



Online Permitting Manual

CONTRACTOR REGISTRATION AND PERMIT
APPLICATION PROCESS

UPDATED 05/17/2018

TABLE OF CONTENTS	PAGE
Steps to Begin	3
Register to use Online Services	4
Online Permitting Types Available	8
Apply for Over-the-Counter Permit and Miscellaneous Permits	9
Apply for Single Family Residential Permits	15
Issuance of Online Single Family Residential Permits	23
How to Schedule an Inspection	27
How to Cancel an Inspection	29
How to Upload a Revision	30

Steps to begin using Online Permitting

1. Qualifier MUST personally come into Contractor Licensing to sign an Online Permitting Agreement to use the online system. You CAN NOT proceed until this has been done!
2. Contractor licensing will update the system to reflect that the agreement has been signed and will provide the contractor with his or her own Online Contractor ID. This ID can also be found on our website at:
<https://pandapublicweb.cityofpsl.com/Bldg/ContractorSearch.aspx>
3. Visit the Contractor Management Site and enter your email address, online ID and create your user password for Online Permitting.

Online Contractor Agreement

- QUALIFIER MUST SIGN AGREEMENT IN PERSON IN THE CONTRACTOR LICENSING DIVISION
- AGREEMENT STATES THAT THE CONTRACTOR WILL NOT LEND OR LET ANY OTHER PERSON USE THEIR ONLINE LOGIN INFORMATION TO FRAUDULENTLY OBTAIN A PERMIT.
- QUALIFIER MUST SUPPLY A VALID EMAIL. A SECONDARY EMAIL CAN BE PROVIDED SO THAT OFFICE STAFF CAN RECEIVE THE ONLINE PERMITS WHEN THEY ARE E-MAILED.
- IF A CONTRACTOR HAS STAFF PULLING PERMITS FOR THEM AND THEY CHOOSE TO GIVE THEM THE PASSWORD, THE CITY WILL NOT BE HELD LIABLE.
- CONTRACTOR IS RESPONSIBLE FOR LOGGING INTO THE CONTRACTOR MANAGEMENT PAGE TO CHANGE PASSWORD IF THEY HAVE CHANGES IN STAFFING.

Online Registration Site (register.cityofpsl.com)

The Contractor Management Website is the main website used to manage your contractor login and change your password. You can also view other information such as insurance expiration dates.

To get started, go to register.cityofpsl.com. From that site, go to REGISTER in the upper left hand corner.



- Create a password. **Remember it!**
- Enter your Online Contractor ID.
- Click REGISTER to submit.
- Enter the primary email address (qualifiers email – not the secondary email)

Register.
Create a new account.

Email

Password

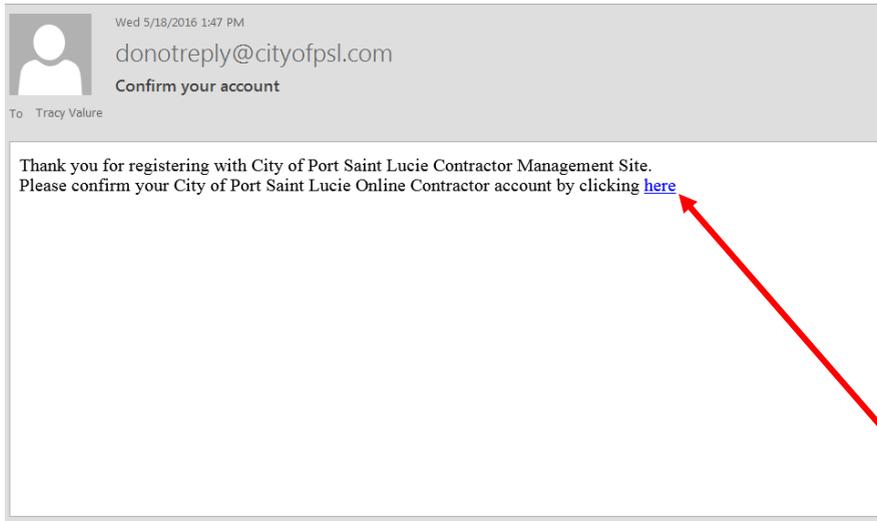
Confirm password

Contractor ID

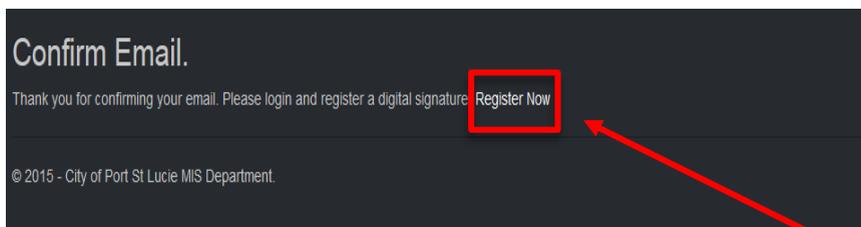
Register

© 2015 - City of Port St Lucie MIS Department.

- Once you click Register, an email will be sent to the primary email that you registered with. This email **MUST** be confirmed. Please allow a couple of hours to receive this email. If you still have not received it, check your SPAM mail!



- Once you receive your email. Click in the email to confirm email.



- The link will direct you back to the Contractor Management site – click on **REGISTER NOW**.

