

St. Johns County

Building Department

Online Account and Permitting Instructions

4040 Lewis Speedway

St. Augustine, FL 32084

P: 904.827.6800

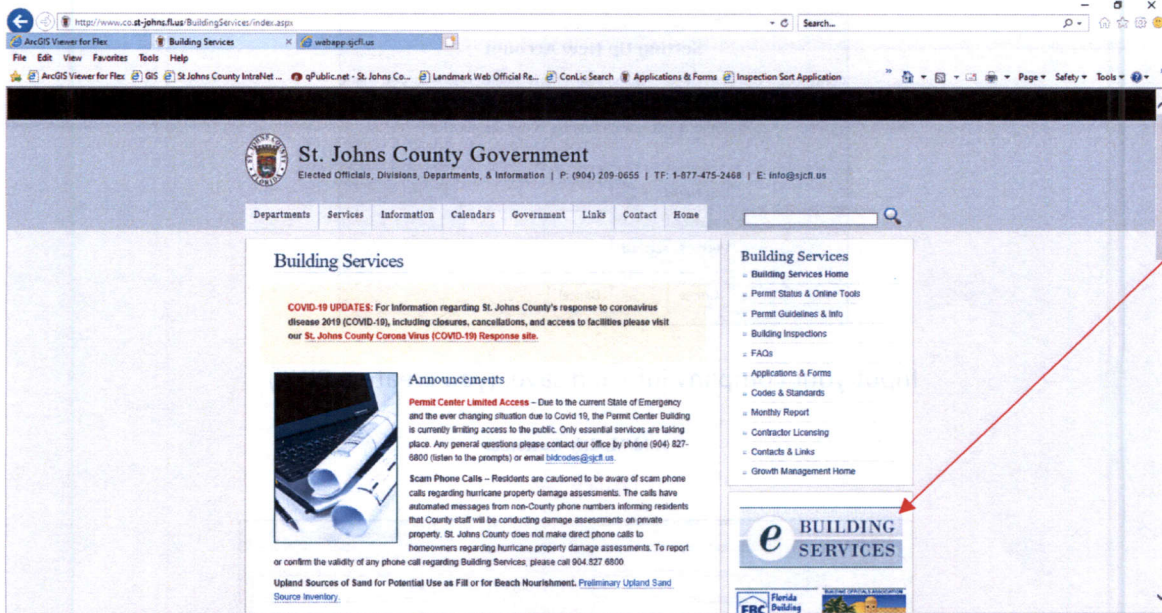
F: 904.827.6849

BLDCODES@SJCFL.US

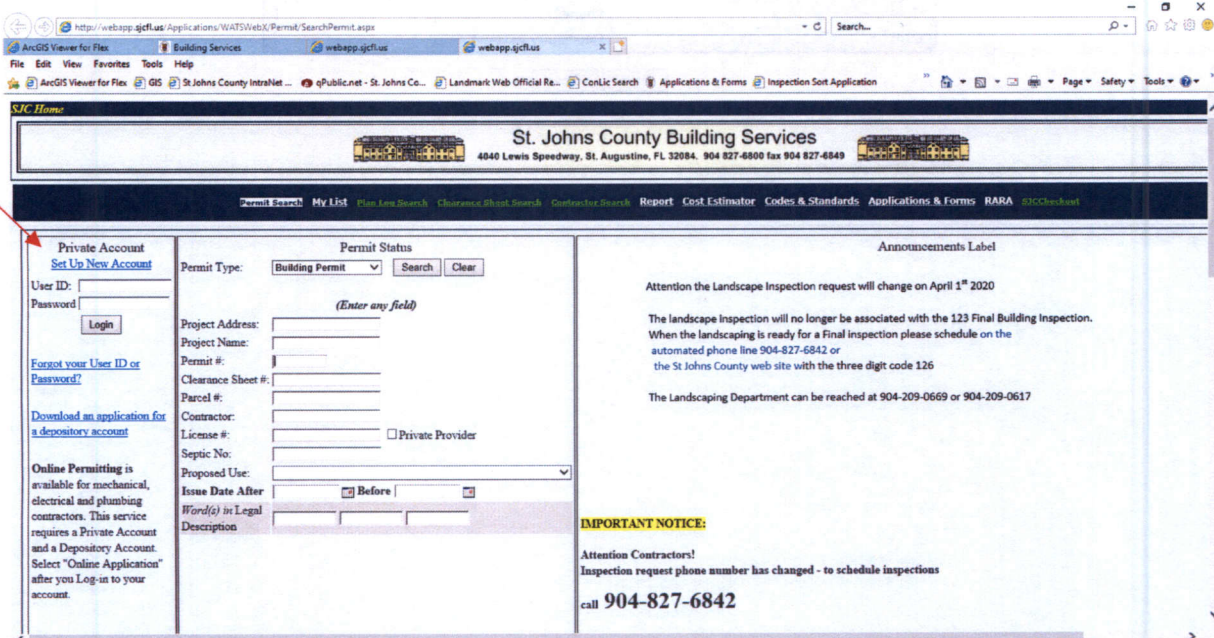
ONLINE ACCOUNT INSTRUCTIONS

Go to: <http://www.co.st-johns.fl.us/BuildingServices/index.aspx>

Click the e Building Service tab in the lower right hand corner



Select Set Up New Account in top left hand corner



ONLINE ACCOUNT INSTRUCTIONS

Create a Log Name and Password. The log name needs to be 6-10 characters, the password is case sensitive. Write this down.

Setting Up New Account

Contractors can schedule or cancel inspections online. Depository Account records can also be viewed with this service.

Log Name & Password must be minimum six char

Log Name:

Password:

Verify Password:

Input your company info and save. (you create a PIN#)

Add/Modify Customer

** Bold Required*

<p>* Company Name : <input type="text"/></p> <p>* First Name : <input type="text"/></p> <p>* Last Name : <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>* Addr: <input type="text"/></p> <p><input type="text"/></p> <p>* Zip: <input type="text"/></p> <p>* Fax: <input type="text"/></p> <p>CL Id: <input type="text"/></p>	<p>* Log Name: <input type="text" value="TEST345"/></p> <p>* PIN # : <input type="text"/></p> <p>* Email: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="text" value="AL"/> <input type="button" value="v"/></p> <p>* Phone1: <input type="text"/></p> <p>Phone2: <input type="text"/></p> <p>Depository Account #: <input type="text"/></p>
