

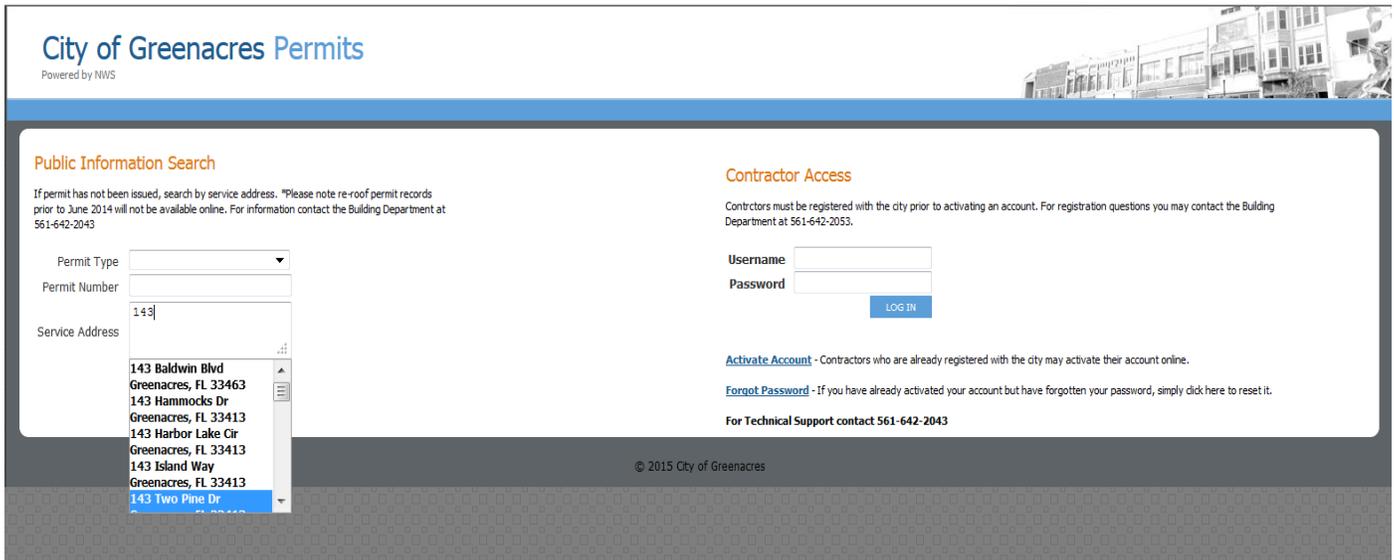
# City of Greenacres e-Permits Instructions

## General Public

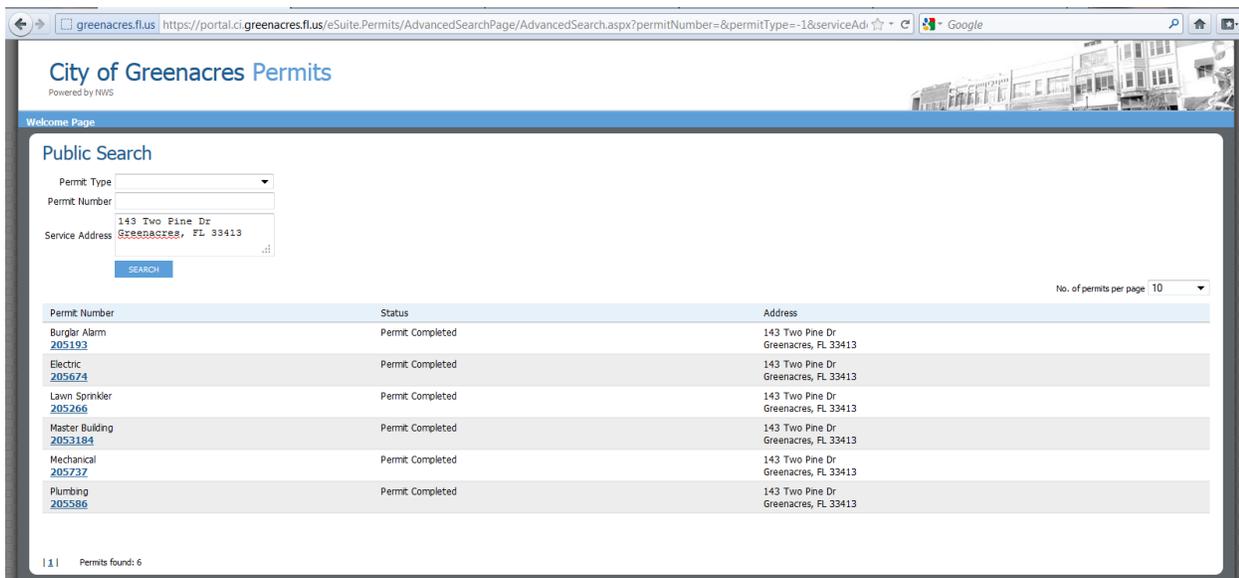
- A log in account is not needed for the general public to view permit data. Go to the Building Department homepage at: [http://www.ci.greenacres.fl.us/dept\\_building/Building\\_home.htm](http://www.ci.greenacres.fl.us/dept_building/Building_home.htm) and click on the “e-Permits” button



