

Town of Cutler Bay Building Department

WEB PERMIT AND INSPECTION REQUEST

Our Permit and Inspections web service page will allow permit customers, to view property permit history, schedule an inspection and view inspection results online.

For access to the web services webpage, click on the link below:

http://websrvcs.cutlerbay-fl.gov/Default.asp

Screen #1



- First time contractors must register as a *New User*. Please see registration process attached.
- Returning contractors log-in as a *Registered User*.

New Users – Registration

Screen # 2

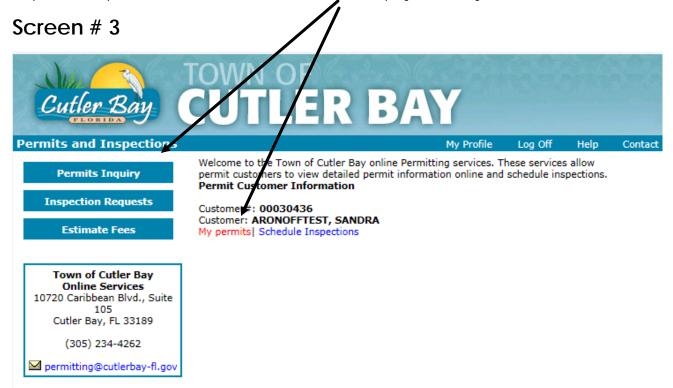
Cutler Ba	TOWN OF CUTLER BAY
Home New User	Help Contact
	m below, all fields marked with a "*" are required information. After completing this form, you will register with specific services.
	First Name Last Name*
Name	
	If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank. Registered permit customers may only schedule inspections on permits for which they are the applicant.
Address Line 1	
Address Line 2/Suite	
City/State/Zip Code	
Phone Number	example: (209) 555-1212 or (209) 555-1212 3333
Email Address*	
Select a Username*	Note: Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database.
Select a Password*	Also, select a password that is at least 6 characters or more and not a common word or a number.
Repeat Password*	
	Next Step

• Complete the form above and select Next Step.

Please note when registering, an E-mail address can only be utilized one time in our system. In order to be able to schedule inspections, the permit applicant must be the one to register.

Performing Permit Searches:

To perform a permit search either click on Permits Inquiry or the My Permits Link



Screen # 4

Complete the information on the search screen:

Cutler E	Say (TC C		LER	B/	AY	181		
Home A Permits a	and Inspe	ctio	ns: Sear	rch		My Profile	Log Off	Help	Contact
please contact the	Town of Cutle	er Ba	y's Building				2		
either one. Search	es by Permit '	Type,	Last Name	e as possible. If you e, or an incomplete s your search criteria.	Street Addre	ss may return too	many records	s for displa	iy
Show	O My Permi	ts (All Perm	nits					
Permit No.]					
Project Name				-					
Applicant				(Last Name)					
Owner				(Last Name)					
Customer No.									
Application Date				(MM/DD/YYYY)					
Issue Date				(MM/DD/YYYY)					
Permit Type	Select a Pe	ermit	type					~	
Street Address				_					
Suite Number									
Permit Status	O Pending	\bigcirc	ssued O	Approved O Final					
Map Number		Lot		Subdivision					
Parcel Address									
	-			Search for Permits	5				

Screen #5:



🕅 New Permit Search

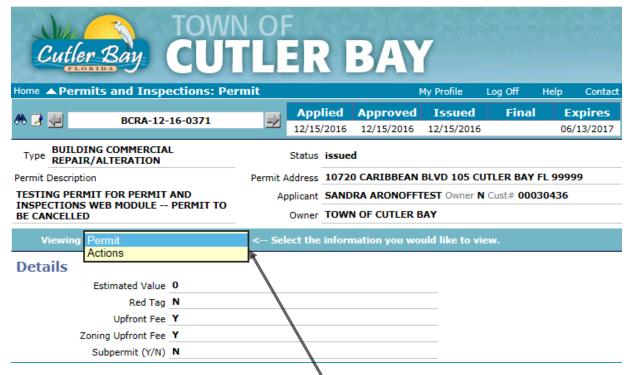
Note: Search results are for informational purposes only and do not constitute an official Open Permit Search. To obtain an official Open Permit Search, submit an Open Permit Search Request Form along with a fee of \$50.00 to the Town of Cutler Bay Building Department.

