



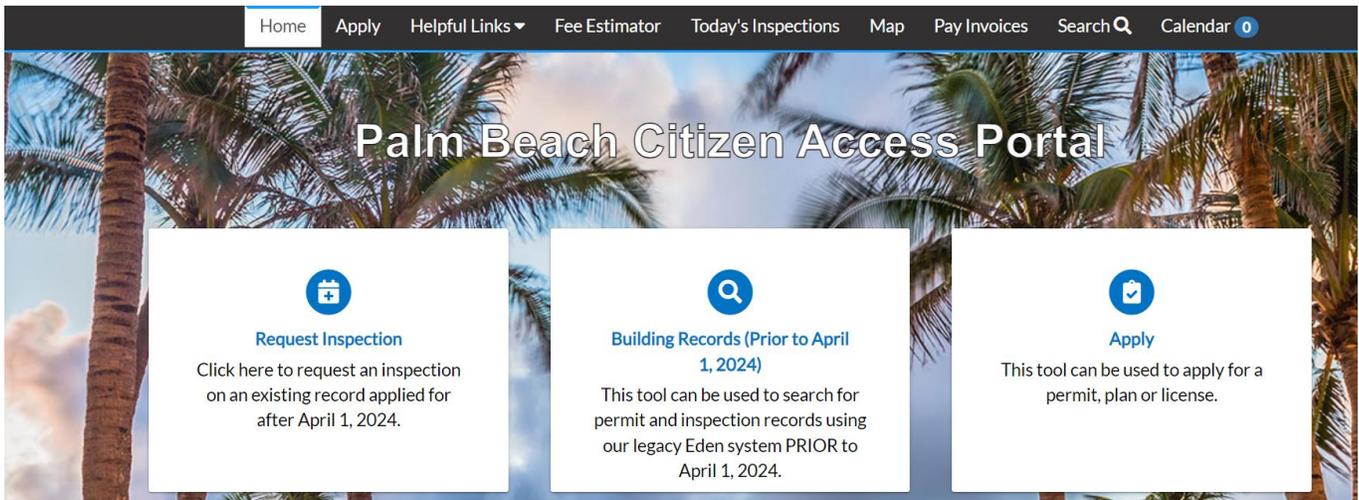
Palm Beach Citizen Access Portal – How to Submit Contractor Registration

1. Go to the [Citizen Access Portal](#).



Town of
PALM BEACH
Florida

Good Afternoon, [Guest](#) ▾



2. Select the “Guest” drop down menu and select “Log in”. If you have not created an account yet, select “Register” and follow the instructions linked [here](#).

