

Applying for a Permit

1. Click “Apply” from the top navigation bar and click on the “Permits” tab.

The screenshot shows the 'Application Assistant' interface. At the top, a navigation bar contains 'Home', 'Apply' (circled in red), 'Helpful Links', 'Today's Inspections', 'Map', 'Pay Invoices', 'Search', and 'Calendar'. Below the navigation bar, the 'Application Assistant' section features a search box and three tabs: 'All', 'Trending', and 'PERMITS' (circled in red). Underneath, there are four category cards, each with a house icon, a category name, a description, and an 'Apply' button. The categories are: A/C Changeout, Commercial Addition, Commercial Alteration, and Commercial Awning. A search box at the top of the page contains the text 'commercial', and a dropdown menu shows search results: 'Commercial New Building', 'Commercial Re-Roof', 'Commercial Alteration', 'Commercial Roof New (Sub)', and 'Commercial Fence'.

Application Assistant

Search for application names and keywords

All Trending **PERMITS** PLANS

> Show Categories

A/C Changeout
Category Name: Building Permits
Description: Apply for this permit type with replacement of existing air conditioning equipment ONLY, no ductwork. (For new AC, or ductwork included, apply for mechanical permit)
Apply

Commercial Addition
Category Name: Building Permits
Description: Apply for this permit type for an extension or increase in floor area (additional sq footage), number of stories or height of an existing commercial or multi-family structure.
Apply

Commercial Alteration
Category Name: Building Permits
Description: Apply for this permit type for any construction or renovation other than an addition to an existing commercial
Apply

Commercial Awning
Category Name: Building Permits
Description: Apply for this permit type for weather protection, commercial building
Apply

Application Assistant

commercial

Commercial New Building

Commercial Re-Roof

Commercial Alteration

Commercial Roof New (Sub)

Commercial Fence

You may also utilize the search box at the top by searching for your application name or using keywords!

2. Click “Apply” to start the application process.

3. Location- Click the “Add Location” card. Follow the instructions below “Locations” to select the correct address or parcel and click the magnifying glass to search. Best practice is to search before entering addresses manually.

JUPITER COMMUNITY DEVELOPMENT SYSTEM

Good Afternoon TOWN OF JUPITER - BUILDING PERMITS

Dashboard Home Apply Helpful Links My Work Today's Inspections Map Pay Invoices Search Calendar

Apply for Permit - A/C Changeout **REQUIRED**

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Select "Add Location", then search for the address of the project. (Only enter the address manually if it does not result from the search.) Important: Parcel Numbers for the Jupiter Permitting Jurisdiction will always lead with a "30".

Location
Add Location
+
REQUIRED

Create Template Save Draft **Next**

JUPITER COMMUNITY DEVELOPMENT SYSTEM

Dashboard Home Apply Helpful Links My Work

Add Address As Location

SEARCH ENTER MANUALLY

210 military

Apply

<input checked="" type="checkbox"/>	210 MILITARY TRL	Parcel: 30424101000007210	Owner: JUPITER TOWN OF
<input type="checkbox"/>	210 MILITARY TRL	Parcel: 30424101000007210	Owner: JUPITER TOWN OF
<input type="checkbox"/>	210 MILITARY TRL	Parcel: 30424101000007210	Owner: JUPITER TOWN OF
<input type="checkbox"/>	210 MILITARY TRL	Parcel: 30424101000007210	Owner: JUPITER TOWN OF

Map showing parcel locations: 196, 198, 199, 200, 201, 202, 203, 204, 205, 206.

If all addresses are added, click “Next” to proceed. You may also click “Save Draft” at anytime throughout the application if you are not ready to proceed. All information will be saved up to that point if you wish to continue application at a later date.

4. Type- Verify the permit type is correct. Make sure to complete all required fields and choose “Next”. (Required fields are indicated by a red asterisk*)

Dashboard Home Apply Helpful Links My Work Today's Inspections Map Pay Invoices Search Calendar 2

Apply for Permit - A/C Changeout *REQUIRED

Locations **2** Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

PERMIT DETAILS

Provide an accurate valuation and description of work to be completed with this application. Note: Enter a value of "1" if the required field of sq. footage is not applicable to your permit type.

* Permit Type

* Description

* Square Feet

* Valuation

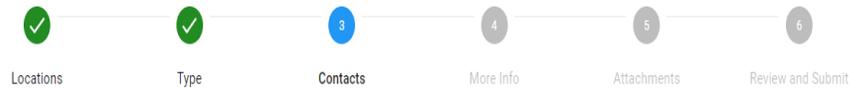
Back Create Template Save Draft **Next**

5. If the permit type is incorrect, please go back and restart your application.

6. Contacts- The applicant's contact information defaults to the first contact card listed. (Notice Contractor and Owner are REQUIRED contacts.)

To add more contacts, click "Add Contact." Choose type from the dropdown box. In the search box, type in name, email or company name and click the magnifying glass to search for an existing contact.

Here you can also choose a frequent contact as a "Favorite" for easier accessibility for future permits. Click "Add" to add the contact to the application.



CONTACTS

Contractor and Owner are required contacts for a permit application. To include additional contacts, select "Add Contact" then search to find the contact. (Only enter the contact manually if it does not result from the search.) Note: When applying as Owner/Builder, an owner must personally appear to submit the building permit application.

