

STEP BY STEP GUIDE

HOW TO APPLY FOR A PERMIT

The following slides are step by step instructions for applying for a permit in the new system. Please also visit our training page online to see additional information such as requirements for each type of permit and short video tutorials of related information.

<https://www.pascocountyfl.net/427/Building-Construction-Services>

Logon to PasCoGateway.

<https://permits.pascocountyfl.net/CitizenAccess/Default.aspx>

Home Building Planning Enforcement Licenses

Advanced Search ▾

****Notice****

Accela will now be referred to as **PasCoGateway**. In this version starting December 6, 2021 all residential records will be created here. These include the following permit types:

- *Ground Settlement
- *Residential Demolition
- *Residential Mechanical
- *Residential Re-Roof
- *Plans on File
- *Residential Addition
- *Residential Electrical
- *Residential Plumbing
- *Sign Permit
- *Residential Alternative Energy Source
- *Residential Alteration
- *Residential Gas
- *Residential Pool and Spa
- *Residential New (as of 5/8/2020)

Please [click here to view](#) the Building Construction Services website for updates on new features, training videos, and live training opportunities.

Any residential permits that were created prior to December 6, 2021 including Reroof, Ground Settlement, A/C, Gas System Tank, Electrical Changes, Irrigation, Plumbing, Water Heater, and New Single-Family Permits created before May of 2020, will be located [HERE](#).

Login

User Name or E-mail:
msmith

Password:

Login >

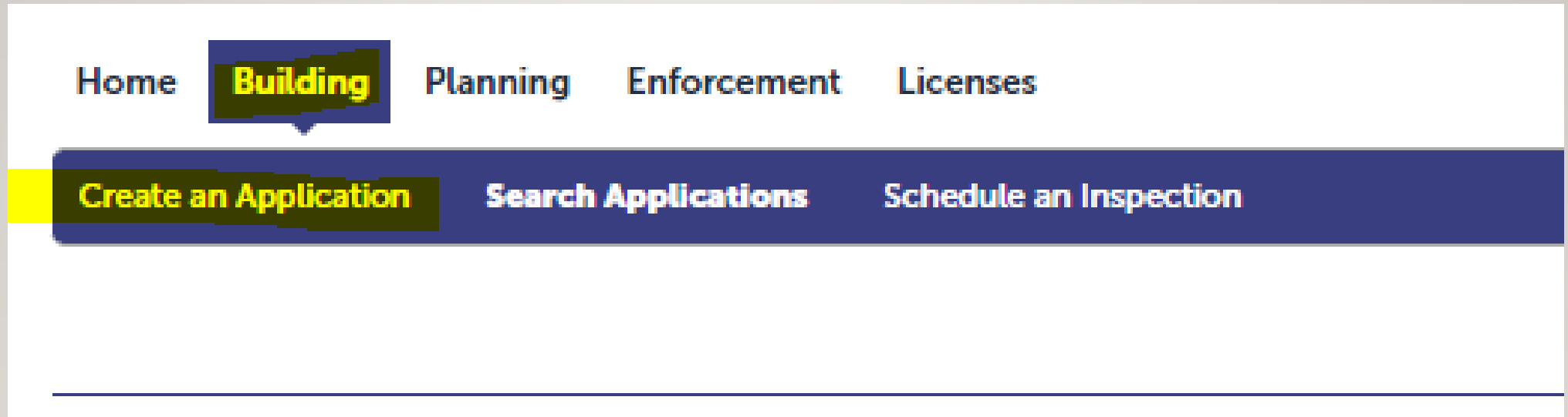
Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

To use ALL the services we provide, you must register and create a user account. Please use the same email/username from Accela I when creating a new account.

Note that if you have not done so already, you must first register for an account on this page and follow instructions to have your license(s) linked to your account.

From your dashboard, Select “*Building*”
Then select “*Create an Application*”



Accept the terms and conditions by checking the box.
Click Continue Application.

Home **Building** Planning Enforcement Licenses

Create an Application Search Applications Schedule an Inspection

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update in convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaim

Pasco County Privacy and Security Notice
THE FOLLOWING GOVERNS THE USE OF ANY AND ALL PASCO COUNTY WEBSITES, SOFTWARE, AND SOCIAL MEDIA PLATFORMS:
Email addresses are public records under Florida law and are not exempt from public records requirements. If you do not want your e-mail address to be subject to being released pursuant to a public records request, do not send electronic mail to Pasco County. Instead, contact the County department by telephone or in writing, via the United States Postal Service.