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Print and email the Activation form to bldcodes@sjcfl.us

This needs to be notarized and you can out N/A in the account number.



St. Johns County Board of County Commissioners

Growth Management | Building Services Division

Online Permit Account Authorization/Activation Form

By signing below, I authorize St. Johns County Building Department to activate my personalized internet account. In addition, I hereby grant permission to issue permits under my personalized internet account and to deduct the resulting permit fees from my depository account number # _____. As the licensed contractor, I understand that it is my responsibility to protect my log-in and password and in the event that my log-in and/or password need to be changed, I will notify St. Johns County Building Department.

Note: Projects that require plan review or other department approvals are not available to be issued online at this time.

Business Name: _____ Date: _____

Contractor Name (print): _____

License Number: _____

Contractors Signature: _____

In St. Johns County, Florida:

The foregoing instrument was acknowledged before me on _____

_____ 20____

Known personally _____ or Identification _____

Type of Identification _____

Name of Notary, typed or printed _____

Signature _____ Seal: _____

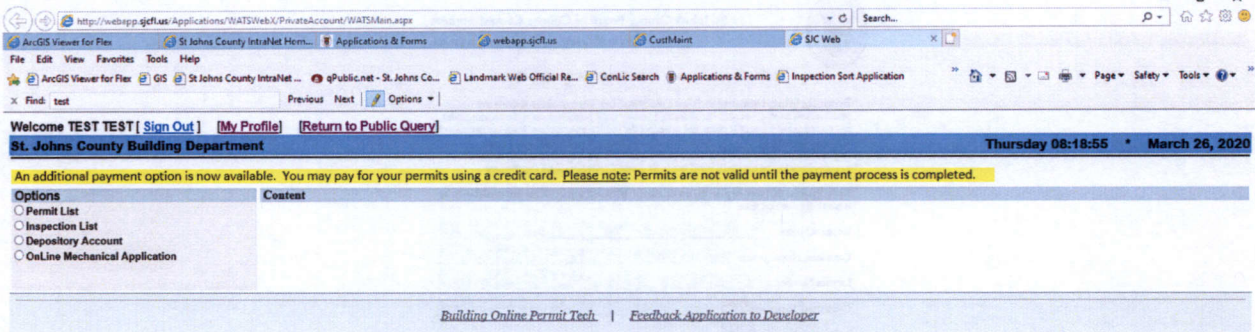
Fax completed form to (904) 827-6849 or email to bldcodes@sjcfl.us

