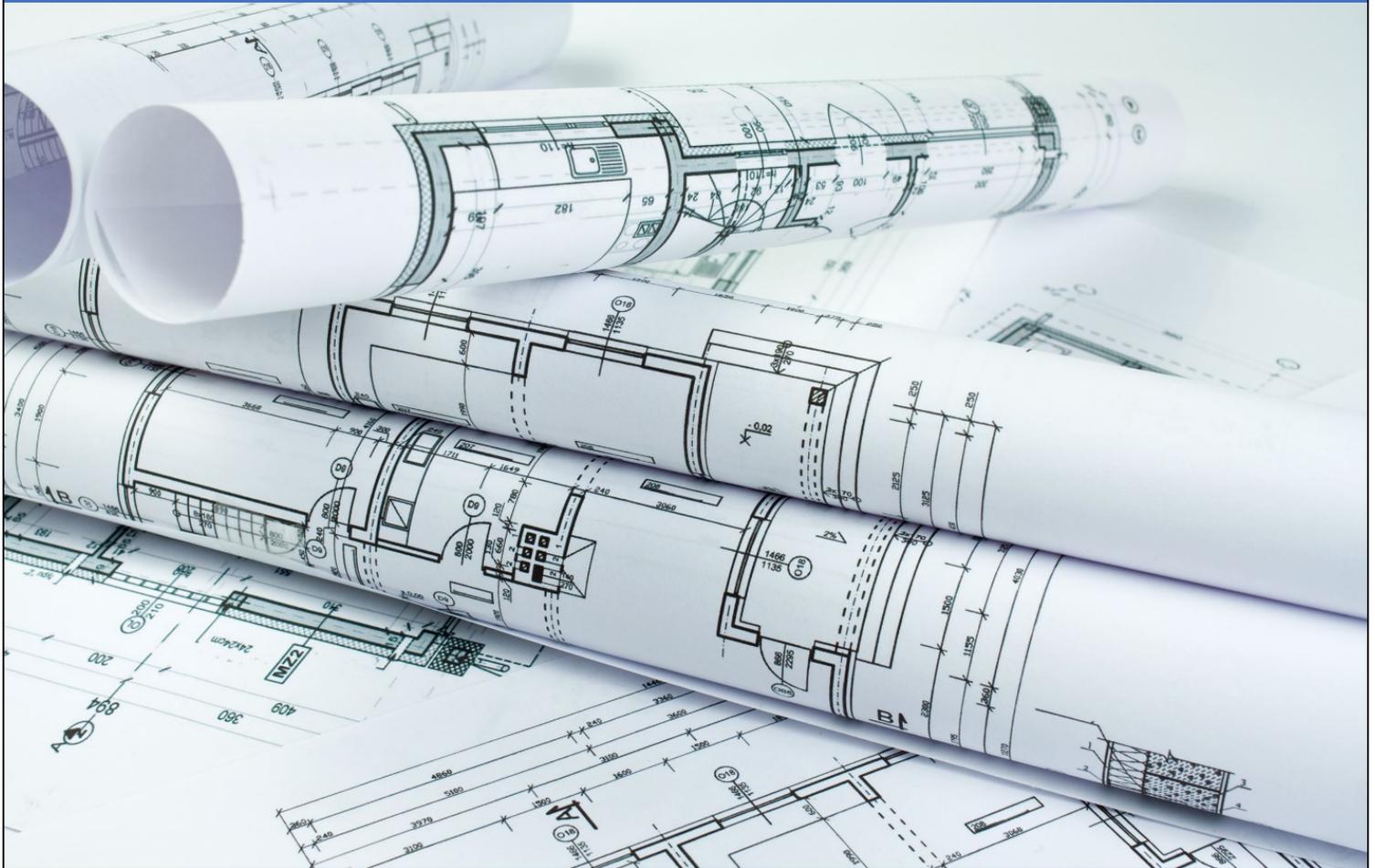


TAMARAC



The City For Your Life



Engineering Permit Application Online Guide

Public Services Department
Engineering Division
6/15/20

Table of Contents

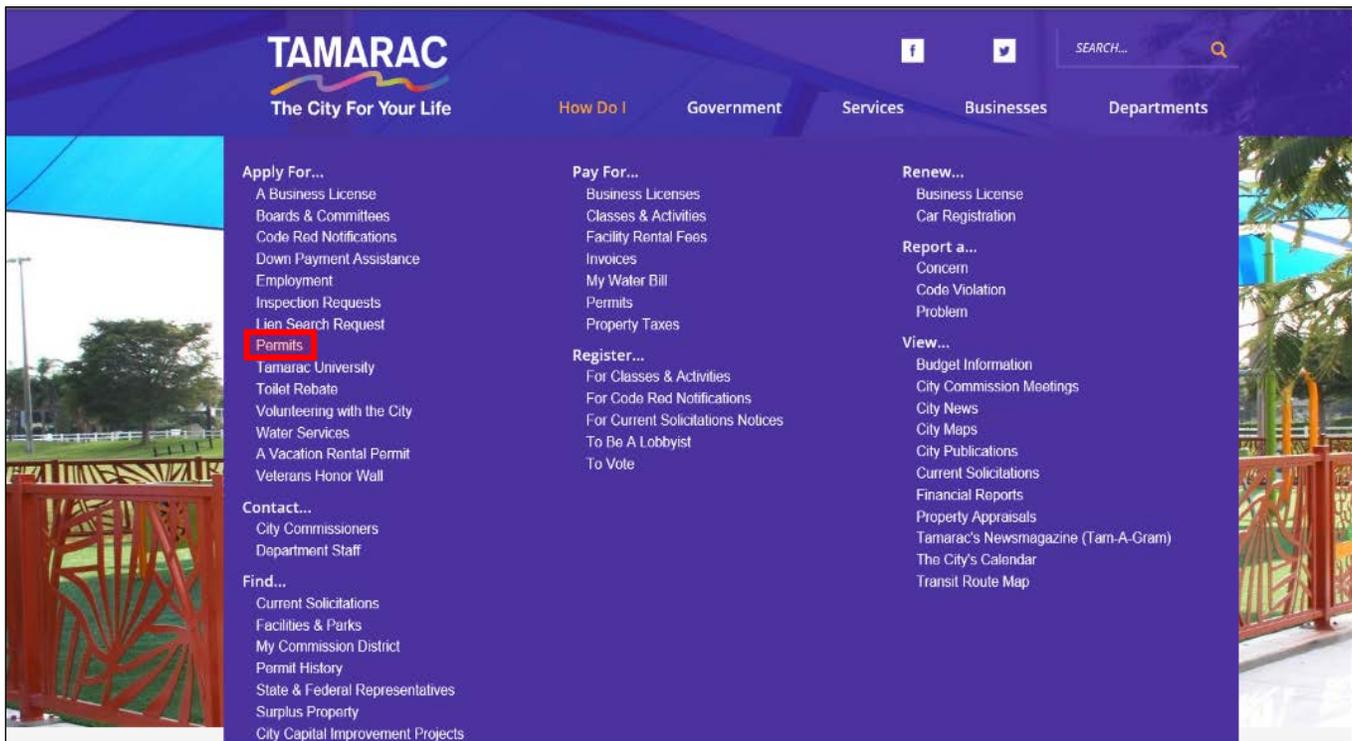
HOW TO APPLY FOR UTILITY PERMIT	3
HOW TO APPLY FOR ENGINEERING PERMIT	8
ENGINEERING PERMIT SUBMITTAL	13

HOW TO APPLY FOR UTILITY PERMIT

This permit applies only for Utility permits within the City of Tamarac right of way (FPL, AT&T, COMCAST, BLUESTREAM, VERIZON, TECO PEOPLES GAS, etc).