I have read and accepted the above terms.

Continue Application »

Select the appropriate License from your list of available licenses that are linked to your account. If needed, contact Contractor Licensing for assistance at (727) 847-8126 option 6.

If you are an Owner/Builder, follow the instructions on the screen to download/print the owner/builder affidavit, read it thoroughly to ensure you qualify, then bring it to one of our offices to have it notarized. A temporary license will be created for you.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Building', 'Planning', 'Enforcement', and 'Licenses'. Below the navigation bar is a dark blue header with three buttons: 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main content area is titled 'Select a License' and includes a sub-header 'Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.' Below this is a red text block: 'ATTENTION OWNER/BUILDERS: If you're the owner of property that you wish to perform construction, please download and complete the Owner Builder Affidavit, and bring it to the Building Construction Services, Contractor Licensing Office located at:'. This is followed by the address: '8731 Citizens Dr., Suite 230, New Port Richey, FL 34654, Ph: (727) 847-8009'. A dropdown menu labeled '* Licenses:' is shown with 'CERT Building MARIE CERT BUILDING' selected. At the bottom, contact information for Marie Fishburn at MARIE CERT BUILDING, INC. is provided, including home, mobile, and fax phone numbers.

Home Building Planning Enforcement Licenses

Create an Application Search Applications Schedule an Inspection

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

ATTENTION OWNER/BUILDERS: If you're the owner of property that you wish to perform construction, please download and complete the Owner Builder Affidavit, and bring it to the Building Construction Services, Contractor Licensing Office located at:

8731 Citizens Dr.
Suite 230
New Port Richey, FL 34654
Ph: (727) 847-8009

* Licenses:
CERT Building MARIE CERT BUILDING


Marie Fishburn
MARIE CERT BUILDING, INC.
United States

Home Phone:
Mobile Phone:
Fax:
CERT Building
MARIE CERT BUILDING

Click the arrow next to “BUILDING” to view the list of permit types.

Select a Record Type

Choose one of the following available record types



▶ Building

Continue Application »

Select the desired Permit Type and then click “Continue Application”

Select a Record Type

Choose one of the following available record types. F



Search

▼ Building

- Ground Settlement
- Plans on File
- Residential Addition
- Residential Alteration
- Residential Alternative Energy Source
- Residential Demolition
- Residential Electrical
- Residential Gas
- Residential Mechanical
- Residential New
- Residential Plumbing
- Residential Pool and Spa
- Residential Re-Roof
- Sign Permit

Continue Application »

Enter ONLY the Street number portion of the property address to be permitted and Click “Search”.

This search method provides the fastest and most reliable results.

Home **Building** Planning Enforcement Licenses

Create an Application Search Applications Schedule an Inspection

Residential New

1 Location & People	2 Permit Type	3 Permit Details	4 Review	5 Pay Fees	6
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Step 1: Location & People > Location Information * indicates a required field.

Address

* Street No.: * Street Name:

City: State: * Zip:

Select the street address from the resulting list.

Select desired address.

Address Search Result List

Addresses

Showing 1-10 of 100+

	Address	City	State	Zip
<input type="radio"/>	10250 OLD PASCO ROAD, 10250 OLD PASCO ROAD, SAN ANTONIO FL 33576, 10250 OLD PASCO ROAD	SAN ANTONIO	FL	33576
<input type="radio"/>	10953 OLD PASCO ROAD, 10953 OLD PASCO ROAD, SAN ANTONIO FL 33576, 10953 OLD PASCO ROAD	SAN ANTONIO	FL	33576
<input type="radio"/>	11029 OLD PASCO ROAD, 11029 OLD PASCO ROAD, SAN ANTONIO FL 33576, 11029 OLD PASCO ROAD	SAN ANTONIO	FL	33576
<input checked="" type="radio"/>	11051 OLD PASCO ROAD, 11051 OLD PASCO ROAD, SAN ANTONIO FL 33576, 11051 OLD PASCO ROAD	SAN ANTONIO	FL	33576

Scroll down. The parcel and owner information will be pre-filled. Verify it is correct and click Select.