Permit Search Results

Permit#:	App. Date	Street Address	Туре	Description	Fees Due
BCRA-12-16-0371	12/15/2016	10720 CARIBBEAN BLVD	BUILDING COMMERCIAL REPAIR/ALTERATION	TESTING PERMIT FOR PERMIT AND INSPECTIONS WEB MODULE PERMIT TO BE CANCELLED	0.00

Clicking on the permit number will provide you with specific permit information:

Screen #6:



• Selecting the down arrow in the Viewing field will dislpaly all available features

Viewing menu:

Permit - Displays the permit details

Actions – Displays approvals and comments for plans review and or inspections and allows for inspection scheduling.

Scheduling Inspections:

Screen #7:

From the Home page click on "Inspection Requests" in the left hand side of the screen

Cutler Bay	TOWN OF		300	
Permits and Inspections	My Profile	Log Off	Help	Contact
Permits Inquiry	Welcome to the Town of Cutler Bay online Permitting services. T permit customers to view detailed permit information online and Permit Customer Information			
Inspection Requests	Customer#: 00030436			
Estimate Fees	Customer: ARONOFFTEST, SANDRA My permits Schedule Inspections			
Town of Cutler Bay Online Services 10720 Caribbean Blvd., Suite 105 Cutler Bay, FL 33189 (305) 234-4262				
₩ permitting@cutlerbay-fl.gov				

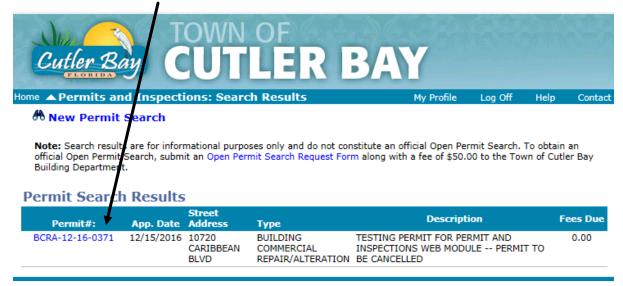
Screen #8:

Search for the permit you would like to request an inspection for.

Cutler E			R B/	Y			
Home A Permits a	and Inspections: Sea	rch		My Profile	Log Off	Help	Contact
using the permit n phase of tract hom all permits with the	a are accessing the permittion umber unless rou intend to s les. The search criteria in su e same street name by typing the tract number in the Map	schedule the same th an example mus g *ALTON* in the s	or similar inspo st be a common Street Address	ections for multiple n field input, for exa field, or all permits	permits, for ample, you m with the san	example a ay search ne tract	a 1 for
Permit No.	BCRA-12-16-0371 ×						
Project Name		∃ \					
Applicant		(Last Name)					
Owner		(Last Name)					
Customer No.		1 \					
Application Date		(MM/DD/YYYY)					
Issue Date		(MM/DD/YYYY)					
Permit Type	Select a Permit type	- 4				~	
Street Address							
Suite Number							
Map Number	Lot	Subdivision					
Parcel Address							
		Search for Perm	its				

Screen #9:

Click on the permit number link:



Screen #10:

Select the Inspection and date you want to schedule the Inspection for and submit request:

Ф 📝 🐖 🛛 Во	CRA-12-16-0371	Applie 12/15/20			Final	Expires 06/13/2017
Type BUILDING COM		Status is	sued			
Permit Description		Permit Address 1	0720 CARIBBEA	N BLVD 105 CUT	LER BAY FL	99999
TESTING PERMIT FOR I INSPECTIONS WEB MO BE CANCELLED		- O	ANDRA ARONOF DWN OF CUTLER		Cust# 00030	436
inspection(s), click the	"Next Step" button nces which make it	schedule online for this p to save your selections. Pl impossible to conduct the ir offices for assistance.	ease keep in mind	that you are req	uesting the	se date(s),
scheduled for the follow	ing day Inspection ctions are perform	24 hours' notice for all ins s scheduled after 3:00 wil ned only on Monday, W	be scheduled for	the day following	the next day	. Plumbing
Action Results	Schedule Inspection	ns 👫 New Search 🏼 Se	arch results (1 rec	cords) 🖾 Questi	ons?	
Submit Re	quests		insaved cha n ubmit Request		ave them.	
Code/Inspection	•	Scheduled D	ate Priv	ate Commen	ts	
602 - ZONING		Not Scheduled	~			
102 - FOUNDATION		12/19/16 - Monday	~			
103 - SLAB		Not Scheduled	~			
104 - COLUMNS		Not Scheduled	✓			
105 - TIE BEAM		Not Scheduled	✓			
106 - SHEATHING		Not Scheduled	✓			
109 - FRAMING		Not Scheduled	✓			
110 - WINDOWS/DOORS	5	Not Scheduled	✓			
		Not Scheduled	~			
107 - TRUSS		Not Scheduled	•			I