- Start typing an address in the “Service Address” box
- A dropdown list will appear, click on the desired address and then click the “Search” button.



- A list of permits for that address will appear, click on a “permit number” link for further permit details.



## Contractors

Contractors will need to create an account in order to access online inspection scheduling and permit payment. In order to activate your account you must have an active contractor registration with the City of Greenacres. Registration forms and information are available at:

[http://www.ci.greenacres.fl.us/dept\\_building/contractor\\_registration.htm](http://www.ci.greenacres.fl.us/dept_building/contractor_registration.htm) or by calling (561) 642-2053.

To create an account or access the e-Permit system, go to:

[http://www.ci.greenacres.fl.us/dept\\_building/Building\\_home.htm](http://www.ci.greenacres.fl.us/dept_building/Building_home.htm) and click the “e-Permits” button



## Contractor Account Activation

- Click on the “Activate Account” link

### Contractor Access

Contractors must be registered with the city prior to activating an account. For registration questions you may contact the Building Department at 561-642-2053.

Username   
Password

[Activate Account](#) Contractors who are already registered with the city may activate their account online.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

**For Technical Support contact 561-642-2043**

- Start typing in the business name, a drop down box will appear as you type.  
*(If a Business has multiple qualifiers you will need to make a separate account for each)*
- Select your business name from the drop down list  
*(If your business name does not appear contact support at 561-642-2043)*

## Contractor Account Activation

**Company Identity Verification**

Please answer the following questions to help us verify you are an authorized agent.

\* Business Name   
\* License Type  License Number   
 I hereby assume responsibility of the business described above.

**Contractor Account Profile**

Please fill in the following information to create your account.

\* Desired Username  7-100 letters and numbers only  
\* Desired Password  7-24 characters

- Under license type select “CONTRACTOR REG”

## Contractor Account Activation

**Company Identity Verification**

Please answer the following questions to help us verify you are an authorized agent.

\* Business Name

\* License Type  License Number

I hereby assert that I am an authorized agent of the business described above.

**Contractor Account Profile**

Please fill in the following information to create your account.

\* Desired Username  *7-100 letters and numbers only*

\* Desired Password  *7-24 characters*

\* Confirm Password

\* Email Address  *Used for official communications only.*

**CREATE ACCOUNT**

- Enter your “License Number” that was issued to you by the City of Greenacres Building Department, if you have not received one please contact our Department at 561-642-2053.
- Be sure to check the “authorized agent” box.

## Contractor Account Activation

**Company Identity Verification**

Please answer the following questions to help us verify you are an authorized agent.

\* Business Name

\* License Type  License Number

I hereby assert that I am an authorized agent of the business described above.

**Contractor Account Profile**

Please fill in the following information to create your account.

\* Desired Username  *7-100 letters and numbers only*

\* Desired Password  *7-24 characters*

\* Confirm Password

\* Email Address  *Used for official communications only.*

**CREATE ACCOUNT**

- Complete the account profile information, the “Username” & “Password” are case sensitive.
- Click the “CREATE ACCOUNT” button

### Contractor Account Profile

Please fill in the following information to create your account.

\* Desired Username  *7-100 letters and numbers only*

\* Desired Password  *7-24 characters*

\* Confirm Password

\* Email Address  *Used for official communications only.*

**CREATE ACCOUNT**

- To access your newly created account click the “WELCOME PAGE” link at the top of the page.

