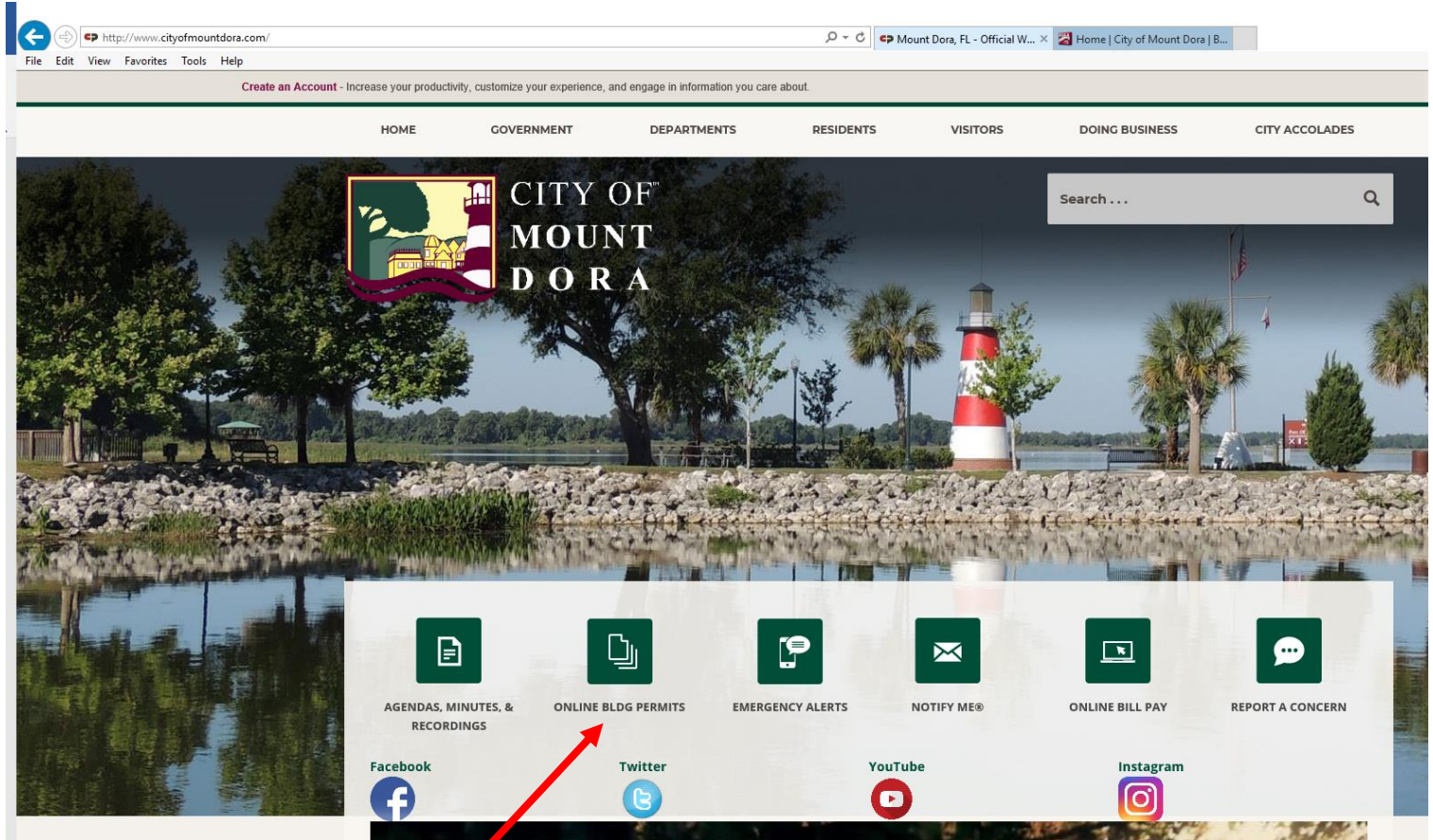




Applying for a permit online

If you would like to apply online for a permit, you will follow these detailed instructions. If you have any questions, please contact our office at 352-735-7115 or building@cityofmoundora.com.

Go onto our website www.cityofmoundora.com



Click on ONLINE BLDG PERMITS

You will need to create an online account with us if you do not have an existing online account. One online account per contractor record is allowed with our system. If multiple users will need access, you will need to share the login.

