Feet:

Linear Feet:

CONTRACTORS

Builder:  

Mechanical:  

Plumber:  

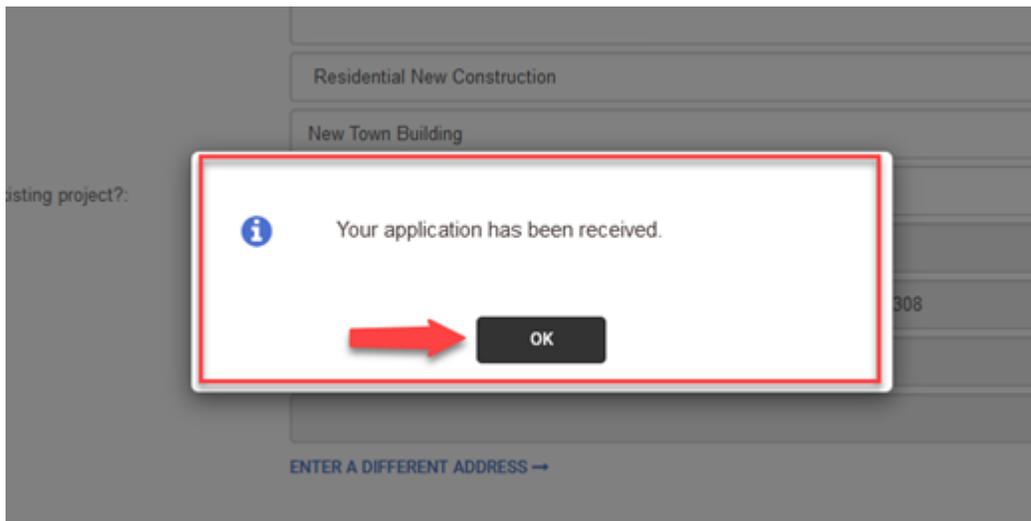
Electrician:  

Roofer:  

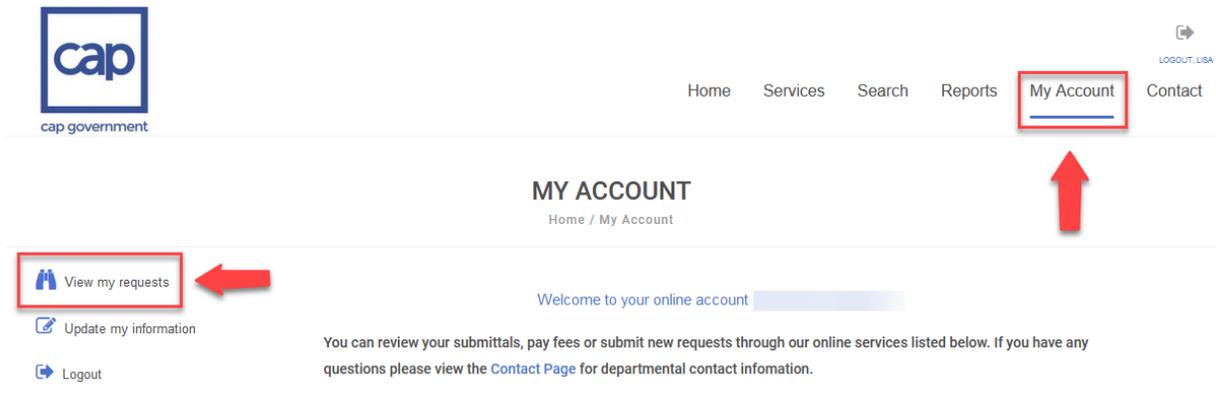
Owner Builder

 **SUBMIT** **SAVE FOR LATER**

1.9 OK> Click> OK to complete the application screen.



1.10 View Applications> After the application steps are completed, *click>* “My Account” option and *click>* on “View My Requests” to all of your active applications.



Click> the **permit number** highlighted in blue the active application

Now that you have submitted your application information, you must go to the next step. Here you will register for document and plan upload. You will be able to upload a credit card authorization form in advance for permit fees. This form can be downloaded from “Building Forms & Documents” section. Once you have completed both steps and we have received your online application, online documents and plans, we will notify you of any fees or missing paperwork.

