



A Fun City In The Heart Of Broward

<https://support.nlauderdale.org/HEAT> | 954-597-4729

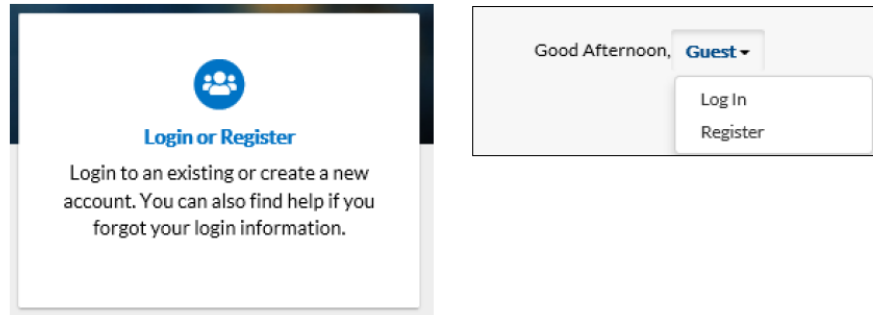
CITY OF NORTH LAUDERDALE – CITIZEN SELF SERVICE USER (CSS) GUIDE

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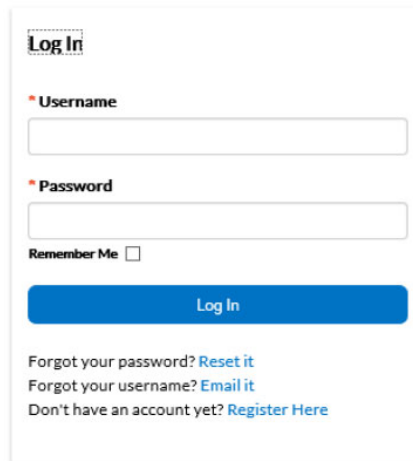
LOGGING INTO CSS

To login to CSS, you can click the Login or Register box on the Home Page and you will be directed to the login page. Login is also an option from the greeting drop-down in the right hand corner above the menu bar. For best experience and results, we recommend the use of the Google Chrome Browser.



Follow the steps below to login to CSS:

1. Navigate to the URL designated for your Citizen Self Service environment.
2. Enter your **Username** and **Password** in the fields provided. If you do not have an **Username/Password** already registered with CSS and EnerGov, click on "Register Here" and follow the directions to register for an account.
3. Click **Log In**. CSS validates your login and, if it is valid, opens CSS with the functions you are authorized to access.



Log In

* Username

* Password

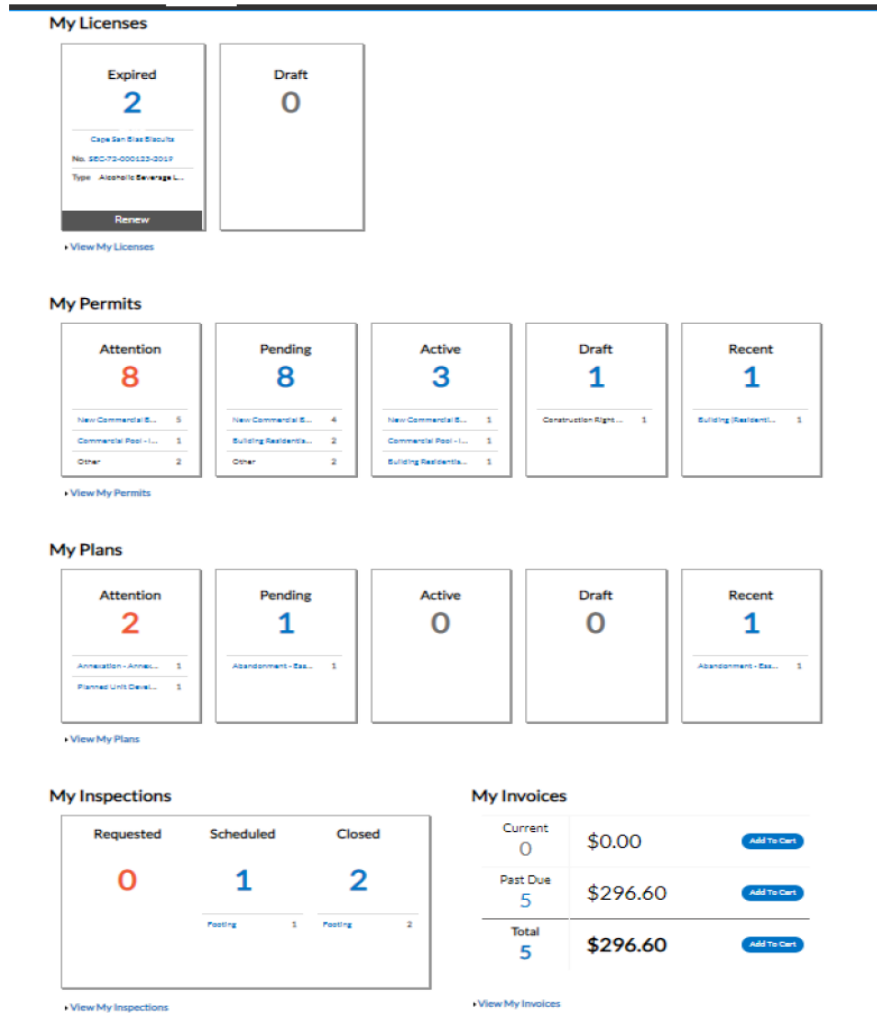
Remember Me

[Log In](#)

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

1. If you have forgotten your User name, click the [Email It](#) option below the **Log In** button. You will be redirected to a Forgot Username page. Fill in a valid email address in the field and click Submit. An email will be sent with your Username in it. You can return to the login page and click **Log In** and input it.
2. If you have forgotten your Password, click the [Reset It](#) option below the **Log In** button. Fill in a valid email address in the field and click Submit. An email will be sent with directions on resetting your Password.

DASHBOARD



CSS provides the ability for you to see a visual representation of aggregated data on the dashboard. You can see data for permits, plans, inspections, and invoices. You can click on the Draft circles to access saved drafts; You can also add unpaid invoices directly to the shopping cart. The dashboard displays data that is contextual to the logged in user. Follow the steps below to use the dashboard:

1. Click **Draft** in the **Permits** or **Plans** section to view saved Permit or Plan application drafts.
2. Click the appropriate status card in the **Permits** section to view a list of the corresponding Permits. Beneath each status is a breakdown of the Permit Types. Click **View My Permits** to view all Permits.
3. Click the appropriate status card in the **Plans** section to view a list of the corresponding Plans. Beneath each status circle is a breakdown of the Plan Types. Click **View My Plans** to view all Plans.
4. Click the appropriate status in the **Inspections** section to view a list of the corresponding Inspections. Beneath each status is a breakdown of the Inspection Types. Click **View My Inspections** to view all Inspections.

5. Click **Add to Cart** next to **Current**, **Past Due**, or **Total** in the **My Invoices** section to add the corresponding **Invoices** to the **Shopping Cart**. Click **View My Invoices** to view all Invoices.

MY WORK

If you click the My Work page on the top ribbon, you will be able to see all of your Invoices and Plans in one location. You can also export it to Excel to share or keep for your records. Note: The records and tabs shown on this screen will vary based on your previous applications.

The screenshot shows the 'My Work' page with the 'MY INVOICES' tab selected. The interface includes a search bar, an 'Export to Excel' button, and a table of invoices. The table has columns for Invoice Number, Amount Due, Due date, Status, Case Number, and Address. Two invoices are listed:

Invoice Number	Amount Due	Due	Status	Case Number	Address
INV-00000073	\$45.00	06/15/2023	Due	LSR-0005-23	706 SW 74 AVE North Laud...
INV-00000074	\$55.00	06/15/2023	Due	LSR-0006-23	706 SW 74 AVE North Laud...

Showing 2 records.

The screenshot shows the 'My Work' page with the 'MY PLANS' tab selected. The interface includes a search bar, an 'Export to Excel' button, and a table of plans. The table has columns for Plan Number, Project, Address, Plan Type, Status, and State. Two plans are listed:

Plan Number	Project	Address	Plan Type	Status	State
LSR-0006-23		706 SW 74 AVE North Laud...	Lien Settlement	Submitted - Online	Attention, Recent, P (Unpaid Fees)
LSR-0005-23		706 SW 74 AVE North Laud...	Lien Search	Submitted - Online	Attention, Recent, P (Unpaid Fees)

TODAY'S INSPECTIONS

If you click Today's Inspections, you will be able to see the Inspections scheduled for the specified date. You can also search to filter through the Inspections.

Today's Inspections

Search for Case Number, Inspection Type, Address:

Exact Match

Date:

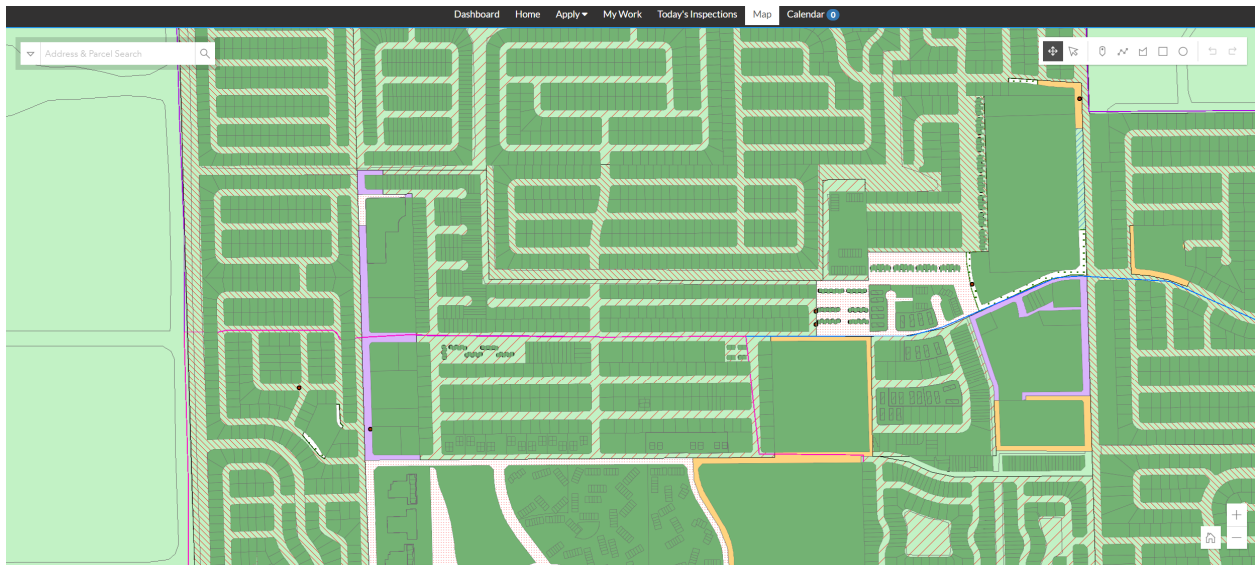
Exclude Completed

Sort:

