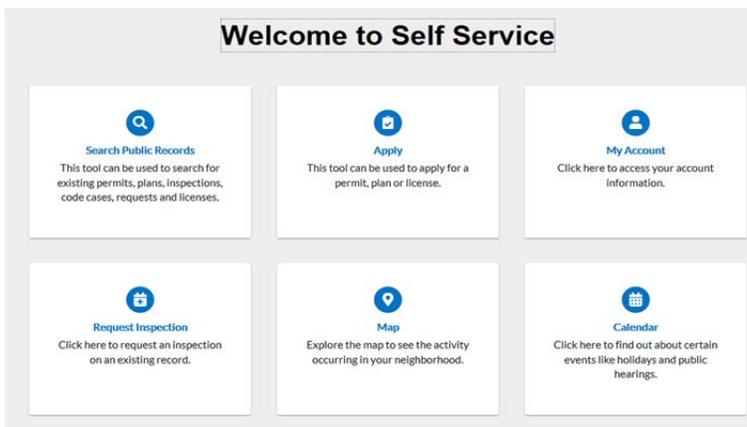# ENGINEERING UTILITIES PERMIT - Any driveway or sidewalk construction, asphalt, concrete or paver brick work, draining or dredging, excavating, construction or alteration of grading or drainage, construction of golf courses or utilities, etc.

1. Once registered on the Town of Jupiter Community Development System, log into your account and click on 'Apply' as shown below.
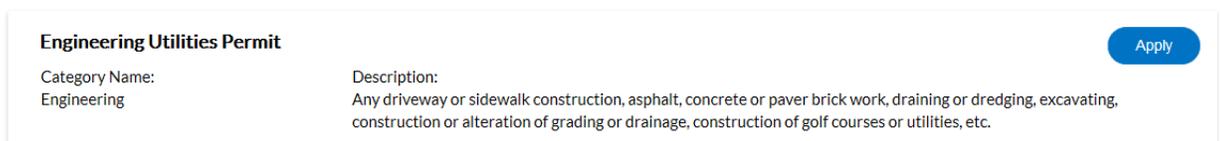

2. Click box labeled 'Plans' and scroll down to 'Engineering Utilities Permit' and click Apply; see captures below.
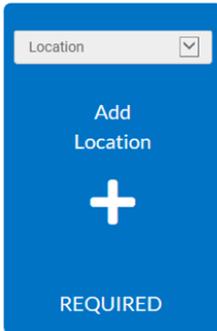
A.
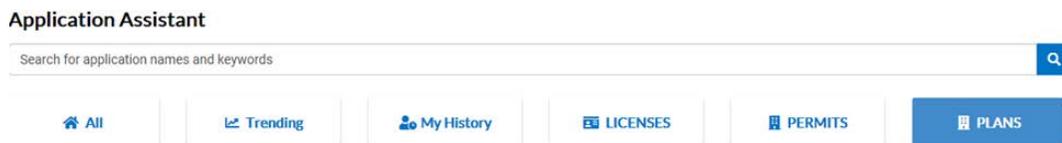
B.

3. **LOCATION**- Click plus(+) sign to add location/address.

A.

LOCATIONS

The Location must be within the Town of Jupiter and the Parcel/PCN must begin with the City Code 30.

Location ☑

Add
Location

✚

REQUIRED

B. Search address and select desired location by clicking Add or enter the address manually by clicking on "Enter Manually"

Search   Enter Manually
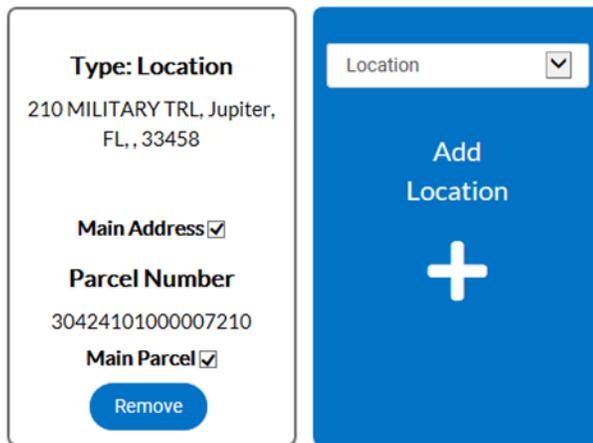
Address Information

Search 210 Military 🔍

Address	Action
1025 MILITARY TRL 210 Jupiter FL 33458	Add
2055 MILITARY TRL 210 Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add

C. If an additional address needs to be added you may do so at this time. Choose the address type from the dropdown box and repeat directions in step 4. Click Next to proceed to Plan Details.

LOCATIONS

The Location must be within the Town of Jupiter and the Parcel/PCN must begin with the City Code 30.