Powered by NWS

**Welcome Page**

### Contractor Account Navigation

- Log in by typing your username and password, remember they are case sensitive. Click the “LOG IN” button

### Contractor Access

Username

Password

**LOG IN**

- You will be linked to the “My Permits” page as indicated by the tab at the top right of the page. Here you will find information regarding permits under your account.

City of Greenacres Permits  
Powered by NWS

My Permits | Request Permit | Billing & Payment | My Account

Welcome, Service Logout

#### My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Show Active Only  Show All No. of permits per page: 10

Permit Number	Address	Description	Status
<a href="#">Building 2015-00001145</a>	5750 Mebleuca Ln Greenacres, FL 33463	Test Permit for Review	Application Created
<a href="#">Drinking OTC 2015-00001143</a>	5750 Melaleuca Ln Greenacres, FL 33463	Test Permit	Pending Payment
<a href="#">Building OTC 2015-00001047</a>	Misc Tracking Permit Greenacres, FL 33463	Test permit	Pending Payment
<a href="#">Plumbing OTC 2015-00001144</a>	5750 Melaleuca Ln Greenacres, FL 33463	Test water heater	Permit Issued

1 | 1 | Permits found: 4

- By clicking on a permit number link you will be able to view details on that permit. You will have access to make any outstanding payments, schedule inspections and to view the permit status.

## Make a payment

- To make a payment for that permit click the “PAY NOW” button in the “Payment Summary” box

**City of Greenacres Permits**  
Powered by NWS

My Permits Request Permit Billing & Payment My Account Welcome, Service Logout

**Permit Summary**

Permit Type Building OTC  
Permit # 2015-00001143  
Application #  
Status **Pending Payment as of 04/24/2015**  
Issued To Contractor

**Payment Summary**

Total Charges	\$54.00
Amount Collected	\$0.00
Total Due	\$54.00
Paid On	Not paid

**Location**

Primary Owner GREENACRES CITY OF  
Address 5750 Melaleuca Ln  
Greenacres, FL 33463  
Parcel 1842442600000711  
Description  
Lot Number  
Subdivision

**Permit Details**

Description  
Test Permit

- A summary of charges will be shown and an automatic check in the box for the permit that was selected will appear. If you have other outstanding permit balances you have the option to add these payments by clicking the checkboxes next to the outstanding items or continue to make the selected payment by clicking the “COMPLETE PAYMENT” button

(You can navigate directly to this page at any time by clicking the “Billing and Payment” tab at the top of any page).

My Permits Request Permit **Billing & Payment** My Account Welcome, Service Logout

**Billing & Payment**

**Selected Items**

The following items are selected to be paid during this transaction. You may also select additional items (below) to be included in this transaction.

<input checked="" type="checkbox"/>	<b>2015-00001143 - Building OTC</b>	<b>\$54.00</b>
	Permit Fee	\$50.00
	DBPR to city	\$0.20
	DBPR to state	\$1.80
	DCA to City	\$0.20
	DCA to state	\$1.80
	<b>Total</b>	<b>\$54.00</b>

