



**Permit Entry Portal Guide**  
(Building, Fire, Right of Way, Signs, and Well applications)

Scope of Work	Portal Group	Application Type	Work Class	Building Use	Permit Type	Work Items
1-2 Family Home, Addition (House, Duplex, Villa, ...)	Building, Remodel & Accessory Permits	1-2 Family Home	Addition	1-2 Family	Building	1-2 Family Home, Addition
1-2 Family Home, Alteration/ Remodel (House, Duplex, Villa ...)	Building, Remodel & Accessory Permits	1-2 Family Home	Alteration	1-2 Family	Building	1-2 Family Home, Alteration
1-2 Family Home, New (House, Duplex, Villa, ...)	Building, Remodel & Accessory Permits	1-2 Family Home	New Construction	1-2 Family	Building	1-2 Family Home, New
Commercial Building, Addition (Office, Hotel, Restaurant, ...)	Building, Remodel & Accessory Permits	Commercial Building	Addition	Varies	Building	Commercial Building, Addition
Commercial Building, Alteration/ Remodel (Office, Hotel, Restaurant, ...)	Building, Remodel & Accessory Permits	Commercial Building	Alteration	Varies	Building	Commercial Building, Alteration
Commercial Building, New (Office, Hotel, Restaurant, ...)	Building, Remodel & Accessory Permits	Commercial Building	New Construction	Varies	Building	Commercial Building, New
Modular Home, Addition	Building, Remodel & Accessory Permits	1-2 Family Home	Addition	1-2 Family	Building	1-2 Family Home, Addition
Modular Home, Alteration/ Remodel	Building, Remodel & Accessory Permits	1-2 Family Home	Alteration	1-2 Family	Building	1-2 Family Home, Alteration
Modular Home, New	Building, Remodel & Accessory Permits	1-2 Family Home	New Construction	1-2 Family	Building	1-2 Family Home, New
Mobile, Manufactured Home, Addition?	Building, Remodel & Accessory Permits	Trailers and Mobile Home	Addition	1-2 Family	Mobile Home/Trailer	MH/ Trailer single-wide <b>OR</b> MH/ Trailer double-wide
Mobile, Manufactured Home, Alteration?	Building, Remodel & Accessory Permits	Trailers and Mobile Home	Alteration	1-2 Family	Mobile Home/Trailer	MH/ Trailer single-wide <b>OR</b> MH/ Trailer double-wide
Mobile, Manufactured Home, New?	Building, Remodel & Accessory Permits	Trailers and Mobile Home	New Construction	1-2 Family	Mobile Home/Trailer	MH/ Trailer single-wide <b>OR</b> MH/ Trailer double-wide
Multi Family Homes, Addition (Condos, Coach Homes, Triplex, ...)	Building, Remodel & Accessory Permits	Multi Family Home	Addition	Multifamily	Building	Multifamily, Addition
Multi Family Homes, Alteration/ Remodel (Condos, Coach Homes, Triplex, ...)	Building, Remodel & Accessory Permits	Multi Family Home	Alteration	Multifamily	Building	Multifamily, Alteration
Multi Family Homes, New (Condos, Coach Homes, Triplex, ...)	Building, Remodel & Accessory Permits	Multi Family Home	New Construction	Multifamily	Building	Multifamily, New
Aluminum Buildings - Detached Structure	Building, Remodel & Accessory Permits	Aluminum Structure	New Construction	Varies	Aluminum Structure	Aluminum Structure
Awnings (Fabric only) for Commercial/MultiFamily only	Building, Remodel & Accessory Permits	Awning	Any	Varies	Awnings	Awnings
Boardwalk, deck, uncovered (not over water)	Building, Remodel & Accessory Permits	Accessory Structure	Any	Varies	Building	Pergola/ Trelles
Boardwalk, deck (over water)	Building, Remodel & Accessory Permits	Marine	Any	Varies	Marine	Dock
Cabana, Casita, Game Rooms	Building, Remodel & Accessory Permits	Accessory Structure	Any	Varies	Building	Detached Accessory Structure