Online Services You Need



PERMITTING

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[STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL →](#)

[SEARCH FOR A PERMIT →](#)

STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION (EPR)

To begin the Electronic Plan Review (EPR) process, please click the following link:

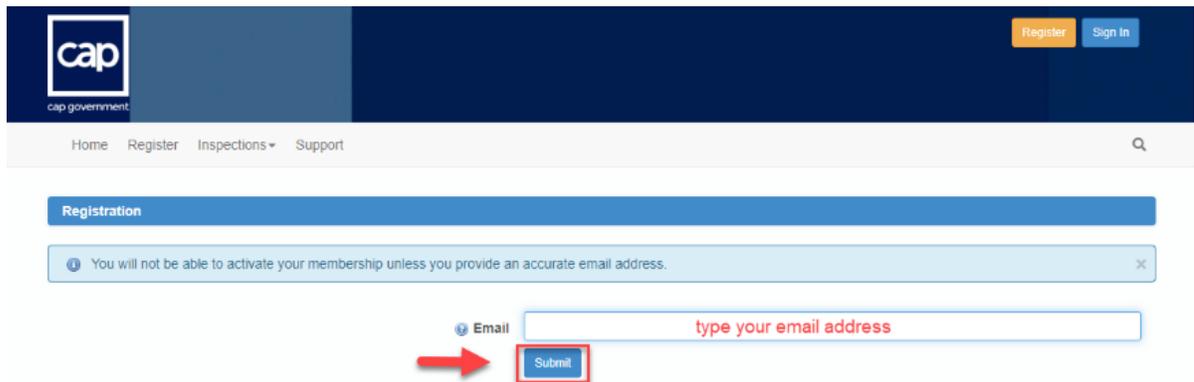
<https://www2.citizenserve.com/Portal/?installationid=117>

Select **STEP 2** under the section titled “Online Services you need”

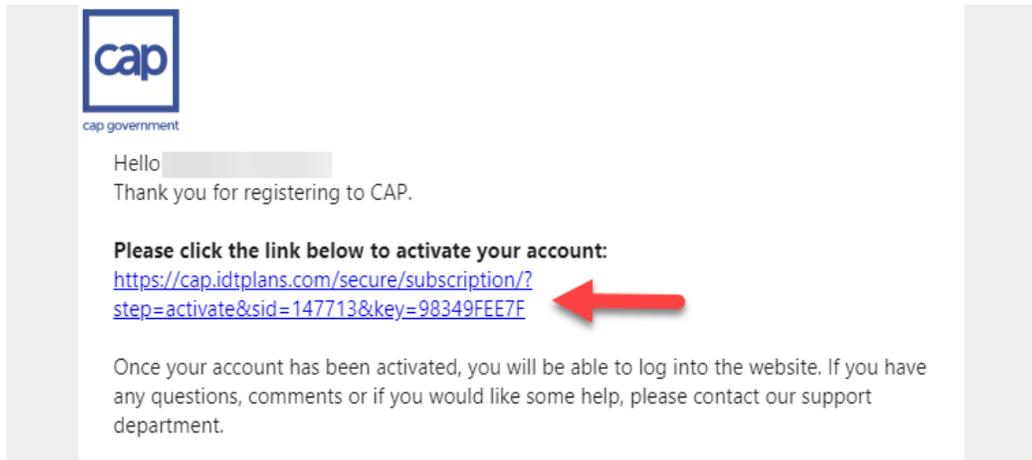
2.1 User Registration: Registered (EPR) users will login with their credentials (account email and password) and **click > LOGIN**. If needed, you have the option to use the “*Forgot Your Username or Password*” option to retrieve your login credentials.

NOTE: Your EPR credentials are unique to EPR and not the same as your application credentials.

New EPR Users: please click **REGISTER** and enter all required information.



Type your email address and **click > Submit**, you will receive an email with an activation link (*Check the Junk Mail if the email is not in your Inbox*) click on the activation link and follow the account information steps to complete the registration process.



STEP 3. ELECTRONIC PLAN REVIEW (EPR) SUBMITTAL

This step describes the process to upload all of your applications, documents and building plans into the EPR system.

