

Applying for a Building Permit

1. Login in to your account
2. Click “Apply” from the top navigation bar and click on “Building Permit Applications” tab



Citizens access to all permitting, planning and business tax needs.

Good Afternoon, Neha James

Application Assistant

Search for application names and keywords

Navigation tabs: All, Trending, My History, Business Tax Receipt Applications, **Building Permit Applications**, Planning Applications

Show Categories

Show My Templates

- Addition Interior and/ or Exterior Alteration - Building (Commercial)**
Category Name: Building (Commercial)
Description: Apply for this permit type for an extension or increase in floor area (additional sq footage) and interior renovation at a commercial location
Apply
- Alcohol License - On Premise Consumption - Building (Commercial)**
Category Name: Building (Commercial)
Description: Apply for this permit when requiring an Alcohol License from the State of Florida for on premise consumption (Bars, Restaurants)
Apply
- Alcohol License - On-Premise Consumption - Building (Commercial)**
Category Name: Building (Commercial)
Description: Apply for this permit when requiring an Alcohol License from the State of Florida for on premise consumption (Bars, Restaurants)
Apply
- Alcohol License - Retail - Building (Commercial)**
Category Name: Building (Commercial)
Description: Apply for this permit when requiring an Alcohol License from the State of Florida for retail (Convenience Stores)
Apply
- Backflow Fire Preventer - Building (Commercial)**
Category Name: Building (Commercial)
Description: Apply for this permit when installing and/ or replacing a backflow preventer when there are physical connections between public water facilities and potentially contaminated water sources. (Fire suppression & Fire sprinkler systems).
Apply

3. You may also utilize the search box at the top by searching for your application name or using keywords

The screenshot shows the eHUB website interface. At the top left is the eHUB logo with the tagline "Citizens access to all permitting, planning and business tax needs." To the right, it says "Good Afternoon, Guest". Below this is a navigation bar with links: Apply, Home, ePlans, ePlans Reports, Today's Inspections, City Website, Map, Pay Invoices, Calendar, Search, and Support/Help Contact Info. The main content area is titled "Application Assistant" and features a search bar with the text "int" entered. A dropdown menu shows search results, with the first item, "Interior and Exterior Work - Building (Commercial)", highlighted with a red circle. Other visible results include "Interior Only Alteration - Building (Commercial)", "Electrical Interior and/or Exterior - Building (Commercial)", "Electrical Interior Only - Building (Commercial)", and "Addition Interior And/ Or Exterior Alteration".

4. Building permit applications are split up in to 4 categories. Please be sure to select the correct permit type in the category assigned.
- **COMMERCIAL** – For work that requires permitting at commercial locations only.
 - **MULTIFAMILY** – For work that requires permitting at townhouses and condos.
 - **RESIDENTIAL** – For work that requires permitting at single family residential locations only.
 - **QUICK REVIEW** – For over the counter (quick review) work that requires a permit at single family locations only. There are very few permits that will qualify for an over-the-counter permit. Please read the description assigned to each type prior to applying for a permit.

Application Assistant

int

[All](#) [Trending](#) [Business Tax Receipt Applications](#) [Building Permit Applications](#) [Planning Applications](#)

< Hide Categories

- All
- Business Tax Receipt Applications 19
- Building Permit Applications 173
 - All 173
 - Building (Commercial) 61
 - Building (Multifamily) 58
 - Building (Quick Review) 7
 - Building (Single Family Residence) 29
- Code Enforcement Application 3
- Fire Services Applications 11
- Other 3
- Right of Way Franchise 1
- Planning Applications 46

Addition Interior and/ or Exterior Alteration - Building (Commercial) [Apply](#)

Category Name: Building (Commercial) Description: Apply for this permit type for an extension or increase in floor area (additional sq footage) and interior renovation at a commercial location

Alcohol License - On Premise Consumption - Building (Commercial) [Apply](#)

Category Name: Building (Commercial) Description: Apply for this permit when requiring an Alcohol License from the State of Florida for on premise consumption (Bars, Restaurants)

Alcohol License - On-Premise Consumption - Building (Commercial) [Apply](#)