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
IBLD-000009-2023	BLDG-2023-00001	Permit	Slab	1312 SW 75 AVE North Lauderdale FL 330683617	Attah, Adam	11:04 AM	11:04 AM	Passed	0
IBLD-000006-2023	BLDG-2023-00001	Permit	Foundation	1312 SW 75 AVE North Lauderdale FL 330683617	Attah, Adam	09:12 AM	09:12 AM	Re-inspection required	0
IBLD-000007-2023	BLDG-2023-00001	Permit	Foundation	1312 SW 75 AVE North Lauderdale FL 330683617	Attah, Adam	09:28 AM	09:28 AM	Re-inspection required	0
IBLD-000008-2023	BLDG-2023-00001	Permit	Slab	1312 SW 75 AVE North Lauderdale FL 330683617	Attah, Adam	10:56 AM	10:56 AM	Passed	0

Results per page: 1 - 4 of 4 << < 1 > >>

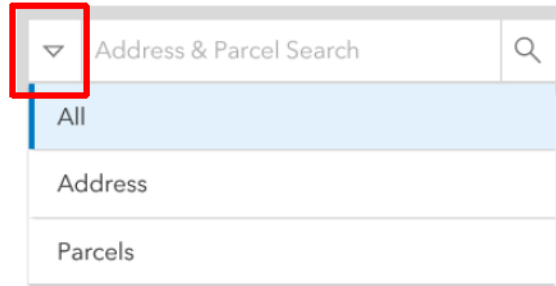
MAP



CSS integrates with map functionality to allow for powerful searches, pinned results, applying for cases, EnerGov Enterprise Server data incorporation, GIS layers, and more.

Follow the steps below to use the CSS Map:

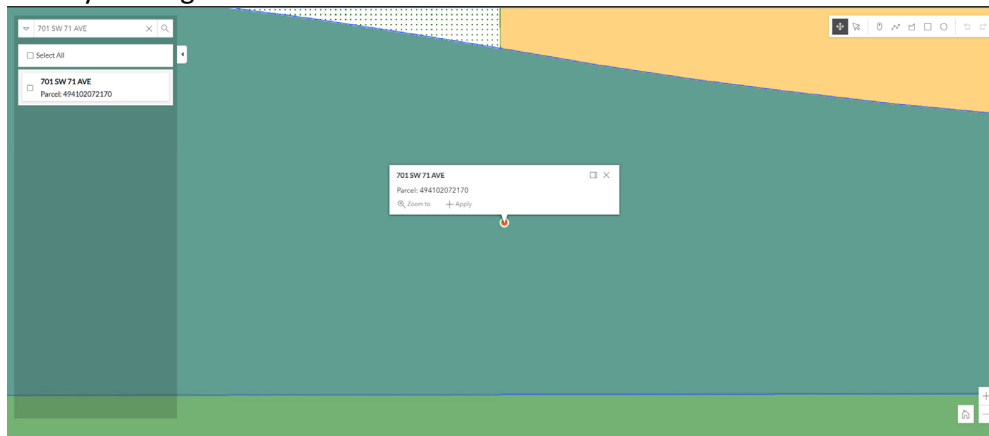
1. Click on the Map Tab on the top ribbon,
2. You may click the drop down arrow on the left to choose to search by: **All**, **Address** or **Parcels**.



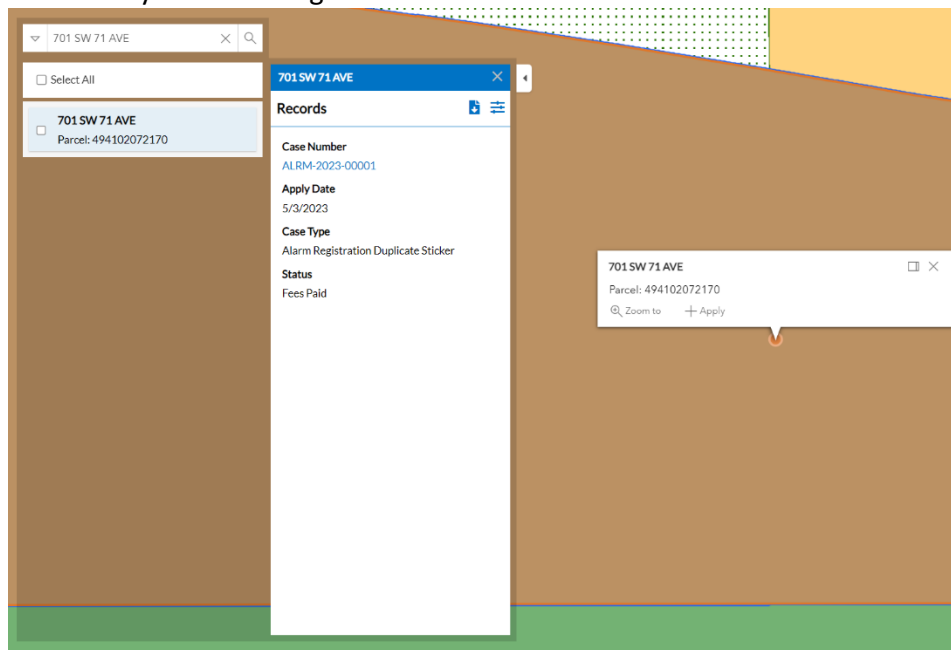
3. Type an address or a parcel in the **Address & Parcel Search** field in the top, left corner of the map. This field will also allow partial information of the address. Results will auto-fill below the field.

4. You may chose from the list of addresses by clicking the box next to the desired address(es). The **Apply** button will appear in the blue ribbon. (See previous instructions on how to Apply for a case using the map.)

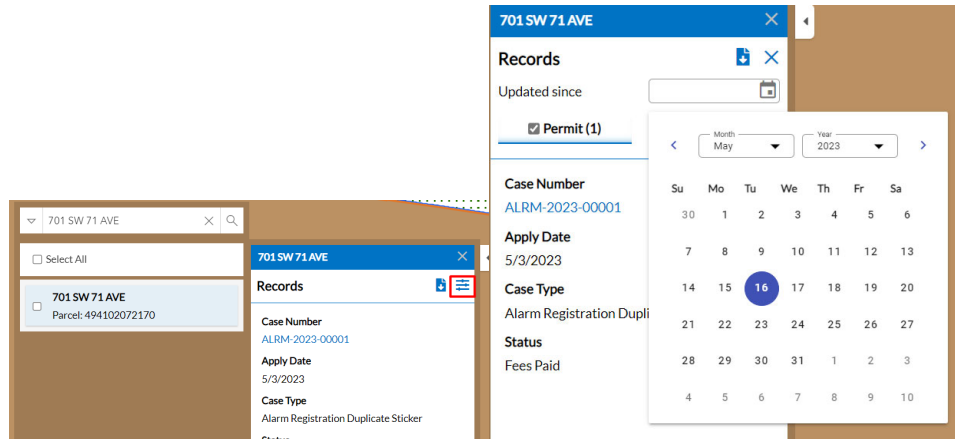
5. You can zoom out or in by clicking the + or – in the bottom left



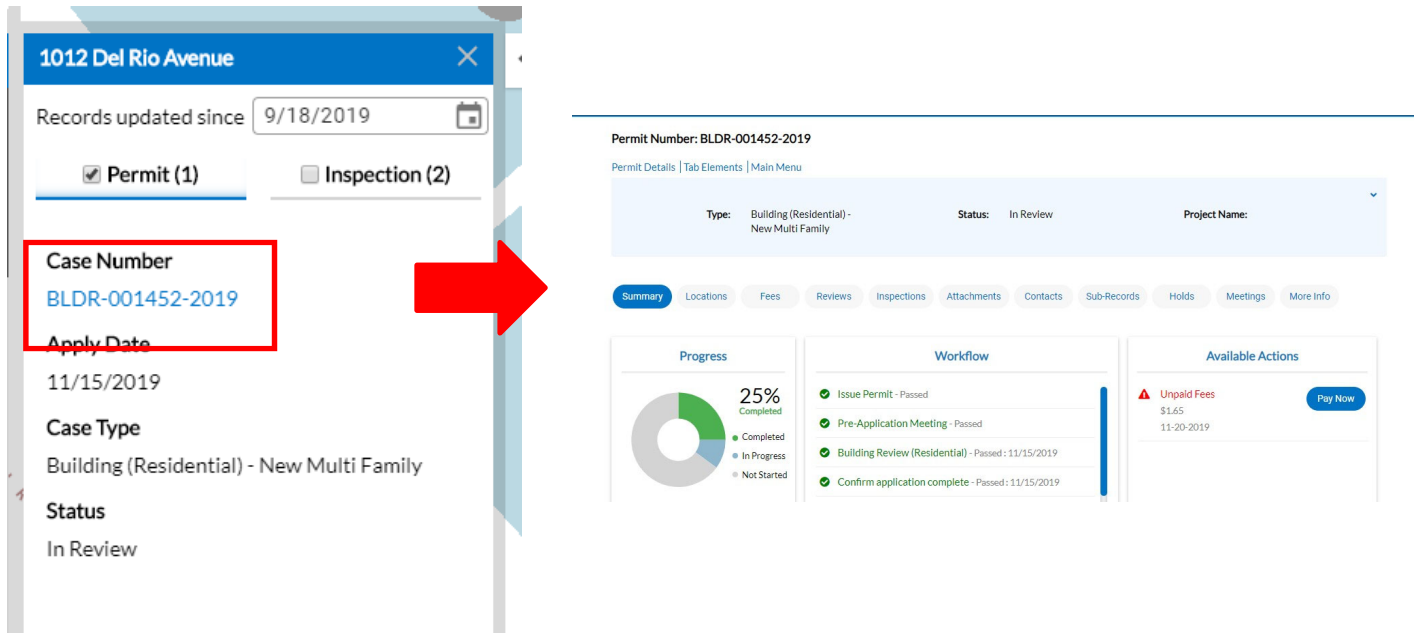
6. To see information related to a specific address or parcel, click into the box of the desired address or parcel. The information will show in a fly out to the right.