Required Permit Application Documents and Information

Next you will register and submit your building plans, Broward County Uniform permit application (1 required for each trade), and supporting documentation for Plan Review and permit processing in our Electronic Plan Review (EPR) System. The link is listed above. The following supporting documents are to be uploaded in this system, in addition to your plans:

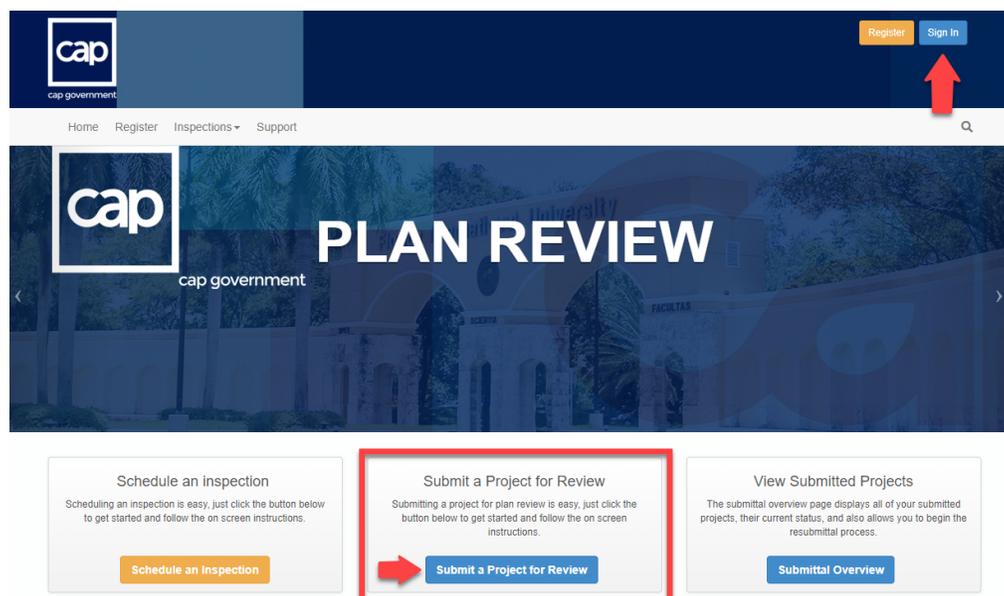
- Licensing documentation: State License or Broward County Certificate of Competency, Broward County and/or local business tax receipt
- Current Insurance certificates (General Liability, Workers Compensation) with the Town of Lauderdale by the Sea listed as certificate holder Broward.
- Copy of signed contract with price breakdown for all trades
- Broward County Property Appraiser printout for Folio/Property ID
- A copy of the recorded Notice of Commencement required for projects valued at \$2,500 or higher. For A/C permits the limit is \$7,500. (This must be submitted prior to the permit being issued)
- A copy of the Broward County Planning & Environmental Regulation Division Approval Certificate showing DER Review Number, when applicable. This is required for all new building construction, additions or alterations to nonresidential buildings, as well as demolitions, new or replacement emergency generators, commercial or multi-family pools and below ground storage tanks, temporary buildings, and construction trailers.

- Additional forms required for your specific permit type i.e. A/C change out form
- Survey showing location of proposed construction/improvement. (Fences, driveways, pools, decks, etc.)
- Lot Calculation sheet that identifies ALL impervious areas existing and proposed (pools, decks, driveways, paver, slabs, sheds, screen rooms)
- Product approvals for sheds, doors, all glass, roofs, and all types of shutters
- Signed and sealed pressure calculations are required for doors and windows.
- Wind load calculations (signed and sealed) are needed for shutters, windows, skylights, and garage doors.
- Energy calculations including heating and cooling load calculations if applicable

Important Reminders for Project Document Upload to EPR

- All of the permit application information needs to be completed, along with any corresponding fees before the plans will be sent to the plan reviewers. Once a complete application is submitted, the Building Department will assign a Permit (or Process) number to the Application. This permit/process number is required for the plan/document upload into EPR.
- The plans and documents must be a PDF format and landscape oriented.
- All plans must be electronically signed and sealed by the registered architect or engineer.
- For large projects with sizeable file sizes, it is requested for the applicant to separate the plan sheets by discipline. Individual binders may be uploaded per discipline: Architecture, Structure, Electrical, (...), and separately, the specs, calculations, zoning letter, engineering and other reports.