STEP 1: Log on to the City of Tamarac website at www.tamarac.org

- How Do I
- Apply For...
- Click on Permits



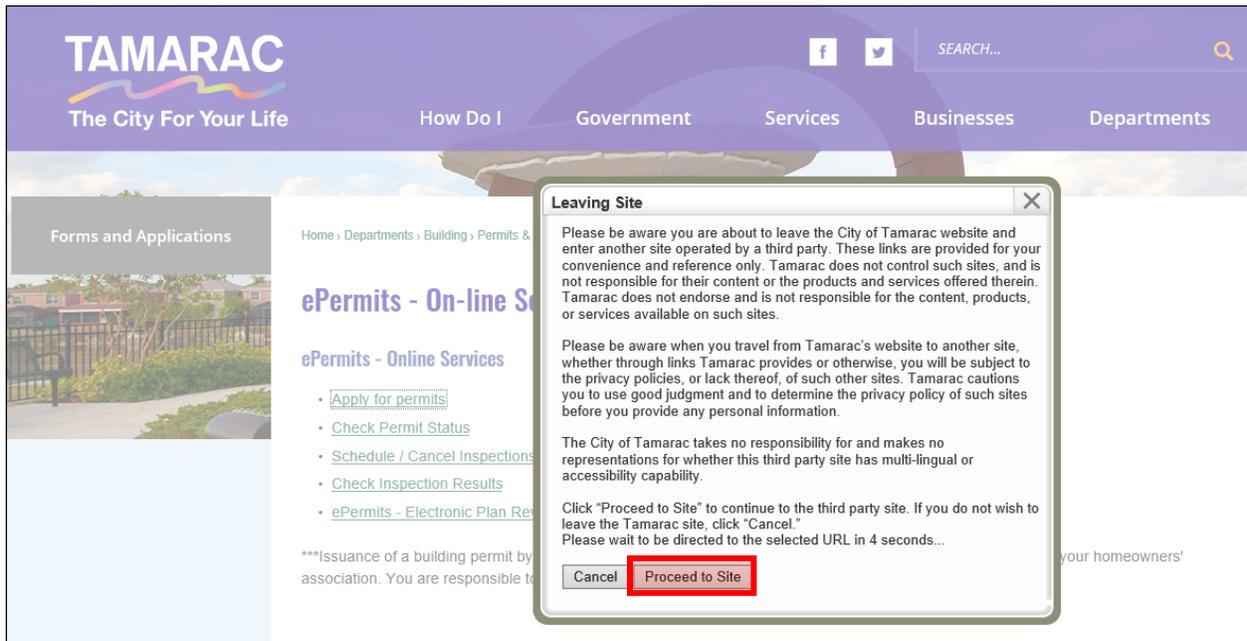
STEP 2: Click on “Access ePermits/Apply On-Line”

The screenshot shows the Tamarac website header with the logo "TAMARAC The City For Your Life" and navigation links: "How Do I", "Government", "Services", "Businesses", and "Departments". A search bar is located in the top right. The main content area is titled "Forms and Applications" and includes a breadcrumb trail: "Home > Departments > Building > Permits & Inspections". The section is titled "ePermits" and contains a paragraph describing the system. Below this is a section titled "ePermit Links" with a grid of links. The link "Access ePermits / Apply On-Line" is highlighted with a red box. Other links include "ePermits Brochure", "Building Permit Application", "Safety Permit/CO Brochure", "Browser Requirements Guide", "Contractor Registration / Requirements", "Apply for Permit On-Line Guide", "Applications and Forms", "Drawings and Documents Upload Guide", "Engineering Permit Application", "ePermits Applicant Guide", and "Search Permit History".

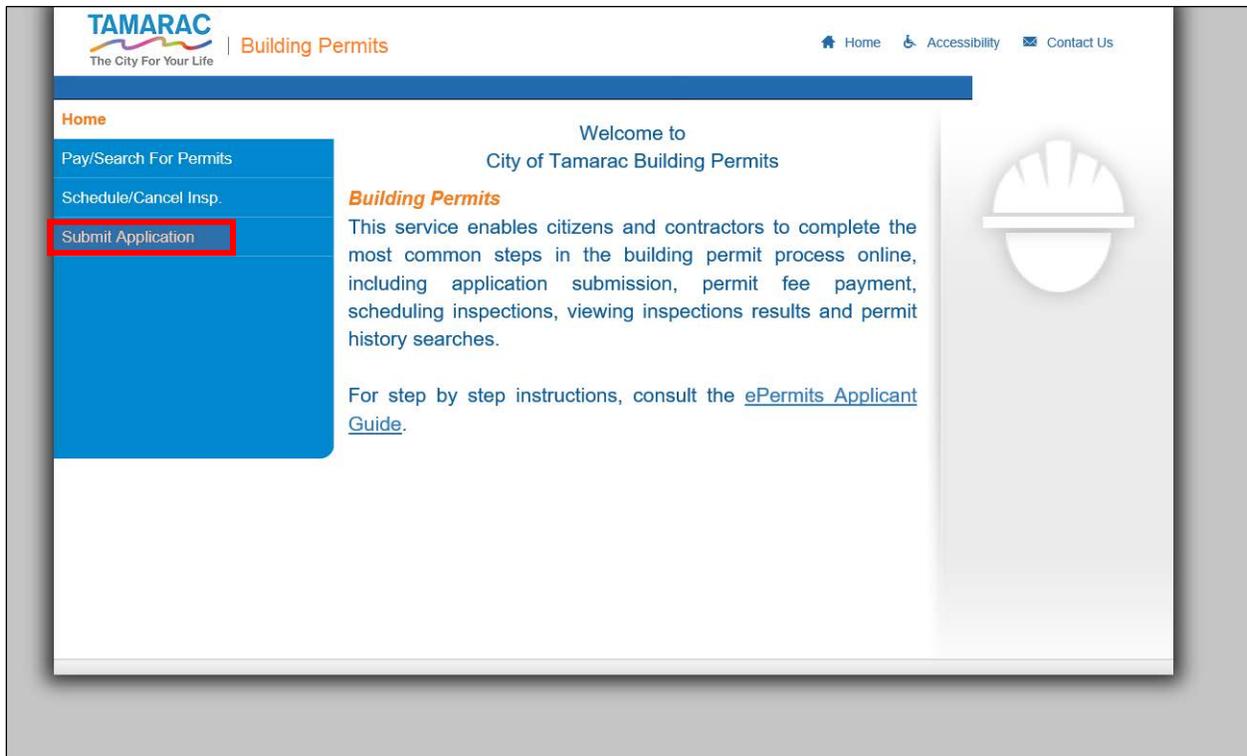
STEP 3: Click on “Apply for Permits” to begin your application online