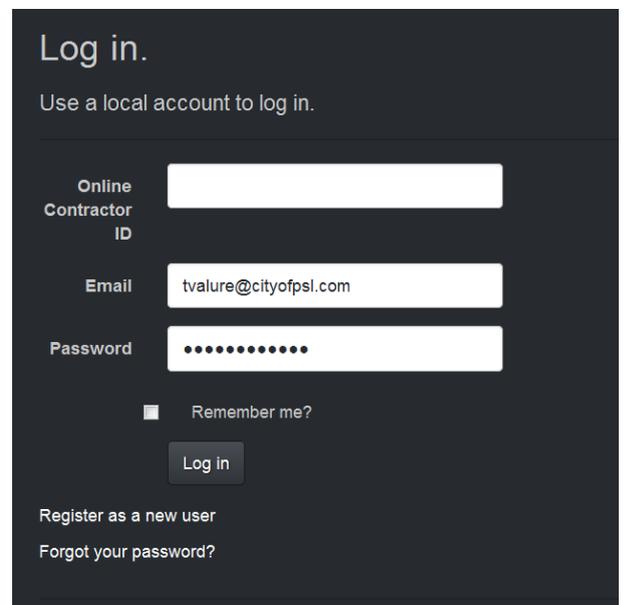
Log in to the Contractor Management Website (register.cityofpsl.com)

Enter:

- Contractor ID
- Email
- Password *

Click the Log In Button

*If you forget your password you can click *“Forget your password”* and you will be sent a reset password link to your email!



The screenshot shows a dark-themed login page titled "Log in." with the instruction "Use a local account to log in." Below this are three input fields: "Online Contractor ID" (empty), "Email" (containing "tvalure@cityofpsl.com"), and "Password" (masked with dots). A "Remember me?" checkbox is checked. A "Log in" button is positioned below the fields. At the bottom, there are links for "Register as a new user" and "Forgot your password?"

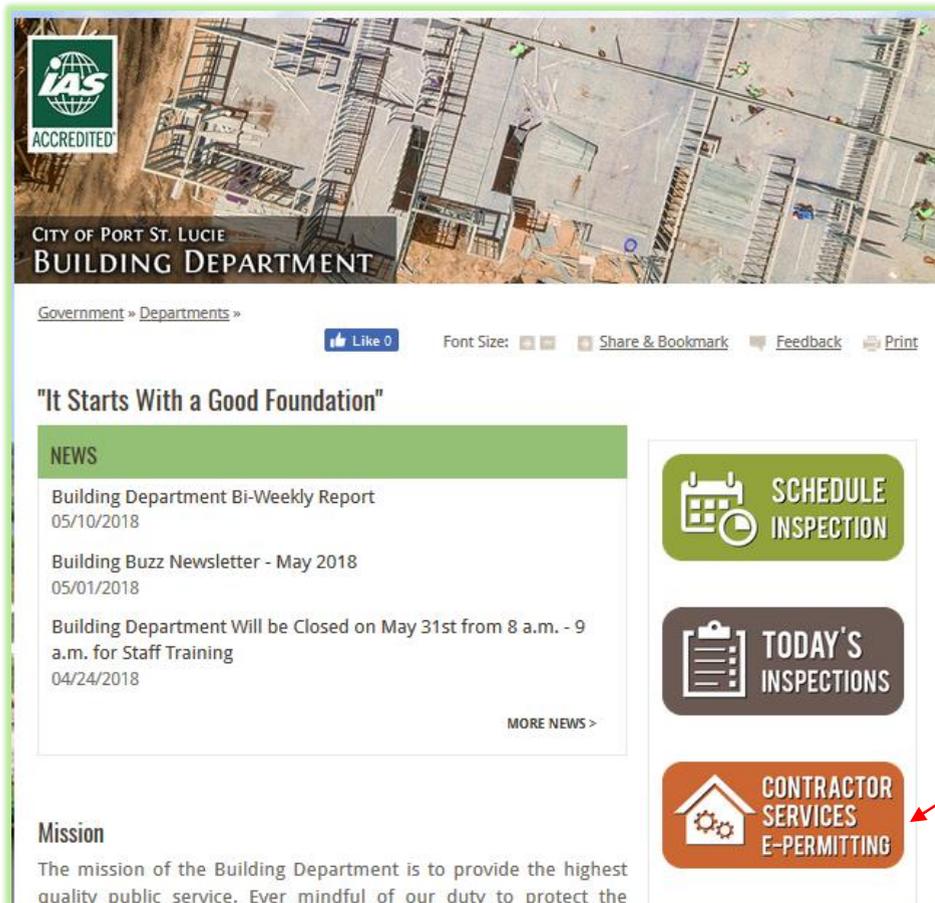
That's it! You can now login to PANDA and beginning applying for your online permits.

Permits Currently Accepted Online:

- Over-The-Counter Permits [\(Page 9\)](#)
 - Water Heater (excluding tankless and gas)
 - A/C Changeout (excluding duct work) (residential only)
 - Re-Roof (excluding metal)
 - Fences (excluding corner lots and pool fences)
 - Grinder Pumps
 - Electrical (excluding new)
 - Insulation
- Permits that require a plan review [\(Page 9\)](#)
 - Windows
 - A/C Changeout (commercial)
 - Doors
 - Garage Doors
 - Concrete Slabs
 - Shutters
 - Pool Fences / Corner Lots
 - Metal Re-Roofs
 - Tankless /Gas Water Heaters
 - New Electric
 - Pool Heaters (replacement or new)
- Single Family Permits [\(Page 15\)](#)
- Express Home Initial Review

*At this time, Online permitting is available only to licensed contractors. Per Florida Statute Homeowners must make application for permits in person.

How to Apply for Over-the-Counter and Miscellaneous Permits



1. Go to Pandapublicweb.cityofpsl.com
2. Click "Contractor Services E-Permitting"

Enter your Online Contractor ID

Email (primary email)

Password (same as your registration password)

Click LOG IN



Contractor Log In

Please enter your Contractor email and password

Online Contractor ID:

Email:

Password:

LOG IN

FORGOT PASSWORD?

Click on **Apply for a New Permit**

This will take you to the Permit Application page. Permit applications are preset according to your type of license. If you are unsure of what type of permit you are allowed to apply for with your license, please contact contractor licensing at contractorlicensing@cityofpsl.com

Permitting

- [Apply for a New Permit](#)
- [Pay Fees](#)
- [Express Home Reviews](#)
- [View approved plans](#)

Inspections

- [Schedule an Inspection](#)
- [View Today's Scheduled Inspections](#)
- [View Inspection status](#)

Fees

- [Pay Re-inspection fee](#)
- [Pay Revision fee](#)
- [Pay Permitting fee](#)

Permit Application

Permit Type
DO - Doors

Application
Exterior Door

Building Type
Residential

Notice of Commencement

After the Fact Permit?
NO

Select Permit Type and Application Type from the drop downs.