Carport	Building, Remodel & Accessory Permits	Carport/Shed	Any	Varies	Carport/Shed	Carport, Shed
Cell Tower, Antena Replacement, Adding Cell Antena	Building, Remodel & Accessory Permits	Cell Tower	Any	Business	Cell Tower	Cell Tower
Chickee Hut (constructed by Miccosukee or Seminole Tribe)	Building, Remodel & Accessory Permits	Accessory Structure	Any	Varies	Building	Chickee
Change of Use	Contact Permitting Supervisor					
Concrete Wall surrounding 1-2 family home	Building, Remodel & Accessory Permits	Fence/Wall	Alteration	1-2 Family	Building	Fence
Community Concrete Wall, Sound Wall	Building, Remodel & Accessory Permits	Fence/Wall	Alteration	Mixed Use	Building	Fence
Construction Trailer, Temporary Trailer (Commercial/Multifamily Only)	Building, Remodel & Accessory Permits	Trailers and Mobile Home	New Construction	Varies	Construction Trailer	Construction Trailer Single Wide <b>OR</b> Construction Trailer Double Wide
Demolition, Complete Demo Primary Building	Building, Remodel & Accessory Permits	Demolition	Alteration	Varies	Demolition	Complete Demo [occupancy type]
Demolition, Partial Demo Primary Building	Building, Remodel & Accessory Permits	Demolition	Alteration	Varies	Demolition	Partial demo
Demolition, Demo Accessory Building (does not include Marine)	Building, Remodel & Accessory Permits	Demolition	Alteration	Varies	Demolition	Complete Demo [occupancy type] Accessory
Demolition, Demo Dock, Marine, Seawall	Building, Remodel & Accessory Permits	Marine	Alteration	Varies	Marine	Marine Demo
Detached Accessory Structure	Building, Remodel & Accessory Permits	Accessory Structure	Any	Varies	Building	Detached Accessory Structure
Dumpster Enclosure (Commercial/ Multifamily ONLY)	Building, Remodel & Accessory Permits	Accessory Structure	Alteration	Varies	Building	Dumpster Enclosure
Fence	Building, Remodel & Accessory Permits	Fence/Wall	Any	Varies	Fence	Fence
Fence for Pool Barrier	Building, Remodel & Accessory Permits	Fence/Wall	Any	Varies	Fence	Fence
Gas Station Canopy	Building, Remodel & Accessory Permits	Accessory Structure	Any	Business	Building	Detached Accessory Structure
Garage - Attached to home	Building, Remodel & Accessory Permits	1-2 Family Home	Addition	1-2 Family	Building	1-2 Family Home, Addition
Garage - Detached from home	Building, Remodel & Accessory Permits	Garage	Any	Varies	Garage	Garage (private)
Garage - Detached - adding accessory: Cabana/Casita/ etc. <b>without kitchen</b>	Building, Remodel & Accessory Permits	Accessory Structure	Addition	Varies	Garage	Detached Accessory Structure
Garage - Detached - adding accessory: Cabana/Casita/ etc. <b>with kitchen</b>	See Guesthouse					
Garage - Detached - Convert to Living space <b>without kitchen</b>	Building, Remodel & Accessory Permits	Accessory Structure	Alteration	Varies	Garage	Detached Accessory Structure
Garage - Detached - Convert to Living space <b>with Kitchen</b>	See Guesthouse					