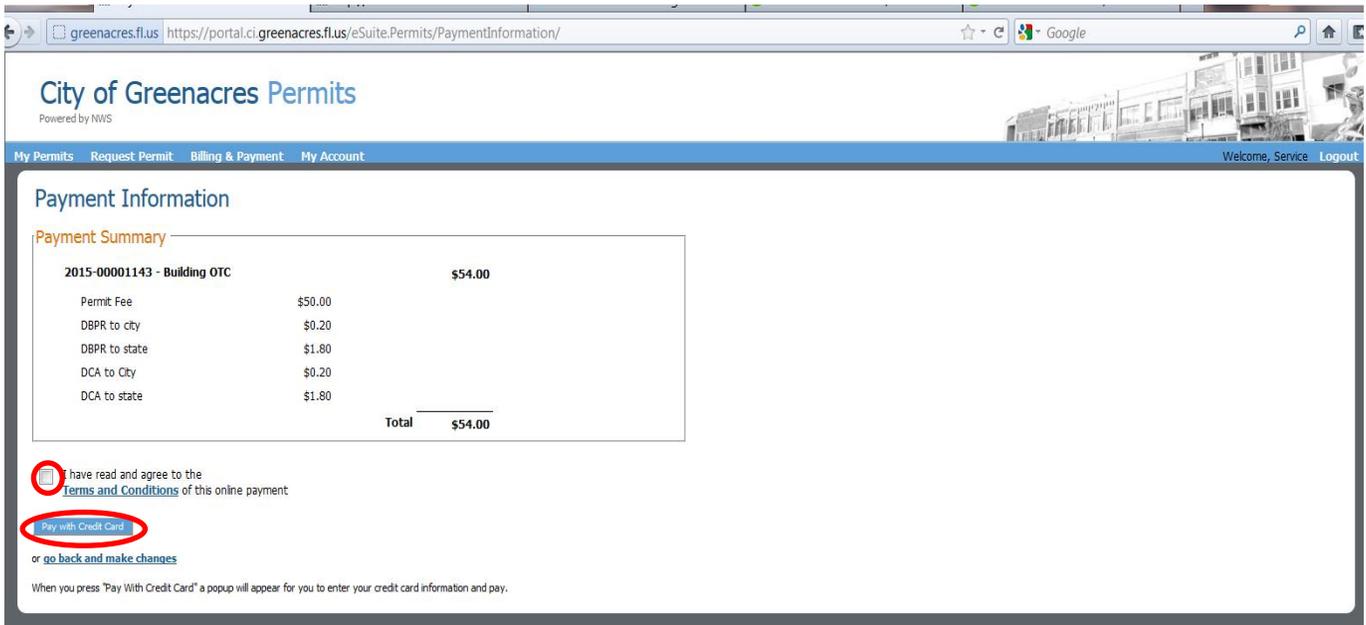
REQUEST PERMIT... **COMPLETE PAYMENT...**

**Additional Unpaid Items**

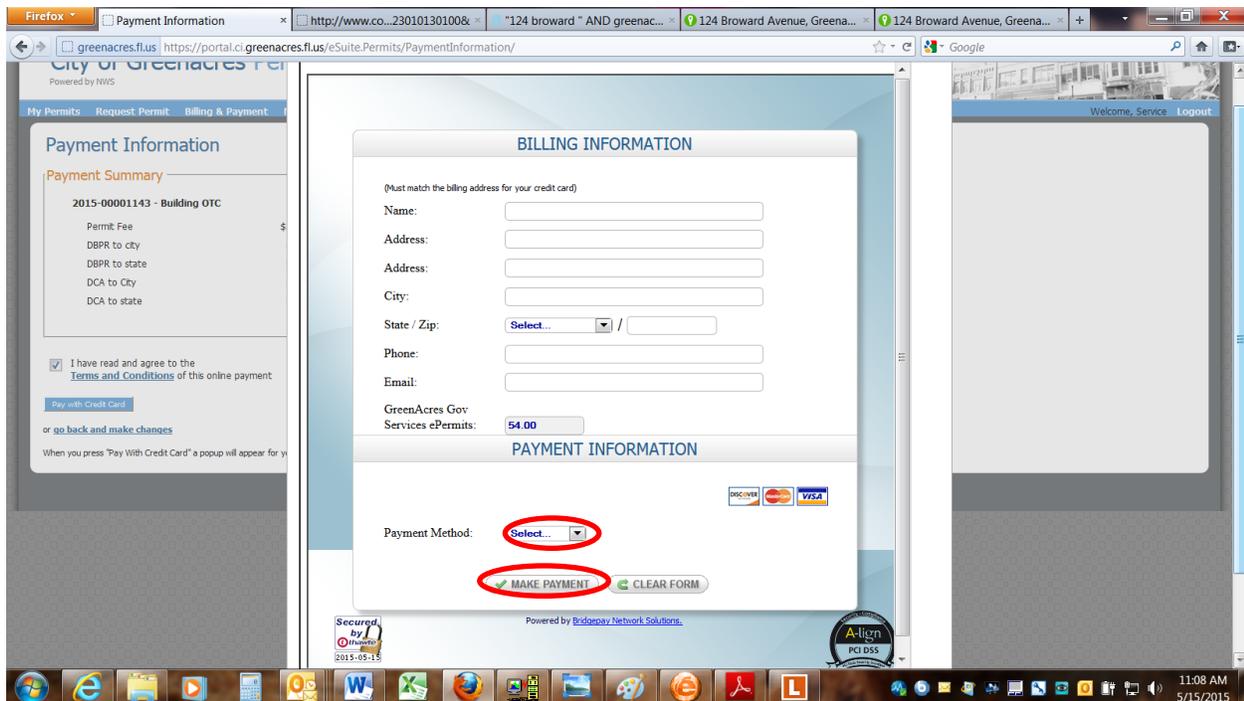
Check items below to add them to this payment.