Type: Location

210 MILITARY TRL, Jupiter, FL, , 33458

Main Address ☑

Parcel Number

30424101000007210

Main Parcel ☑

Remove

Location ▾

Add Location

➕

4. **PLAN DETAILS**- Make sure the plan type has the correct application type selected (application type should automatically populate). Please provide a detailed description of the proposed work in the Description box. Please provide the valuation of the proposed work. Click Next to proceed to Contacts.

PLAN DETAILS

If *Valuation is NOT applicable to the application you are submitting, please place a '1' in the Valuation field below.

* Plan Type   Engineering Utilities Permit ▾

* Description   [   ]

* Valuation   [   ]

Back   Save Draft   Next

5. **CONTACTS**- Please provide all contact types for your application. The Owner is required and you may add any additional contacts if needed. Click the plus(+) sign to add contacts; for adding additional contacts choose contact type from the dropdown box and then click the pus(+) sign. Search contact; if the contact is not shown, click Enter Manually. Click Next to proceed to More Info.

CONTACTS

Please provide all contact information.

Applicant	Owner	Owner
ENG Department (You) Town of Jupiter 210 Military Trail, Jupiter, FL., ,	Add Contact + REQUIRED	Add Contact +

If searching for an existing contact:

Add Contact As : Owner

Search   Enter Manually   My Favorites

Search Chrystal

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Chrystal	Atwell		Town of Jupiter - Engineering	EE31D739-E829-490F-86FD-13907AE5539D	Add

If entering contact manually:

Search   Enter Manually   My Favorites

Enter Manually

* First Name	
* Last Name	
Company Name	
Email	
* Home Phone	
* Mobile Phone	
* Business Phone	

Submit

6. **MORE INFO -** Please read More Info Instructions on application page and below.

A.

MORE INFO

DRIVEWAY PERMITS ONLY: Survey must show all dimensions and setbacks from property line. Application must include TOJ Standard Detail 108 (see link below).

B. Helpful links provided as shown below

General |Top |Main Menu

Owner/Builder Affidavit   Owner/Builder Affidavit

TOJ Engineering/Utilities Permit   TOJ Engineering/Utilities Permit

TOJ Standard Details   TOJ Standard Details

Applicant must provide cost estimate for proposed work

TOJ Fee Schedule   TOJ Fee Schedule

C. Click the dropdown box and select Commercial, Residential, or Mixed Use (both residential & commercial).

*Construction Type: Residential

D. Choose ALL Work Categories that apply to your application.

*Work Category		
	☐	Addition to Existing
	☐	Asphalt Overlay
	☐	Drainage
	☐	Dredge/Fill
	☑	Driveway
	☐	Exfiltration Trench
	☐	Franchise Utilities
	☐	New Construction
	☐	Parking Lot/Paving
	☐	Plat RCP
	☐	Repair Existing
	☐	Re-Plat
	☐	Sanitary Sewer
	☐	Sealant
	☐	Sidewalk
	☐	Street Construction
	☐	Striping
	☐	Swale

E. If the job contains an Engineers Cost Estimate for Drainage, enter the Engineer's estimate without any symbols.

Engineers Cost Estimate for Drainage:	$	2000

F. If submitting a driveway permit, enter the width of the driveway and the property line setbacks.

Driveway Width: 20

Driveway Setback from property line: 3

G. If submitting a driveway permit, select what type of materials you will be using (Asphalt, Pavers or Concrete).

Driveway Material Specs: Pavers

H. Type in your Electronic Signature and click Next to proceed to uploading applicable documents.

*Electronic Signature Per 668.50(2)(h),F.S.: Bob Hall

Save Draft   Next

7. **ATTACHMENTS**- Please upload all required Engineering Utilities documents. Click the plus (+) sign and attach your documents. You may also provide additional Supporting Documents if needed. Click Next to proceed to Review and Submit.

Attachments

Please upload all required documents

Cost Estimate	Survey	Cost Estimate
Add Attachment	Add Attachment	Add Attachment
✚	✚	✚
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt,	Supported: .pdf	Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt,
REQUIRED	REQUIRED	

Back   Save Draft   Next

8. **REVIEW AND SUBMIT**- Please ensure that all information was entered in correctly and then click Submit. If additional information needs to added, click either the Back button or Save Draft. Save Draft will save the application to your Dashboard/Account.

Back   Save Draft   Submit

9. **SUCCESSFUL SUBMITTAL**- Once application is submitted successfully you will see the screen shown below. Any applicable fees will added by Town Staff. Once staff adds the fees the invoice will show up in your Dashboard/Account.

10. **CONTINUE TO PLAN**- You may click 'Continue to Plan' to view everything shown below. Throughout the life of the application and once permit is issued you may navigate to this screen thru your Dashboard to view the status of application submittal, Review Process, Fees Due, Inspections, Reviewer Comments and more.