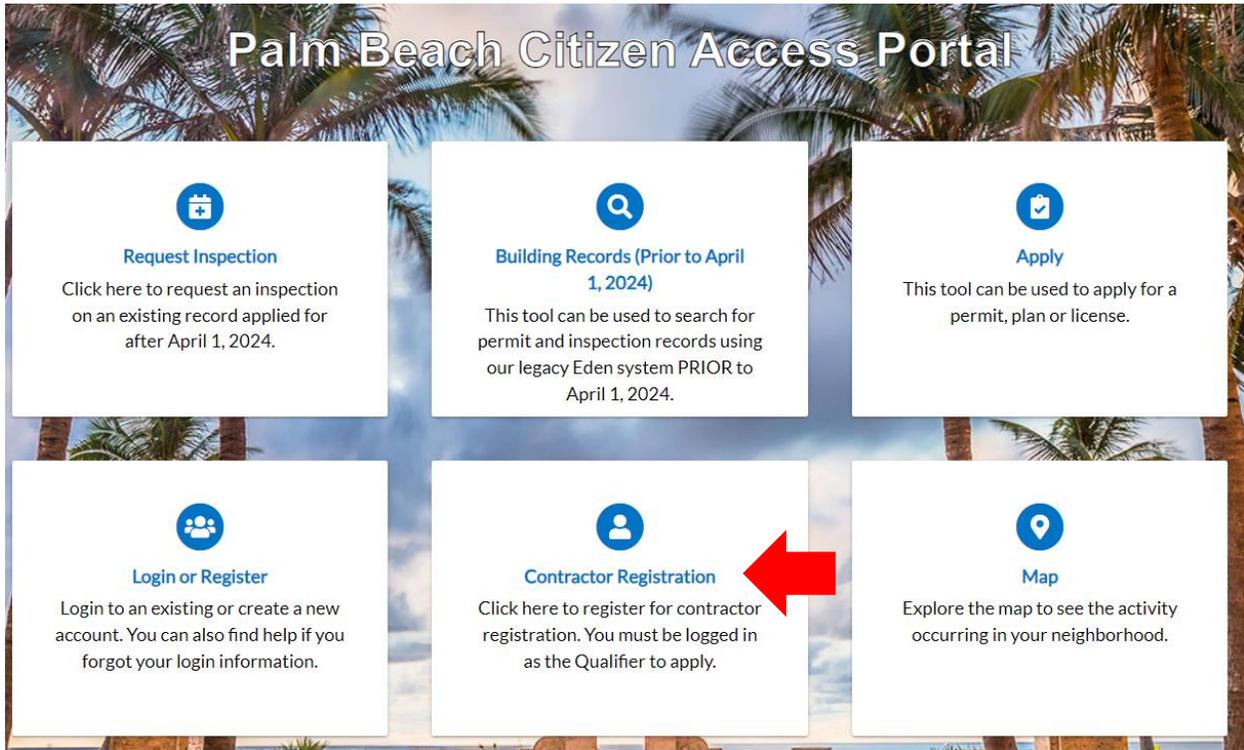


Good Afternoon, [Guest](#) ▾

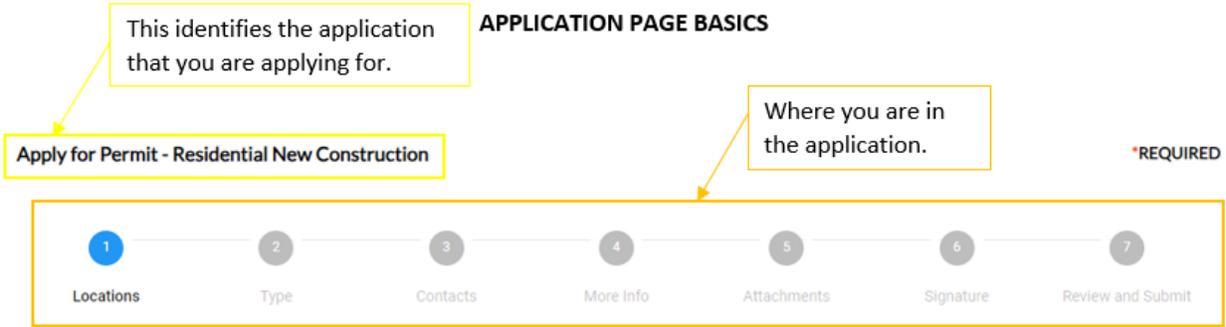
1
2
Log In
Register



3. Once you are signed in, click “Contractor Registration”.



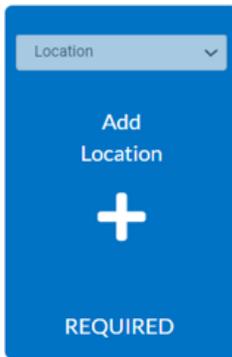
APPLICATION PAGE BASICS



LOCATIONS

Select "Add Location" then search for the address of the project. You can search by physical address or parcel number. Only one location can be selected. If you are unable to locate the address, contact the permitting department at (561) 838-5431.

IMPORTANT: Parcel Numbers within the Town of Palm Beach begin with "50-43".



This saves where you are in your current application prior to submittal. This does not submit the application.

Create Template

Create a template of an application for application types (permits/ plans) that you apply for frequently.

Save Draft

Next

Moves to the next page.

- For the “Type” page, make sure that the “License Holder” is the person signed while filling out the contractor registration (circled in red). If correct, select blue “Next” button.

Good Morning, Joe Johns

Apply for License - Contractor Registration *REQUIRED

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

LICENSE DETAILS

****YOU MUST BE LOGGED IN AS THE QUALIFIER TO CREATE A CONTRACTOR REGISTRATION.*****

**** IF THE NAME IN THE LICENSE HOLDER FIELD DOES NOT MATCH THE NAME LOGGED IN THE UPPER RIGHT HAND CORNER ABOVE, PLEASE LOG OUT AND LOGIN WITH THE QUALIFIER ACCOUNT. *****

The license holder name displayed below is who will be listed as the registered qualifier/contractor once issued. If a different name is displayed than that of the intended applicant, please log out and create a new login using the correct license holder information. For questions, please contact the Building Department at (561) 838-5431.