If you clicks the box highlighted, you will be able to filter the output by the date.



You may access a case by clicking the Case Number on the results that were returned. This will open another tab and show information on that specific case.

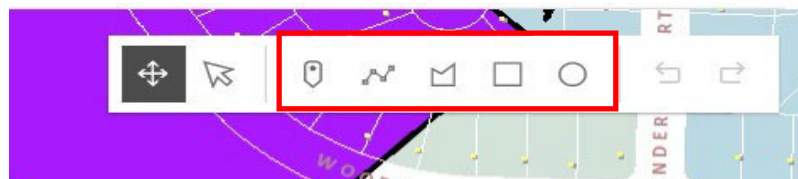


To collapse the information on the screen to see the full map, click the arrow tab.

This will collapse the information to the left of the screen. You may click the tab again to expand the information.

To clear all information given click the X in the blue ribbon or on the **Address & Parcel Search** field. You may start their searcha new.

To **Draw to Apply or Search**, navigate to the area of the map that the spatial collection will need to be drawn. The tools to draw the feature are to the right of the screen.



You may draw a point, line, polygon, rectangle or a circle on the map
Select the desired feature button and draw the shape on the map. Each single click will allow a turn of a line in the shape and a double click will allow the user to finish drawing the desired shape.



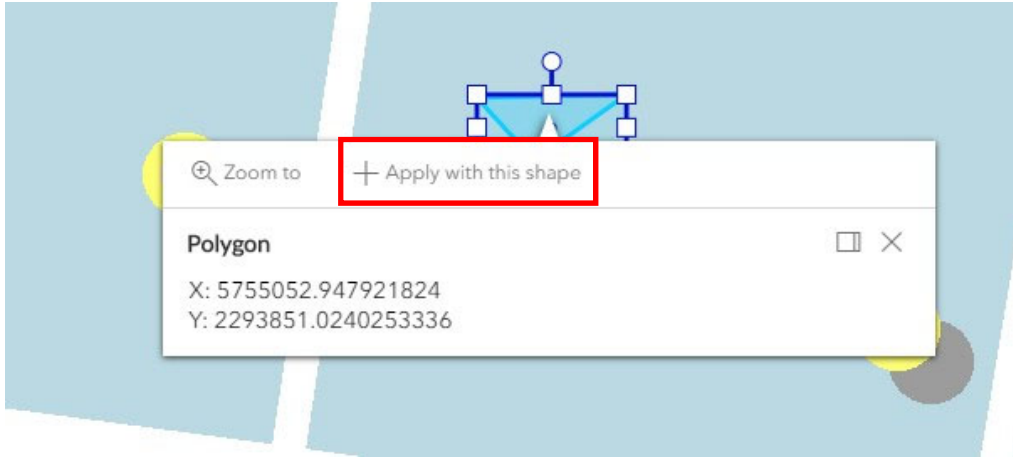
To transform the feature, click the **Transform** button. A box will appear around the feature and will allow you to transform the original by moving the smaller white squares into the desired positions.



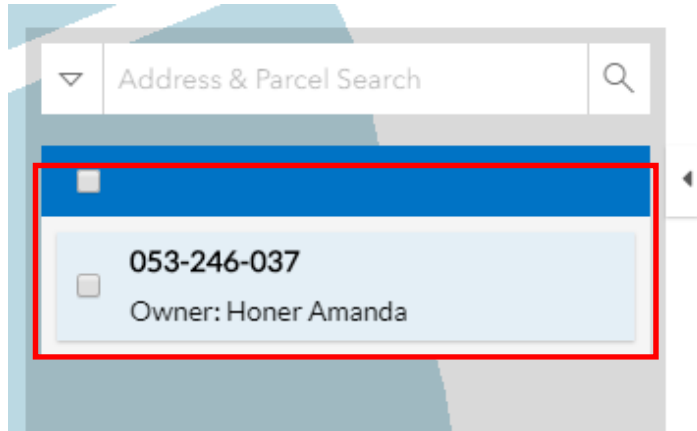
To Reshape the feature, click the **Reshape** button. Small circles will appear on the feature and will allow the you to reshape the original by moving the circles into the desired positions.



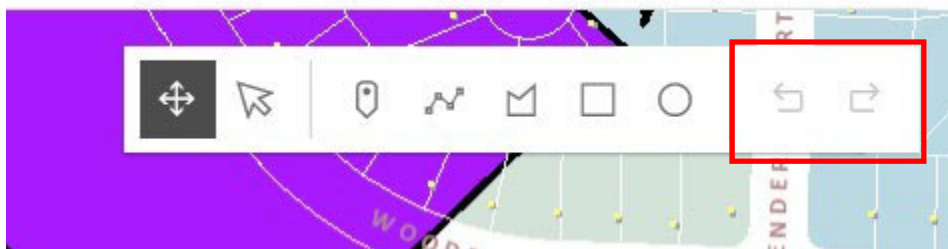
Once done drawing and editing the feature, click on the desired spatial collection and click **Apply with this shape**, if you would like to use the feature to apply for a case.



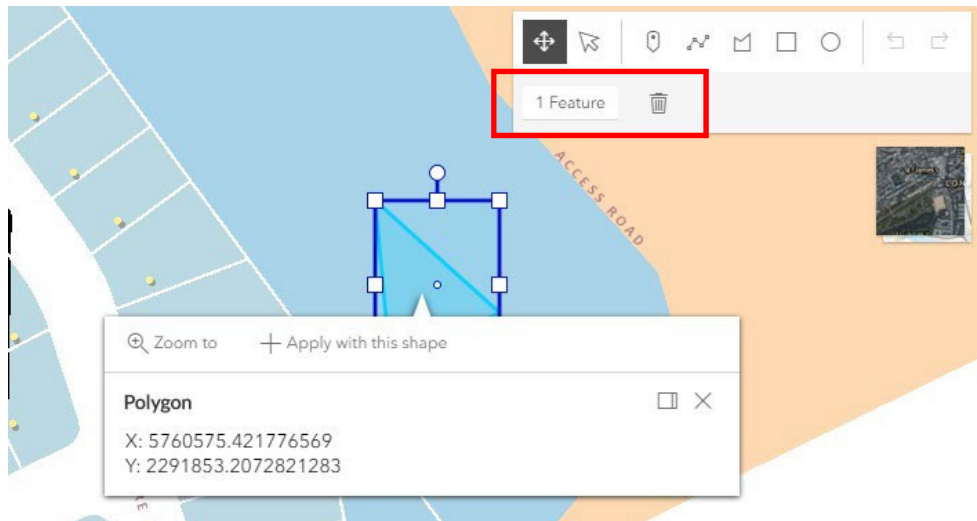
Information regarding where the feature has been placed may appear on the left side of the screen. This may include the **Owners** name and **Parcel Number**.



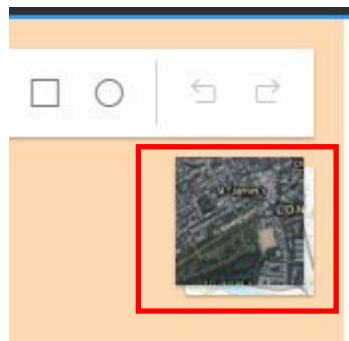
To **Undo** a feature or **Redo** a feature, click the arrows pointing to the left or right on the right side of the drawing tools.



To Delete a feature, select a shape on the map, and a dropdown will appear under the drawing tools. Click the **trashcan** to the right of the **1 Feature** selected.

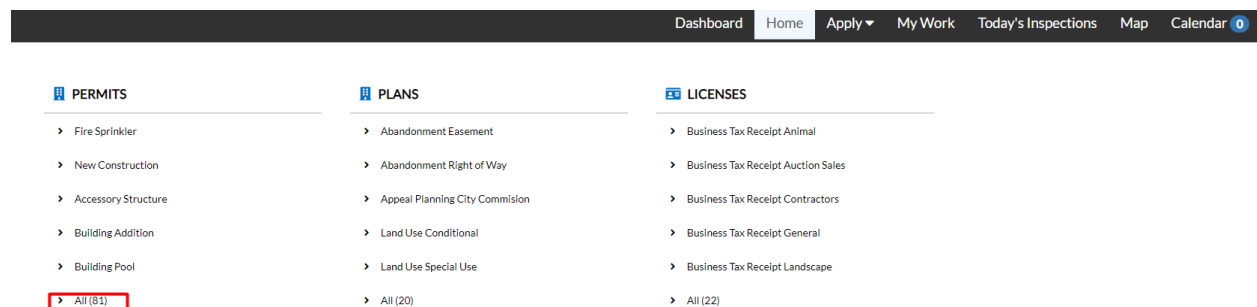


To toggle the base map, click the square to the right of the screen. This will toggle the base map between the aerial view and the base map view.



APPLYING FOR A PERMIT

1. Click Apply and then click 'All' to see all the available permits.



2. For this Guide, we will be applying for a Roofing Building Permit.

Roofing Building

Category Name:
Building Permit

Description:
Roofing Building

Apply

3. Add a Location for this permit. It is highly preferred for you to Search for the address and select the correct address from the results instead of typing it manually.

Dashboard Home Apply ▾ My Work Today's Inspections Map Calendar 0

Apply for Permit - Roofing Building *REQUIRED

- 1 Locations
- 2 Type
- 3 Contacts
- 4 More Info
- 5 Attachments
- 6 Signature
- 7 Review and Submit

LOCATIONS

The location to be provided is where the construction will take place. If the mailing address is different then the location of work please provide that by using the drop down box and selecting mailing address and providing it.

Location ▾

Add Location

+

REQUIRED

Create Template Save Draft Next

Dashboard Home Apply ▾ My Work Today's Inspections Map Calendar 0

[*Back to Application](#)

Add Location

Address

Parcel

Add Address As

Location ▾

Search

Enter Manually

Address Information

Search

Apply for Permit - Roofing Building

*REQUIRED



LOCATIONS

The location to be provided is where the construction will take place. If the mailing address is different then the location of work please provide that by using the drop down box and selecting mailing address and providing it.