Garage Door Replacement	Building, Remodel & Accessory Permits	Shutters/Doors/ Windows	Alteration	Varies	Shutters/Doors/Windows	Garage Door
Guest House	Building, Remodel & Accessory Permits	1-2 Family Home	Any	1-2 Family	Building	Guest House
Marine - Boatlift	Building, Remodel & Accessory Permits	Marine	Any	Varies	Marine	Dock
Marine - Dock	Building, Remodel & Accessory Permits	Marine	Any	Varies	Marine	Dock
Marine - Seawall	Building, Remodel & Accessory Permits	Marine	Any	Varies	Marine	Seawall
Master 1-2 Family Home	Building, Remodel & Accessory Permits	Master Building	New Construction	1-2 Family	Master Building	1-2 Family Home, New
Master Multifamily Home	Building, Remodel & Accessory Permits	Master Building	New Construction	Multifamily	Master Building	Multifamily, New
Metal Building, Steel Building	Building, Remodel & Accessory Permits	Carport/Shed	Any	Varies	Carport/Shed	Carport, Shed
Pergola/ Trellis (non Aluminum)	Building, Remodel & Accessory Permits	Accessory Structure	Any	Varies	Building	Pergola/ Trelles
Pergola/ Trellis (Aluminum)	Building, Remodel & Accessory Permits	Aluminum Structure	Any	Varies	Building	Pergola/ Trelles
Playground equipment, bocce ball court, tennis court	Contact Permitting Supervisor					
Pole Barn	Building, Remodel & Accessory Permits	Carport/Shed	Any	Varies	Carport/Shed	Carport, Shed
Pool equipment only/ heat pumps	Building, Remodel & Accessory Permits	Pool	Any	Varies	Pool	Pool-res <b>OR</b> Public Pool Commercial
Pool - Above ground pool (residential)	Building, Remodel & Accessory Permits	Pool	Any	1-2 Family	Pool	Above Ground Pool
Pool - Below ground pool (residential)	Building, Remodel & Accessory Permits	Pool	Any	1-2 Family	Pool	Pool
Pool - Public Pool (Commercial/Multifamily)	Building, Remodel & Accessory Permits	Pool	Any	1-2 Family	Pool	Public Pool Commercial
Pool - Resurfacing	Building, Remodel & Accessory Permits	Pool	Alteration	Varies	Pool	Resurfacing Pool
Pool - Master Pool for Single Family ONLY	Building, Remodel & Accessory Permits	Master Pool	New Construction	1-2 Family	Master Pool	Pool
Office, Sales Trailer	Building, Remodel & Accessory Permits	Trailers and Mobile Home	New Construction	Business	Office/Sales Trailer	Office/ Sales/ School Trailer - Single Wide <b>OR</b> Office/ Sales/ School Trailer - Double Wide
Roof - Aluminum Roof Over (Mobile Home only)	Building, Remodel & Accessory Permits	Roof	Alteration	1-2 Family	Roof	Alum Roof Over - Res
Roof - Re-roof	Building, Remodel & Accessory Permits	Roof	Alteration	Varies	Roof	Reroof
School Trailer	Building, Remodel & Accessory Permits	Trailers and Mobile Home	New Construction	Institutional/ Civic	Office/Sales Trailer	Office/ Sales/ School Trailer - Single Wide <b>OR</b> Office/ Sales/ School Trailer - Double Wide

Screen Enclosure, New	Building, Remodel & Accessory Permits	Aluminum Structure	New Construction	Varies	Aluminum Structure	Aluminum Structure - screen
Screen Enclosure Replacement (1-2 Family)	Building, Remodel & Accessory Permits	Aluminum Structure	Alteration	1-2 Family	Aluminum Structure	Aluminum Structure - screen
Screen Enclosure Replacement (Comm/Multifamily)	Building, Remodel & Accessory Permits	Aluminum Structure	Alteration	Varies	Aluminum Structure	Exact Replacement comm
Shade Structure (non Aluminum)	Building, Remodel & Accessory Permits	Accessory Structure	Any	Varies	Building	Pergola/Trellis
Shade Structure (Aluminum)	Building, Remodel & Accessory Permits	Aluminum Structure	Any	Varies	Building	Aluminum Structure
Shed	Building, Remodel & Accessory Permits	Carport/Shed	Any	Varies	Carport/Shed	Carport, Shed
Shutters, Doors, Windows (Residential)	Building, Remodel & Accessory Permits	Shutters/Doors/ Windows	Alteration	1-2 Family	Shutters/Doors/Windows	Door Window Shutter - Res
Shutters, Doors, Windows (Commercial/ Multifamily)	Building, Remodel & Accessory Permits	Shutters/Doors/ Windows	Alteration	Varies	Shutters/Doors/Windows	Commercial - Windows <b>AND/OR</b> Commercial - Doors <b>AND/OR</b> Commercial - Shutters
Skylight, Solatube, Sun Tunnel ONLY	Building, Remodel & Accessory Permits	Shutters/Doors/ Windows	Alteration	Varies	Shutters/Doors/Windows	Door Window Shutter <b>OR</b> Windows, Commercial
Skylight, Solatube, Sun Tunnel with Roof work	Building, Remodel & Accessory Permits	Roof	Alteration	Varies	Roof	Reroof
Skylight, Solatube, Sun Tunnel with other structural work	Building, Remodel & Accessory Permits	1-2 Family Home	Alteration	Varies	Building	1-2 Family, Alteration
Solar Attic Fan	Building, Remodel & Accessory Permits	Solar	Alteration	Varies	Solar	Solar Work
Solar - Power Wall	Building, Remodel & Accessory Permits	Solar	Alteration	Varies	Solar	Solar Work
Solar - Tesla Roof	Building, Remodel & Accessory Permits	Roof	Alteration	Varies	Solar	Re-roof
Solar Photo Panels	Building, Remodel & Accessory Permits	Solar	Alteration	Varies	Solar	Photovoltaic System
Solar Water System - Domestic	Building, Remodel & Accessory Permits	Solar	Alteration	Varies	Solar	Domestic Water System
Solar Water System - Pool	Building, Remodel & Accessory Permits	Solar	Alteration	Varies	Solar	Pool Water System
Tiki Hut	Building, Remodel & Accessory Permits	Accessory Structure	Any	Varies	Building	Pergola/ Trelles
Water Feature, Fountain	Building, Remodel & Accessory Permits	Water Feature	Any	Varies	Water Feature	Water Feature
<b>GAS Permits</b>	<b>Portal Group</b>	<b>Application Type</b>	<b>Work Class</b>	<b>Building Use</b>	<b>Permit Type</b>	<b>Work Items</b>
Gas - Lines Only	Mechanical, Electrical, Plumbing, Gas & Fire Permits	Gas	Alteration	Varies	Gas	Gas Building Per Unit