3.1 Submit a Project for Review> After EPR registration is completed, sign- in to the CAP EPR portal and *click*> “Submit a Project for Review”



3.2 **Project Overview**> Complete the **Project Overview** information and **click**> **Save and Continue**

The screenshot shows the 'Project Overview' section of the 'Plan Review Submittal' process. At the top, there is a progress bar with three steps: 'Application' (highlighted with a red circle), 'Upload Files', and 'Confirm and Submit'. Below the progress bar, the 'Project Overview' form contains the following fields:

- County: Broward
- Jurisdiction: Town of Lauderdale-By-The-Sea
- Application Category: Building Code Review (with a 'Help me choose' link)
- Application Type: Express Review (with a 'Help me choose' link)
- Project or Subdivision Name: [Permit Number] Project Title

At the bottom of the form, there are two buttons: 'Save and Continue' (highlighted with a red arrow) and 'Help'.

3.3 **Review Check List**> Carefully review and comply with all the “Express Review Check List” items, once in completed **click**> **Save and Continue**

The screenshot shows the 'Express Review Checklist' section of the 'Plan Review Submittal' process. At the top, there is a progress bar with three steps: 'Application' (highlighted with a green circle), 'Upload Files', and 'Confirm and Submit'. Below the progress bar, the 'Express Review Checklist' form contains the following items:

- Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)
- All plan sheets must be submitted in proper landscape orientation. [Add a comment](#)
- Plan sheets shall be titled clearly. [Add a comment](#)
- Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.) [Add a comment](#)
- Plan sets should start with a cover sheet that contains an index of drawings. [Add a comment](#)
- In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, **not generic** responses such as “see plan” or “corrected”. [Add a comment](#)
- Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision. [Add a comment](#)

At the bottom of the form, there are two buttons: 'Save and Continue' (highlighted with a red arrow) and 'Help'.

3.4 Project Details> Complete the Project Details information and *click*> **Save and Continue**

Plan Review Submittal

Application Upload Files Confirm and Submit

Project Details

- Phase Submittal: Select
- Facility Name: [Text Field]
- Project Number: [Text Field]
- Building Code: Select
- Architect or Engineer Name: [Text Field]
- Plans Dated: [Text Field]
- Project Description: [Rich Text Editor]

Save and Continue Help

3.5 Review your Application> Review your application and make any corrections, additions or deletions necessary to complete your application; when completed *click*> **Save and Continue**.

Plan Review Submittal

Application Upload Files Confirm and Submit

Confirm Your Application Print

Please review your application below for accuracy and use the edit button to make corrections if necessary.

 <small>cap government</small>	Miami-Dade (Corporate) Office 343 Almeria Avenue Coral Gables, FL 33134 Phone: 305.448.1711	Broward Office 100 SE 12th Street Fort Lauderdale, FL 33316 Phone: 954.888.9882	Palm Beach Office 1910 North Florida Mango Road West Palm Beach, FL 33409 Phone: 561.508.0615
	Project Overview #379278		
	Project Title: [Permitted Project Title]		Jurisdiction: Town of South West Ranches
Application Type: Express Review		State: FL	
Workflow: Express Workflow		County: Broward	
Project Details			
Phase Submittal: 100% Construction Documents		Facility Name: CAP	
Project Number: 343345		Building Code: FBC2017	
Architect or Engineer Name: CAP Architectural		Plans Dated: 03/10/2020	
Project Description: XYZ			

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

Confirm Edit

Now that you have completed and submitted your EPR permit application, you can upload your building plans, Broward County Uniform permit applications(s), and all other required documentation to the CAP EPR program.