Viewing Inspection Results:

Screen #11:

Perform permit search as explained above. In the Inspection Request page, select the Action Results Tab

# 2 🐖	BCRA-12-16-0371		Appli 12/15/2		proved /15/2016	Issued 12/15/2016	Final	Expires 06/13/2017
	G COMMERCIAL ALTERATION		Status is	ssued				
Permit Description	1	Permit A	ddress 1	10720 CA	RIBBEAN	BLVD 105 CU	TLER BAY FL	99999
	T FOR PERMIT AND	Ap	plicant S	SANDRA A	RONOFF	TEST Owner N	Cust# 00030	436
BE CANCELLED	VEB MODULE PERMIT TO		Owner T	TOWN OF	CUTLER E	BAY		
inspection(s), there may be di inspection sche Please note: You scheduled for th		save your sele possible to co ffices for assis hours' notice f cheduled after d only on M o	ections. P nduct the stance. for all ins r 3:00 wi onday, W	Please keep e inspectio spections. Il be scheo Vednesda	o in mind t in on the d Inspection duled for th y and Fri d	hat you are rec late you select. s scheduled prin he day following day. Building ar	juesting thes To change or or to 3:00 pm of the next day	se date(s), cancel an will be y. Plumbing
Action Resul	ts Schedule Inspections	🧥 New Sean	ch 📝 Se	earch resu	lts (1 reco	rds) 🖾 Questi	ons?	
Sub	omit Requests			unsave Submit R		jes! " button to s	ave them.	
Code/Inspe	ction	Sched	luled D	ate	Priva	te Commen	ts	
602 - ZONING		Not Schedu	led	~				

Screen #12:

Results will be seen under the Completed Code column along with any comments the inspector had on site.

ality				•				
Cutle	r Bay			RB	AY			3.635
me 🔺 Perm	nits and Inspec	tions: Act	ions		M	y Profile L	Log Off	Help Con
2 💭	BCRA-12-16	5-0371	-/		proved 15/2016	Issued 12/15/2016	Final	Expire 06/13/20
	ING COMMERCIAL		Statu	us issued				
rmit Descriptio	on		Permit Addres	ss 10720 CAR	IBBEAN B	LVD 105 CUT	TLER BAY	FL 99999
	IIT FOR PERMIT AN WEB MODULE P			er TOWN OF			Cust# 000	30436
Viewing	Actions	•	< Select tl	he information	i you wou	ld like to vie	w.	
Action Res	ults 🛄 Schedule I	nspections	New Search	3 Search resul	ts 1 record	ls) 🖾 Questi	ions?	
Group	Action	Approve	r Start Date	Comp'd Date	Comp'o Code	l Comm	ient	
PERMIT	intake - APPLICATION INTAKE	saronoff		12/15/2016				
PERMIT	collfee - COLLECT FEES	saronoff		12/15/2016				
FLOODPLAIN REVIEW	review - REVIEW	saronoff		12/15/2016				
DERM REVIEW	review - REVIEW	saronoff		12/15/2016				
IRE REVIEW	review - REVIEW	saronoff		12/15/2016				
ZONING REVIEW	review - REVIEW	saronoff		12/15/2016				
STRUCTURAL REVIEW	review - REVIEW	saronoff		12/15/2016				
BUILDING REVIEW	review - REVIEW	saronoff		12/15/2016				
ELECTRICAL REVIEW	review - REVIEW	saronoff		12/15/2016				
PLUMBING REVIEW	review - REVIEW	saronoff		12/15/2016				
MECHANICAL REVIEW	review - REVIEW	saronoff		12/15/2016				
PERMIT	collissue - COLLECT FEES/ISSUE PERMIT	saronoff		12/15/2016				
NSPECTIONS	602 - ZONING							
NSPECTIONS	102 - FOUNDATION	hwillis	12/19/2016					
NSPECTIONS	103 - SLAB	hwillis	12/19/2016					
NSPECTIONS	104 - COLUMNS							
NSPECTIONS								
NSPECTIONS	106 - SHEATHING							