



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

The screenshot shows the Town of Cutler Bay online permitting services page. At the top left is the Cutler Bay Florida logo. To its right, the text 'TOWN OF CUTLER BAY' is displayed in large, bold, white letters on a blue background. Below this, a navigation bar contains the text 'Permits and Inspections' on the left and 'Logon Help Contact' on the right. On the left side of the page, there are two blue buttons: 'Permits Inquiry' and 'Estimate Fees'. Below these is a box containing contact information for 'Town of Cutler Bay Online Services', including the address '10720 Caribbean Blvd., Suite 105, Cutler Bay, FL 33189', the phone number '(305) 234-4262', and the email address 'permitting@cutlerbay-fl.gov'. On the right side, a welcome message reads: 'Welcome to the Town of Cutler Bay online Permitting services. These services allow permit customers to view detailed permit information online and schedule inspections.' Below this is a section titled 'Please Logon or Register...' with three options: 'Registered Users' (with a key icon) and 'Please Logon Here.', 'New Users' (with a person icon) and 'New? Register Here.', and 'Email Password' (with an envelope icon) and 'Forgot your Password?'.

- 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



TOWN OF CUTLER BAY

[Home](#) [New User](#) [Help](#) [Contact](#)

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

First Name	Last Name*
Name <input type="text"/>	<input type="text"/>

Note: 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*	<input type="text"/>	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. Also, select a password that is at least 6 characters or more and not a common word or a number.
Select a Password*	<input type="text"/>	
Repeat Password*	<input type="text"/>	

- 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 # 3

Town of Cutler Bay
FLORIDA

TOWN OF CUTLER BAY

Permits and Inspections My Profile Log Off Help Contact

Permits Inquiry

Inspection Requests

Estimate Fees

Welcome to the Town of Cutler Bay online Permitting services. These services allow permit customers to view detailed permit information online and schedule inspections.

Permit Customer Information

Customer #: 00030436
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 # 4

Complete the information on the search screen:

Town of Cutler Bay
FLORIDA

TOWN OF CUTLER BAY

Home ▲ Permits and Inspections: Search My Profile Log Off Help Contact

Note: Search results consist of permit records as of August 1, 2010. For information on permits prior to August 1, 2010, please contact the Town of Cutler Bay's Building Department.

You will get the best results by being as specific as possible. If you know your permit number or your customer number, use either one. Searches by Permit Type, Last Name, or an incomplete Street Address may return too many records for display and you will be returned to this page to narrow your search criteria. For additional search strategies, click [Advanced Search Help](#).

Show My Permits All Permits

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 Permit type...**

Street Address

Suite Number

Permit Status Pending Issued Approved Final All

Map Number Lot Subdivision

Parcel Address

Screen #5:



TOWN OF CUTLER BAY

Home **Permits and Inspections: Search Results** My Profile Log Off Help Contact

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	Type	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:



TOWN OF CUTLER BAY

Home **Permits and Inspections: Permit** My Profile Log Off Help Contact

Applied Approved Issued Final Expires
12/15/2016 12/15/2016 12/15/2016 06/13/2017

Type **BUILDING COMMERCIAL REPAIR/ALTERATION** Status **issued**

Permit Description **TESTING PERMIT FOR PERMIT AND INSPECTIONS WEB MODULE -- PERMIT TO BE CANCELLED** Permit Address **10720 CARIBBEAN BLVD 105 CUTLER BAY FL 99999**

Applicant **SANDRA ARONOFFTEST** Owner **N** Cust# **00030436**

Owner **TOWN OF CUTLER BAY**

Viewing **Permit** Actions **<-- Select the information you would like to view.**

Details

Estimated Value **0**
Red Tag **N**
Upfront Fee **Y**
Zoning Upfront Fee **Y**
Subpermit (Y/N) **N**

- Selecting the down arrow in the **Viewing** field will display 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

TOWN OF CUTLER BAY

Permits and Inspections My Profile Log Off Help Contact

Welcome to the Town of Cutler Bay online Permitting services. These services allow permit customers to view detailed permit information online and schedule inspections.

Permit Customer Information

Customer#: **00030436**
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](mailto:permitting@cutlerbay-fl.gov)

Screen #8:

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

TOWN OF CUTLER BAY

Home ▲ Permits and Inspections: Search My Profile Log Off Help Contact

To ensure that you are accessing the permit for which you would like to schedule an inspection, please perform your search using the permit number unless you intend to schedule the same or similar inspections for multiple permits, for example a phase of tract homes. The search criteria in such an example must be a common field input, for example, you may search for all permits with the same street name by typing *ALTON* in the Street Address field, or all permits with the same tract number by typing the tract number in the Map Number field. For additional search strategies, click [Advanced Search Help](#).

Permit No. x

Project Name

Applicant (Last Name)

Owner (Last Name)

Customer No.