Type: Location
701 SW 71 AVE, North
Lauderdale, FL 330682395

Main Address

Parcel Number
494102072170

Main Parcel

[Remove](#)

Location

Add Location

+

Create Template

Save Draft

Next

4. In Permit Details, please enter the required fields and ensure that it is accurate.

Apply for Permit - Roofing Building

*REQUIRED



LOCATIONS

The location to be provided is where the construction will take place. If the mailing address is different then the location of work please provide that by using the drop down box and selecting mailing address and providing it.

Type: Location
701 SW 71 AVE, North
Lauderdale, FL 330682395

Main Address

Parcel Number
494102072170

Main Parcel

[Remove](#)

Location

Add Location

+

Create Template

Save Draft

Next

5. In Contacts, please enter the Contractor OR Owner/Builder as well as the Owner. There is also an option to add another contact with the categories listed in the drop-down.

Apply for Permit - Roofing Building *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

If you are doing your own construction please add the owner/builder with the owner's information. Use the drop down arrow on the last blue card to select a different contact type.

Applicant
MAYPRIME
YEN BATISTA (You)
701 71, North lauderdale, FL, 33068

Contractor Add Contact + REQUIRED

OR

Owner/Builder Add Contact +

Owner Add Contact + REQUIRED

Applicant
Contractor
Owner
Owner/Builder
Permit Runner

You can search for others who have previously registered in CSS to add as a contact. If they have not applied, you can enter their contact information manually.

Dashboard Home Apply My Work Today's Inspections Map Calendar

[Back to Application](#)

Add Contact

Add Contact As : Owner

Search **Enter Manually** My Favorites

Enter Manually

* First Name First name is required.

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit

6. In More Info, please enter the required info and ensure that the Master Permit Number is specified if you choose Yes in the drop-down asking if a Application is attached to a Master Permit.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for Permit - Roofing Building *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

If you have a main permit for this project, please let us know next to the question about master permit #

Roof Information | Top | Main Menu

*What type of roof

*Is this Application attached to a Master Permit?

If yes, What is the main permit number?

*Commercial or Residential

Back Create Template Save Draft Next

7. Add the Required documents and any additional documents specified in the drop-down.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for Permit - Roofing Building *REQUIRED

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

Additional documents may be needed, use the drop-down arrow on the last blue card on the right to select what type of selection you wish to upload

Please Upload all applicable files for review. The building applications and forms can be found [here](#). If you do not have a notarized application please use the save draft button to save your application.

1. Building Permit Application Signed & Notarized
2. Written Contract or Cost Estimate Include Name, Number, Address, Materials Price, Labor Price, Total, Signature
3. Owner/Builder Affidavit (Homeowner permits only) Must have Homestead Exemption in order to submit Homeowner Permits
4. Homeowner's Association Approval Letter (If applicable) Must be signed & notarized
5. Building Permit Application, Owner/Builder Affidavit can be found on our website www.NLauderdale.org Two Copies:
6. Notice of Commencement must be submitted before permit can be issued (If job value is \$2500 or more) Notarized & Recorded
7. Asbestos Form Submitted and Received at
8. Residential or Commercial Roof Packet NOA's for the shingles being used Can get from Lowes, Home Depot, wherever shingles were purchased
9. Roof Packet
10. There is a processing fee of \$106 plus a plan review fee based on job value. Other agency approvals may be required

OTHER AGENCY APPROVAL MAY BE REQUIRED

- ENVIRONMENTAL DEPARTMENT- BROWARD COUNTY
- ENGINEER'S LETTER
- EASAMENT AGREEMENT
- ANY OTHER REQUIRED AGENCIES

Broward County Uniform Application
Add Attachment
Supported: .pdf
REQUIRED

CONTRACT/COST ESTIMATE
Add Attachment
Supported: .pdf
REQUIRED

PRODUCT OF APPROVAL
Add Attachment
Supported: .pdf
REQUIRED

ROOF PACKAGE
Add Attachment
Supported: .pdf
REQUIRED

STATEMENT REGARDING...
Add Attachment
Supported: .pdf
REQUIRED

Select Type

- Select Type
- Broward County Uniform Application
- CONTRACT/COST ESTIMATE
- HOA
- HOMEOWNER AFFIDAVIT
- NOC
- OVERLAY ZONING AREA SILVERADO/SEAVIEW
- PRODUCT OF APPROVAL
- PROOF OF OWNERSHIP
- ROOF PACKAGE
- SET OF PLANS
- SPECIAL INSPECTOR FORM
- STATEMENT REGARDING ASBESTOS

Back Create Template Save Draft Next

8. Sign the application by typing your name and drawing your signature. You can also choose to Type in your signature if you do not wish to draw it.

Apply for Permit - Roofing Building *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit


SIGNATURE

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

MAYPRIME
May, 16 2023

X 

Clear

Back Create Template Save Draft Next

9. Review the information that has been entered in the previous steps as well as the fees. Note: Not all the fees listed will be due after the Permit is submitted. Only the Plan Review and Application Fee will be due.

Dashboard
Home
Apply ▾
My Work
Today's Inspections
Map
Calendar 📅

Apply for Permit - Roofing Building *REQUIRED

✔
Locations

✔
Type

✔
Contacts

✔
More Info

✔
Attachments

✔
Signature

?
Review and Submit

[Submit](#)

Locations

Location	701 SW 71 AVE, North Lauderdale, FL 330682395
Parcel Number	494102072170

Basic Info

Type	Roofing Building
Description	REROOF FLAT
Square Feet	
Valuation	7500
Applied Date	05/16/2023

Contacts

Applicant	YEN BATISTA MAYPRIME 701 SW 71 AVE, North Lauderdale, FL., 33068
Contractor	YEN BATISTA MAYPRIME 701 SW 71 AVE, North Lauderdale, FL., 33068
Owner	YENNIFER PENA

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Application Fee - Permit	\$106.00
Archive Fee	\$3.00
Broward County Fee	\$3.90
Building Code Admin & Insp (BLDG CAI)	\$4.91
Building Permit Fee	\$146.25
Florida Building Commission (FL BLDG)	\$3.27
Mechanical Lien Law	\$5.00
Plan Review 1	\$75.00
Tech Fee	\$2.25
Training Fee	\$1.50
Total:	\$351.08

More Info

Roof Information [Top](#) | [Main Menu](#)

What type of roof	FLAT
	Forms and Applications
Is this Application attached to a Master Permit?	No
If yes, What is the main permit number?	
Commercial or Residential	Residential

Attachments

Broward County Uniform Application	NOC form_v1.pdf
CONTRACT/COST ESTIMATE	202300410_v1.pdf
PRODUCT OF APPROVAL	202100742_v1.pdf
ROOF PACKAGE	BTR %_v1.pdf
STATEMENT REGARDING ASBESTOS	202301142_v1.pdf

[Back](#)
[Create Template](#)

[Save Draft](#)
[Submit](#)

10. After the Application is submitted, you will see the total due and can Add to Cart in order to pay the fees due.

Dashboard Home Apply My Work Today's Inspections Map Calendar

✔ Your application was successfully submitted!
Your application was successfully submitted. The review process will start within 2-4 business day.
[Continue to permit](#)

Fees

\$181.00

[View Details](#) [Add to Cart](#)

11. In this page you can see your Invoice number and Check Out.

Dashboard Home Apply My Work Today's Inspections Map Calendar

[Back](#)

Shopping Cart

Total **\$181.00**
[Check Out](#)

Invoice: INV-00000075 Description: BLDG-2023-00013
Due Date: 06/15/2023

Case Number	Project	Case Address	Amount Due
BLDG-2023-00013		701 SW 71 AVE North Lauderdale FL 330682395	\$181.00

\$181.00
[Remove](#)
[Top | Main Menu](#)

Total **\$181.00**
[Check Out](#)

12. After the payment is made, you will see this confirmation page and an email will be sent with the receipt.

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

North Lauderdale, FL TEST
Order Number: 44
Tuesday, May 16, 2023

The site is running in demo mode therefore the credit card was NOT actually charged for this transaction.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000075	BLDG-2023-00013	1	\$181.00	\$181.00
Item Total:				\$181.00
Order Total:				\$181.00

[Continue to site](#)

13. The Permit is then on the screen with all the pertinent information.

Permit Number: BLDG-2023-00007

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	New Multi Family	Status:	Fees Due	Project Name:
IVR Number:	16	Applied Date:	05/15/2023	Issue Date:
District:	City of North Lauderdale	Assigned To:	Pena, Yennifer	Expire Date:
Square Feet:	10,000.00	Valuation:	\$85,698.00	Finalized Date:
Description:				

Summary | Locations | Fees | **Inspections** | Attachments | Contacts | Sub-Records | More Info

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

• Cannot request inspections. The permit hasn't been issued

Request Inspections Sort: Order

Description	Reinspection	Action
Final Building	No	

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

[Request Inspection](#)

Optional Inspections

Description
No records to display.

14. Until there is an Issue Date under the Permit Details, you can discern that there has not been an Inspection issued for this Permit yet. You can also go to the Inspections tab and it will display a message saying that the Inspection has not been issued.

Type:	New Multi Family	Status:	Fees Due	Project Name:
IVR Number:	16	Applied Date:	05/15/2023	Issue Date:
District:	City of North Lauderdale	Assigned To:	Pena, Yennifer	Expire Date:
Square Feet:	10,000.00	Valuation:	\$85,698.00	Finalized Date:
Description:				

15. Once the Inspection has been scheduled, you, the applicant will receive a notification and be able to go to My Work or Today's Inspections to see the status of your Permit or Inspection.

My Work

MY INVOICES MY PERMITS MY PLANS

Search... Export to Excel

Display All Records Updated In Last 120 Days

Permit Number	Project	Address	Permit Type	Status	State
BLDG-2023-00013		701 SW 71 AVE North Laud...	Roofing Building	Submitted - Onli...	Recent, Pending
BLDG-2023-00007		1256 SW 75 AVE North Lau...	New Multi Family	Fees Due	Attention, Recent, Pending (On Hold)
BLDG-2023-00008		7856 KIMBERLY BLVD Nort...	Solar System Building	Fees Due	Attention, Recent, Pending (On Hold)
PLBG-2023-00001		1125 SUSSEX DR North Lau...	Fire Sprinkler	Fees Due	Attention, Recent, Pending (On Hold, Unpaid Fees)
BLDG-2023-00004		1856 ADVENTURE PL Nort...	Building Permit	Fees Due	Attention, Recent, Pending (On Hold)
MECH-2023-00003		1500 SW 63 TER North Lau...	Hood Permit Mechanical	Fees Due	Attention, Recent, Pending (On Hold, Unpaid Fees)
LS002023-00002		7850 KIMBERLY BLVD Nort...	Landscaping Permit	Fees Due	Attention, Recent, Pending (On Hold, Unpaid Fees)
ELEC-2023-00004		7856 KIMBERLY BLVD Nort...	Electrical Permit	Fees Due	Attention, Recent, Pending (On Hold, Unpaid Fees)

Showing 26 records.