Associated Parcels

Showing 1-1 of 1

	Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/>	07 25 20 0000 01100 0000	0000	01100	

Associated Owners

Showing 1-1 of 1

	Name	Address
<input checked="" type="radio"/>	Owner's Name appears here	11051 OLD PASCO RD SAN ANTONIO FL 33576

Click "select"

Scroll down

The search screen will auto-fill all the needed fields.
Scroll down and click “Continue Application”

Verify information
and click
“Continue
Application”

Owner

* Owner Name: ?
name of owner displays here

* Address Line 1:
11051 OLD PASCO RD

Address Line 2:
[Empty]

Address Line 3:
[Empty]

* City: SAN ANTONIO * State: FL * Zip: 33576

Search **Clear**

Continue Application »

OR

Save your work
to continue later
if needed.

Save and resume later

Add applicant contact information.

“Select from Account”, “Add New”, or “Look Up” to find the applicant information.

In this example we will click “Select from Account”.

Step 1: Location & People > Contact Information

Applicant

To add new contacts, click the *Select from Account* or *Add New* button. To edit a contact, click the *Edit* link.

Select from Account **Add New** **Look Up**

Add applicant information.

Add applicant contact information.

A list of contacts associated with our registered account displays. Select one to be the primary contact for this permit, and click “

<input type="radio"/>	Associated License	CERT Plumbing	PASCO TESTERS PASCO TESTERS CERT Plumbing TESTPLUM
<input type="radio"/>	Associated License	OIC Owner is Contractor	PASCO TESTERS PASCO TESTERS OIC Owner is Contractor TESTOIC
<input type="radio"/>	Associated License	CERT M/H Installer	PASCO TESTERS PASCO TESTERS CERT M/H Installer TESTMOHO
<input type="radio"/>	Associated License	CERT Mechanical	PASCO TESTERS PASCO TESTERS CERT Mechanical TESTMECH
<input checked="" type="radio"/>	Associated License	CERT General	PASCO TESTERS PASCO TESTERS CERT General TESTGEN
<input type="radio"/>	Associated License	CERT Electrical	PASCO TESTERS PASCO TESTERS CERT Electrical TESTELEC
<input type="radio"/>	Associated Owner		LU DUC & HIEN

Continue Discard Changes

Select a primary contact for this permit.

Then click “Continue”

Add applicant contact information.

Select the Applicant Type from the dropdown list and click “Save”. Verify contact was added successfully and scroll down and click “Continue Application”.

Step 1: Location & People > Contact Information

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

PASCO TESTERS

PASCO TESTERS

LPREMKUMAR@PASCOCOUNTYFLNET_

Home phone:(111) 111-1111

Mobile Phone:(222) 222-2222

Work Phone: (333) 333-3333

Fax:

[Edit](#) [Remove](#)

Receive “Contact Added Successfully” message.

Scroll to bottom and click “Continue Application”

[Continue Application »](#)

Click on the Red Link to Requirements to see the New Residential checklist. Read the notice in red.

Step 2: Permit Type > Project Details

Please visit the Pasco County [Residential New Home Checklist here](#)

New Florida Building Code Requirements effective December 31, 2020

The new 7th edition (2020) of the Florida Building Code will take effect on December 31, 2020. Permit applications and construction plans submitted on or after the effective date must demonstrate compliance with the new code. All permit documents for Residential New Homes including Mobile Homes are to be submitted electronically ONLY.

Click to see new home checklist

Read the notice.

Then scroll down to enter project details.

Enter a Project Name of your choosing. Provide a general and a more detailed description of the project, and then click “Continue Application”.

Give your project a name that is easy to remember.

Detail Information

* Project Name: ?

Project A1A

* General Description: ?

4/2/2 new home

* Detailed Description: ?

4/2/2 new home with detached garage

Provide a short description of the work.

Provide a detailed description of the work.

Continue Application »

Continue Application

Structure Information

PERMIT TYPE

* I certify that I have read the New Home Checklist for this application from the link above: Yes No

Plat Record ID:

Ex: PLAT-2020-00000

* Type of Residence:

Detached (Single Family ▾)

* Is this a Replacement Structure?:

Yes No

Additional Information

* Job Value:

350,000

Custom Fields

UTILIZE PLANS

Utilize Plans on File:

Yes No

Continue Application »

Next you will be presented with a set of questions related to the type of permit for which you are applying.

In this example, it is a New Single-Family Home.

A red Asterisk “*” indicates a required field.