The screenshot shows the Tamarac website header with the logo "TAMARAC The City For Your Life" and navigation links: "How Do I", "Government", "Services", "Businesses", and "Departments". A search bar is located in the top right. The main content area is titled "Forms and Applications" and includes a breadcrumb trail: "Home > Departments > Building > Permits & Inspections > ePermits". The section is titled "ePermits - On-line Services" and contains a list of links. The link "Apply for permits" is highlighted with a red box. Other links include "Check Permit Status", "Schedule / Cancel Inspections", "Check Inspection Results", and "ePermits - Electronic Plan Review". A disclaimer at the bottom states: "***Issuance of a building permit by the City of Tamarac does not guarantee that the work permitted is allowed by your homeowners' association. You are responsible to obtain their approval separately***".

STEP 4: Click on “Proceed to Site”



STEP 5: Click on “Submit Application”



STEP 6: Select “Address” under the Search Method click and type “RIGHT OF WAY” into Street Name field. Then, click “Continue”

TAMARAC | Building Permits
The City For Your Life

Home Accessibility Contact Us

Home
Pay/Search For Permits
Schedule/Cancel Insp.
Submit Application

Submit Application - Parcel Search

* = Required

Before an owner can apply on line on the ePermits system, the owner of the property must first appear and sign the Building Permit Application at the Building Department and provide documentation of ownership and proof of residency on the property. State Statute 489.103 (7) (c) Owner must bring:

- ? Copy of Deed or Homestead Exemption
- ? Copy of Electric or Telephone Bill
- ? Driver's license or Florida ID with property address
- ? Owner Builder Affidavit form [Owner Builder Affidavit Form](#)

Please click the link below for step by step instructions prior to submitting an application online:
[ePermits Applicant Guide](#)

Search Method: Address

Search Criteria

Street Number:

Direction:

* Street Name: RIGHT OF WAY ✓

Suffix:

Continue »

STEP 7: Select either option and click continue when complete

TAMARAC | Building Permits
The City For Your Life

Home Accessibility Contact Us

Home
Pay/Search For Permits
Schedule/Cancel Insp.
Submit Application

Submit Application - Parcel Search Results

* = Required

« Back Continue »

* Select	Address	Unit	Owner Name	Parcel Number
<input checked="" type="radio"/>	0 RIGHT OF WAY		AT&T/COMCAST/FPL/GAS UTIL R/W	EN0000-00-000-0
<input type="radio"/>	0 RIGHT OF WAY		AT&T/COMCAST/FPL/GAS UTIL R/W	EN0000-00-000-0

Showing 1 to 2 of 2 entries

« Back Continue »

[Cancel](#)

STEP 8: Select “PWE PUBLIC UTILITY” under Application Type click and complete applications details

TAMARAC
The City For Your Life | Building Permits

Home Accessibility Contact Us

Home
Pay/Search For Permits
Schedule/Cancel Insp.
Submit Application

Submit Application - Application Details

* = Required

Address: 0 RIGHT OF WAY Land ID#: 1002
Parcel: EN0000-00-000-0 Owner: AT&T/COMCAST/FPL/GAS UTIL R/W

Application Details

* Application Type: PWE PUBLIC UTILITY

* Total Estimated Value:

Total Square Footage:

Tenant Unit Number:

Tenant Name:

* Is it a public building?:

* Contractor Type:

Notes:

I agree to submit plans electronically. Please remember that no fees should be paid until the Applicant has received notification from the Electronic Plan Review (EPR) system that the project has been Approved, and that fees are due; or, unless the Applicant has been notified by Building Permit Staff that fees are due. Please contact Building Permit Staff for further assistance.