Today's Inspections

Search for Case Number, Inspection Type, Address Exact Match

*Date Exclude Completed Sort

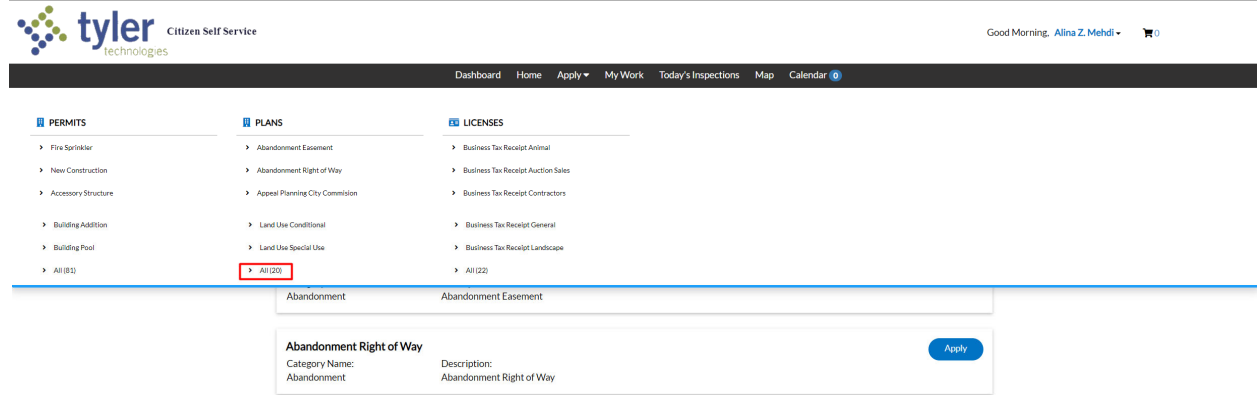
View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
IBLD-000009-2023	BLDG-2023-00001	Permit	Slab	1312 SW 75 AVE North Lauderdale FL 330683617	Attah, Adam	11:04 AM	11:04 AM	Passed	0
IBLD-000006-2023	BLDG-2023-00001	Permit	Foundation	1312 SW 75 AVE North Lauderdale FL 330683617	Attah, Adam	09:12 AM	09:12 AM	Re-inspection required	0
IBLD-000007-2023	BLDG-2023-00001	Permit	Foundation	1312 SW 75 AVE North Lauderdale FL 330683617	Attah, Adam	09:28 AM	09:28 AM	Re-inspection required	0
IBLD-000008-2023	BLDG-2023-00001	Permit	Slab	1312 SW 75 AVE North Lauderdale FL 330683617	Attah, Adam	10:56 AM	10:56 AM	Passed	0

Results per page 1 - 4 of 4 << < 1 > >>

APPLYING FOR A PLAN

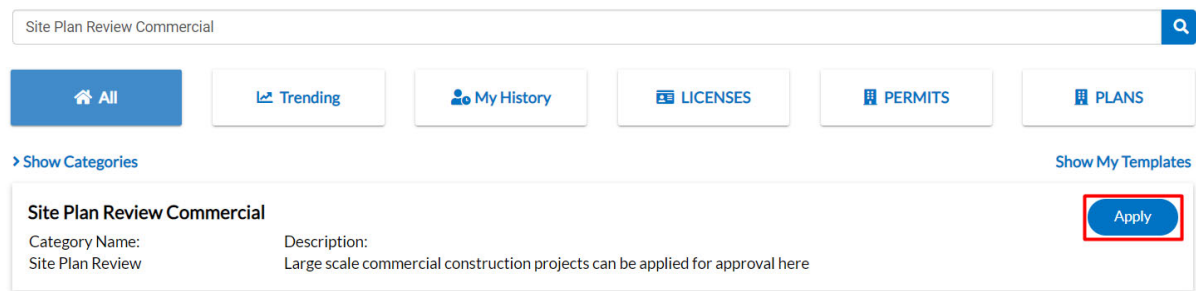
1.

Click Apply on the top ribbon, and then "All" under Plans if you do not see the Plan you are applying for within the drop-down menu.

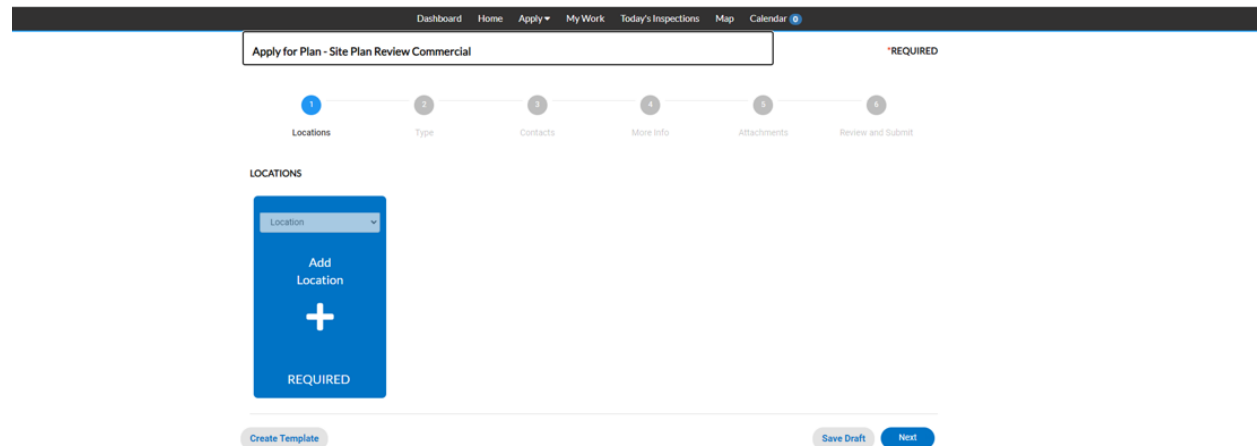


2. For this Guide, we will be using Site Plan Review Commercial as an example:

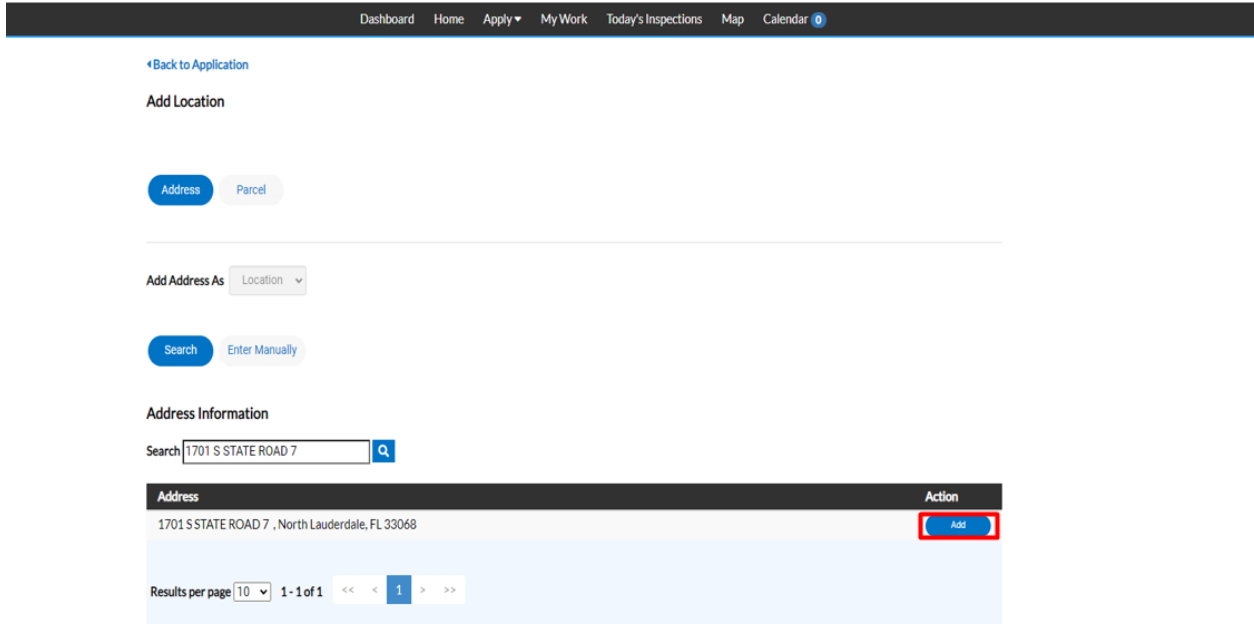
Application Assistant



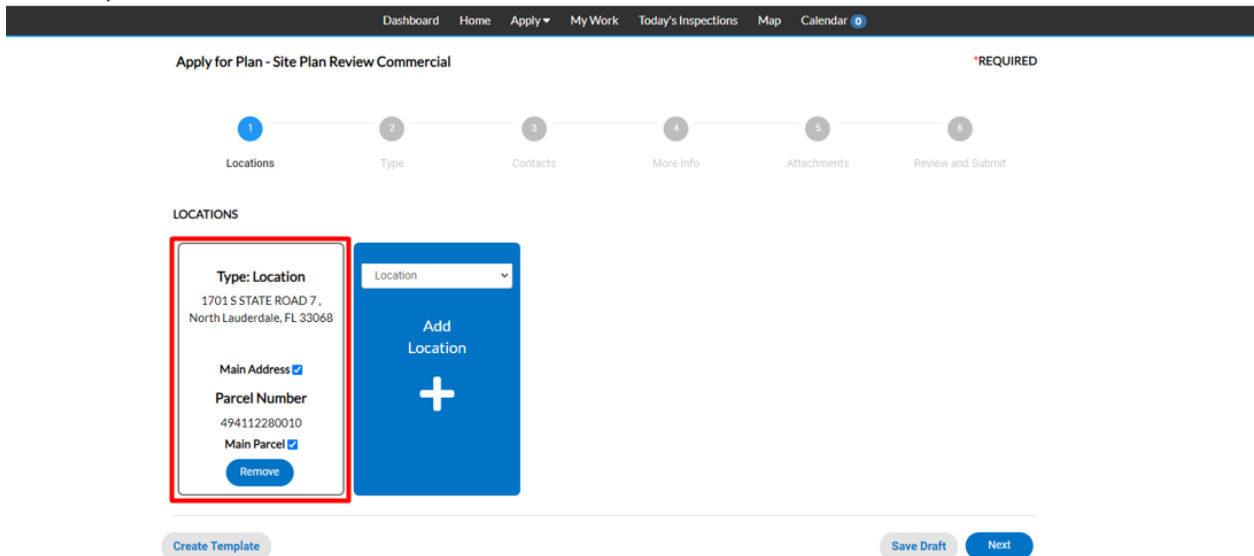
3. Click Apply, and then click Add Location



4. Search for or Enter your address Manually, and then click Add.



5. Once you add the Location, it appears under locations and there is an option to add another location, if needed.



6. Enter the Plan Details information and take note that the red asterisk indicates which fields are required before clicking Next.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for Plan - Site Plan Review Commercial *REQUIRED

Locations **Type** Contacts More Info Attachments Review and Submit

PLAN DETAILS

* Plan Type Site Plan Review Commercial

Description Building a new Banquet Hall with freestanding bar.