Answer the questions and click “Continue Application”

PERMIT INFORMATION

Type of Construction: *

Type V B - Combustible ▾

House Moved: *

Yes No

Number of Stories: *

1 ▾

Habitable Area: *

Garage/Storage: *

Other:

Total Under Roof: *

0

Number of Bedrooms: *

Number of Bathrooms: *

Designated Model Center: *

Yes No

Fill Required: *

Yes No

Age Restricted Community: *

Yes No

Plans Reviewed Outsourced: *

Yes No

Inspections Outsourced: *

Yes No

[Continue Application »](#)

Answer each question on this page.

Then click "Continue Application"

Step 3: Permit Details > Utilities

Utility Information

UTILITY INFORMATION

* Water:

* Sewer:

* Power Company:

Select the Utility Information from the dropdown boxes. If private well or septic, a health department letter will be needed.

GIS Information

GIS INFORMATION

FEMA:

The property's flood zone will be automatically pre-filled. In this example, it is 100% in zone X, so not in a flood zone.

[Continue Application »](#)

Continue Application

Step 3: Permit Details > Occupancy

Occupancy Information

OCCUPANCY CODE

*Occupancy Class:

Residential ▼

*Occupancy Use:

--Select-- ▼

- Select--
- R3 Single Family/Duplex Residence
- R3 Child Care 5 or Less
- R3 Congregate Living 15 or Less
- Mobile Home

In the case of a new home permit as in this example, Select the Occupancy Class and the Occupancy Use.

Continue Application »

Then, "Continue Application"

Unless you are adding Gass, TUG, or Fire sprinklers, leave the defaulted trades checked and click “Continue Application”.

Step 3: Permit Details > Trades

Trades Information

REQUIRED TRADE

Plumbing:

Electrical:

Mechanical:

LP or Natural Gas:

Temp Underground Electric (TUG):

Fire:

Continue Application »

Continue Application

Review all sections. Click Edit next to any section to make changes. When finished, check the box indicating that all your information is correct and click “Continue Application”.

Step 4: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Residential New

Address

Edit

-
-
-

I certify that I have read and understand the instructions that accompany this application and that no material information has been omitted. By checking the box below, I understand and agree to the above certification.

By checking this box, I agree to the above certification.

Continue Application »

Certify your information and “Continue Application”

At this step you must pay the required permit intake fees in order to proceed. Click “Continue Application” to be re-directed to the third-party payment page.

1	2 Permit Type	3 Permit Details	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Plans Examination Base and Sq Ft Fee	1	\$205.00
Site Examination - Residential Base Fee	1	\$30.00
Site Examination - Residential New Construction, Remodeling and Additions	1	\$90.00
Driveway Connection Permits-Serving Individual Res. Lot	1	\$50.00
Technology Fee Central Permitting	1	\$25.00

TOTAL FEES: \$400.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#) [Defer Payment »](#)

Pay the fees by credit card or by ACH withdrawal. For ACH, check with your bank to ensure your account is setup to accept ACH withdrawals. Once the fees are paid, you will be re-directed back to the PasCoGateway system.

Step 6: Record Issuance



Your application has been successfully submitted.
Please print your record and retain a copy for your records

You will receive Success Message

Thank you for using our online services.

Your Record Number is RESNEW-2021-000469.

You will receive your permit number



A notice was added to this record on 12/13/2021.
Condition: Notice of Commencement Required Severity: Notice
Total Conditions: 3 (Notice: 3)

You will see any conditions added to the permit

[View additional details](#)

Scroll Down

Scroll down and click on the “Upload Plans” button. **DO NOT FORGET TO COMPLETE THIS STEP.** The building department cannot begin a plan review until you submit your construction plan set. For a how to guide on uploading plans and documents or to view a tutorial of the steps, please visit our training page.

To upload your digital plans, specifications, or other supporting documents for review, please click below:

Upload Plans and Documents

**DON'T FORGET TO
UPLOAD YOUR PLANS!**

You will also have received two emails at this point: One email stating that your license has been listed on the said permit and one reminding you to upload your plans and documents. There are also links in that email to video tutorials to help you.

Once you have uploaded the required plans and documents, you will receive a confirmation email that they were submitted to the building department. You will be notified within 10 business days if there are any issues, conditions, or notes requiring your attention.

Visit our Training Page for more help including video tutorials and “how to” guides: <https://www.pascocountyfl.net/4744/Training-Videos>

Visit the Building Construction Services web page for additional resources and services: <https://www.pascocountyfl.net/427/Building-Construction-Services>

THANK YOU!