If the work requires a Notice of Commencement choose YES. If it does not choose NO.

If there was work completed without first obtaining a permit, choose YES for "after the fact permit"

Start filling out address, then select address from the autocomplete!

Property Address

CLEAR

Start typing in the address. The address will autofill from our database.

Section Block Lot

St Lucie West
No

Owner First Name Last Name

Mailing Address

City State Zip Code

Phone# Cell# Email

Fill out Owner Information.

Description of work

Manufactured By

Number of doors

Location of new doors
Front

Location of new doors (2nd)

Type of door
Sliding glass

Type of door (impact)
Impact

Total valuation

Wind Speed

Fire Resistance

Property Use

Amount: \$65.00

Fill out ALL areas of the specifications. If it does NOT apply to you, please put N/A or not applicable. Permits with missing information will be denied.

Payment is calculated based on type of permit.

NEXT

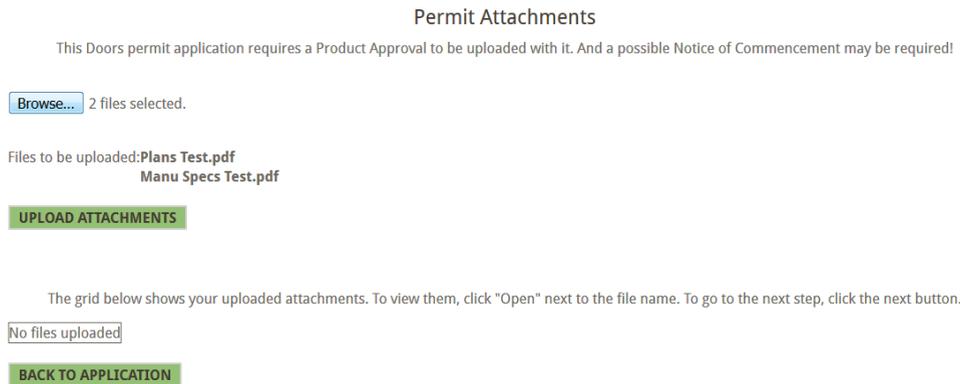
Once all information has been completed. Click **NEXT**.

After clicking Next you will be brought to the Permit Attachments page.

Click on **BROWSE** to attach your permitting documents. (Plans, Product Approvals, surveys, etc) Select the files that you wish to attach. If you have multiple files select them all. (CTRL + Click on all files) Open.

You should see the name of the file or amount of files selected next to browse.

Click **Upload Attachments**. Once you upload, you can view the attachments by clicking “open”.

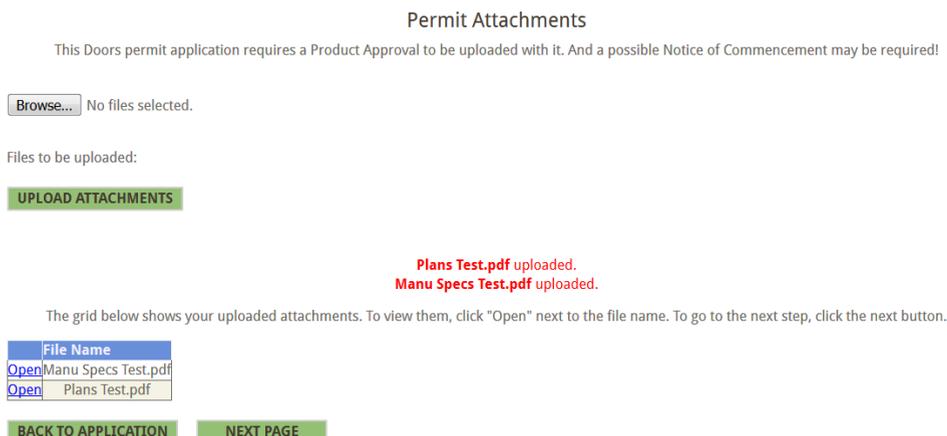


If it is a requirement that you have product approvals, surveys, AHRI’s, or other documents for submittal, you **MUST** attach them to the permit. If not, your permit will be denied!

If you do not need attachments for the type of permit you are obtaining, then click **NO ATTACHMENTS**. If you are unsure, please contact the permitting division prior to submitting for permits.

Also, at this point, if you think your forgot something on the applications/specifications page, you can go back and view and update by clicking on “Back to Application”.

Once you are ready to move on, click **NEXT PAGE**



Signing and Paying for Permit

After you upload your attachments you will be brought to the Signature Page.

Enter in the Contractor Name as shown in **RED**

Click Verify Signature and Go To Payment Page

Signature Verification

Please type in your name, exactly as seen below, to sign application.

Tracy

VERIFY SIGNATURE AND GO TO PAYMENT PAGE

Amount:\$65.00

BACK TO APPLICATION

Online Permitting

Review Your Order

Invoice #: 41116
Description: Permits
Total Amount: USD 750.71

[Return to Online Permitting](#)

Choose Payment Option

        masterpass

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Email

A confirmation email will be sent to this address.

Enter your credit card information in.

*We now accept E-Checks.

Click *Pay with Your Credit Card* to submit your payment!

Once payment is submitted, you will be returned to the Panda Public Website and will see the below message:



Where is my permit?

Once payment is made, you will receive 2 emails. One email will be the receipt from the credit card company. The second email will be from the Building Department and will state that “your application has been received”.

If you have submitted for an A/C Changeout or Water Heater (excluding Tankless and Gas) permit, the 2nd email that you receive will also include all of your permitting documents, as your permit is issued immediately.