For Office Use Only

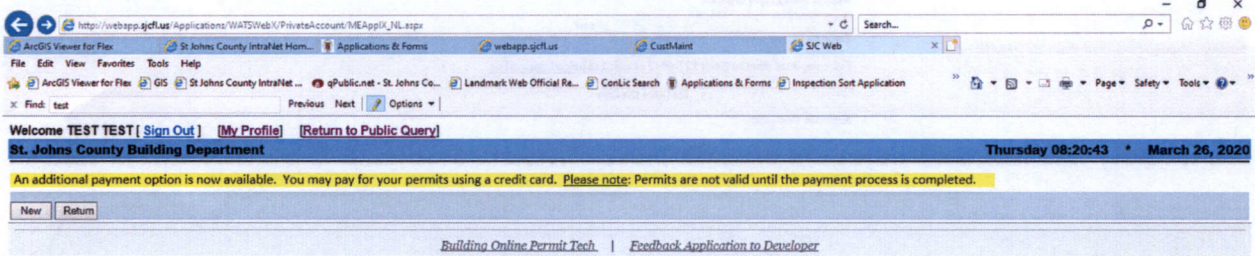
Activation Verification:

PULLING PERMITS

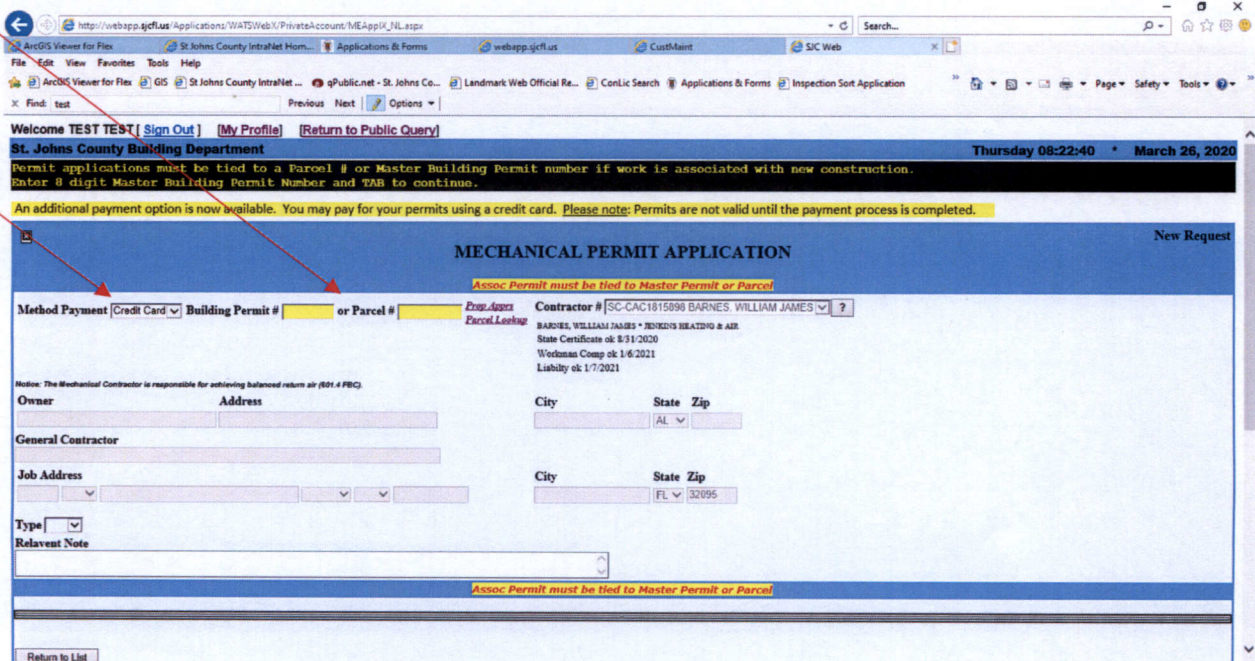
Select Online application



Select New



Method of Payment will be CC unless you have an escrow. Input Parcel or Building Permit number.



