

# CITIZENSERVE DUVAL COUNTY PUBLIC SCHOOLS BUILDING CODE ENFORECEMENT

Welcome to our new program for plan submittal and permits. The program will keep all paperwork in one file for each project. You will need to make a login and password for your company, using 1 login for your company that everyone will use. Our office cannot register your company for you. This will allow anyone in your office to see any projects under your company. Follow the steps listed in this document for plan submittal and permits and inspections. Please email Wendy Helms at <u>helmsg@duvalschools.org</u> or call the office at 904-390-2165 for questions on the program.

https://www7.citizenserve.com/Portal/?installationid=443

## **GUIDE FOR SUBMITTALS OF PLANS AND PERMITS**

Below is the MAIN screen that contractors and designers will see when logging into CITIZENSERVE.

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|  | CODE ENFORCEMENT FOR DUVA  | L COUNTY   | PUBLIC   | C SCHO          | OLS                           |            |          |           |       |     |   |   |   |   |
| Than   | you for vising our website where you can access all of o   | nline services fro   | om your home   | a, office, or n | nobile device                 |            |          |           |       |     |   |   |   |   |
| Thank you for visiting our website; t  | rough this portal you have access to all of our online service<br>have any comments or suggestions ple<br>goal is to ensure a safe and healthful built environment for   | es for permitting a<br>case call us at (90<br>the students and | nd code enfor<br>4) 390-2165.<br><i>staff of Duval</i> | cement and g    | general reque:<br>ic Schools, | sts. We va | lue your | input, if | you   |     |   |   |   |   |
| Online Services You I  | leed   |  |  |                 |                               |            |          |           |       |     |   |   |   |   |
|  | PERMITTING<br>Needs puil a permit for David Scurty Public Bchools<br>permit, submit le operantent for plans and waterin per<br>review comments and schools inspections.<br>APPY for A REMIT —<br>SLANCH KOR, A PERMIT —<br>LEARN MORE ADOLT PERMITTING — | ? Learn how to pul<br>ermits, apply on lin                     | la<br>o, view  |                 |                               |            |          |           |       |     |   |   |   |   |
| Link to Florida Building<br>Link to My Florida Leanus<br>Permits argin 180 days after last "PAS3<br>responsibility to request a "permit extens | inspection. It is the contractor's responsibility to keep a permit a<br>or .   | ctive. It is the cont  | ractor's   |                 |                               |            |          |           |       |     |   |   |   |   |

Below is the screen you will see after logging into Citizenserve.

You apply for plan reviews, permits, inspections and final reports. All documents concerning a permit and plans will be submitted under the permit number in this program.



#### Main Screen

### **PLANS SUBMITTAL**

When submitting plans go to SERVICES, you will have a dropdown window, choose PLANS SUBMITTAL. Below is the screen you will see. Go to the left side and choose "Apply online"

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|   | PLANS SUBMITTAL<br>Home / Services / Plans Submittal   |   |   |   |
| <ul> <li>Apply online</li> <li>Vew your applications</li> <li>More information</li> <li>Search for a project</li> </ul> | Learn about when you need to apply for a development project, what information you'll need and how to apply.<br>School name and number must be on ALL documents. Plans must be signed and sealed. Plans must state current code<br>compliance. |   |   |   |
|   | Getting Started is Easy Leam Leam who you need to apply for a development permit and the permit application process. DO YOU NEED A DEVELOPMENT FEBRIT -  |   |   |   |
|   | 2. Gather<br>Each application has different submittal requirements, understand what you'll need to provide to get started.<br>SUBMITTAL REQUIREMENTS →   |   |   |   |
|   | Register     Register on our website, once registered you can apply online, view review status, schedule inspections and more     REDISTER NOW →   |   |   |   |

Below is the screen you will see. You will choose **"Plan Submittal"** in the drop-down menu for "Project Type"

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After choosing the Project Type you will see the screen below. You need to type in the complete **TITLE** of the project (not the school's name). Type your company name in the "contractor" spot. You must add the project manager's name. The next step is the school's name and number, a drop-down list. Next you will **"select File"** to upload the plans.

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|               | Project Description:  |  |                |             |          |   |   |   |
|               | CONTACT INFORMATION   |  |                |             |          |   |   |   |
|               | Contractor:   |  | ~              |             |          |   |   |   |
|               | DCPS Project Manager:   |  |                |             |          |   |   |   |
|               | SCHOOL INFORMATION  |  |                |             |          |   |   |   |
|               | School Name & Number:   |  | ~              |             |          |   |   |   |
|               | DOCUMENT SUBMITTAL  |  |                |             |          |   |   |   |
|               | Plans:  | Select File  |                |             |          |   |   |   |

Last, **choose "submit"** to submit the plans for review. You will receive an email stating that your plans have been received. When the plans have been reviewed you will receive another email with the plan review approval or comments.