* You must select I Agree to continue

- The next step will require you to fill out the contractor's information.
- Once all the information has been completed, the permit can be submitted for review.
- Then, the applicant will receive an email to upload all the required documents and plans (engineering permit application, signed and sealed plans and MOT plans).
Please follow the steps on Sheet 11 (Engineering Permit Submittal).

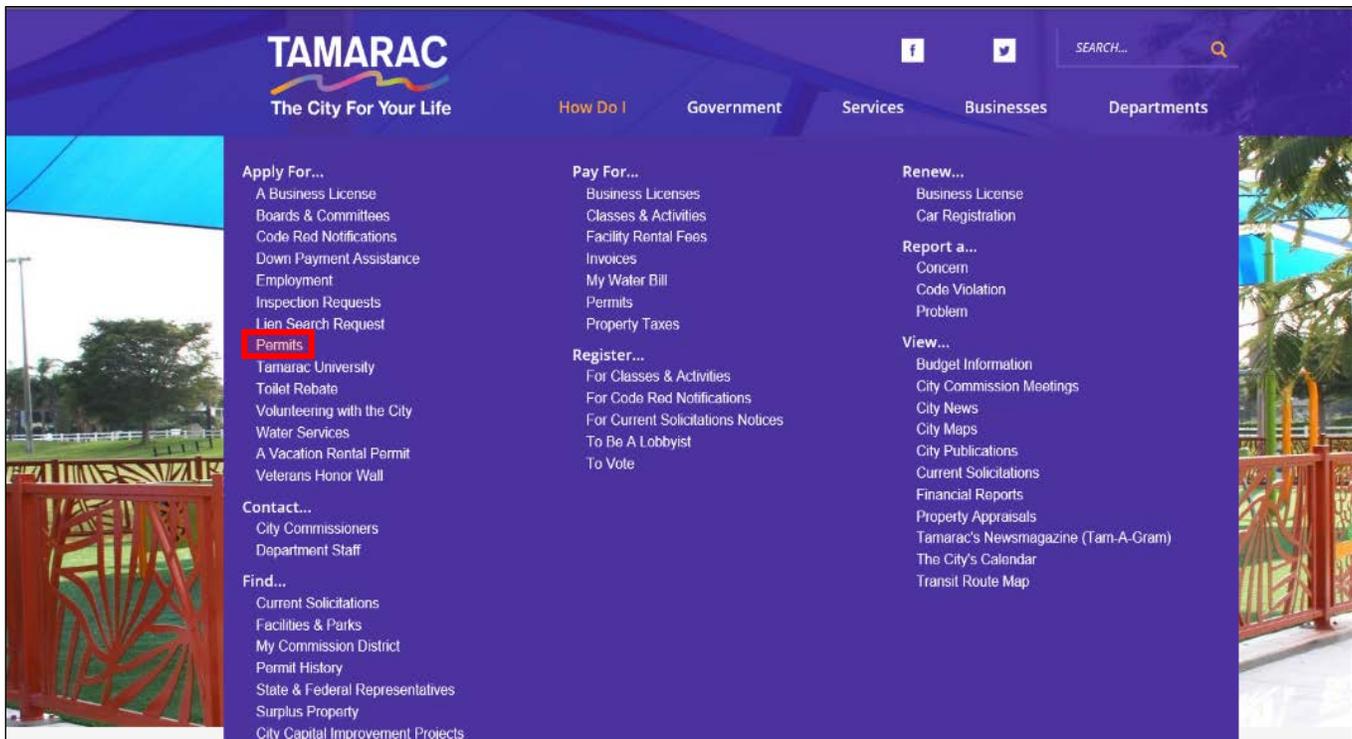
HOW TO APPLY FOR ENGINEERING PERMIT

This type of permit is for new construction projects within private properties. There are six types of permits to be selected.

1. Clearing Grubbing or Site Development
2. Clearing or Grubbing
3. Curbing Only
4. Paving Drainage or Water Sewer
5. Paving Resurfacing, Restore Repair Only
6. Sidewalk Only