Click verify once the address, owner, and contractor have been verified.

You can also choose the type if applicable.

Then save. (pops up at bottom of page)

MECHANICAL PERMIT APPLICATION

Method Payment (Credit Card) Building Permit # 12003652 or Parcel # [redacted] Prop. Appr. Parcel Leasing Contractor # [redacted]

Owner Address [redacted] City SAINT AUGUSTINE State FL Zip 32092

General Contractor [redacted]

Job Address [redacted] Verify Address: 190 DELMONT DR City SAINT JOHNS State FL Zip 32259-000

Type [redacted]

Relevant Note [redacted]

Verify Address

Return to List

Select the scope.

MECHANICAL PERMIT APPLICATION

Method Payment (Credit Card) Building Permit # 12003652 or Parcel # [redacted] Prop. Appr. Parcel Leasing Contractor # [redacted]

Owner Address [redacted] City SAINT AUGUSTINE State FL Zip 32092

General Contractor [redacted]

Job Address [redacted] Verify Address: 190 DELMONT DR City SAINT JOHNS State FL Zip 32259-000

Type A/C

Relevant Note [redacted]

What is Scope of Work being Permitted?

Return to List Save

Add 'Point of Contact' & Identify with Check, as to whom informed Permit is ready for payment.

Notify	Type	POC	Email/SMS
<input checked="" type="checkbox"/>		Do not notify me	<input type="checkbox"/>

It will be different for each license, choose what you will be permitting as well as put it in the relevant note.

MECHANICAL PERMIT APPLICATION Request # 190019

Method Payment [Credit Card] Building Permit # 12003652 or Parcel # Prop. Apprs Parcel Lookup Contractor # 50-01064299-DARNGO-11111111111111111111 ?

State Certificate ok: 8/31/2020
Workman Comp ok: 1/6/2021
Liability ok: 1/7/2021

Notes: The Mechanical Contractor is responsible for achieving balanced return air (91.4 FBC).

Owner Name: [REDACTED] Address: [REDACTED] City: SAINT AUGUSTINE State: FL Zip: 32092

General Contractor Name: [REDACTED] City: SAINT JOHNS State: FL Zip: 32259-000

Job Address Verify Address: [REDACTED] City: SAINT JOHNS State: FL Zip: 32259-000

Type: A/C

Relevant Note

I'm Permitting a

DUCTWORK ONLY

HVAC CHGOUT / REPAIR

NEW HVAC

REFRIGERATION UNITS

Cancel

Input the value/number of fixtures (whatever applies to you) and description. Save

MECHANICAL PERMIT APPLICATION Request # 190019

HVAC CHGOUT / REPAIR

Valuation: 7000 Total: \$38.00 Save Cancel

Description: 4 ton

Scroll down and select submit pay by cc, as well as ok on the pop up.

MECHANICAL PERMIT APPLICATION Request # 190019 Due: \$58.00

Method Payment: Credit Card Building Permit # 12003652 or Parcel # Prop. Appx Parcel Leasing Contractor # [redacted]

State Certificate ok: 8/31/2020
Workman Comp ok: 1/6/2021
Liability ok: 1/7/2021

Owner: [redacted] Address: [redacted] City: SAINT AUGUSTINE State: FL Zip: 32092

General Contractor: [redacted] City: SAINT JOHNS State: FL Zip: 32259-000

Job Address: [redacted] Verify Address: [redacted]

Type: A/C Relavant Note: [redacted]

Are you Permitting for additional Scope of Work?

Chrg Desc	Description	Qty	Unit	Total	Description	AssocKey	Variable	BaseFee	Total
HVAC CHGOUT / REPAIR	4 ton	1	7000	\$38.00	*FL BCAIB SURCHARGE(468.631)	190019	0.0150	54.0000	\$2.00
					*FL DBPR SURCHARGE(553.721)	190019	0.0100	54.0000	\$2.00
					MECHANICAL PERMIT FEE	190019	1.0000	38.0000	\$38.00
					Permit Issuance Fee	190019	1.0000	16.0000	\$16.00

Buttons: Return to List, Save, Submit Paid By Credit Card, Charges

Add 'Point of Contact' & identify with Check, as to whom to inform Permit is ready for payment.

