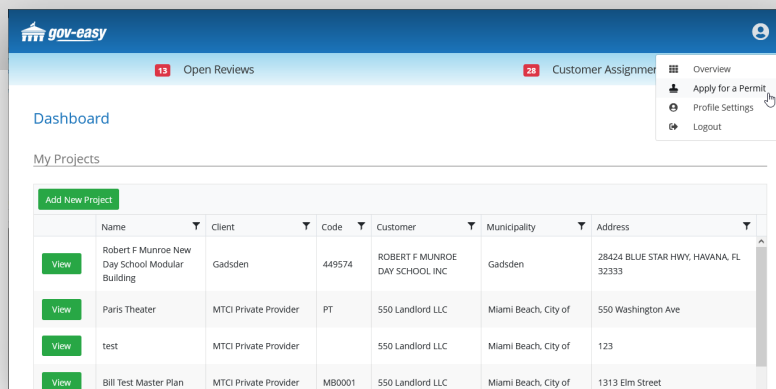


# HOW TO Submit a Permit

Visit [apps.gov-easy.com](https://apps.gov-easy.com) to follow the steps below.

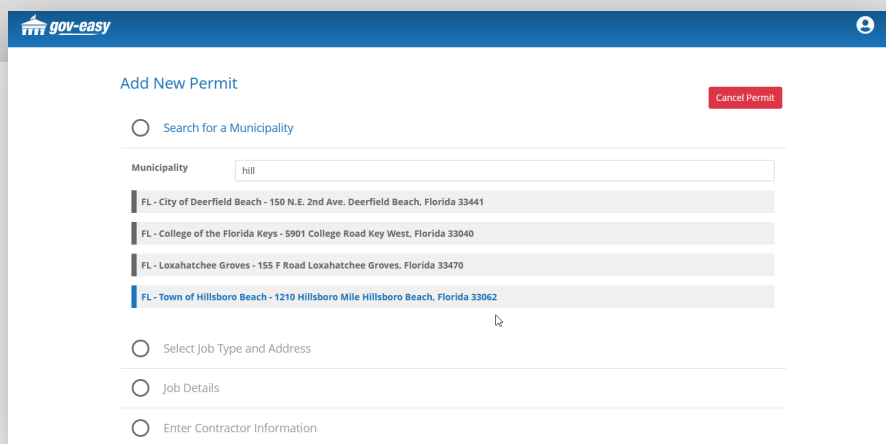
## Step 1

Log in using your registered username and password. You will be directed to the Dashboard. Click on the user icon in the top-right corner and select “Apply for a Permit”.



## Step 2a

Go through each step and enter the required information. Begin by searching for a municipality. As you enter the first few letters a list of options will appear. Select the municipality from the list.



## Step 2b

In the next step, once you select a Job Type, the Criteria search will appear. Select a Search Type (Address, Folio, or Owner Name) and then enter the search criteria. For example, select “Address” for the search type and enter a partial address, “123” in the example below. Click “Search” and the grid below will populate with search results. Find the address for this permit and click on “Select”.

The screenshot shows the 'Add New Permit' form. The 'Job Type' is set to 'ANTENNAS, POLE & TOWERS'. The 'Criteria' dropdown is set to 'Address' with the value '123'. A dropdown menu is open showing options: '(Select SearchType)', 'Address', 'Folio', and 'Owner Name'. Below the dropdown is a table of search results with columns for Folio, Owner Name, and Address. Each row has a green 'Select' button.

Folio	Owner Name	Address	
484308AP0091	MEROCK, DOBRIK & PATRICIA	1199 HILLSBORO MILE, UNIT 123, HILLSBORO BEACH, FL 33062	Select
484308AN0190	WOOLSEY, ALVIN J ALVIN J WOOLSEY REV TR	1230 HILLSBORO MILE, UNIT 107, HILLSBORO BEACH, FL 33062	Select
484308AN0200	WITOWSKI, CECYLIA	1230 HILLSBORO MILE, UNIT 108, HILLSBORO BEACH, FL 33062	Select
484308AN0210	SILVERSTEIN, SANDRA H/E SILVERSTEIN, DOUGLAS	1230 HILLSBORO MILE, UNIT 109, HILLSBORO BEACH, FL 33062	Select

## Step 2c

In the next section, fill out all the information related to the Job. Some information pertaining to the selected property will be filled out. Enter the remaining job information, job location information, and job description text.

The screenshot shows the 'Job Details' form. It is divided into two main sections: 'Property Information' and 'Job Information'. 'Property Information' includes fields for Owner Name, Address, City/Country, State, ZIP, and Phone Number, with some fields pre-filled. 'Job Information' includes fields for Job Name, Present Use, Proposed Use, Structure Type, Building Information, Construction Type, Use Group, Unfinished Sq.Ft., Exterior Sq.Ft./L.F., Water Service, Sewer Service, Building Height, Front Setback, and Rear Setback.

Property Information	
Owner Name	TESTA, LOUIS J
Address	1238 HILLSBORO MILE #310
City/Country	HILLSBORO BEACH
State	Florida
ZIP	33062
Phone Number	
Tenant Name	
Address	
City/Country	
State	(Select State)
ZIP	
Phone Number	

Job Information	
Job Name	
Present Use	
Proposed Use	
Structure Type	(Select Type)
Building Information	(Select Type)
Construction Type	(Select Type)
Use Group	(Select)
Unfinished Sq.Ft.	0
Exterior Sq.Ft./L.F.	0
Water Service	(Select Provider)
Sewer Service	(Select Provider)
Building Height	0
Front Setback	0
Rear Setback	0

## Step 2d

In the final section, select either Contractor or Owner for the Contractor Type. If “Contractor” is selected, a valid Contractor License is required. Click on “Set Contractor”. The search box below will display the selected Contractor. Finally, click on “Save and Attach Files” to upload related documents.

### Step 3

On the next screen, upload any documents that pertain to this permit submittal. Once selected, click “Submit Files”.

### Step 4

Return to the Dashboard to see your project listed beneath the Projects grid. Click the “View” button next to a project to see details for the project.

	Name	Client	Code	Customer	Municipality	Address
<a href="#">View</a>	test4	Town of Hillsboro Beach	458527	SANFORD,MARK BURNETT,MARGENA	Town of Hillsboro Beach	1035 HILLSBORO MILE, UNIT 45, HILLSBORO BEACH, FL 33062
<a href="#">View</a>	TEST5	Town of Hillsboro Beach	458529	SANFORD,MARK BURNETT,MARGENA	Town of Hillsboro Beach	1035 HILLSBORO MILE, UNIT 45, HILLSBORO BEACH, FL 33062
<a href="#">View</a>	test	Town of Hillsboro Beach	465427	SANFORD,MARK BURNETT,MARGENA	Town of Hillsboro Beach	1035 HILLSBORO MILE, UNIT 45, HILLSBORO BEACH, FL 33062
<a href="#">View</a>	TEST AC Unit	Town of Hillsboro Beach	473153	LYNCH,TIMOTHY N LYNCH,MARY B	Town of Hillsboro Beach	1045 HILLSBORO MILE, UNIT 10A, HILLSBORO BEACH, FL 33062
<a href="#">View</a>	T21CM00864 Springhill Suites By Marriott	National Plan Review	SSM	Tucson, AZ	Tucson, AZ	1725 E Tucson Marketplace Blvd