Category Name: Building (Commercial) Description: Apply for this permit when requiring an Alcohol License from the State of Florida for on premise consumption (Bars, Restaurants)

Alcohol License - Retail - Building (Commercial) [Apply](#)

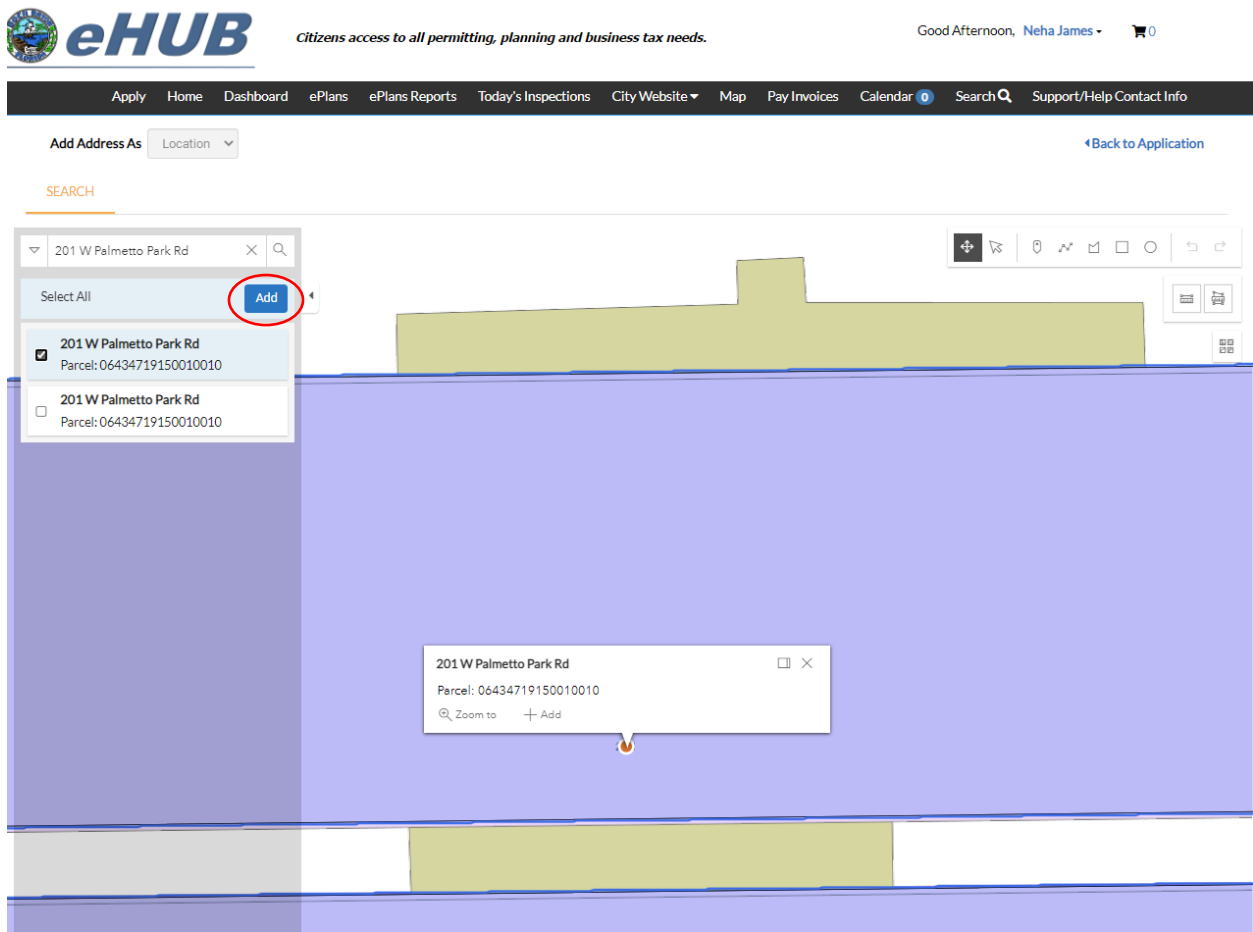
Category Name: Building (Commercial) Description: Apply for this permit when requiring an Alcohol License from the State of Florida for retail (Convenience Stores)

Backflow Fire Preventer - Building (Commercial) [Apply](#)

Category Name: Building (Commercial) Description: Apply for this permit when installing and/ or replacing a backflow preventer when there are physical connections

5. Click "Apply" to start the application process.

6. Location – Click the “Add Location” card. Follow the instructions below “Locations” to select the correct address or parcel and click the magnifying glass to search. Best practice is to search before entering the address manually.