SERVICES

- ▲ Public Records Search
 - All Record Search
 - Building Department Search
 - Business Licensing Search
 - Miscellaneous Receivables Search
 - Utility Billing Search
- ▲ Online Payments
 - Building Department Payments
 - Business Licensing Payments
 - Utility Billing Payments
- ▲ Building Department
 - Apply for a Permit
 - Apply for a Planning, Zoning or Engineering Process
 - Building Department Search
 - Schedule an Inspection
- ▲ Business Licensing
 - License Application & Business Management
 - View My Activity

EMPLOYMENT OPPORTUNITIES

- All Employment Opportunities (Local)
- Search for Employment Opportunities

Sign into your BS&A Online account

- Sign In
- Register
- Why Register?
- Remote Assistance

Click here to create an online account.


Once your account is created, please call (352) 735-7115 or email us at building@cityofmoundora.com to have your account linked to your contractor record in our system.

Sign in to the online portal once your account is linked

Apply for a permit

- ▲ Building Department
 - Apply for a Permit
 - Apply for a Planning, Zoning or Engineering Process
 - Building Department Search
 - Schedule an Inspection
 - View My Activity

Pull up the address

**Contractor Application for Permit**
Submit a permit application online.[Contractor Learning Center](#)

Thank you for using City of Mount Dora's Online Permit Applications!

If you are submitting your permit online for review, please make sure that any documents requiring an architect or engineer's seal and signature have the digital seal and signature present on them prior to uploading the document. If you have any questions regarding this process, please call (352)735-7115.

Select a PropertyEnter Permit DetailsEnter Applicant InformationEstimate FeesSubmit Application

Step 1: Select a Property


If you are submitting a permit for an address that contains a unit number, please make sure that you select the correct property record so that your permit is not delayed.

Property Search

Search By: Address

Search For:

Click on the correct address

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Select a PropertyEnter Permit DetailsEnter Applicant InformationEstimate FeesSubmit Application

Step 1: Select a Property

If you are submitting a permit for an address that contains a unit number, please make sure that you select the correct property record so that your permit is not delayed.

Property Search

Search By: Address

Search For:

Owner Name	Address	Parcel Number
CITY OF MOUNT DORA	123 PERMIT PL, MOUNT DORA, FL 32757	00-00-00-0000-000-00000

Verify the owner



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Select a Property

Enter Permit Details

Enter Applicant Information

Estimate Fees

Submit Application

Step 1: Select a Property

If you are submitting a permit for an address that contains a unit number, please make sure that you select the correct property record so that your permit is not delayed.

Property Search

Address: 123 PERMIT PL

Owner Name: CITY OF MOUNT DORA

Parcel Number: 00-00-00-0000-000-00000

Next

**Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind.

*****IF THE OWNER IS DIFFERENT (HOME RECENTLY PURCHASED, ETC), PLEASE STOP HERE AND CONTACT THE BUILDING DEPARTMENT AT 352-735-7115 FOR INSTRUCTIONS ON UPDATING THE OWNER INFO.**

Once you have verified the information is correct, Click Next

Select permit type and enter the detailed job description, then Click Next



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Select a Property
123 PERMIT PL

Enter Permit Details

Enter Applicant Information

Estimate Fees

Submit Application

Step 2: Enter Permit Details

Enter the scope of work being done.

★ Enter the permit type for which you wish to apply:

<None Selected>

★ Please describe the work to be done in detail:

Application Details:

Please select a Permit Type.

Back

Next

Enter the job value, then click next



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Select a Property
123 PERMIT PL

Enter Permit Details

Enter Applicant
Information

Estimate Fees

Attach Documents

Submit Application

Step 2: Enter Permit Details

Enter the scope of work being done.

★ Enter the permit type for which you wish to apply:

Residential Fence

★ Please describe the work to be done in detail:

test permit

☐ Application Details:

☐ Construction Details

★ Construction
Value: 0.00

**Some permit types may have additional fields required that will need to be completed based on the permit type.

Enter the contact information

Thank you for using City of Mount Dora's Online Permit Applications!

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Select a Property

123 PERMIT PL

Enter Permit Details

Residential Fence: test

Enter Applicant
Information

Estimate Fees

Attach Documents

Submit Application

Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

☐ Contact Information

★ Name:

★ Phone Number:

★ Email Address:

★ Confirm Email:

☐ Contractor Information

Name: Permitting Test

Address: 510 N. Baker Street

Phone: (352) 735 7115

Federal ID: No Data to Display

Select a Licensee

★ A licensee is required for this permit type. Click a licensee in the list to proceed.