Notify	Type	POC	Email/SMS
<input checked="" type="checkbox"/>		Do not notify me	<input type="checkbox"/>

It is now pending approval, this could take a while. It will take you back to this page.

Welcome TEST TEST | Sign Out | My Profile | Return to Public Query

St. Johns County Building Department Thursday 08:34:31 March 26, 2020

An additional payment option is now available. You may pay for your permits using a credit card. Please note: Permits are not valid until the payment process is completed.

New	Return	Created Dt	Submitted Dt	Permit No	Issue Dt	Addr	Status/Memo
		19001	3/26/2020	3/26/2020	Submitted Pending Processing	19001-12003652-12003652	

Building Online Permit Tech. | Feedback Application to Developer

Once approved you will see this. Click the white box to pay. Then the pay now button at the top of the page.

Welcome TEST TEST | Sign Out | My Profile | Return to Public Query

St. Johns County Building Department Thursday 08:35:57 March 26, 2020

An additional payment option is now available. You may pay for your permits using a credit card. Please note: Permits are not valid until the payment process is completed.

New	Return	Pay Now	Created Dt	Submitted Dt	Permit No	Issue Dt	Addr	Status/Memo
		\$58.00	19001	3/26/2020	3/26/2020	Pending Pay	19001-12003652-12003652	

Building Online Permit Tech. | Feedback Application to Developer

It will take you to this page where you select pay now.

Growth Magment Credit Card Portal

DISCLAIMER: Welcome to the LexisNexis VitalChek Network Inc. website for securely making payments to St. Johns County Growth Management. This site has been approved by St. Johns County Growth Management and is maintained by LexisNexis VitalChek Network Inc. Please follow the instructions carefully to ensure the accuracy of your payment.

42003109
(Open Ticket # 1116170)

Amount Due \$58.00 [Pay Now](#) [Return](#)

*FL BCAIB SURCHARGE(468.631)	42003109	\$2.00
*FL DBPR SURCHARGE(533.721)	42003109	\$2.00
MECHANICAL PERMIT FEE	42003109	\$38.00
Permit Issuance Fee	42003109	\$16.00
Total		\$58.00

Input info, at the bottom of page it should say pay now or submit payment. Once paid you can go back to your online account and select that permit request number.

Welcome [User Name] [Sign Out](#) [My Profile](#) [Return to Public Query](#)

St. Johns County Building Department

An additional payment option is now available. You may pay for your permits using a credit card. [Please r](#)

New	Return	Created Dt	Submitted Dt	Permit No	Issue Dt	Addr	Status/Memo
		3/26/2020	3/26/2020	42003120	3/26/2020	2788 LE MANS CT	
		3/26/2020	3/26/2020	42003111	3/26/2020	701 LAKE STONE CIR	
		3/25/2020	3/25/2020	42003044	3/25/2020	36 LAKE JULIA DR S	
		3/24/2020	3/24/2020	42003004	3/24/2020	168 COASTAL OAK CIR	
		3/23/2020	3/23/2020	42002988	3/23/2020	80 BREEZY BAY DR	
		3/23/2020	3/23/2020	42002950	3/23/2020	904 MARSH COVE PL	
		3/23/2020	3/23/2020	42002949	3/23/2020	228 NORTH WIND CT	
		3/20/2020	3/20/2020	42002886	3/20/2020	319 QUAIL POINTE DR	
		3/20/2020	3/20/2020	42002885	3/20/2020	608 ALHAMBRA LN N	
		3/20/2020	3/20/2020	42002884	3/20/2020	75 SAN JUAN DR	
		3/19/2020	3/19/2020	42002840	3/19/2020	107 SURREY LN	
		3/19/2020	3/19/2020	42002830	3/19/2020	782 SEA OATS	
		3/19/2020	3/19/2020	42002829	3/19/2020	2314 CLUBVIEW CT	
		3/18/2020	3/18/2020	42002745	3/18/2020	7505 FOUNDERS WAY	is this a second system
		3/18/2020	3/18/2020	42002744	3/18/2020	175 SOLANO CAY CIR	
		3/17/2020	3/17/2020	42002679	3/17/2020	7505 FOUNDERS WAY	
		3/16/2020	3/16/2020	42002609	3/16/2020	157 CROSSROAD LAKES DR	
		3/16/2020	3/16/2020	42002608	3/16/2020	120 PLANTATION CIR S	
		3/16/2020	3/16/2020	42002606	3/16/2020	104 BROAD WAY	
		3/13/2020	3/13/2020	42002562	3/13/2020	2104 SANDPIPER CT	
		3/13/2020	3/13/2020	42002503	3/13/2020	108 NATITE US LN	

In the top right you will see the box to print your permit.