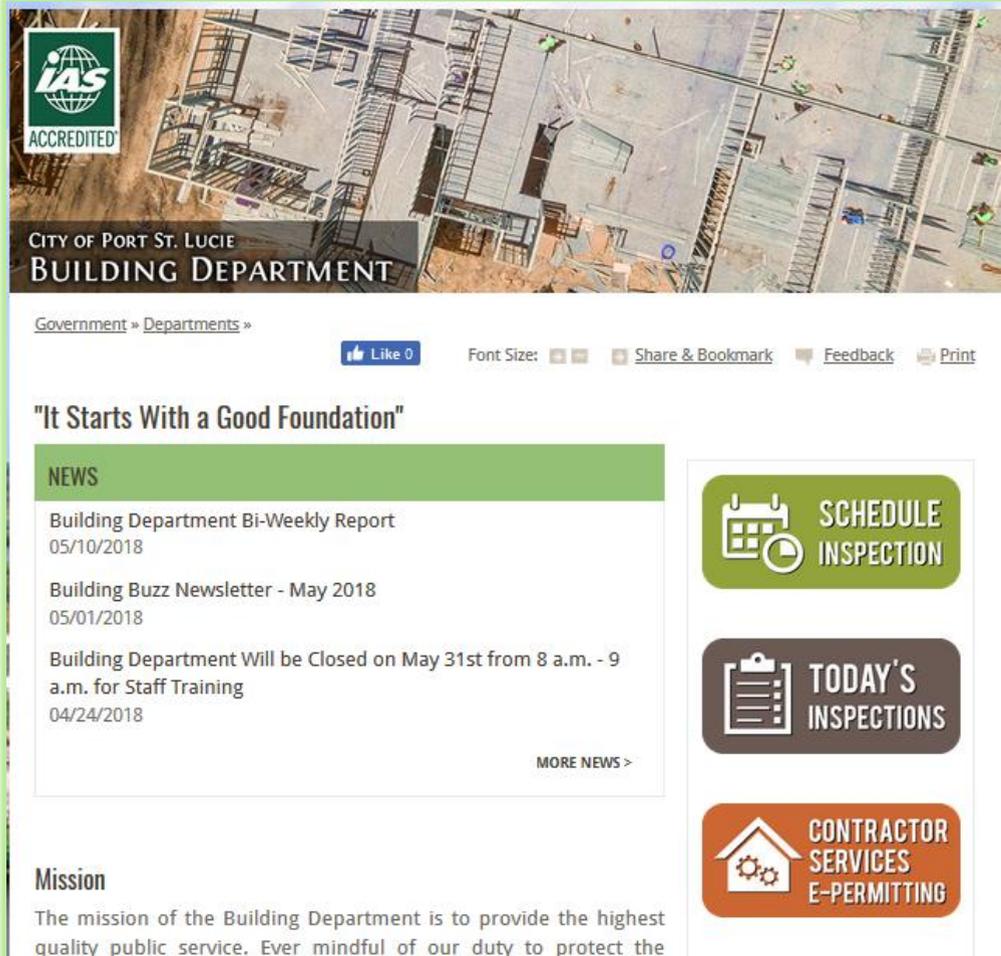
All other permits have to be approved prior to issuance.

Staff will review the application submittal for content and attachments. Plan Review will review and sign off on any submittals requiring plan review.

If approved, staff will issue the permit and send the permit card and application to you via EMAIL. This will go to the primary AND secondary email.

If denied, staff will send you a denied email with the reason for denial. The payment is voided and the permit will need to be resubmitted and paid for.

How to Apply for a Single Family Residence



ias
ACCREDITED

CITY OF PORT ST. LUCIE
BUILDING DEPARTMENT

[Government](#) » [Departments](#) »

Like 0 Font Size: [Share & Bookmark](#) [Feedback](#) [Print](#)

"It Starts With a Good Foundation"

NEWS

- Building Department Bi-Weekly Report
05/10/2018
- Building Buzz Newsletter - May 2018
05/01/2018
- Building Department Will be Closed on May 31st from 8 a.m. - 9 a.m. for Staff Training
04/24/2018

[MORE NEWS >](#)

Mission
The mission of the Building Department is to provide the highest quality public service. Ever mindful of our duty to protect the

SCHEDULE INSPECTION

TODAY'S INSPECTIONS

CONTRACTOR SERVICES E-PERMITTING

1. Go to Pandapublicweb.cityofpsl.com
2. Click "Contractor Service E-Permitting"

Enter your Online Contractor ID

Email (primary email)

Password (same as your registration password)

Click LOG IN



Contractor Log In

Please enter your Contractor email and password

Online Contractor ID:

Email:

Password:

LOG IN

FORGOT PASSWORD?

Click on **Apply for a New Permit**

This will take you to the Permit Application page. Permit applications are preset according to your type of license. If you are unsure of what type of permit you are allowed to apply for with your license, please contact contractor licensing at contractorlicensing@cityofpsl.com

- #### Permitting

 - [Apply for a New Permit](#)
 - [Pay Fees](#)
 - [Express Home Reviews](#)
 - [View approved plans](#)

Inspections

 - [Schedule an Inspection](#)
 - [View Today's Scheduled Inspections](#)
 - [View Inspection status](#)

Fees

 - [Pay Re-inspection fee](#)
 - [Pay Revision fee](#)
 - [Pay Permitting fee](#)

Choose permit type and application type (RS – SINGLE FAMILY Residence)

Next you will need to select your sub-contractors. Subcontractors must be selected at time of submittal. Begin typing in name of the active sub contractor for each related trade. They will auto-populate as your type. If the contractor is not coming up, two things could be the cause of this: 1.) Their license may need to be updated 2.) They are not registered in our system. They will need to contact the Contractor Licensing Division to have this fix and for you to continue.

Select YES for Notice of Commencement

Select NO for After the Fact

Type in the address of the property. The address will auto-populate. If the property is NOT coming up, please contact an Addressing Technician at 344-4259 or email addressing@cityofpsl.com

Fill out all information for OWNER

Permit Application

Permit Type
RS - Single Family Residence

Application
Single Family Residence

Scope of Work
 A/C
 Electric
 Gas
 Insulation
 Plumbing

Listed below are Active Contractors. If your contractor is not listed, please contact them.