* Square Feet 2000

Back Create Template Save Draft Next

7. Add the Contacts relating to this Plan Application. The Architect, Civil Engineer, Landscape Architect, and Owner are required. If you are the owner, you can add yourself as the owner by searching for your own name.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for Plan - Site Plan Review Commercial *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

Applicant
Andrew Disbury (You)
701 Sample Road, Coral Springs, FL, 33065

Architect Add Contact + REQUIRED

Civil Engineer Add Contact + REQUIRED

Landscape Architect Add Contact + REQUIRED

Owner Add Contact + Select Type REQUIRED

Back Create Template Save Draft Next

You can either Search for your name or Enter it Manually.

[Back to Application](#)

Add Contact

Add Contact As : Landscape Architect

[Search](#) [Enter Manually](#) [My Favorites](#)

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

[Submit](#)

8. After adding the Contacts, enter the More Info details prior to clicking Next.

Apply for Plan - Site Plan Review Commercial

*REQUIRED



MORE INFO

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

Please provide an answer for all questions below. If you have none, please put zero.

*Number Of Rooms

*Number Of Bathrooms

*Number Of Half Bathrooms

*Number Of Units

*Number Of Commercial Bays

*Commercial Parcel Square Footage

*Square Footage Of Proposed Building

*Estimated Consultant Fee

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

9. Please attach the required documents as stated in the Attachments portion of the Plan Applications.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for Plan - Site Plan Review Commercial *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

Letter of intent must describe the location of the proposed work and clearly state your intent.

Survey must be sealed by a surveyor.

Copies of Survey

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, csv, rtf, dxf...

REQUIRED

Letter of Intent

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, csv, rtf, dxf...

REQUIRED

Set of signed and sealed plans

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, csv, rtf, dxf...

REQUIRED

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, csv, rtf, dxf...

Back Create Template Save Draft Next

10. After you Review and Submit the Application, please review the Holds and Fees, and then pay the necessary fees in order for the application to move forward.

Dashboard Home Apply My Work Today's Inspections Map Calendar

✓ Your plan application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

Plan Number: SPR-2023-0001 Add to Cart

- Internet Explorer 11 is required to use the eReviews portal.
- A hold currently exists on this plan.
- Plan cannot be printed at this time. Plan has not been approved.

Plan Details | Tab Elements | Main Menu

Type: Site Plan Review Commercial	Status: Submitted - Online	Project Name:
IVR Number: 95726	Applied Date: 05/15/2023	Expiration Date:
District: City of North Lauderdale	Assigned To: Disbury, Andrew	Completion Date:
Square Feet: 250.00		
Description: add building		

Summary Locations Fees eReviews Attachments Contacts Sub-Records Holds More Info

Progress

0% Completed

Completed
In Progress
Not Started

Fees

\$2,665.00

View Details Add to Cart

Workflow

- Site Plan Review Completeness Check
- DRC Review
- Planning And Zoning Board Meeting
- City Commission Meeting
- Assess Fees
- Final City Commission Reading
- Site Plan Approval Letter
- Final Decision

Available Actions

Unpaid Fees

\$2,665.00

06-14-2023

Pay Now

11. Please click Pay Now when you are ready to pay and enter your Credit Card details.



THIS SITE IS CURRENTLY IN DEMO MODE.

North Lauderdale, FL TRAIN

Order Number: 8

Monday, May 15, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000005	SPR-2023-0001	1	\$2,665.00	\$2,665.00
			Item Total:	\$2,665.00
			Order Total:	\$2,665.00

Continue to site

Once the payment goes through, there will be a thank you message and you will receive an email with the receipt.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Thank You!

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.

APPLYING FOR A BUSINESS LICENSE

1. Click Apply, and then click All under the License section.

Dashboard Home Apply My Work Today's Inspections Map Calendar

PERMITS

- > Fire Sprinkler
- > New Construction
- > Accessory Structure
- > Building Addition
- > Building Pool
- > All (81)

PLANS

- > Abandonment Easement
- > Abandonment Right of Way
- > Appeal Planning City Commission
- > Land Use Conditional
- > Land Use Special Use
- > All (20)

LICENSES

- > Business Tax Receipt Animal
- > Business Tax Receipt Auction Sales
- > Business Tax Receipt Contractors
- > Business Tax Receipt General
- > Business Tax Receipt Landscape
- > All (22)

2. In this Guide, we will be going over the Rental Single Family Business and/or Residential Application.

Rental Single Family

Category Name:
BUSINESS TAX RECEIPT

Description:
RENTAL PROPERTY

Apply

3. Choose the Company type and then click the plus sign where it says Create New Business During Application.

Apply for License - Rental Single Family

*REQUIRED

Select or create the business for this application

Select Company Type dropdown menu with options: Corporation, General Partnership, Limited Liability Company, Limited Liability Limited Partnership, Limited Liability Partnership, Limited Partnership, Non-Profit, Professional Corporation, Professional Limited Liability Company, Sole Proprietorship.

4. Please Search for and add the Location relating to this Application.

Apply for License - Rental Single Family

*REQUIRED



LOCATIONS

- 1. Please fill in address of rental property, if you reside on one half please state unit number or letter.
- 2. If the mailing address is different then the rental property address please use the drop down menu and select mailing and provide the correct mailing address

Location dropdown menu with 'Add Location' button and a plus sign icon. The word 'REQUIRED' is displayed at the bottom of the button.

Create Template

Save Draft

Next

Apply for License - Rental Single Family

*REQUIRED



LOCATIONS

- 1. Please fill in address of rental property, if you reside on one half please state unit number or letter.
- 2. If the mailing address is different then the rental property address please use the drop down menu and select mailing and provide the correct mailing address

Type: Location
1347 SEAVIEW DR, North
Lauderdale, FL 33068

Main Address

Parcel Number
494101180110

Main Parcel

[Remove](#)

Location

Add Location

+

Create Template

Save Draft Next

You can also add additional locations if for any reason the Location of the Application is not the same physical address as the mailing address.

Apply for License - Rental Single Family

*REQUIRED



LOCATIONS

- 1. Please fill in address of rental property, if you reside on one half please state unit number or letter.
- 2. If the mailing address is different then the rental property address please use the drop down menu and select mailing and provide the correct mailing address

Type: Location
1347 SEAVIEW DR, North
Lauderdale, FL 33068

Main Address

Parcel Number
494101180110

Main Parcel

[Remove](#)

Home

Billing

Location

Mailing

Shipping

+

Create Template

Save Draft Next

5. Under Business Details, answer the required fields and click Next.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for License - Rental Single Family *REQUIRED

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

BUSINESS DETAILS

1. On line payment will be available upon completion of application.
2. In the description please provide what term of rental will be available such as long term or short term through apps like Air BnB.

* Company Type: Sole Proprietorship

* Company Name:

Business Description:

DBA:

* Location:

TIN:

Tax ID:

Industry Classification(s): [Select Industry Classification](#)

LICENSE DETAILS

* License Type: Rental Single Family

Description:

Back Create Template Save Draft Next

You can also Add an Industry Classification and choose the Category from the drop-down.

Dashboard Home Apply My Work Today's Inspections Map Calendar

[Back to Application](#)

Add Industry Classification(s)

Search Code number, name Category

--Select Category--

- 11: Agriculture, Forestry, Fishing and Hunting
- 21: Mining, Quarrying, & Oil and Gas Extraction
- 22: Utilities
- 23: Construction
- 31 - 33: Manufacturing
- 42: Wholesale Trade
- 44-45: Retail Trade
- 48-49: Transportation and Warehousing
- 51: Information
- 52: Finance and Insurance
- 53: Real Estate and Rental and Leasing
- 54: Professional, Scientific, & Technical Services
- 55: Management of Companies and Enterprises
- 56: Admin, Support, Waste Mgmt & Remediation Svcs
- 61: Educational Services
- 62: Health Care and Social Assistance
- 71: Arts, Entertainment, and Recreation
- 72: Accommodation and Food Services
- 81: Other Services (except Public Administration)

Search Reset

6. Add the required Contacts. There is also an option to add another contact from the drop-down.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for License - Rental Single Family *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

1. Please complete by selecting from the drop down arrow your relationship to the property.
2. If owned by a sole proprietor please provide that information as the owner contact.

Applicant

Mark Bridgepaul (You)
City Of North Lauderdale
3370 Pinewalk Dr, Margate, FL 33063

Owner

Mark Bridgepaul(You)
City Of North Lauderdale
3370 Pinewalk Dr, Margate, ...

Remove

Applicant

Applicant
Manager
Owner
Rental Representative
Tenant
Contractor

Back Create Template Save Draft Next

7. In the More Info section, please fill out the required fields as well as the non-required fields that apply to your application.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for License - Rental Single Family *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

Number of Full Time Employees [Next Section | Top | Main Menu](#)

Number of Part Time Employees

Total Employees

Hours of operation

Rental Information [Previous Section | Next Section | Top | Main Menu](#)

*Describe the intended use of the property?
Describe the intended use of the property? is required.

Do Not Include Hyphen for This Question

Owners last 4 of SSN

How many parcels are there per rental unit?

For each individual washer and dryer they must be counted. Stacked units count as 2 units. If no units are shared please put 0

*Number of Shared Washers and Dryers
Number of Shared Washers and Dryers is required.

*Are you a part of a Homeowners Association
Are you a part of a Homeowners Association is required.

please select all box's that applies and include documents to substantiate.