3.6 Building Plans and Document Upload> *Start* uploading these files with *click*> **Add Files.**

The screenshot displays the 'Plan Review Submittal' process flow with three steps: 'Application' (completed), 'Upload Files' (current step), and 'Confirm and Submit'. Below this is the 'Document Upload' section, which includes instructions on how to use the 'Add Files' button to browse for documents. A red box highlights the 'Add Files' button in the 'Select files' dialog, with a red arrow pointing to it. The dialog also shows a table with columns for 'Filename', 'Size', and 'Status', and a 'Start Upload' button. To the right, there are sections for 'Acceptable file formats: (pdf)', 'Submittal Guidelines', and 'Standardized Drawing File Naming Convention Example' with a list of file names: 001. C-1 - Cover Sheet, 002. A-1 - Floor Plan, and 003. S-101 - Foundation Plan.

Plan Review Submittal

Application Upload Files Confirm and Submit

Document Upload

This page will allow you to upload your project documents. Use the button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

Submittal Guidelines

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Standardized Drawing File Naming Convention Example

001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

your drawing files should match the index of drawings typically found on the cover sheet.

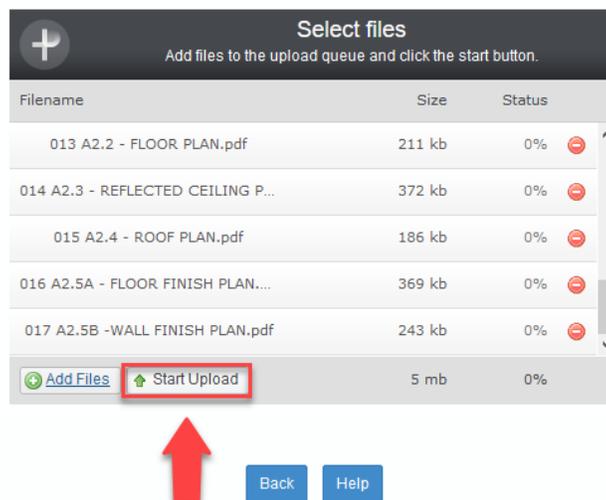
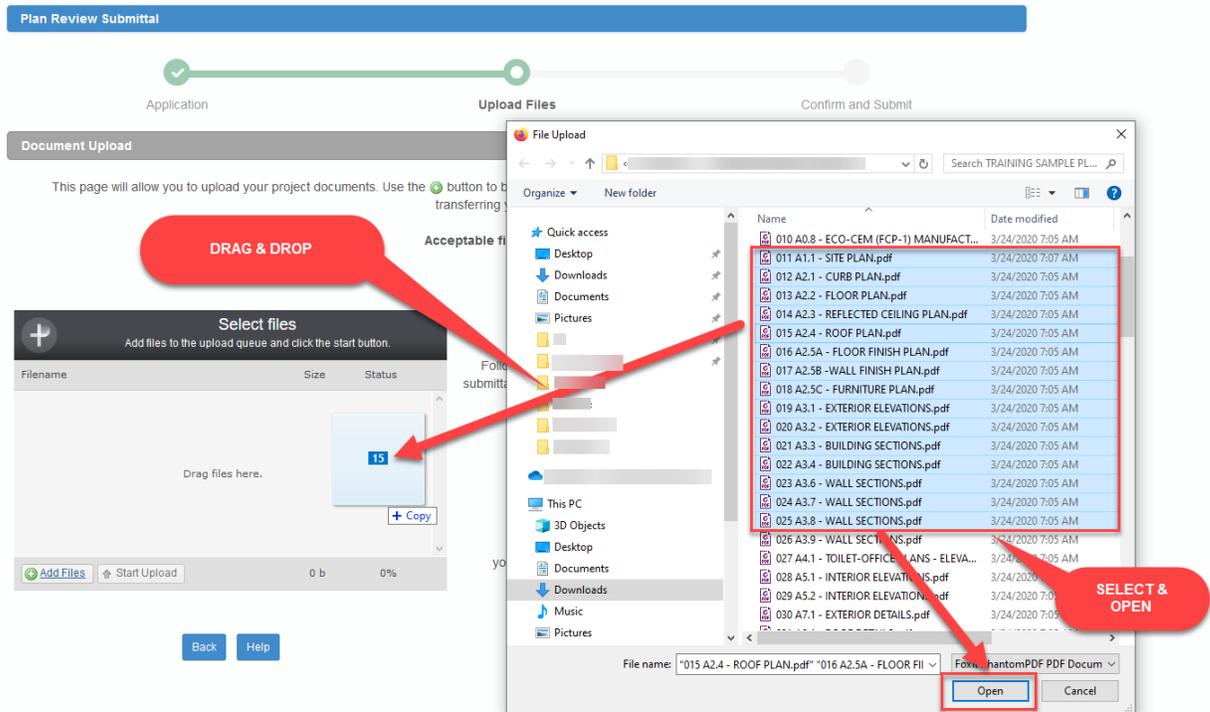
Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

