How to Apply for a Permit online
Applicant Guide
Overview
The ePermits system is a web-based solution that allows applicants to submit permit applications, search for permits, schedule or cancel inspections and pay for permits online.

This manual provides instruction on how to apply for a permit online. It has been prepared as a general reference guide, including instructions and screen images of the step-by-step tasks necessary to complete an online submittal of a Building or Engineering Permit.
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Contractor Registration

Prior to applying for a permit online you must be a registered contractor with the City of Tamarac. Fill out the form below and bring it to the Building Department address below:

6011 Nob Hill Rd. Tamarac FL 33321

For Contractor registration form click this link: Contractor Registration
Apply for a Permit online

Log on to the City of Tamarac website at http://www.tamarac.org

- Click on How Do I…?
- Apply for...
- Permits
Apply for a permit on-line Click on: Access ePermits / Apply On-Line
Apply for a permit on-line Click on: Apply for Permits
Click on “Submit Application” to begin your application online.
To enter a street address above...

- Type the building or house number into the street number field
- Click the Direction arrow for all directions
- Enter the entire street name for into the name field, Example 88 for 88th. For all number streets use the number only. The Suffix would be the type of street, Click the suffix arrow for all streets.
- Click continue when complete

- Select an option to search for your location, address, or owner’s name for the building permit location. Select “Submit”.

Submit Application - Parcel Search

Before an owner can apply online on the ePermits system, the owner of the property must first appear and sign the Building Permit Application at the Building Dept. office and provide documentation of ownership and proof of residency on the property. State Statute 480.103 (7) (c) Owner must bring:
- Copy of Deed or Homestead Exemption
- Copy of Electric or Telephone Bill
- Driver’s License or Florida ID with property address
- Owner Builder Affidavit form Owner Builder Affidavit Form

Please click the link below for step by step instructions prior to submitting an application online:
ePermits Applicant Guide
- Click on the correct address if more than one is listed and click continue.
Select the application type from the drop down list.

Enter the estimated value, total square footage and other applicable fields.

Enter the contractor type to perform a search of our database.

List a detailed description of work, and any additional applicable information.
Click on Match name and select Contains or Begins With
Type contractor name
Then click continue.
- Select the correct contractor name if more than one is listed and click Continue.
There are three required fields as follows:

- Contact name must be a first and last name, only 2 words. Example…ABC Contractors (2 words). It cannot be ABC General Contractors (3 words). Only two words.
- Enter the Full Address
- Enter Phone number
- Enter Email ID
- Click the box for I will submit the plan electronically
Remember that no fees should be paid until the Applicant has received notification from EPR (Electronic Plan Review) that the project has been Approved and that fees are due, or unless the Applicant has been notified by one of our staff that fees are due.

<table>
<thead>
<tr>
<th>Address:</th>
<th>10101 STATE ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel:</td>
<td>494107-10-001-1</td>
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<tr>
<td>Land ID #:</td>
<td>10031550</td>
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<tr>
<td>Owner:</td>
<td>CITY OF TAMARAC</td>
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<table>
<thead>
<tr>
<th>Application Type:</th>
<th>WINDOWS AND DOORS</th>
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<tbody>
<tr>
<td>Estimated Value:</td>
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<tr>
<td>Square Footage:</td>
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<td>Tenant Unit Number:</td>
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<td>Tenant Name:</td>
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<td>Public Building:</td>
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<td>Notes:</td>
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<tr>
<td>Contractor:</td>
<td>ABC GENERAL SERVICES</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Luanne Cristiano</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>(554) 597-3900</td>
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<td>Misc Phone:</td>
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<tr>
<td>Email ID:</td>
<td><a href="mailto:luanne.christiano@tamarac.org">luanne.christiano@tamarac.org</a></td>
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</tbody>
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- Click Finish
You will receive a Confirmation Screen and an ePermits Invitation will be sent to you once your application has been accepted.