Request # 190018 42003120
Print Permit # 42003120
Paid: \$54.00

MECHANICAL PERMIT APPLICATION

Method Payment: Escrow
Escrow Bal \$1,077.15

Building Permit # _____ or Parcel # _____

Contractor # _____
State Certificate ok 8/31/2020
Workman Comp ok 1/1/2021
Liability ok 12/1/2020

Owner Address: _____
City: PONTE VEDRA BEACH FL

Job Address: _____
City: PONTE VEDRA BEACH FL 32082-000

Chrg Desc	Description	Cat	Unit	Total	Description	AssocKey	Variable	BaseFee	Total
HVAC CHGOOT / REPAIR	HVAC change out 3ton		1	4700	Permit Issuance Fee	42003120	False	16.0000	\$16.00
				\$34.00	MECHANICAL PERMIT FEE	42003120	False	34.0000	\$34.00
					*FL DBPR SURCHARGE(553.721)	42003120	False	50.0000	\$2.00
					*FL BCAIB SURCHARGE(468.631)	42003120	False	50.0000	\$2.00

To Schedule inspections return to your list and select Permit List and Load.

Options

- Permit List
- Issued in Last 300 Days
- Inspection List
- Depository Account
- OnLine Mechanical Application

[Load Permits](#)

Select the permit you would like to schedule and select schedule inspectio in top right hand corner.

Permit #	IssueDt	Contractor	Info
42001788	2/20/2020	DEVELOPMENTAL J	HVAC CHGOOT / REPAIR Valuation 4500

[Schedule Inspection](#)

Select your permit, choose date, and which inspection and save. You can cancel inspections here as well.

Content

Permit #	Issue Dt	Contactor	Info
41912062	12/10/2019	[REDACTED]	HVAC CHGOOUT / REPAIR Valuation 4453

Buttons: Select, Cancel Schedule

Content

Permit No	Sched Dt	Insp Cd
41912062	Fri 3/27/2020	000 INFORMATION ALL PERMITS

Buttons: Save Inspection, Abort Inspection, Cancel Schedule

This also gives the results once the inspection has been completed.

Content

Permit #	IssueDt	Contractor	Info
41906698	7/10/2019	[REDACTED]	HVAC CHGOOUT / REPAIR Valuation 4200

Id	PermitNo	InspCd	Abrev	Sched Dt	Insp Dt	Result	Inspector	Reason	Assign To
2627199	41906698	403	MC FNL	1/17/2020	1/17/2020	D	DONLUZAK		DONLUZAK

Buttons: Cancel Schedule

PERMITS EMAILED/FAXED IN

MUST BE COMPLETE WITH ALL INFORMATION FILLED OUT AND NOTARIZED

BLDCODES@SJCFI.US

904-827-6849

It can take up to 24/48 hours for review time. Once reviewed you will receive an email like below.

We are now using an online payment portal! Please click the [link at the bottom of the page](#) and follow the instructions below, once the permit has been processed and paid for we will email you a copy of the permit or you can print the permit once paid off of the website by searching the permit number given to you on the link here. THIS IS NOT THE LINK TO PAY. (<http://webapp.sjcfl.us/Applications/WATSWebX/Permit/SearchPermit.aspx>)

-Once ready for payment click the link (if you leave this open to long it will expire and you will need to request a new link to be sent)

-Click the little white box next to the description once info is verified

-Click the pay now button will at the top of the page by the Open Ticket [\(DO NOT TYPE ANYTHING IN THIS BOX\)](#) under the St. Johns County Credit Card Processing via NexisLexis

-Click the pay now button middle of the screen

- Input CC info and submit

-I will email the permit back to you within an hour or two, if you don't receive it please try the permit search above or email me that this has been paid.

Thank you!

<http://webapp.sjcfl.us/Applications/WATSWebX/SJCCheckout/SJCCheckout.aspx?OTId=1115727>