Sub Permit	Active Sub Contractor - Qualifying Person
AI - Air Conditioning-Residential	
ER - Electrical-Residential	
IR - Insulation-Residential	
PR - Plumbing-Residential	

Building Type
Residential

Notice of Commencement

After the Fact Permit?
NO

Start filling out address, then select address from the autocomplete!

Property Address
CLEAR

Section Block Lot St Lucie West
No

Owner First Name Last Name

Mailing Address

City State Zip Code

Phone# Cell# Email

Engineering Information

Engineer Name Engineer Address

Engineer City Engineer State Zip Code

Engineer License # Engineer Phone # Engineer Email

Engineering RP #

Architect Information

Architect Name Architect Address

Architect City Architect State Zip Code

Architect License # Architect Phone # Architect Email

Description of work	New SFR
Model home	No
Square feet living	2450
Square feet non-living	675
Total square feet of SFR	915
Valuation per square foot	38.00
Total valuation	325,000
# of stories	1
City water	yes
City sewer	yes
Septic tank permit #	n/a
Use zone	SFR
Special conditions	n/a
FFE	32"
Side setback	10'
Rear setback	15'
Front setback	25'
Flood hazard	no
SEER	5
EPI	
Heating Type	heat pump
Wind Speed	160
Fire Resistance	
Property Use	SFR

Amount: Calculated on Living/Non-Living Square Footage

NEXT

The section above is used to identify the Architect or engineer who designed and sealed the plans. Please fill out all applicable information.

Enter the **Engineering RP #** assigned by the Engineering Division of the City

Fill out all specifications and descriptions. If a field does not apply to you, please put n/a.

Be sure to accurately report living and non-living square footage. Fee calculations are based on these figures. If any discrepancies are discovered during the plan review process, fees may be adjusted prior to issuance of permit.

Click NEXT

When submitting for a Single Family Residential Permit you must upload all required documents that would normally be submitted in the office.

This includes: Elevation Sheet, Manual J, Energy Codes, Engineering Approval (red stamped copy), Survey/Site Plan, Recorded Notice of commencement, Utility Receipts, Health Department and Abandonment of Easement paperwork (if applicable), Property Owner Affidavit (if contractor is pulling permit), and full set of Electronically Signed and Sealed Plans and Truss Cut Sheets.

Plans and Surveys must be digital signed by the appropriate design professionals. Design professionals rules for digital signatures are governed by various Florida laws. ALL engineers, architects and Surveyors must utilize a 3rd Party Certificate Authority so that the Building Department is able to validate their signature. Please read the Online Permitting Guidelines for Submittal Manual for more information on Digital Signatures and Plan Submittal requirements.

All submitted documents must be labeled using standard naming conventions as outlined in the Online Permitting Guidelines for Submittal Manual. Any deviation may result in a denied permit.

Once you are ready to upload your documents. Click on BROWSE, choose all the files you wish to upload. The names of the files will show on the page below. Next click UPLOAD ATTACHMENTS.

Permit Attachments

This Single Family Residence permit application requires Impact fee credits, express home affirmation letter from design professional, Survey/Site plan, Sub-contractor applications, Utilities receipt, Engineering site plan, Elevation sheet, and notice of commencement. If this is an Express Permit, select the appropriate express home number.

Express Home Number

2 files selected.

Files to be uploaded: **Plans Test.pdf**
Paperwork Test.pdf

The grid below shows your uploaded attachments. To view them, click "Open" next to the file name. To go to the next step, click the next button.

No files uploaded

Once you have clicked “upload”, you can view the attachments by clicking “open”.

All documents must be attached to the permit, if not, your permit will be denied. If you mistakenly upload a document, you can “Delete” it on this page. Once you submit it, you can not delete it.

Also, at this point, if you think you forgot something on the applications/specifications page, you can go back and view and update by clicking on “Back to Application”.

Once you are ready to move on, click NEXT PAGE.

NOTE: Digital signed plans and surveys security settings must allow for comments and markups. This is a setting the design professional sets prior to digitally signing the document. The plans examiners can not place approved stamps on the documents without these settings being allowed.

Permit Attachments

Submittal requirements for Single Family Resident Permits are: Elevation Sheet, Manual J, Energy Codes, Engineering Approval (red stamped copy), Survey/Site Plan, Recorded Notice of commencement, Utility Receipts, Health Department and Abandonment of Easement paperwork (if applicable), Property Owner Affidavit (if contractor is pulling permit), and full set of Electronically Signed and Sealed Plans and Truss Cut Sheets.

If you are submitting this under an approved Express Home Number, please enter your Express Home number below. Required paperwork for express homes are: Impact Fee Credits, Express Home Affirmation Letter from the Design Professional, Survey/Site Plan, Utilities Receipt, Engineering Site Plan/Approval, Elevation Sheet and recorded Notice of Commencement.

All uploaded documents must be named as such: Elevation Sheet, Manual J, Energy Code, Engineering Approval, Site Plan, Notice of Commencement, Utility Receipt, Abandonment of Easement, Property Owner Affidavit, Plans, Truss Sheets, Impact Fee Credits, Affirmation Letter. If you are unable to label and upload individually, we will accept 2 files. First file should be named “Paperwork” and the second “Plans”.

In addition to the above, the architect/engineer MUST email a copy of their Digital Signature Certificate to buildingadmin@cityofpsl.com for verification of signature. Plans will NOT be reviewed until the signature has been verified.

Express Home Number (if applicable)

No files selected.

Files to be uploaded:

UPLOAD ATTACHMENTS

The grid below shows your uploaded attachments. To view them, click “Open” next to the file name. To go to the next step, click the next button.

	File Name
Open	Paperwork Test.pdf
Open	Plans Test.pdf

BACK TO APPLICATION

NEXT PAGE

Signing and Paying for Permit

After you upload your attachments you will be brought to the Signature Page.