Start Upload 0 b 0%

Back Help

3.7 Upload Files> Locate the files you wish to upload into EPR. Reminder all files must be in **PDF format**. Drag & Drop the files to the upload box or simply select and **click**> Open on your file explorer window. **click**> **Start Upload** to begin uploading the files, once completed **click**> **Save and Continue**



Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

<input type="checkbox"/>	Documents Uploaded	Uploaded On
<input type="checkbox"/>	011 A1.1 - SITE PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	012 A2.1 - CURB PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	013 A2.2 - FLOOR PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	014 A2.3 - REFLECTED CEILING PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	015 A2.4 - ROOF PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	016 A2.5 - FLOOR PLAN.pdf	3/27/20 3:22 PM

[Upload files](#)
[Delete selected](#)
[Save and continue later](#)
[Invite consultant to upload](#)
[Help](#)

Save and Continue

3.8 Save and Continue> Once you have uploaded all of your files, you will need to confirm your submittal process; the system will automatically send a confirmation via email and that completes the application EPR submittal process.

Plan Review Submittal

Application Upload Files Confirm and Submit

Confirm and Submit

⚠ Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.

Confirm and Submit for Review

Plan Review Submittal

Application Upload Files Confirm and Submit

Submittal Confirmation

✔ Your project has been submitted successfully.

Thank you for submitting your project.

✔ Your project is now under review.
✔ A confirmation email has been sent to you for your records.

[Return to the Submittal Overview](#)
[Submit Another Project](#)
[View The Project](#)

You have now completed your EPR Submittal

You have now completed your EPR Submittal

Permit Fee Payments

At this point you have submitted your application information and uploaded your documents to our on-line permitting system. Payment must be received for your permit fees at this time to allow the Town to accept and process your application. You will receive an email notice with a prompt to pay and upload a credit card authorization form. If you choose, you may also call the building department and pay over the phone or in person with a check or credit card.

Once the permit has been paid, you can move forward in processing your permit application for plan review and permitting

Your application and plans will now be routed to our administrators and plan examiners for review. To gain access to information regarding your application, simply log back into the EPR system and view the status of your application on the ***EPR Dashboard***. Approval and Comment letters are also available in the EPR system.

The application and plans are reviewed by the plan examiners in the EPR system. Once the review cycle is completed an Approval Letter (if the plans are approved) or a Comment Letter (if the plans are rejected and need to be corrected and resubmitted).

The applicant must respond to the comments as part of the corresponding resubmittal with the revised documents. The corrected plans must be re-submitted by the applicant (using the same upload procedure) and this will be re-routed in EPR to the Plans Examiner for an additional review.

If the project is then approved, an Approval letter is issued; if rejected again, a Comment Letter will be issued and the /resubmittal process will need to proceed again.

REQUESTING AN INSPECTION

After your permit has been issued and construction is underway, certain building inspections are required in order to complete your project. Your project has a specific list of required inspections. This list was provided to you with the issuance of the permit and is also available on-line in your approved project documents. You are responsible to request the required inspection at the appropriate phase of construction and obtain an approved inspection result in order proceed further with construction. Please access the CAP On-Line portal with the link below to request an inspection or obtain inspection results or email us at lbtsinspections@capfla.com

<https://www.citizenserve.com/Portal/Login>

Once logged in, you will select “View my requests” and select the permit you are scheduling an inspection for.

Next you will select “Request an Inspection” and fill out the requested information including desired date and “submit”.

You may also email your request to lbtsinspections@capfla.com

Please call 954-640-4215 or email lbtsinspections@capfla.com if you have questions or need assistance.

Thank You.