Name	Licensee Type	Status	State License Number	Date License Expires	Date Registration Expires	Select
PERMIT TECHNICIANS	Residential Fence	Active	state lic	8/31/2020	8/31/2020	<input type="checkbox"/>

« 1 » Displaying items 1 - 1 of 1

Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

[Edit Emails](#)

Name	Email Address	Select
Default	harts@cityofmountdora.com	<input checked="" type="checkbox"/>

[Back](#) [Next](#)

Verify that the correct license is selected (check mark next to the license selected)

Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

A licensee is required for this permit type. Please select a licensee from the list below.

Contact Information

★ Name:

★ Phone Number:

★ Email Address:

★ Confirm Email:

Contractor Information

Name:

Address:

Phone:

Federal ID:

Select a Licensee

★ A licensee is required for this permit type. Click a licensee in the list to proceed.

Name	Licensee Type	Status	State License Number	Date License Expires	Date Registration Expires	Select
PERMIT TECHNICIANS	Residential Fence	Active	state lic	8/31/2020	8/31/2020	<input checked="" type="checkbox"/>

« 1 » Displaying items 1 - 1 of 1



Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

Edit Emails

Name	Email Address	Select
Default	harts@cityofmountdora.com	<input checked="" type="checkbox"/>

Back Next

Fees will not show up at this time, you will click Next



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[Contractor Learning Center](#)

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Select a Property 123 PERMIT PL	Enter Permit Details Residential Fence: test	Enter Applicant Information Stacey 3527357115	Estimate Fees	Attach Documents	Submit Application
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Step 4: Estimate Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

Payment will be required once your permit is processed and you have received your invoice.

Fee Description	Details	Quantity	Total Fee
No online fees are configured.			
Total Estimated Fees:			\$0.00

Back Next

Upload the documents to the appropriate title. If no document links are available, click on “Add Additional Document” to upload your documents.



[Contractor Learning Center](#)

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If you are submitting your permit online for review, please make sure that any documents requiring an architect or engineer's seal and signature have the digital seal and signature present on them prior to uploading the document. If you have any questions regarding this process, please call (352)735-7115.

Select a Property 123 PERMIT PL	Enter Permit Details Residential Fence: test	Enter Applicant Information Stacey 3527357115	Estimate Fees Estimated Amount: \$0.00	Attach Documents	Submit Application
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Step 5: Attach Documents

Please select the document type your are attaching and upload your documents. If there is not a selection available for the document you need to submit, please select "additional documents" and upload your documents.

Attach Documents

Document Title	Attachment Required	Description	File Name		
No records to display.					

[Add Additional Document](#)

[Back](#)

[Next](#)

Add Document

★ Document Title:

Description:

[Select...](#)

[Save](#) [Cancel](#)

Document label key:

Application – Permit submittal worksheet, Utility Connection Form

Plan Docs – Roofing info sheet, Gas isometric, Electric load calculations, specification documents

NOC – Notice of Commencement

Product Approval – product approval sheet

Plans – Large plan sheets, any signed/sealed plans

Survey – Survey of property

Landscape – Landscaping plan

Truss – Truss layout, truss letter from engineer, truss Specifications

Energy Calcs – Energy calculations, duct layout

Verify all the info submitted is correct

Help

Select a Property 123 PERMIT PL	Enter Permit Details Residential Fence: test	Enter Applicant Information Stacey 3527357115	Estimate Fees Estimated Amount: \$0.00	Attach Documents 0 Documents Attached	Submit Application
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Step 6: Submit Application

Property and Application Details

Property Address	123 PERMIT PL	Permit Type	Residential Fence
Parcel Number	00-00-00-0000-000-00000	Owner Name	CITY OF MOUNT DORA
Work Description	test		

[View Application Details](#)

Contact Information

Contact	Stacey	Email	harts@cityofmountdora.com
Phone	3527357115		

[View Additional Names](#)

Contractor Information

Name	Permitting Test	Address	510 N. Baker Street
Phone	(352) 735 7115	Federal Id Number	No Data to Display

Licensee Information

Name	PERMIT TECHNICIANS	State License Number	state lic
Licensee Type	Residential Fence	Date License Expires	08/31/2020
Status	Active	Date Registration Expires	08/31/2020

Estimated Fees

Fee Description	Quantity	Total Fee
No fee items found.		
No additional fees found.		
Total Estimated Fees:		\$0.00

Back

Submit

Click Submit