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| 1                  | Sub Type:   | Plans Submittal  | ~    |      |   |   |                    |                  |   |   |   | -  |
| - D                | Project Description:  |  |      |      |   |   |                    |                  |   |   |   |    |
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| 10                 | Contractor:   |  | ~    | ·] " | • |   |                    |                  |   |   |   |    |
| 10                 | DCPS Project Manager:                                       |  |      |      |   |   |                    |                  |   |   |   |    |
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| 1                  | School Name & Number:                                       |  | ~    |      |   |   |                    |                  |   |   |   |    |
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#### **PERMIT APPLICATION**

After logging in, choose "Services" from the top row of tabs. Then choose "Permits"



Below is the screen you will see. Choose "Apply online" to submit a permit application.



This is the next screen. You will choose the type of permit from the drop-down menu next to **"Application Type".** The type is the trade you are pulling the permit for, (building, mechanical, electrical, plumbing, etc.)

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| Application Type:                            |  |           |                 |            |                  |            |     |       |   |   |   |
|  | Building Permit  |           |                 |            |                  |            |     |       |   |   |   |
|  | Electrical Permit  |           |                 |            |                  |            |     |       |   |   |   |
|  | Fire Prot.   |           |                 |            |                  |            |     |       |   |   |   |
|  | Gas Permit<br>Mechanical Permit                              |           |                 |            | _                |            |     |       |   |   |   |
|  | Plumbing Permit  |           |                 |            | _                |            |     |       |   |   |   |
|  | Roofing Permit   |           |                 |            | _                |            |     |       |   |   |   |
|  | Site Permit (Paving & Drainage)                              |           |                 |            | _                |            |     |       |   |   |   |
|  | U/G Utilities  |           |                 |            |                  |            |     |       |   |   |   |

Choose the type of permit, then choose if it is the **"prime"** or a **"sub permit"**. If choosing a sub permit, make sure you have the prime permit number to enter on this screen. You will next enter the **"work description"**. Please do not put the school's name. A complete description of the job is required.

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|               |  |                             | Prime<br>Sub Permit                      |                  |                  |            |                  |            |       |     |              |   |     |
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**IF** the permit has a set of plans that have been approved by our office, you will choose **"an existing project"** and you must have the **PS number** for those plans. You will need to put that number next, in the spot for **"Permit or File#".** YOU will not be able to look up the file number for plans. It will come from the designer or your DCPS project manager.

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|               | Work Description:   |   |                    |                 |            |         |            |     |                 |   |    |   | 1 |
|               | Is this application for a new or existing project?:           |   |                    |                 |            | ~       | 0          |     |                 |   |    |   |   |
|               |   |   |                    |                 |            |         |            |     |                 |   |    |   | 1 |
|               | •   | A new project   |                    |                 |            |         |            |     |                 |   |    |   | 1 |
|               |   | An Existing Project                                   |                    |                 |            |         |            |     |                 |   |    |   | 1 |
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IF you do not have approved plans you will choose **"A new project"**. Next is School name and number, which is a drop-down menu. Next is **"Project Title"** should be the complete project name, NOT THE SCHOOL name. Fill out the rest of the application including adding ADDITIONAL CONTACT. Please add your DCPS project manager as additional contact on the permit application. Upload any plan or site map or product sheets using the **"Select File"** box. Last you will sign the permit by selecting **"Sign Here"** and **"Submit"**. You will receive an email that states your application has been received.

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|   |                      | Sub Type:   |             | Prime          |                          |                |        |           | ~          |         |                        |   |   |   | 1 |
|   |                      | Work Description:                                     |             |                |                          |                |        |           |            |         |                        |   |   |   | 1 |
|   |                      | Is this application for a new or existing project?:   |             | A new projec   | t                        |                |        |           | ~          | 0       |                        |   |   |   | 1 |
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|   |                      | PROJECT IDENTIFICATION                                |             |                |                          |                |        |           |            |         |                        |   |   |   |   |
|   |                      | School Name & Number:                                 |             |                |                          |                |        |           | ~          |         |                        |   |   |   |   |
|   |                      | Project Title:  |             |                |                          |                |        |           |            |         |                        |   |   |   |   |
|   |                      | DCPS Project Manager:                                 |             |                |                          |                |        |           |            |         |                        |   |   |   |   |
|   |                      | DCPS Project # or PO #:                               |             |                |                          |                |        |           |            |         |                        |   |   |   |   |
|   |                      |   |             |                |                          |                |        |           |            |         |                        |   |   |   |   |
|   |                      | CONTACT INFORMATION                                   |             |                |                          |                |        |           |            |         |                        |   |   |   |   |
|   |                      | License Contractor:                                   |             |                |                          |                |        |           |            |         |                        |   |   |   |   |
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|   |                      | Additional Contact                                    |             |                |                          |                |        |           |            |         |                        |   |   |   |   |
|   |                      | Auditional Contact.                                   |             |                |                          |                |        |           |            |         |                        |   |   |   | • |
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# If the license or insurance is out of date the system will not allow you to submit a permit application

Below is the screen a contractor will receive if their insurance or license is out of date.