Enter in the Contractor Name as shown in **RED**

Click Verify Signature and Go To Payment Page

Signature Verification

Please type in your name, exactly as seen below, to sign application.

Tracy

VERIFY SIGNATURE AND GO TO PAYMENT PAGE

Amount:\$65.00

BACK TO APPLICATION

Online Permitting

Review Your Order

Invoice #: 41116
Description: Permits
Total Amount: USD 750.71

[Return to Online Permitting](#)

Choose Payment Option

         masterpass

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Email

A confirmation email will be sent to this address.

Enter your credit card information in.

*We now accept E-Checks.

Click *Pay with Your Credit Card* to submit your payment!

Once payment is submitted, you will be returned to the Panda Public Website and will see the below message:



Where is my permit?

Once payment is made, you will receive 2 emails. One email will be the receipt from the credit card company. The 2nd email will be from the Building Department and will state that “your application has been received”.

Staff will review the application submittal for content and attachments. If application is denied for an insufficient packet, staff will send you a denied email with the reason for denial. The payment is voided and the permit will need to be resubmitted and paid for

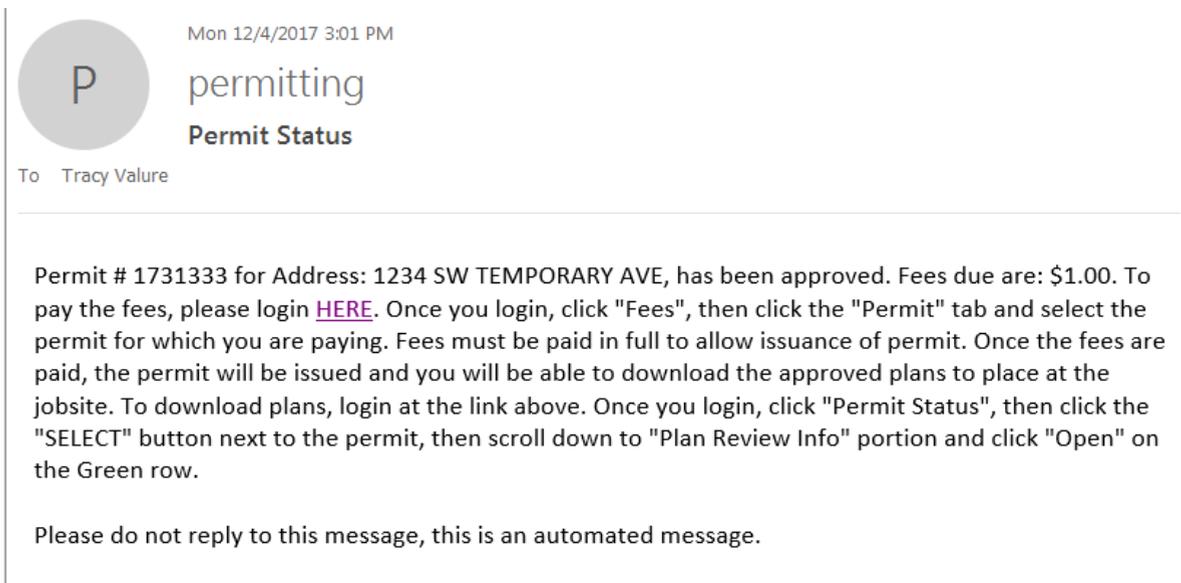
If the application and packet is accepted, permitting will refer the packet to Plan Review for review of the plans.

Once approved, staff will send an email with notification of fees owed. You will login to the account and pay the fees to have the permit issued. (see page 23 for instructions) You will then log into your account to review and download all APPROVED plans.

If there is a plan review rejection, you will receive an email stating so. You can log into the website and upload the revised plans.

Issuance of Permit for Single Family Residence

Contractors can log into the website at any time and view statuses of permits. Once a permit is in “Ready Status” an email notification will be sent to the contractor similar to the below email:



To login to pay the fees you can access it via the email that is sent or you can go to the Contractor E-Permitting page, login, go to Pay FEES.

Permitting

- [Apply for a New Permit](#)
- [Pay Fees](#)
- [Express Home Reviews](#)
- [View approved plans](#)

Inspections

- [Schedule an Inspection](#)
- [View Today's Scheduled Inspections](#)
- [View Inspection status](#)

Fees

- [Pay Re-inspection fee](#)
- [Pay Revision fee](#)
- [Pay Permitting fee](#)

Click on the PERMIT tab:

Select All	Permit #	Permit Type	Address	Status	Amount
<input checked="" type="checkbox"/>	1731333	RS - Single Family Residence	1234 SW TEMPORARY AVE	Ready	\$1.00

****No special characters in First/Last Name. Will result in red border around the textbox****

First Name
Last Name
Email

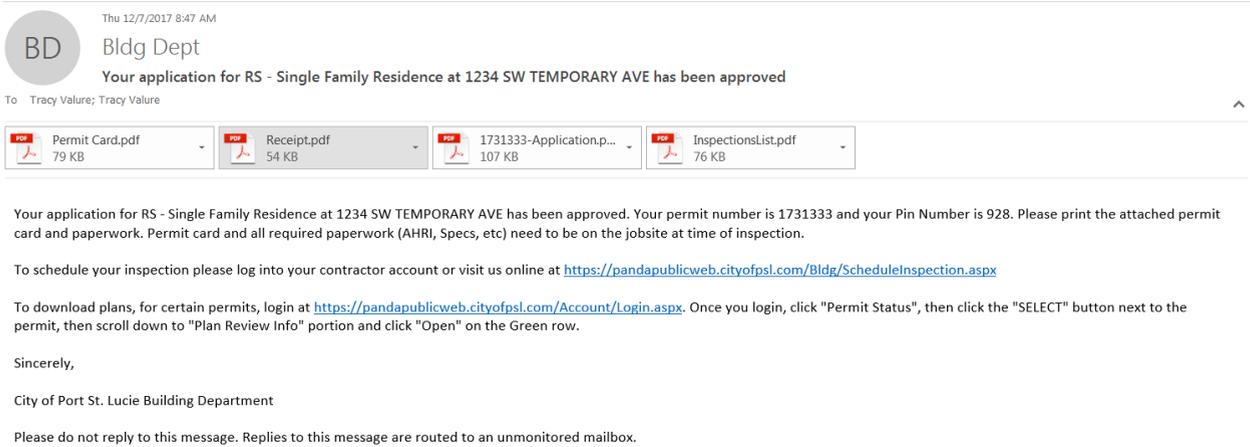
PAY NOW

Select which permit(s) you wish to pay for.