STEP 1: Log on to the City of Tamarac website at www.tamarac.org

- How Do I
- Apply For...
- Click on Permits



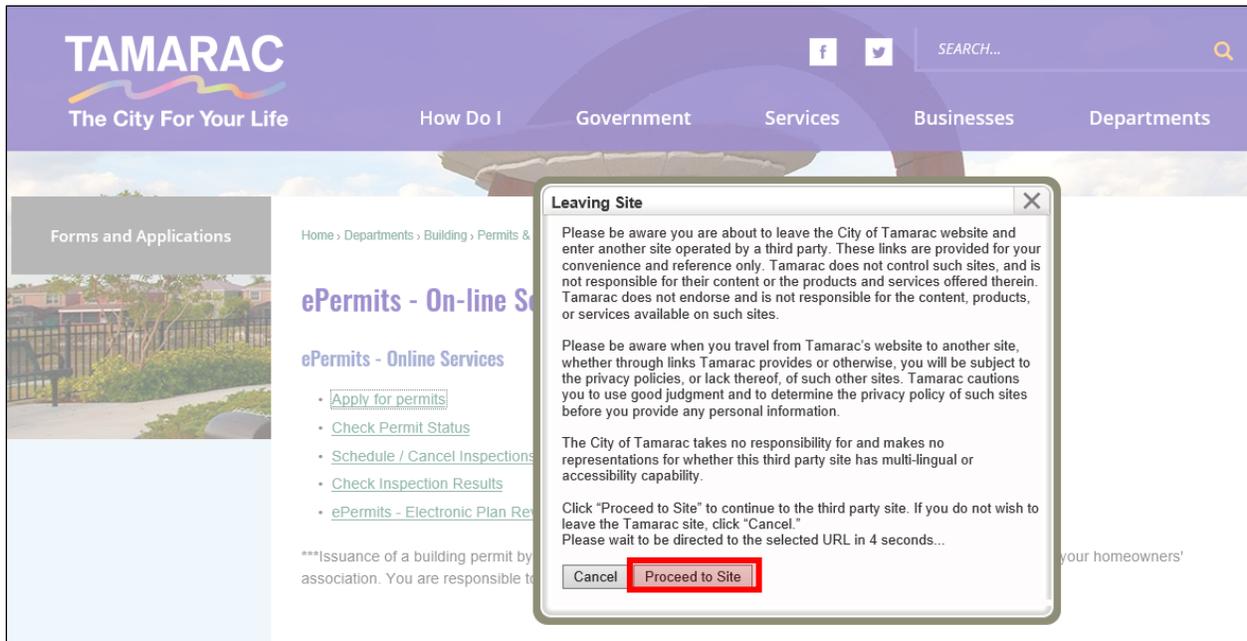
STEP 2: Click on “Access ePermits/Apply On-Line”

The screenshot shows the Tamarac website header with the logo "TAMARAC The City For Your Life" and navigation links: "How Do I", "Government", "Services", "Businesses", and "Departments". A search bar is located in the top right. The main content area features a "Forms and Applications" sidebar and a breadcrumb trail: "Home > Departments > Building > Permits & Inspections". The main heading is "ePermits". Below it, a paragraph describes the ePermits system. A section titled "ePermit Links" contains two columns of links. The link "Access ePermits / Apply On-Line" is highlighted with a red box. Other links include "ePermits Brochure", "Building Permit Application", "Safety Permit/CO Brochure", "Browser Requirements Guide", "Contractor Registration / Requirements", "Apply for Permit On-Line Guide", "Applications and Forms", "Drawings and Documents Upload Guide", "Engineering Permit Application", "ePermits Applicant Guide", and "Search Permit History".

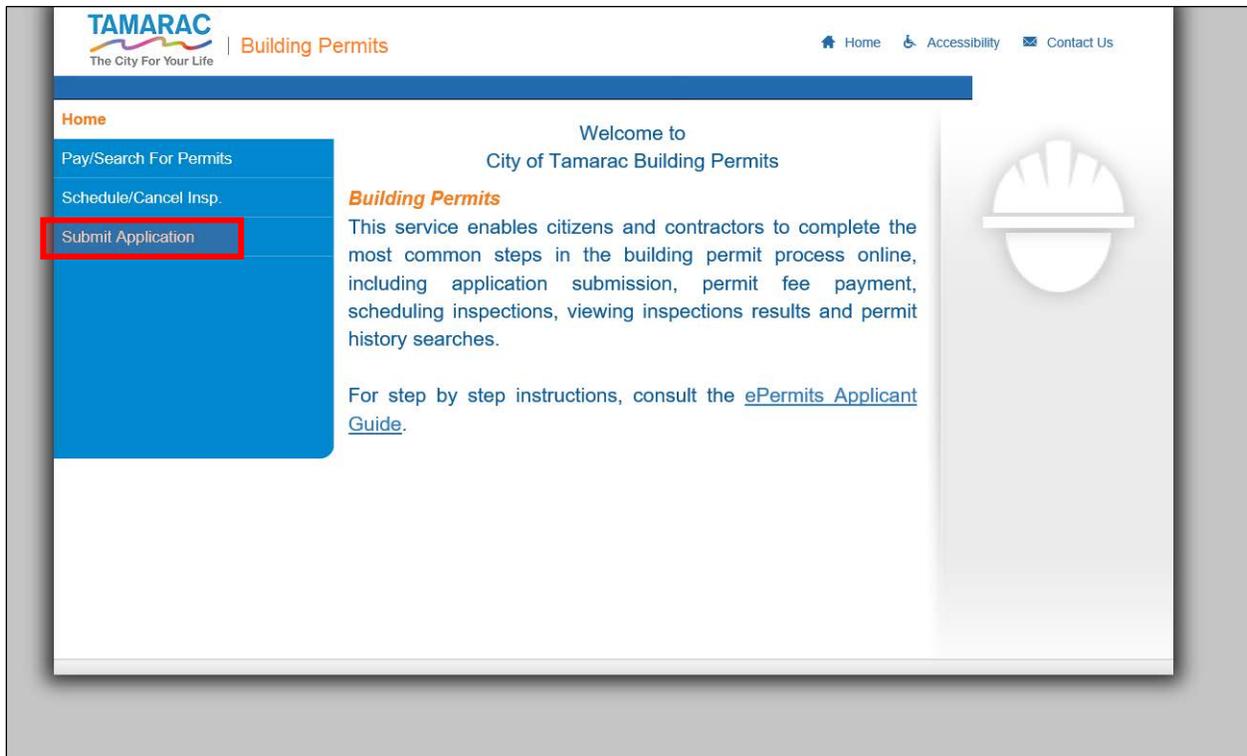
STEP 3: Click on “Apply for Permits” to begin your application online