Gas - Natural Gas Tanks	Mechanical, Electrical, Plumbing, Gas & Fire Permits	Gas	Alteration	Varies	Gas	Natural Gas
Gas - Liquid Propane - LP Tanks	Mechanical, Electrical, Plumbing, Gas & Fire Permits	Gas	Alteration	Varies	Gas	BOTH Gas building per unit <b>AND</b> Propane Gas Tank
<b>ELECTRICAL Permits</b>	<b>Portal Group</b>	<b>Application Type</b>	<b>Work Class</b>	<b>Building Use</b>	<b>Permit Type</b>	<b>Work Items</b>
Electrical work	Mechanical, Electrical, Plumbing, Gas & Fire Permits	Electrical	Alteration	Varies	Electrical	Electrical Work
Generator	Mechanical, Electrical, Plumbing, Gas & Fire Permits	Electrical	Any	Varies	Electrical	Generator, access control system
Low Voltage - commercial A/V	Mechanical, Electrical, Plumbing, Gas & Fire Permits	Electrical	Alteration	Varies	Electrical	Electrical Work
Low Voltage - Alarm Label (Security Only)	Mechanical, Electrical, Plumbing, Gas & Fire Permits	Low Voltage Alarm Label	Alteration	Varies	Electrical	Low Voltage Alarm Label
Meter Box, Temporary Pole (T Pole)	Mechanical, Electrical, Plumbing, Gas & Fire Permits	Electrical	Alteration	Varies	Electrical	Electrical Work
<b>MECHANICAL permits</b>	<b>Portal Group</b>	<b>Application Type</b>	<b>Work Class</b>	<b>Building Use</b>	<b>Permit Type</b>	<b>Work Items</b>
A/C Change Out ONLY: Commercial Building	Mechanical, Electrical, Plumbing, Gas & Fire Permit	A/C Replacement	Alteration	Varies	Mechanical	A/C Replacement Commercial
A/C Change Out ONLY: Mobile Home/ Trailer	Mechanical, Electrical, Plumbing, Gas & Fire Permit	A/C Replacement	Alteration	Varies	Mechanical	A/C Replacement Mobile Home/Construction Trailer
A/C Change Out ONLY: Multifamily	Mechanical, Electrical, Plumbing, Gas & Fire Permit	A/C Replacement	Alteration	Multifamily	Mechanical	A/C Replacement Multifamily
A/C Change Out ONLY: Residential 1-2 Family	Mechanical, Electrical, Plumbing, Gas & Fire Permit	A/C Replacement	Alteration	Varies	Mechanical	A/C Replacement 1-2 family
A/C Change Out with work to lineset, Duct system, new minisplit	Mechanical, Electrical, Plumbing, Gas & Fire Permit	A/C Replacement	Alteration	varies	Mechanical	A/C Replacement
A/C Unit, New	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Mechanical	Alteration	Varies	Mechanical	Mechanical Work
Duct work, New Minisplit, Linset, and other mechanical, with <b>no</b> A/C Changeout	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Mechanical	Alteration	Varies	Mechanical	Mechanical Work
Exhaust Hood	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Mechanical	Alteration	Varies	Hoods	Fire - Exhaust Hood - Comm
Radon, Mechanical Ventilation	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Mechanical	Alteration	Varies	Mechanical	Mechanical Ventilation
Walk-In Cooler	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Mechanical	Alteration	Varies	Mechanical	Walk In Cooler
<b>PLUMBING permits</b>	<b>Portal Group</b>	<b>Application Type</b>	<b>Work Class</b>	<b>Building Use</b>	<b>Permit Type</b>	<b>Work Items</b>
Plumbing (general/various plumbing work)	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Plumbing	Alteration	Varies	Plumbing	Plumbing Work
Waterheater Replacement Only - Commercial (business, restaurant...)	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Water Heater Replacement	Alteration	Varies	Plumbing	Water Heater Replacement