Enter the Email address, First and Last name of the card holder into the below fields. Click PAY NOW. You will now be redirected to the payment screen.

Fill out all credit card information and click "Pay with your Credit Card".

Once payment is submitted you will receive two emails, one email will be your credit card transaction receipt, the other one will be your permitting documents.



Print and/or save the attached documents. Your approved plans will NOT be attached to this email. This is due to file size. To download your plans - go to online services, View Approved Plans.

Permitting

- [Apply for a New Permit](#)
- [Pay Fees](#)
- [Express Home Reviews](#)
- [View approved plans](#)

Inspections

- [Schedule an Inspection](#)
- [View Today's Scheduled Inspections](#)
- [View Inspection status](#)

Fees

- [Pay Re-inspection fee](#)
- [Pay Revision fee](#)
- [Pay Permitting fee](#)

Select the permit you want to view and download plans for:

TRACYS TEST CONTRACTOR

Check Permit Status

Search

Permit #

Yellow fields denote permits that will expire in less than 2 weeks, Pink fields denote permits expired.

	Permit #	Type	Status	Location	Owner	Expire Date
SELECT	1801007	RS - Single Family Residence	Plan Review	1234 SW TEMPORARY AVE	,	
SELECT	1731333	ACC - A/C Changeout	Issued	1234 SW TEMPORARY AVE	Test, Tracy	11/10/2018

Cards

You can also print your list of inspections along with your permit card for the field.

Once you select your permit, the next page shows everything you need to know about the permit status, including passed/failed inspections.

Scroll down to the Plan Review INFO section:

Plan Review Info

See plans/revisions below by clicking "Open" next to the file.

Green fields denote approved plans.

	File Name	Date Uploaded	Paid For	Uploaded By
Open	Plans 17-31333 approved.pdf	12/4/2017 9:05:19 AM	Yes	tvalure
Open	Plans Test.pdf	11/29/2017 1:35:33 PM	Yes	Web
Open	Paperwork Test.pdf	11/29/2017 1:21:11 PM	Yes	Web

All APPROVED plans will be denoted in GREEN. Click on OPEN. Save and print your plans to have on the jobsite.

Scheduling/Viewing Inspections

Login to the Contractor E-Permitting portal.

Click on schedule inspection

Utilizing the E-permitting portal allows you to manage and schedule inspections for all of your active permits from one location.

If you are not a registered to use the Contractor E-Permitting System. You can schedule single inspections from the main page at cityofpsl.com/building by entering the permit number and 3 digit pin #.

Permit #	<input type="text"/>
3-Digit Pin #	<input type="text"/>
<input type="button" value="SUBMIT"/>	<input type="button" value="CLEAR"/>

Inspections

Complete instructions are available on how to schedule an inspection when you login to the permit.

Permitting

- [Apply for a New Permit](#)
- [Pay Fees](#)
- [Express Home Reviews](#)
- [View approved plans](#)

Inspections

- [Schedule an Inspection](#)
- [View Today's Scheduled Inspections](#)
- [View Inspection status](#)

Fees

- [Pay Re-inspection fee](#)
- [Pay Revision fee](#)
- [Pay Permitting fee](#)

Click the “Request” under available action for any inspections you wish to schedule.

The screenshot shows a form with the following fields and values:

- Insp. Type: AIRF
- Status: (empty)
- Fee: (empty)
- Description: AIR CONDITIONING FINAL INSP
- Seq: 4
- Date Ordered: (empty)
- Date Scheduled: (empty)
- Date Inspected: (empty)
- Inspector: (empty)
- Notes: (empty)

Under 'Available Action', the 'Request' checkbox is checked. The 'Date Desired' field is empty. A green 'VIEW' button is located below the 'Notes' field.

You can add in a Gate Code or Lock Box number in this area. You may also add in a comment, such as “elderly, give time to get to door” or “Dogs are in back yard, knock on door”. Please do not use this area to request specific timeframes. Unfortunately, allotted daily inspections are not defined and fluctuate daily, so we are unable to give specific timeframes.

All inspections are automatically scheduled for the following business day. However, if you wish, you may choose future dates by clicking on the date field.

This screenshot shows the same form as above, but with a date picker calendar open for May 2018. The 'Date Desired' field now contains '5/21/2018'. The 'Request' checkbox is still checked. The 'Gate Code' and 'Lock Box' fields are empty. A 'Comments' box contains the text: "Please do not use this box to request a phone call or specific timeframe. Due to the excessive workload, we are unable to meet specific time appointments. Thank you." The 'VIEW' button is still present.

Once you have selected the desired inspection(s) and date(s), scroll to the bottom of the page and click REQUEST. You must do this, if you do not click the request button at the bottom, your inspection will NOT be scheduled.

This screenshot shows the form with a large orange background. The 'Request' checkbox is now unchecked, and the 'Cancel' checkbox is checked. The 'Date Desired' field contains '5/22/2018'. The 'VIEW' button is still present. At the bottom of the form, there are two buttons: 'REQUEST' and 'CANCEL', both highlighted in orange.

Once scheduled, the inspection field will show up in ORANGE

Cancelling an Inspection

You may cancel an inspection the night before, online. To cancel an inspection the day of, you must contact the inspections division at 871-5040. If the inspector is in route, we are unable to cancel it the same day. If there is no access or work is not ready, reinspection fees will be applied.

