1- CITIZEN SELF-SERVICE REGISTRATION

The following instructions will take you through the proper steps to assure your proper registration as a homeowner, business, or contractor for all your permitting needs.

* City Employees residing in North Lauderdale Please contact the IT Department regarding registration.

a. At the log in page of Citizen Self-Service, click “Register”.

b. The next screen will require you to complete the registration fields.

c. It is recommended to use email address as your user id.

d. Password must be consisted of 8 characters and must include uppercase, lower case, number, and symbols.
e. Request Customer ID and Customer Name from Community Development at css@nlauderdale.org

f. Click on link to account next to “Permit and Inspection Accounts”.

g. Enter the Customer ID and customer name exactly as provided in step b.

h. You are now able to view your “Permits and Inspections” linked accounts at the bottom of the screen.
i. Click on the “Permits and Inspections” tab on the right hand side to apply for a new permit.

2- PERMIT APPLICATION
Next, we will look into how to apply for a new permit.

a. Click on “Apply Online” to start a new permit application.
b. Fill out the fields as instructed.

c. Select the right address if many are shown.
d. You can now view the various types of permits and choose the appropriate one.

e. Fill out the fields that follow with information as accurate as possible.
*In order to apply for a permit as a homeowner, you must have Homestead Exemption on the property for which the permit is being applied for. For more information regarding Homestead Exemption, please click on the following web address: [http://www.bcpa.net/homestead.asp](http://www.bcpa.net/homestead.asp)

f. Verify the accuracy of your project information and submit your Permit Application.

g. Your application has now been submitted.
h. Next attach the necessary documents using the “Attach a document button” (ex: application form, plans, survey, contract...).

*Payments must be submitted in person.*
i. A list of forms may be found under the “Resources” tab of the main page.
3. **SCHEDULING INSPECTIONS**
   
   a. To schedule inspections on an issued permit.
   
   b. Click on “Applications and Inspections” at the bottom of the page.
   
   c. Click on details next to the permit for which you want to schedule the inspection.
d. Click on “Schedule” under the “Inspections” Category.
e. Enter inspection request information and click “Schedule”.

![Permits and Inspections form screenshot]
We are glad to provide this service for your convenience. However, at this time, payments may only be submitted in person. Please bring a printed copy of your online application to the Building Department at the City of North Lauderdale to make payments. All forms of payments are accepted except American Express.

Many of the required forms may be found under the “Resources” tab of the Citizen Self-Service home page.

If for some reason you have an issue and loose connection while attaching documents, remember once you have the permit number all you need to do is go back and search for your application using the Permit Number or Address and continue uploading your documents. Please do not create another permit for the same job.

ROOF PERMITS

In order to help us issue your roof permit applications in a timely manner, attachments must be submitted and bundled as follow:

1. Contract
2. BCPA Profile Page
3. Broward County Uniform Building Application
4. Asbestos Certificate
5. NOA and Roof Application (Pages must be in alphabetical order)

ALL PROPERTIES THAT ARE PART OF A HOMEOWNER’S ASSOCIATION MUST PROVIDE A NOTARIZED APPROVAL LETTER PRIOR TO OBTAINING A PERMIT.

FENCE PERMITS

1. All fence permits require a survey depicting the current state of the property.
2. Height, linear footage, gate locations must be marked on the survey.
3. Please mark, scan and upload color pdf files to help distinguish proposed work.
4. In the event where a color file is not possible, use clear markings to demonstrate proposed fence work.
JOB VALUES OVER $2500 REQUIRE A NOTICE OF COMMENCEMENT (NOC) UPON PERMIT PICK-UP.

DRIVEWAY PERMITS

1. All driveway permits require a survey depicting the current state of the property.
2. Driveway width, material, and setbacks must be marked on the survey.
3. Please mark, scan and upload color pdf files to help distinguish proposed work.
4. In the event where a color file is not possible, use clear markings to demonstrate proposed driveway work.

OWNER-BUILDER PERMITS ALSO REQUIRE A COST ESTIMATE DEPICTING MATERIAL AND LABOR COSTS!

DOCUMENTS ACCEPTED

For the following permit types physical Plans have to be submitted to the building department even if permit is applied online:

- Commercial Renovation/Addition
- Landscape
- New Commercial Construction
- New Single Family Attached
- Residential Addition/Remodel
- Communication Tower
- Manufactured Building
- New Residential Construction
- New Single Family Detached
- Utilities
PAYMENTS MUST BE SUBMITTED BEFORE PERMIT CAN BE PROCESSED!

SUBMITTING DOCUMENTS

- Only the Countywide Uniform Building Application is accepted.
  - Application must be notarized and signed by both owner and contractor (if applicable)
  - Address, contact information, job value, and description of work are mandatory to field in the form.
- An Owner Builder Affidavit is required for all owner permits.

ISSUING OF PERMITS

- Permit applicant will receive call from City once permit is ready to be picked up.
- Only Applicant may pick up permit.
- Applicant must call City to allow any other party to pick up permit.