*How many units are being rented?
How many units are being rented? is required.

Number of Signs

8. In Attachments, please add the required attachments in order to proceed. There is also an option to add more attachments if it is pertinent to your application.

Dashboard
Home
Apply ▾
My Work
Today's Inspections
Map
Calendar 0

Apply for License - Rental Single Family *REQUIRED

Attachments

Additional documents may be needed if the following criteria below apply, use the drop down arrow on the last blue card on the right to select what type of selection you wish to upload

All forms that are needed below can be found by clicking the "Forms" button on the menu above or by clicking [here](#).

1. Copy of your Driver's License
2. Copy of Warranty Deed, Bill of Sale or Proof of ownership
3. A HOA letter is required if your property is located within a subdivision.
4. Fictitious Name Registration/Corporation Registration-required if doing business in other than legal name.
5. Signed Owner/Tenant Inspection Authorization Form
6. Sworn Affidavit - This must be notarized.
7. Affidavit of No Residential Compensation- Can be found by using the linkabove called forms. This must be notarized.
8. If you do not have all required documentation please hit the gray "save draft" button at the bottom right hand corner side of the page to save your current application
9. You can come back to the application to update and submit once you have all required documents.

Driver's License

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text/plain, .dwg, .zip, .csv, .rtf,...

REQUIRED

Inspection Authorization Form

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text/plain, .dwg, .zip, .csv, .rtf,...

REQUIRED

Notarized Application Form

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text/plain, .dwg, .zip, .csv, .rtf,...

REQUIRED

Proof of Ownership

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text/plain, .dwg, .zip, .csv, .rtf,...

REQUIRED

Select Type ▾

- Select Type
- Driver's License
- HOA Approval Letter
- Inspection Authorization Form
- Management Agreement
- Notarized Application Form
- Power of Attorney
- Proof of Ownership
- Tax Exemption Proof

Back
Create Template
Save Draft
Next

9. In the Review and Submit portion please take note of the fees as that is what will be due after you submit the application.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Single Family Inspection Fee	\$32.00
Business Tax Receipt Fee	\$5.64
Residential Rental Application Fee	\$65.00

10. Once the Application is submitted, click Add to Cart when you are ready to pay.

Dashboard Home Apply My Work Today's Inspections Map Calendar

✔ Your application was successfully submitted!

After application has been submitted you are required to have rental inspections completed within 15 days. After your payment is received and our internal review is completed, you will receive an email to request your rental inspections.

Continue to license

Fees

\$102.64

View Details Add to Cart

Dashboard Home Apply My Work Today's Inspections Map Calendar

License Number: PRPL-000011-2023 [Add to Cart](#)

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details			
License Type:	Rental Single Family	District:	City of North Lauderdale
Account Number:		Issued By:	Mason, Richard
Status:	Submitted - Online	Period Start Date:	
Description:		Expiration Date:	01/01/2099
Applied Date:	05/16/2023		

- Business
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- More Info

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name:	NETA LLC	DBA:		Open Date:	
Company Type:	Sole Proprietorship	Status:	Active	Closed Date:	
District:	City of North Lauderdale	Last Audit Date:			
Location:	Residential				
Description:	Rental				

11. Click Check Out in order to be forwarded to the Payment page, MyGovPay

Dashboard Home Apply My Work Today's Inspections Map Calendar

[Back](#)

Shopping Cart

Total \$102.64

[Check Out](#)

Invoice: INV-0000071 Description: PRPL-000011-2023
Due Date: 06/15/2023

Case Number	Project	Case Address	Amount Due
PRPL-000011-2023		1347 SEAVIEW DR North Lauderdale FL 33068	\$102.64

\$102.64

[Remove](#)

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

Total \$102.64

[Check Out](#)

12. On this page, please click Choose Payment Method and enter your Card details in order to make the payment.



THIS SITE IS CURRENTLY IN DEMO MODE.

North Lauderdale, FL TEST

Order Number: 39

Tuesday, May 16, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-0000071	PRPL-000011-2023	1	\$102.64	\$102.64
			Item Total:	\$102.64
			Order Total:	\$102.64

Payment Details

[Choose Payment Method](#)

[Cancel](#)

APPLYING FOR A BUSINESS TAX RECEIPT

1. For this Guide, we will be utilizing Business Tax Receipt General as an example.

Business Tax Receipt General		Apply
Category Name: BUSINESS TAX RECEIPT	Description: This BTR is for the operation of a business within city limits regarding all other businesses that are not listed.	

2. Select the Company Type and then click the Plus sign

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for License - Business Tax Receipt General *REQUIRED

Select or create the business for this application

Select Company Type

- Corporation
- General Partnership
- Limited Liability Company
- Limited Liability Limited Partnership
- Limited Liability Partnership
- Limited Partnership
- Non-Profit
- Professional Corporation
- Professional Limited Liability Company
- Sole Proprietorship

3. Enter the Business Details and make sure to fill out the required fields.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for License - Business Tax Receipt General *REQUIRED

Locations **Type** Contacts More Info Attachments Review and Submit

BUSINESS DETAILS

A description is not required please hit next in the bottom right-hand corner to continue your application.

* Company Type Corporation

* Company Name

Business Description

DBA

* Location

TIN

Tax ID

Industry Classification(s) [Select Industry Classification](#)

LICENSE DETAILS

* License Type Business Tax Receipt General

Description

Back Create Template Save Draft Next

4. Add the required Contacts. There is also an option to add another contact from the drop-down.

Dashboard Home Apply My Work Today's Inspections Map Calendar


Apply for License - Rental Single Family *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS


1. Please complete by selecting from the drop down arrow your relationship to the property.
2. If owned by a sole proprietor please provide that information as the owner contact.

Applicant



Mark Bridgepaul (You)
City Of North Lauderdale
3370 Pinewalk Dr, Margate, FL
. 33063

Owner



Mark Bridgepaul(You)
City Of North Lauderdale
3370 Pinewalk Dr, Margate, ...

[Remove](#)

Applicant

Applicant

Manager

Owner

Rental Representative

Tenant

Contractor

+

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

5. Enter the requested information in the More Info step of the application.

Dashboard Home Apply My Work Today's Inspections Map Calendar

Apply for License - Business Tax Receipt General *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

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

Number of Full Time Employees

Number of Part Time Employees

Total Employees

Hours of operation

BTR General Info [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Person age 65 or older

(F.S.205.162(1))

Disable Person

(F.S.205.162(1))

Non Profit

(F.S.205.192)

Low Income Person

6. Add the Requested attachments as explained in the following step. There is also an option to add more attachments from the drop-down menu.

Apply for License - Business Tax Receipt General

*REQUIRED



Attachments

Additional documents may be needed if the following criteria below apply, use the drop-down arrow on the last blue card on the right to select what type of selection you wish to upload

1. Copy of your Driver's License
2. Copy of Warranty Deed if this is a home-based business and the property is owned
3. Bill of Sale is required for change of owner and is a commercial business
4. An HOA letter is required to provide proof that you are allowed to conduct business at a home-based business within an HOA
5. Fictitious Name Registration/Corporation Registration-required if doing business in other than legal name.
6. Letter from Landlord is required to provide proof that you are allowed to conduct business at a home-based business within that is being rented
7. Letter of Intent clearly defines all business operations, hours of operations, and days in use
8. The leasing Agreement executed is for a business that is operating in a commercially leased space.
9. Any business requiring a Professional, State, or County License must include a current copy along with the liability and/or workers' compensation insurance.

If you do not have all the required documentation please hit the gray "save draft" button at the bottom right-hand corner side of the page to save your current application
 You can come back to the application to update and submit once you have all the required documents.

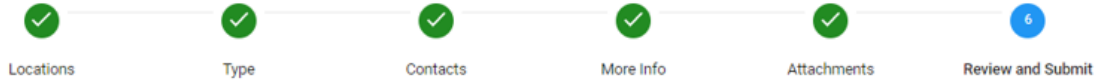
Four blue rectangular cards are displayed horizontally. Each card has a white plus sign in the center and the text "Add Attachment" above it. Below the plus sign, supported file formats are listed: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf, ... At the bottom of each card, the word "REQUIRED" is written in white on a gray background.

A dropdown menu is open, showing a list of attachment types. The menu is white with a blue header that says "Select Type". The list items are: Bill of Sale, Driver's License, Fictitious Name Registration, HOA Approval Letter, Leasing Agreement, Letter from Landlord, Letter of Intent (Initial Application) / Business Information Sheet (Renewal), State License, and Warranty Deed. At the bottom of the menu, supported file formats are listed: text/plain, dwg, zip, csv, rtf, ...

7. Please review the details entered as well as the fees prior to clicking Submit.

Apply for License - Business Tax Receipt General

*REQUIRED



Submit

Locations

Location	701 SW 71 AVE, North Lauderdale, FL 330682306
Parcel Number	494102072170

Basic Info

Company Name	Test LLC
Company Type	Corporation
Business Description	
DBA	
Location	Commercial
License Type	Business Tax Receipt General
Description	
Industry Classification(s)	
Applied Date	05/16/2023

Contacts

Applicant	Richard Mason 701 SW 71 Ave ,
Owner	Richard Mason 701 SW 71 Ave ,

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Merchant Inventory	\$126.63
Application Fee	\$65.00
OU Inspections Fee	\$272.00
OU Fire Inspection Fee	\$68.00

Total: \$531.63

8. Please take note of the exclamation mark next to Fees which indicates that there are fees that have yet to be paid.

Dashboard Home Apply My Work Today's Inspections Map Calendar 0

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

License Number: GENL-000012-2023 Add to Cart

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details

License Type:	Business Tax Receipt General	District:	City of North Lauderdale	Applied Date:	05/16/2023
Account Number:		Issued By:	Mason, Richard	Period Start Date:	
Status:	Submitted - Online			Expiration Date:	01/01/2099
Description:					

Business Locations Fees Inspections Attachments Contacts More Info

Business | Next Tab | License Details | Main Menu

Business

Company Name:	Test LLC	DBA:		Open Date:	
Company Type:	Corporation	Status:	Active	Closed Date:	
District:	City of North Lauderdale			Last Audit Date:	
Location:	Commercial				
Description:					

9. Please click Add to Cart and then Check Out when you are ready to pay.

Dashboard Home Apply My Work Today's Inspections Map Calendar 0

[Back](#)

Shopping Cart

Total \$65.00 Check Out

Invoice: INV-00000072 Description: GENL-000012-2023
Due Date: 06/15/2023

Case Number	Project	Case Address	Amount Due
GENL-000012-2023		701 SW 71 AVE North Lauderdale FL 330682306	\$65.00

\$65.00 Remove

Top | Main Menu

Total \$65.00 Check Out

10. You will then be forwarded to our Payment site in order to make the payment.



THIS SITE IS CURRENTLY IN DEMO MODE.