To cancel online, go to “schedule an inspection”

<https://pandapublicweb.cityofpsl.com/Bldg/ScheduleInspection.aspx>

Navigate to the inspection you wish to cancel:

Insp. Type: AIRF	Available Action	Date Desired
Status:	<input checked="" type="checkbox"/> Cancel	5/22/2018
Fee:		
Description: AIR CONDITIONING FINAL INSP		
Seq: 4		
Date Ordered:		
Date Scheduled:		
Date Inspected:		
Inspector:		
Notes:		

VIEW

REQUEST CANCEL

Click on the box next to “Cancel”. Scroll to the bottom of the page and click on “Cancel”. This will remove the inspection request. The page will no longer show orange for that inspection.

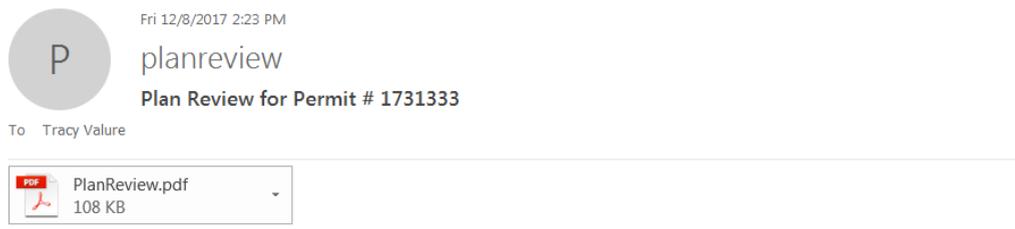
Field inspections schedule are posted to the website DAILY. You can view all inspections and who they are assigned to at “List of Field Inspections”

<https://pandapublicweb.cityofpsl.com/Bldg/ListScheduledInspections.aspx>

Submitting a Revision to a Plan

*Please note this feature is only available for online permit submittals.

When a plan has been rejected by plan review, you will receive an email such as the one below:

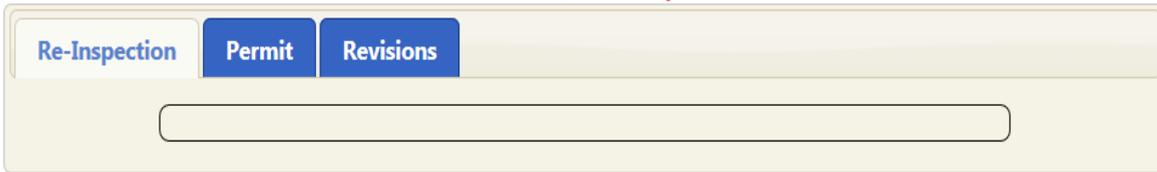


In the email will be an attachment with the comments. From the plans examiner on items that need attention.

When you are ready to pay for the revision and upload new documents to submit, you can click on the [HERE](#) in the body of the email or go to the Contractor Menu on the website: <https://pandapublicweb.cityofpsl.com/Account/Login.aspx>

Click on “Pay Revision Fee”.

Click on the REVISION Tab



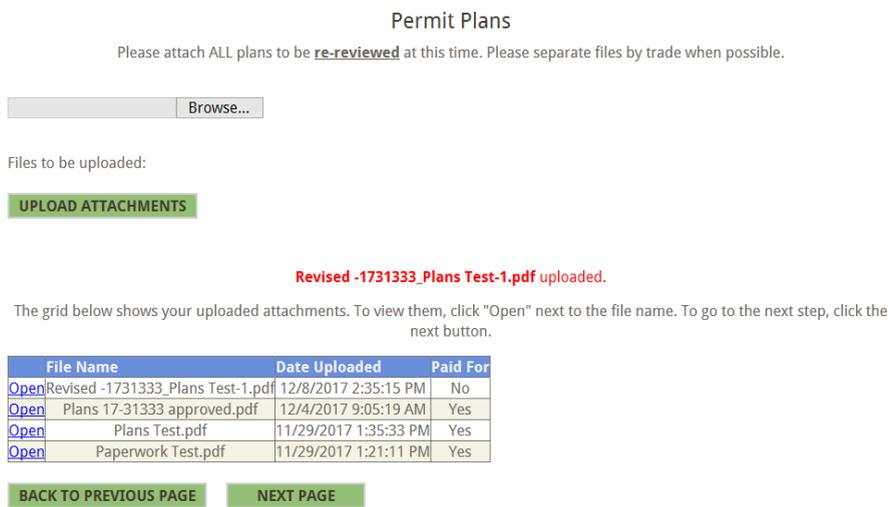
Click on Select for the Permit revision you are submitting



Enter your name and email – Click NEXT PAGE

Click on BROWSE and select your documents you wish to upload.

Next click UPLOAD ATTACHMENTS



Once you have uploaded your attachments you will see that it will show that a fee has not been paid. Go to NEXT PAGE. This will take you to the payment page to pay for the revision.

If there is NO fee assessed, click next page and it will redirect to a revision processed page.

Other Features of Panda Public Website

Schedule Inspections - <https://pandapublicweb.cityofpsl.com/ScheduleInspection.aspx>

Check status of permits - <https://pandapublicweb.cityofpsl.com/Bldg/PermitStatus.aspx>

Pay re-inspection fees - <https://pandapublicweb.cityofpsl.com/Bldg/InspPay.aspx>

View Contractor information - <https://pandapublicweb.cityofpsl.com/Bldg/ContractorSearch.aspx>

Obtain all applied and/or issued permits during by permit type during a specific period of time - <https://pandapublicweb.cityofpsl.com/PandaReports/Reports.aspx>

View ALL permits by Contractor and see their status - <https://pandapublicweb.cityofpsl.com/Bldg/ContractorSearch.aspx>

Monthly Newsletter - <http://www.cityofpsl.com/government/departments/building/building-department-news>

Helpful Links – City Code of Ordinances, Property Appraisers, FEMA, etc <http://www.cityofpsl.com/government/departments/building/helpful-links>

Property Searches – Shows permits and their statuses on a property and violations. <https://pandapublicweb.cityofpsl.com/Bldg/PropertySearch.aspx>