7. Once you have selected the address, click “Next” to proceed. You may also click “Save Draft” at anytime through the application if you are not ready to proceed. All information will be saved up to that point of you wish to continue application at a later date.

8 . Type – Verify the permit type is correct. Make sure to complete all required fields and choose “Next”. If the permit type is incorrect, please go back and restart your application.



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[Apply](#) [Home](#) [Dashboard](#) [ePlans](#) [ePlans Reports](#) [Today's Inspections](#) [City Website](#) [Map](#) [Pay Invoices](#) [Calendar](#) [Search](#) [Support/Help](#) [Contact Info](#)

Apply for Permit - Addition Interior and/ or Exterior Alteration - Building (Commercial)

*REQUIRED



PERMIT DETAILS

* Permit Type

* Description

* Square Feet

* Valuation

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

9 . Contacts – The applicant’s contact information defaults to the first contact card listed. To add more contacts, click “Add Contact.” Choose type from the dropdown box. In the search box, type in name, email or company name and click on the magnifying glass to search for an existing contact.

The screenshot shows the eHUB application interface. At the top, the eHUB logo is on the left, and the user's name 'Neha James' and a shopping cart icon are on the right. A navigation bar contains links for 'Apply', 'Home', 'Dashboard', 'ePlans', 'ePlans Reports', 'Today's Inspections', 'City Website', 'Map', 'Pay Invoices', 'Calendar', 'Search', and 'Support/Help Contact Info'. The main heading is 'Apply for Permit - Addition Interior and/ or Exterior Alteration - Building (Commercial)' with a '*REQUIRED' tag. A progress bar below shows six steps: 'Locations' (checked), 'Type' (checked), 'Contacts' (active), 'More Info', 'Attachments', and 'Review and Submit'. Under the 'CONTACTS' section, there is a prompt: 'Please enter yourself as the applicant. You must also include contact information for the owner and a representative for the inspection notification'. A form card for the applicant shows 'Neha James (You)' with address '200 NW 2nd ave, Boca Raton, 33432'. A dropdown menu for 'Select Type' is open, listing various roles like 'Agent', 'Applicant', 'Architect', 'Building Contractor', etc. A red arrow points to the applicant card. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next' (circled in red).

10. Here you can also choose a frequent contact as a “Favorite” for easier accessibility on future permits. Click “Add” to add the contact for the application.

Good Afternoon, Neha James

Apply Home Dashboard ePlans ePlans Reports Today's Inspections City Website Map Pay Invoices Calendar Search Support/Help Contact Info

Back to Application

Add Contact

Add Contact As Contractor

Search Enter Manually My Favorites

Search energov

Sort Relevance

| Favorite | First Name | Last Name | Address | Company | Email | Action |
|----------|------------|-----------|----------------|--------------------|---------------------------------|--------|
| ★ | EnerGov | Solutions | | EnerGov Conversion | energovconversion@tylertech.com | Add |
| ☆ | Energov | BTR | 200 NW 2nd Ave | ENERGOV BTR | Energovbtr@outlook.com | Add |
| ☆ | PZ Staff | Support | 200 NW 2nd Ave | | energovpz@outlook.com | Add |
| ☆ | Clark | Test | 1234 main st | | cjenergov@gmail.com | Add |
| ☆ | Buddy | Weiser | 2025 | | energoveverett@gmail.com | Add |

Results per page 10 1 - 5 of 5 << < 1 > >>

If a contact you are searching for does not exist, click “Enter Manually”. Fill in the required fields and click “Submit”.