The screenshot shows the Tamarac website header with the logo "TAMARAC The City For Your Life" and navigation links: "How Do I", "Government", "Services", "Businesses", and "Departments". A search bar is located in the top right. The main content area features a "Forms and Applications" sidebar and a breadcrumb trail: "Home > Departments > Building > Permits & Inspections > ePermits". The main heading is "ePermits - On-line Services". Below it, a section titled "ePermits - Online Services" contains a list of links. The link "Apply for permits" is highlighted with a red box. Other links include "Check Permit Status", "Schedule / Cancel Inspections", "Check Inspection Results", and "ePermits - Electronic Plan Review". A disclaimer at the bottom states: "***Issuance of a building permit by the City of Tamarac does not guarantee that the work permitted is allowed by your homeowners' association. You are responsible to obtain their approval separately***".

STEP 4: Click on “Proceed to Site”



STEP 5: Click on “Submit Application”



STEP 6: Under Search Criteria type the address where the construction will take place. Then, click “Continue”

The screenshot shows the Tamarac Building Permits website. The header includes the Tamarac logo and navigation links for Home, Accessibility, and Contact Us. A sidebar on the left contains links for Home, Pay/Search For Permits, Schedule/Cancel Insp., and Submit Application. The main content area is titled 'Submit Application - Parcel Search' and contains instructions for applicants, a list of required documents, and a search form. The search form has a 'Search Method' dropdown set to 'Address' and a 'Search Criteria' section with the following fields: Street Number (6011), Direction (dropdown), Street Name (NOB HILL), and Suffix (ROAD). A 'Continue »' button is located at the bottom right of the search criteria section.

To enter a street address above...

- Type the building or house number into the street number field.
- Click the “Direction” arrow for all directions.
- Enter the entire street name for into the name field, Example 88 for 88th. For all number streets use the number only. The Suffix would be the type of street, click the suffix arrow for all streets.
- Click on correct address if more than one is listed and click continue.
- Click continue when complete.

STEP 7: Under Application Type select permit type, filled out all required information, check the agree box and then click continue

TAMARAC
The City For Your Life | Building Permits

Home Accessibility Contact Us

Home
Pay/Search For Permits
Schedule/Cancel Insp.
Submit Application

Submit Application - Application Details

* = Required

Address: 6011 N NOB HILL RD Land ID#: 9998168
Parcel: 494107-03-001-0 Owner: CITY OF TAMARAC

Application Details

* Application Type: METAL,CANVAS CARPORTS OR CANOPIES
NEW OR ADDITION ASSEMBLY,HOTEL,OTHER
NEW OR ADDITION COMMERCIAL INDUSTRIAL
NEW OR ADDITION COMMERCIAL MIXED USE
NEW OR ADDITION COMMERCIAL OFFICE,RETAIL
NEW OR ADDITION PARKING GARAGE
NEW RESIDENTIAL 3-4 FAMILY
NEW RESIDENTIAL 5+ MULTI FAM,TWNHS
NEW RESIDENTIAL DUPLEX
NEW RESIDENTIAL SINGLE FAMILY
PLBG, IRRIGATION RES OR COMM
PLBG, LP GAS SYSTEM OR TANK(S)
PLBG, REPLACE PB FIXTURES
PLBG, TEMP PORTABLE TOILET PERMIT
PLBG, WATER HEATER
PLUMBING
POOL,RES OR COMM