<input type="checkbox"/>	<b>2015-00001047 - Building OTC</b>	<b>\$54.00</b>
	Permit Fee	\$50.00
	DBPR to city	\$0.20
	DBPR to state	\$1.80
	DCA to City	\$0.20
	DCA to state	\$1.80
<input type="checkbox"/>	<b>2015-00001145 - Building</b>	<b>\$50.00</b>
	Application Fee	\$50.00
	<b>Total</b>	<b>\$104.00</b>

- Click the “Terms and Conditions” box and then click the “Pay with Credit Card” button



- Fill in the billing information
- Select the credit card type from the “Payment Method” drop down box and then fill in the credit card information
- Click the “Make Payment” button



## Schedule Inspections and Inspection Results

- From the “My Permits” screen click on the “permit number” link for the job you wish to schedule an inspection for.

City of Greenacres Permits  
Powered by NWS

My Permits Request Permit Billing & Payment My Account Welcome, Service Logout

### My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

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<a href="#">Plumbing OTC 2015-00001144</a>	5750 Melaleuca Ln Greenacres, FL 33463	Test water heater	Permit Issued

11 | Permits found: 4

- Scroll to the bottom of the page to the “Inspections” area
- Inspection results are shown on the right side of the page, for further details click on the “inspection type” link on the left side of the page.
- To schedule an inspection click on the “Request” button on the right side of the page for the inspection that you want to schedule.

greenacres.fl.us https://portal.ci.greenacres.fl.us/eSuite/Permits/ContractorPermitDetailsPage/ContractorPermitDetails.aspx?id=102676

### Permit Details

Description  
Test water heater

Email  
Phone Number  
EXT.  
Current Property Value  
Est. Improvement Value \$100.00  
Improvement Sq. Ft.  
Printed  
Master Permit  
Comments  
Building Code Edition  
Building Type  
Commercial / Residential Commercial  
Construction Type  
Application Received Date 4/24/2015

### Inspections

Date	Inspection Type	Status	Pass/Fail
05/04/2015 11:59 PM	<a href="#">P6A - Plumbing Rough</a>	Scheduled	
04/24/2015	<a href="#">P2F - Plumbing Water Service</a>		<a href="#">REQUEST</a>
04/24/2015	<a href="#">P27 - Plumbing Final</a>		<a href="#">REQUEST</a>

### Conditions

There are no conditions available for this Permit

### CheckLists

There are no check lists available for this Permit.

- Click in the “Requested Date” box and click on the desired inspection date or type in the desired date.
- Click on the “Submit” button.

*(It is the contractor’s responsibility to ensure that; all permits have been obtained, a certified copy of the Notice of Commencement has been received by the Building Department if applicable and that other required prerequisite inspections have passed in order to ensure a successfully scheduled inspection).*

The screenshot shows a web browser window with the URL <https://portal.ci.greenacres.fl.us/eSuite.Permits/ContractorPermitDetailsPage/ContractorPermitDetails.aspx?id=102676>. The page displays permit details for a "Test water heater".

**Permit Details:**

- Description: Test water heater
- Email: [Empty]
- Phone Number: [Empty]
- EXT.: [Empty]
- Current Property Value: [Empty]
- Est. Improvement Value: \$100.00
- Improvement Sq. Ft.: [Empty]
- Printed: [Empty]
- Master Permit: [Empty]
- Comments: [Empty]
- Building Code Edition: [Dropdown]
- Building Type: [Dropdown]
- Commercial / Residential: Commercial [Dropdown]
- Construction Type: [Dropdown]
- Application Received Date: 4/24/2015

**Inspections Table:**

Date	Inspection Type	Status	Pass/Fail
05/04/2015 11:59 PM	<a href="#">P6A - Plumbing Rough</a>	Scheduled	
04/24/2015	<a href="#">P2F - Plumbing Water Service</a>		
* Requested Date			
04/24/2015	<a href="#">P27 - Plumbing Final</a>		

Buttons: SUBMIT, CANCEL, REQUEST

**Conditions:** There are no conditions available for this Permit.

**CheckLists:** There are no check lists available for this Permit.