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|                        | CONTRACTOR AFFIRMATION   |  |  |                                 |               |                         |     |   |   |   | ŀ |
|                        | 1. I attest the Worker's Compensation information provided   | to DCPS Code Enforcement is true and correct and that the application  | is in full compliance with the Sta   | ate of                          |               |                         |     |   |   |   |   |
|                        | Florida Worker's Compensation Laws.  |  |  |                                 |               |                         |     |   |   |   |   |
|                        | <ol> <li>Notice: In addition to the requirements of this perm<br/>County, and there may be additional permits required</li> <li>The permit becomes null and void if work or constr<br/>period of 6 months at any time after work is comment:</li> <li>A permit is a license to proceed with the work ident<br/>violate, cancel, after, or set aside any provisions of the per-<br/>dense in them constructions excludeling at the other</li> </ol> | This file cannot be saved for the following reasons:<br>• Permits cannot be submitted if there is an expired license or<br>expired Workers Compensation Insurance listed on the<br>Contractor contact. | ound in the Public Records of t<br>encies, or federal agencies.<br>It is suspended or abandoned f<br>of authorize the permit holder<br>of mon thereafter to require a co | this<br>for a<br>to<br>rrection |               |                         |     |   |   |   |   |
|                        |  |  |  |                                 |               |                         |     |   |   |   |   |
|                        | I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED TH  | IIS PERMIT DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORI  | RECT. ALL PROVISIONS OF LAW  | /S AND                          |               |                         |     |   |   |   |   |
|                        | ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE   | COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.   |  |                                 |               |                         |     |   |   |   |   |
|                        | Signature:   | signature.png 🗎  |  |                                 |               |                         |     |   |   |   |   |
|                        |  | SUBMIT SAVE FOR LATER  |  |                                 |               |                         |     |   |   |   |   |
|                        |  |  |  |                                 | Terr<br>Priva | ns of Use<br>icy Policy |     |   |   | ^ |   |

You will receive emails when your PLANS or PERMIT have been reviewed, accepted or approved. Please read your emails carefully. Take note of the plans number or the permit number you receive in the email. You will need these numbers.

Examples of the numbers are: PS25-000001 – PLANS BP25-000006 – BUILDING PERMIT EP25-000011 – ELECTRICAL PERMIT MP25-000005 – MECHANICAL PERMIT

**HOME SCREEN** – Once you have registered and enter a request (plans or permit) you will be able to pull the file up to see what is needed from you, upload documents, request inspections and leave messages for our office.



MY ACCOUNT - This is the screen to use to find your plans or permit. Choose "View my request"

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|   | MY ACCOUNT<br>Home / My Account  |                 |    |   |   |   |     | l |
| View my requests View my requests View my information   | Welcome to your online account David Princel<br>You can review your submittals or submit new requests through our online services listed below. If you have any questions<br>please view the Contact Page for departmental contact infomation. |                 |    |   |   |   |     |   |
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**MY REQUESTS** – Use this screen to find your plans or permits by clicking the different tabs below. Clicking on the blue numbers will take you to that file.

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|  | View My Permits                |                               | ~                           |                       |               |             |         |       |     |   |           | - 11     |
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|  | Permit# Ac                     | Application Date              | Online Application Received | Work Descript         | tion          | Balance Due |         |       |     |   |           | - 11     |
|  | BP24-000009                    | 05/21/2024                    | Online Application Received | new wall              |               | 0.00        |         |       |     |   |           | - 11     |
|  | BP24-000008                    | 05/20/2024                    | Online Application Received | flooring              |               | 0.00        |         |       |     |   |           | - 11     |
|  | BP24-000007                    | 05/20/2024                    | Online Application Received | Roof cap over         |               | 0.00        |         |       |     |   |           | - 11     |
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**VIEW PERMIT** – This screen is for requesting inspections, uploading documents, view inspections that have been completed and leave a message for our office. You will also see documents that anyone connected to the permit has uploaded to the permit file.

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| VIEW PERMIT Home / Services / Permits / View Permit |  |   |  |                       |                       |        |   |   |            |          |
|   | Permit #:     BP24-00014       Project #:     Project #:       Project #:     Project #:       Project #:     Project #:       Project #:     Project #:       Project #:     Provements       Permit #:     P24200014       Permit #:     P24200014       Permit #:     P24200014       Permit #:     P24200014       Permit #:     P24200014 |   |  |                       |                       |        |   |   |            |          |
|   |  | Issue Date:<br>Expiration Date:   | 05/20/2025   |                       |                       |        |   |   |            |          |
|   |  | PROJECT IDENTIFICATION<br>School Name & Number:<br>Project Title:<br>DCPS Project Manager:<br>DCPS Project # or PO #;         | BALDWIN MIDDLE/HIGH #3038<br>Parking lot improvements<br>Jones |                       |                       |        |   |   |            |          |
|   |  | CONTACT INFORMATION<br>License Contractor:<br>Florida Design<br>Professional:<br>Additional Contact:<br>Additional Contact 2: | Prince The Handy Man - David Prince                            |                       |                       |        |   |   |            | v        |