* Total Estimated Value:

Total Square Footage:

Tenant Unit Number:

Tenant Name:

* Is it a public building?:

* Contractor Type:

Notes:

REMDEL ALTERATION ASSEMBLY,HOTEL,OTHER
REMDEL ALTERATION COMM TENANT IMPROVEMENTS
REMDEL ALTERATION INDUSTRIAL,PARK GARAGE
ROOF REPAIRS
ROOFING OR RE-ROOFING
ROOM CONV TO SUNROOM

I agree to submit plans electronically to the City of Tamarac for review from the Electronic Plan Review (EPR) system. I have been notified by Building Permits that I must select a permit type. I have received notification from the City of Tamarac regarding this application. I agree to pay the fee, or, unless the Applicant provides assistance.

* You must select I Agree to continue

ENGINEERING PERMIT SUBMITTAL

Once the permit has been created, the applicant will receive an email to upload the plans and required documents. After all the plans/documents have been uploaded the following steps need to be followed to submit the permit for review.

STEP 1: Click on “ApplicantUpload”. Then, click “OK” to accept the Task

The screenshot shows a web browser window with a task list and a confirmation dialog box. The task list is titled "Standard Workflow Task List" and contains one task. The dialog box asks "Do you want to accept this task?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.

Project Name	Task	Attached To	Status	Revision	Due date	Created On	Updated On	Updated By	Description	Status
EN18-33300164	ApplicantUpload	Applicant	Pending			10/26/2018 8:59:55 AM	10/26/2018 8:59:55 AM		PWE SIDEWALK ONLY - PWE SIDEWALK ONLY	PC

STEP 2: Click on “Upload Process Complete” for first submittal (follow STEP 3 if the permit has been rejected and comments need to get addressed)

https://eplan.tamarac.org/?LaunchMode=new&FlowTaskID=442354 - Electronic Plan Review Form - Internet Explorer provided by City

TAMARAC
The City For Your Life

PWE SIDEWALK ONLY **18-33300144** PWE SIDEWALK ONLY

Review Information Application Structure Resources Checklist Items (0) Routing Slip Folder List

Plan Routing Engineering Division (engineering@tamarac.org)
Review Cycle 1
Workflow/Activity Name EN_StartWorkflow / ApplicantUpload
Activity Instructions Please upload all necessary drawings and supporting documents to the corresponding folders. When all files have been uploaded and the submission is ready, please click the 'Upload Process Complete' button at the bottom of this form
Current User Logon Angel Fernandez (ANGEL@METROEXPRESSCORP.COM)

Task Instructions

By clicking on the 'Upload Process Complete' button below, I acknowledge that I have uploaded all required drawings and supporting documents to the corresponding folders and now wish to submit for review.

Upload Process Complete Continue Later...

Email: Go

NaviLine BP 8.1

STEP 3: Check all the boxes and click "COMPLETE"

CHANGEMARKS

Filter by Department

[Refresh Changemarks](#)

No Changemarks Created for this Review Cycle

[View Changemark Updates](#)

Show All Changemarks for All Cycles

DEPARTMENT REVIEW - Review Cycle: 4

CYCLE	DEPARTMENT	REVIEWED BY	STATUS	NOTES
4	ENGINEERING	CECILIA BARTMAN 954-567-3728 CECILIA.BARTMAN@TAMARAC.ORG	DENIED	Permit was accidentally submitted by Kyle Schoyer.

[VIEW CHECKLIST](#)

Check Instructions

- have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- have addressed all of the items in the File Markups above that were identified during the Plan Review.
- have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. You can upload files by clicking the Folder List tab above and selecting a folder.

Review Coordinator Notes

[Complete](#) [Save And Close](#)

Email: [Go](#)

NavLine BP 8.1

STEP 4: Now your permit has been submitted for review

Active Projects List

1 recently entered project(s) out of 1 for Jeffrey Schears (jfs@schears.com)

Recent Projects | All Projects

Project	Options	Description	Owner	Status	Create date
EN18-33300101		PW18 - PDWS - TAMARAC VILLAGE - 9399 W COMMERCIAL BLVD	Engineering Division	Submittal	8/6/2018 9:52:56 AM

Page 1 of 1 (1 items)

Standard Workflow Task List

No tasks are available at this time.