Waterheater Replacement Only -Duplex or Villa	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Water Heater Replacement	Alteration	Duplex/Villa	Plumbing	Water Heater Replacement
Waterheater Replacement Only - Single Family Home	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Water Heater Replacement	Alteration	1-2 Family	Plumbing	Water Heater Replacement
Waterheater Replacement Only - Multifamily (condos)	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Water Heater Replacement	Alteration	Multifamily	Plumbing	Water Heater Replacement
Water/Sewer Tap	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Plumbing	Alteration	Varies	Plumbing	Sewer/ Water Tap (ALL THAT APPLY)
Irrigation (outdoor sprinklers heads)	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Irrigation	Alteration	Varies	Plumbing	Irrigation
<b>SIGNS permits</b>	<b>Portal Group</b>	<b>Application Type</b>	<b>Work Class</b>	<b>Building Use</b>	<b>Permit Type</b>	<b>Work Items</b>
Permanent Signs - Wall, Monument	Right of Way, Well, & Sign Permit	Sign	Alteration	Varies	Sign/Flagpole	sign/flagpole minimum
Flagpole	Right of Way, Well, & Sign Permit	Sign	Alteration	Varies	Sign/Flagpole	sign/flagpole minimum
<b>FIRE permits</b>	<b>Portal Group</b>	<b>Application Type</b>	<b>Work Class</b>	<b>Building Use</b>	<b>Permit Type</b>	<b>Work Items</b>
Clean Agent System	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Clean Agent System	Fire - Clean Agent System
Fire Alarms	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Fire Alarms	Fire Alarm - Commercial
Fire Alarm Monitoring	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Fire Alarm Monitoring	Fire - Fire Alarm Monitoring Review
Fire Pumps	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Fire Pumps	Fire - Fire Pump
Fire Sprinkler Systems (indoors)	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Fire Sprinkler Systems	Fire - Fire Sprinkler
Fossil Fuel Storage Systems (Diesel Tanks)	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Fossil Fuel Storage Systems	Fire - Fossil Fuel Storage System
Pre-Engineered Fire Suppression Systems	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Pre-Engineered Fire Suppression Systems	Fire Supression System Review
Spray Booths	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Spray Booths	Fire - Spray Booths
Standpipes	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Standpipes	Fire - Standpipes
Tents	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Tents	Fire - Tents
Underground Fire Lines	Mechanical, Electrical, Plumbing, Gas & Fire Permit	Fire	Alteration	Varies	Underground Fire Lines	Fire- Underground Fire Line
<b>RIGHT OF WAY (ROW) permits</b>	<b>Portal Group</b>	<b>Application Type</b>	<b>Work Class</b>	<b>Building Use</b>	<b>Permit Type</b>	<b>Work Items</b>
Driveway Apron, Culvert Pipe, Sidewalk	Right of Way, Well, & Sign Permit	Right of Way	Any	Varies	ROW Residential <b>OR</b> Row Commercial	Construction

Signs in Row	Right of Way, Well, & Sign Permit	Right of Way	Any	Varies	ROW Residential <b>OR</b> Row Commercial	ROW signs
Special Event on public road (Bike Race, 5k walk, Parade...)	Right of Way, Well, & Sign Permit	Right of Way	Any	Varies	ROW Residential <b>OR</b> Row Commercial	Special Events
Sprinkler Head placement/ Irrigation in ROW	Right of Way, Well, & Sign Permit	Right of Way	Any	Varies	ROW Residential <b>OR</b> Row Commercial	Sprinklers (ROW Residential) <b>OR</b> Sprinklers [Small/ Large]
Various ROW work (Lane Closures, Open - Cut, PSC Regulated Franchise Utility, Turn-Lane, Median Construction)	Right of Way, Well, & Sign Permit	Right of Way	Any	Varies	ROW Residential <b>OR</b> Row Commercial	Select all work items that apply in accordance with application
Wireless Communications Equipment	Right of Way, Well, & Sign Permit	Right of Way	Any	Varies	ROW Wireless	ROW Wireless
<b>WELL permits</b>	<b>Portal Group</b>	<b>Application Type</b>	<b>Work Class</b>	<b>Building Use</b>	<b>Permit Type</b>	<b>Work Items</b>
Well, Soil Borings, Elevator Shaft, Test Holes	Right of Way, Well, & Sign Permit	Well	Any	Varies	Well	Select in accordance with application

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