Application Date (MM/DD/YYYY)

Issue Date (MM/DD/YYYY)

Permit Type ▼

Street Address

Suite Number

Map Number Lot Subdivision

Parcel Address

Screen #9:

Click on the permit number link:

TOWN OF CUTLER BAY

Home **Permits and Inspections: Search Results** My Profile Log Off Help Contact

New Permit Search

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Permit Search Results

Permit#:	App. Date	Street Address	Type	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

Screen #10:

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

BCRA-12-16-0371 Applied Approved Issued Final Expires
12/15/2016 12/15/2016 12/15/2016 06/13/2017

Type: **BUILDING COMMERCIAL REPAIR/ALTERATION** Status: **issued**

Permit Description: **TESTING PERMIT FOR PERMIT AND INSPECTIONS WEB MODULE -- PERMIT TO BE CANCELLED** Permit Address: **10720 CARIBBEAN BLVD 105 CUTLER BAY FL 99999**

Applicant: **SANDRA ARONOFFTEST** Owner: **N** Cust#: **00030436**

Owner: **TOWN OF CUTLER BAY**

Listed below are inspections which you can schedule online for this permit. Enter the date(s) that you would like to set for these inspection(s), click the "Next Step" button to save your selections. Please keep in mind that you are **requesting** these date(s), there may be circumstances which make it impossible to conduct the inspection on the date you select. To change or cancel an inspection scheduled TODAY, please call our offices for assistance.

Please note: You must give a minimum of 24 hours' notice for all inspections. Inspections scheduled prior to 3:00 pm will be scheduled for the following day. Inspections scheduled after 3:00 pm will be scheduled for the day following the next day. **Plumbing and Mechanical inspections are performed only on Monday, Wednesday and Friday.** Building and Electrical inspections are performed Monday thru Friday.

Action Results **Schedule Inspections** New Search Search results (1 records) Questions?

You have unsaved changes!
Click the "Submit Requests" button to save them.

Code/Inspection	Scheduled Date	Private Comments
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	Not Scheduled	
107 - TRUSS	Not Scheduled	
111 - INSULATION	Not Scheduled	

Viewing Inspection Results:

Screen #11:

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


  	<input type="text" value="BCRA-12-16-0371"/>		Applied	Approved	Issued	Final	Expires
			12/15/2016	12/15/2016	12/15/2016		06/13/2017

Type	BUILDING COMMERCIAL REPAIR, ALTERATION	Status	issued
Permit Description		Permit Address	10720 CARIBBEAN BLVD 105 CUTLER BAY FL 99999
TESTING PERMIT FOR PERMIT AND INSPECTIONS WEB MODULE -- PERMIT TO BE CANCELLED		Applicant	SANDRA ARONOFFTEST Owner N Cust# 00030436
		Owner	TOWN OF CUTLER BAY

Listed below are inspections which you can schedule online for this permit. Enter the date(s) that you would like to set for these inspection(s), click the "Next Step" button to save your selections. Please keep in mind that you are **requesting** these date(s), there may be circumstances which make it impossible to conduct the inspection on the date you select. To change or cancel an inspection scheduled TODAY, please call our offices for assistance.

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 Action Results  Schedule Inspections  New Search  Search results (1 records)  Questions?

 **You have unsaved changes!**
Click the "Submit Requests" button to save them.

Code/Inspection	Scheduled Date	Private Comments
602 - ZONING	Not Scheduled 	

Screen #12:

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



TOWN OF CUTLER BAY

Home **Permits and Inspections: Actions**
My Profile Log Off Help Contact

BCRA-12-16-0371

Applied	Approved	Issued	Final	Expires
12/15/2016	12/15/2016	12/15/2016		06/13/2017

Type **BUILDING COMMERCIAL REPAIR/ALTERATION** Status **issued**

Permit Description **TESTING PERMIT FOR PERMIT AND INSPECTIONS WEB MODULE -- PERMIT TO BE CANCELLED** Permit Address **10720 CARIBBEAN BLVD 105 CUTLER BAY FL 99999**

Applicant **SANDRA ARONOFFTEST** Owner **TOWN OF CUTLER BAY** Owner N Cust# **00030436**

Viewing **Actions** <-- Select the information you would like to view.

Action Results
Schedule Inspections
New Search
Search results (1 records)
Questions?

Group	Action	Approver	Start Date	Comp'd Date	Comp'd Code	Comment
PERMIT COUNTER	intake - APPLICATION INTAKE	saronoff		12/15/2016		
PERMIT COUNTER	colfee - COLLECT FEES	saronoff		12/15/2016		
FLOODPLAIN REVIEW	review - REVIEW	saronoff		12/15/2016		
DERM REVIEW	review - REVIEW	saronoff		12/15/2016		
FIRE 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 COUNTER	colissue - COLLECT FEES/ISSUE PERMIT	saronoff		12/15/2016		
INSPECTIONS	602 - ZONING					
INSPECTIONS	102 - FOUNDATION	hwillis	12/19/2016			
INSPECTIONS	103 - SLAB	hwillis	12/19/2016			
INSPECTIONS	104 - COLUMNS					
INSPECTIONS	105 - TIE BEAM					
INSPECTIONS	106 - SHEATHING					
INSPECTIONS	109 - FRAMING					