Applicant

TOWN OF JUPITER - BUIL..
Building Dept (You)
210 MILITARY, jupiter, FL, USA, 33458

Contractor

Add Contact

+

REQUIRED

Owner

Add Contact

+

REQUIRED

Applicant

▼

Add Contact

+

Back
Create Template
Save Draft
Next

[Back to Application](#)

Add Contact

Add Contact As : Contractor

Search

Search is required.

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
<input checked="" type="checkbox"/>	Debbie	Barrett	18771 MISTYLAKE JUPITER FL 33458	DEBBIE'S AT YOUR SERVICE INC	debbiebarrett1@yahoo.com	<input type="button" value="Add"/>
<input type="checkbox"/>	Earnest	Carrere	10305 US Highway One HWY Hobe Sound FL 33455	Carrere General Contractors, Inc.	raymond@carrere.com	<input type="button" value="Add"/>
<input type="checkbox"/>	Leslie	Garcia	1128 Royal Palm Beach BLVD 472 Royal Palm Beach FL 33411	HEAVEN AIRE AC INC	heavenaireinc@yahoo.com	<input type="button" value="Add"/>

If a contact you are searching for does not exist, click “Enter Manually”, fill in the required fields and click “Submit”.

[← Back to Application](#)

Add Contact

Apply for Permit - Roof Residential Re-roof EQUIRED

Add Contact As


Locations


Type


Contacts

Search Enter Manually My Favorites Submit

CONTACTS

Contractor and Owner are required contacts for a permit application. To include additional contacts, select "Add Contact" then search to find the contact. (Only enter the contact manually if it does not result from the search.) Note: When applying as Owner/Builder, an owner must personally appear to submit the building permit application.

Applicant



Building Department (You)

TOWN OF JUPITER - BUILD...

210 MILITARY, Jupiter, FL,
USA, 33458

Contractor

Add
Contact


REQUIRED

Owner

Add
Contact


REQUIRED

Contractor

Add
Contact

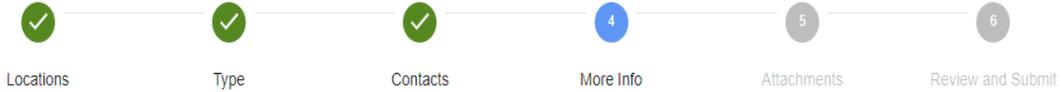


BackSave DraftNext

6. More Info-General application information pertaining to your permit type and work class. Complete the list of required fields (indicated by a red asterisk*) and choose "Next".

Apply for Permit - Roof Residential Re-roof

*REQUIRED



MORE INFO

Applicant must provide the Contractor/Qualifier certificate holder type and license number. 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.

General

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*Mean Roof Height:

Mean Roof Height: is required.

*Square Feet/Squares:

Square Feet/Squares: is required.

*Roof Slope:

Roof Slope: is required.

*Roof Type Material:

Roof Type Material: is required.

*Cert. Holder Type and License:

Cert. Holder Type and License: is required.

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

Electronic Signature Per 668.50(2)(h),F.S.: is required.

[Back](#)

[Save Draft](#)

[Next](#)

7. Attachments- Refer to “Helpful Links” for file naming convention. Upload required paperwork per designated permit package submittal checklist by clicking on “Add Attachment”. You can choose to drag and drop or click “open” and allow the file to populate into the attachment card. Once all documents are uploaded, click “Next”.



Attachments

Important: Required documents for this specific permit type are listed on the Permit Package submittal checklist (See TOJ Helpful Links). Multiple pages that belong to a given category should be combined into a single file. Plans that are digitally self-signed by a design professional should provide the public key as an attachment in category "Digital Signature". Note: An incomplete application package can result in delayed permit processing time. Notice of Commencement: For a direct contract greater than \$2,500 (except for HVAC system repair or replacement less than \$7500), the Florida Statutes require the applicant to file with the issuing authority prior to the first inspection. Upload as a "Supporting Document".

Three blue attachment cards are displayed. The first card is titled 'Product Approval/NOA-...' and 'Add Attachment', with a plus sign icon and 'Supported: .pdf'. The second card is titled 'Supporting Documents' and 'Add Attachment', with a plus sign icon and 'Supported: .pdf'. The third card is titled 'Add Attachment' and features a 'Select Type' dropdown menu, a plus sign icon, and a list of supported file formats: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,.... Each card has a 'REQUIRED' label at the bottom.

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Create Template

Save Draft

Next

8. Submittal- After all required fields are complete and documents are uploaded, the last page is an overview of your permit application. Here you can click “Back” to change any items that might have been incorrect, or click “Submit” to finalize your permit application.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Initial Permit Fee	\$75.00

Total: \$75.00

More Info

General

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Mean Roof Height: 5
Square Feet/Squares: 5
Roof Slope: 5
Roof Type Material: 5
Cert. Holder Type and License: 5
Electronic Signature Per 668.50(2)
(h),F.S.: test

Attachments

Supporting Documents 19-031720-ELEC-C_Building Plan_E-4_190407.pdf
Product Approval/NOA-Notice of Acceptance 19-031720-ELEC-C_Supporting Docs_190507.pdf

[Back](#)

[Save Draft](#)

[Submit](#)

Your permit has been created and a permit number has been generated. Click on "Continue to permit" to view permit number and permit details.

✔ Your permit was successfully created!

Your application was successfully submitted. Please proceed to pay permit fees. Note: Payment of initial permit fee is required prior to application review.

[Continue to permit](#)

Fees

\$75.00

[View Details](#) [Add to Cart](#)