11 . More Info- General application information pertaining to your permit type will come up. Any field with a red * is required. Complete the list of required fields and choose "Next".



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Apply for Permit - Addition Interior and/ or Exterior Alteration - Building (Commercial)

*REQUIRED



MORE INFO

Main Information

[Next Section](#) | [Top](#) | [Main Menu](#)

*Is this a private provider?

| | |
|--------------------------|----------------------|
| <input type="checkbox"/> | PP doing plan review |
| <input type="checkbox"/> | PP doing Inspections |
| <input type="checkbox"/> | Not applicable |

*Is this a public Building?

Additional Information

[Previous Section](#) | [Top](#) | [Main Menu](#)

*What is the under air square footage?

*What is the square footage for CO/CC total area?

*Number of new Bathrooms?

*Number of Added Plumbing Fixtures to Bathrooms?

*Are plans digitally or hard copy signed & sealed?

*Do your plans reflect the current code in effect?

12 . Attachments – Upload only the permit application. The rest of the documents and plans will be required to be uploaded to BOCA EPLANS. ePlans is a separate website and an invitation link to upload your files will be sent to you in a separate email. Once the application is uploaded click “Next.”

The screenshot displays the eHUB web application interface. At the top left is the eHUB logo with the tagline "Citizens access to all permitting, planning and business tax needs." The top right shows the user's name "Good Afternoon, Neha James" and a shopping cart icon with "0". A navigation bar contains links for "Apply", "Home", "Dashboard", "ePlans", "ePlans Reports", "Today's Inspections", "City Website", "Map", "Pay Invoices", "Calendar", "Search", and "Support/Help Contact Info".

The main content area shows a progress bar for the application "Apply for Permit - Addition Interior and/or Exterior Alteration - Building (Commercial)". The progress bar has six steps: "Locations", "Type", "Contacts", "More Info", "Attachments", and "Review and Submit". The "Attachments" step is currently active, indicated by a blue circle with the number "5".

Below the progress bar, the "Attachments" section contains two blue "Add Attachment" buttons. The left button is titled "Notarized Main Permit App - Sec 7..." and the right button has a "Select Type" dropdown menu. Both buttons feature a white plus sign and the text "Supported: .pdf". A "REQUIRED" label is visible at the bottom of the left button.

At the bottom of the interface, there are four buttons: "Back", "Create Template", "Save Draft", and "Next".

13 . Review and Submit – After all required fields are completed and the application is uploaded, the last page is an overview of your permit application. Here you can click “Back” to change any items that might have been incorrect or click “Submit” to finalize your permit application.

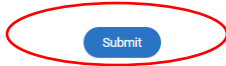


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Apply for Permit - Addition Interior and/ or Exterior Alteration - Building (Commercial)

*REQUIRED



Locations

Location 201 W Palmetto Park Rd, Boca Raton, FL 33432

Parcel Number 06434719150010010

Basic Info

Type Addition Interior and/ or Exterior Alteration - Building (Commercial)
Description 1
Square Feet 1
Valuation 1
Applied Date 05/10/2023

Contacts

Applicant Neha James
200 NW 2nd ave , Boca Raton, 33432

More Info

Main Information

Is this a private provider?

| | |
|-------------------------------------|----------------------|
| <input type="checkbox"/> | PP doing plan review |
| <input type="checkbox"/> | PP doing Inspections |
| <input checked="" type="checkbox"/> | Not applicable |

Is this a public Building? No

[Next Section](#) | [Top](#) | [Main Menu](#)

Your permit has been created and a permit number has been generated. Click on "Continue to permit" to view the permit number and permit details.



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- [Apply](#)
- [Home](#)
- [Dashboard](#)
- [ePlans](#)
- [ePlans Reports](#)
- [Today's Inspections](#)
- [City Website](#)
- [Map](#)
- [Pay Invoices](#)
- [Calendar](#)
- [Search](#)
- [Support/Help Contact Info](#)

Your application was successfully submitted!

Thank you for completing your application. You will receive an email with confirmation that your application has been received along with instructions to pay the initial 1% deposit.

[Continue to permit](#)