North Lauderdale, FL TEST

Order Number: 40

Tuesday, May 16, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000072	GENL-000012-2023	1	\$65.00	\$65.00
			Item Total:	\$65.00
			Order Total:	\$65.00

Payment Details

[Choose Payment Method](#)

[Cancel](#)

APPLYING FOR A LIEN SEARCH

Click Apply, 'All' under any of the sections, and then click All

Dashboard Home **Apply** My Work Today's Inspections Map Calendar 0

Application Assistant

Search for application names and keywords

All Trending My History LICENSES PERMITS PLANS

[Show Categories](#) [Show My Templates](#)

You can also click Trending in order to see the Applications that applicants have been applying the most for.

Application Assistant

Search for application names and keywords

All **Trending** My History LICENSES PERMITS PLANS

1. Click the Apply button next to Lien Search

Lien Search Apply

Category Name: Lien Management Description: \$45 dollars per search. Searches take 10-15 business days to complete depending upon the volume. Once the lien search is completed, a request for lien settlement must be submitted.

2. Add a Location that applies for the Lien Search

Dashboard Home Apply My Work Today's Inspections Map Calendar

[Back to Application](#)

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search

Address	Action
706 SW 74 AVE, North Lauderdale, FL 33068	Add

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

3. Add the Required contacts for the Lien search. Also note that additional contacts can be added which is shown in the drop-down.

Dashboard Home Apply My Work Today's Inspections Map Calendar


Apply for Plan - Lien Search

*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Applicant


Venecia Hall (You)
10000

Broker
Add Contact
+

OR

Buyer
Add Contact
+

OR

Owner
Add Contact
+

Owner

- Select Type
- Applicant
- Architect
- Broker
- Buyer
- Civil Engineer
- Contractor
- Developer
- Land Use Attorney
- Landscape Architect
- Listing Agent
- Owner**
- Owner/Builder
- Permit Runner
- Project Manager
- Property Management Company
- REO

4. In the More Info section, choose the Type of Dwelling and Daytime Number as required.

Dashboard Home Apply My Work Today's Inspections Map Calendar 0

Apply for Plan - Lien Search *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

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

*Type of Dwelling

Fax Number (If Applicable)

*Daytime Number

Daytime Number is required.

Back Create Template Save Draft Next

5. Add any attachments that you would believe would be beneficial to add to the Lien Search. However, it is not required.

Dashboard Home Apply My Work Today's Inspections Map Calendar 0

Apply for Plan - Lien Search *REQUIRED

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf, ...

Back Create Template Save Draft Next

6. Please Sign the application by typing in your name and drawing your signature.

Dashboard Home Apply ▾ My Work Today's Inspections Map Calendar 📅

*REQUIRED

Apply for Plan - Lien Search

✓
Locations

✓
Type

✓
Contacts

✓
More Info

✓
Attachments

6
Signature

7
Review and Submit

SIGNATURE

DISCLAIMER OF LIABILITY

The foregoing information is believed to be reliable, but is not guaranteed as to the accuracy or completeness by the City of North Lauderdale. In no event shall the City of North Lauderdale be liable for any direct, indirect, incidental, consequential, special or exemplary damages, of any kind of nature whatsoever, arising out of, or in connection with the provision of this information. This information is subject to change without notice.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Venecia Hall
May, 16 2023

X Draw Signature Here

7. Please review the Lien Search application and fees, and click Submit is everything looks accurate.

Dashboard Home Apply ▾ My Work Today's Inspections Map Calendar 📅

*REQUIRED

Apply for Plan - Lien Search

✓
Locations

✓
Type

✓
Contacts

✓
More Info

✓
Attachments

✓
Signature

7
Review and Submit

Locations

Location	706 SW 74 AVE, North Lauderdale, FL 33068
Parcel Number	494102021060

Basic Info

Type	Lien Search
Description	
Applied Date	05/16/2023

Contacts

Applicant	Venecia Hall 10000,
Owner	Venecia Hall 10000,

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Lien Search Fee	\$45.00

8. Please Pay the Fees Due so that the Lien Search application may be completed.

Dashboard Home Apply My Work Today's Inspections Map Calendar

✓ Your plan application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

Plan Number: LSR-0005-23 [Add to Cart](#)

- Internet Explorer 11 is required to use the eReviews portal.
- Plan cannot be printed at this time. Plan has not been approved.

Plan Details | Tab Elements | Main Menu

Type: Lien Search	Status: Submitted - Online	Project Name:
IVR Number: 57	Applied Date: 05/16/2023	Expiration Date:
District: City of North Lauderdale	Assigned To:	Completion Date:
Description:		

Summary Locations Fees eReviews Attachments Contacts Sub-Records More Info

Progress

0% Completed

Completed
In Progress
Not Started

Workflow

- Application Completeness check
- Lien Results Attached or Recorded
- Notify Applicant of Lien Search
- Lien Settlement Application

Available Actions

Unpaid Fees [Pay Now](#)

\$45.00
06-15-2023

Fees


\$45.00

[View Details](#) [Add to Cart](#)

9. When you are ready to pay, please click Pay Now.

Dashboard Home Apply My Work Today's Inspections Map Calendar

[Back](#)

Invoice Number: INV-00000073 [Pay Now](#) 

Invoice Total: \$45.00	Status: Due	Invoice Date: 05/16/2023	Due Date: 06/15/2023
Description: NONE			

Primary Fees Misc Fees Payments Attachments Contacts

Primary Fees Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Lien Search Fee	\$45.00	\$45.00	LSR-0005-23	Plan	

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

10. Enter your card details in order and submit in order to complete the payment.



THIS SITE IS CURRENTLY IN DEMO MODE.

North Lauderdale, FL TEST

Order Number: 41

Tuesday, May 16, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-0000073	NONE	1	\$45.00	\$45.00
			Item Total:	\$45.00
			Order Total:	\$45.00

Payment Details

Choose Payment Method

Cancel

APPLYING FOR A LIEN SETTLEMENT

1. Click the Apply button next to Lien Settlement

Lien Settlement Apply

Category Name: Lien Management

Description: To request a lien settlement, the property must first be in compliance. There is a \$55 processing fee per address requested. Due to the large volume of lien settlement requests we are currently receiving, settlements may take approximately 4-6 weeks to complete after the property is in compliance. Therefore, it is advised that you make your request within a reasonable time in anticipation of the property closing date. There will be an additional charge for updates which may include a new application and fee depending upon the length of time elapsed since the filing of the original request.

Steps 2 through 3 are the same as the Lien Search Application

4. In the More Info section, please enter/choose the answer as it applies to your Lien Search Application

Dashboard Home Apply ▾ My Work Today's Inspections Map Calendar 0

Apply for Plan - Lien Settlement *REQUIRED

Locations ✓ Type ✓ Contacts ✓ **More Info 4** Attachments 5 Signature 6 Review and Submit 7

MORE INFO | Top | Main Menu

*Correspondence/Mailing Information
Correspondence/Mailing Information is required.

*Daytime Number
Daytime Number is required.

If you answered Yes a copy of all the addresses and parcels must be provided as a separate attachment during step 5 of the online application Failure to disclose all addresses may result in substantial delays and additional fees for this request

*Is the property of this request foreclosed

Is the property of this request foreclosed is required.

If yes, please provide one of the following during step 5 of the online application: Lis Pendens, Final Judgement or Certificate of Title. Failure to enclose all requested documentation may result in substantial delays in the processing of your application.

*Is this property the subject of a bankruptcy

Is this property the subject of a bankruptcy is required.

If you answered yes a copy of the judgment is required during step 5 of the online application.

*Was this property acquired through a tax deed

Was this property acquired through a tax deed is required.

If you answered yes a copy of the title is required during step 5 of the online application.

*Are there any City liens on this property

Are there any City liens on this property is required.

If you answered yes a copy all liens are required during step 5 of the online application.

*Are there code violations on the property

Are there code violations on the property is required.

If you answered yes proof of compliance is required during step 5 of the online application. A lien settlement request will not be processed unless all violations are cured.

*Is property vacant/abandoned

Is property vacant/abandoned is required.

If you answered Yes proof of registration is required during step 5 of the online application.

*Number of Cases to be Settled

Number of Cases to be Settled is required.

5. Please attach the Lien Search Form as well as any another additional form asked of you.

The screenshot shows a web application interface for 'Apply for Plan - Lien Settlement'. At the top, there is a navigation bar with links: Dashboard, Home, Apply (with a dropdown arrow), My Work, Today's Inspections, Map, and Calendar (with a notification icon). Below the navigation bar, the title 'Apply for Plan - Lien Settlement' is displayed on the left, and '*REQUIRED' is on the right. A progress indicator shows seven steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (checked), 4. More Info (checked), 5. Attachments (active, highlighted in blue), 6. Signature (greyed out), and 7. Review and Submit (greyed out). Below the progress indicator, the 'Attachments' section is titled. It contains a paragraph: 'If you answered yes to any of the previous questions on the the last page be sure to upload the required documents. You can find the document types using the drop down arrow on the blue card below.' Below this text are two blue cards. The left card is titled 'Lien Search' and 'Add Attachment', featuring a large white plus sign. Below the plus sign, it lists supported file formats: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text/plain, .dwg, .zip, .csv, .rtf, ... At the bottom of this card is a grey button labeled 'REQUIRED'. The right card is a dropdown menu titled 'Select Type' with a list of document types: Certificate of Title, Contract of Pending Sale, Final Judgement, Lien Search, Lis Pendens, Proof of Compliance, Proof of Vacancy, and Supporting Documentation. Below the list, it shows supported file formats: .gif, .tiff, .doc, .docx, .xls, .xlsx, .text/plain, .dwg, .zip, .csv, .rtf, ... At the bottom of the form, there are four buttons: 'Back' (blue), 'Create Template' (grey), 'Save Draft' (grey), and 'Next' (blue).

Steps 6 through 10 are the same as those for the Lien Search Application.

Author: Alina Mehdi, Network Administrator

Approved By: Mitch Williams, CITO

Date: 7/14/2023

Ver:002