* License Type: Contractor Registration

Description:

License Holder: Joe Johns

Create Template Save Draft Next

- For the “Contacts” page, check that your information is correct and add other contacts, if applicable. Then, select the blue “Next” button.

CONTACTS

All contact cards displayed below must be provided. Please perform a search first to find your contact, if you are unable to locate the required contacts, after selecting the “Add Contact” card, click the Enter Manually tab to create the new contact.

SAVE TIME ON FUTURE SUBMISSIONS....

After clicking the “Add Contact” card, you can search for your contacts which you regularly reference and click the star located to the left of their name. This contact will now display under the My Favorites tab.

Qualifier

Name (You)

ToPB

360 S County Rd, Palm Beach, FL, 33480

Qualifier

Add Contact

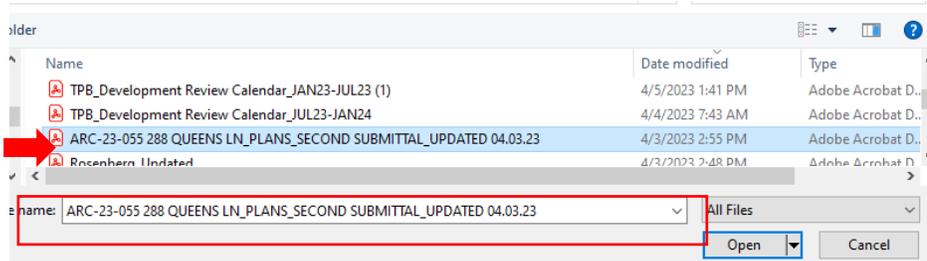
Back Create Template Save Draft Next

- For the “More Info” page, please fill out all of the fields. Once completed, select the blue “Next” button.

The following field types are used: drop downs (circled in green), dates field which have a calendar feature (shown in blue), and check list (circled in orange).

- For the “Attachments” page, read the “FILE REQUIREMENTS”, “DIGITAL SIGNATURE”, and “NOTICE OF COMMENCEMENT” information on the top of the page prior to submitting documents. Once you are ready to submit documents, select the document tile you wish to upload. Document tiles with the required label (circled in red) are to be submitted prior to moving on to the next page. Once you have completed uploading your documents, select the blue “Next” button.

8. After clicking the tile, your computer will open your file explorer, find the document you want to upload and select it, so that the file name is within shown in the highlighted box. Once the file is selected, click “Open”. Repeat for all other attachments you would like to upload. Click the blue “Next” button at the bottom of the page to move to the next page.



9. Read the “Signature” page carefully prior to typing your name in the smaller box. You may sign / draw your signature in the large box with your mouse or finger (depending on what type of device you are currently using). Or you may toggle the “Enable Type Signature” to on and type your name withing the “Type Name Here” box. Click “Next” button when finished.

Draw / Sign Signature:

Apply for Permit - Residential New Construction *REQUIRED

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

SIGNATURE

By submitting this application, I am hereby applying to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit, and that all work will be performed to meet the standards of all laws regulating construction including Town Ordinances.

By signing below under the Florida State Statute, Section 668.50 (2) (h) and under penalty of perjury, I declare that the information contained in this building permit application is true and correct. 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

Name
March, 01 2024

X Draw Signature Here

Clear

Back Create Template Save Draft Next

10. On the “Review and Submit” page, review that the information you have provided is correct. If it is not and you need to go back to an earlier page, select the “Back” button at the bottom of the page.

<input type="checkbox"/>	LP Gas Installer
<input type="checkbox"/>	Professional Engineer (PE)
<input checked="" type="checkbox"/>	Other

If other, please describe

Attachments

Liability and Workers Compensation Insurance	Permit tracking update 5-1-19.pdf
State and/or County License	APA CODE OF ETHICS.pdf

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

If the information is correct, please click the “Submit” button at the bottom or top of the page.

Type Signature:

SIGNATURE

By submitting this application, I am hereby applying to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit, and that all work will be performed to meet the standards of all laws regulating construction including Town Ordinances.

By signing below under the Florida State Statute, Section 468.50 (2) (h) and under penalty of perjury, I declare that the information contained in this building permit application is true and correct. 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

Name

March, 01 2024

X

11. You will receive the following message once the application has been submitted.

✔ Your application was successfully submitted!

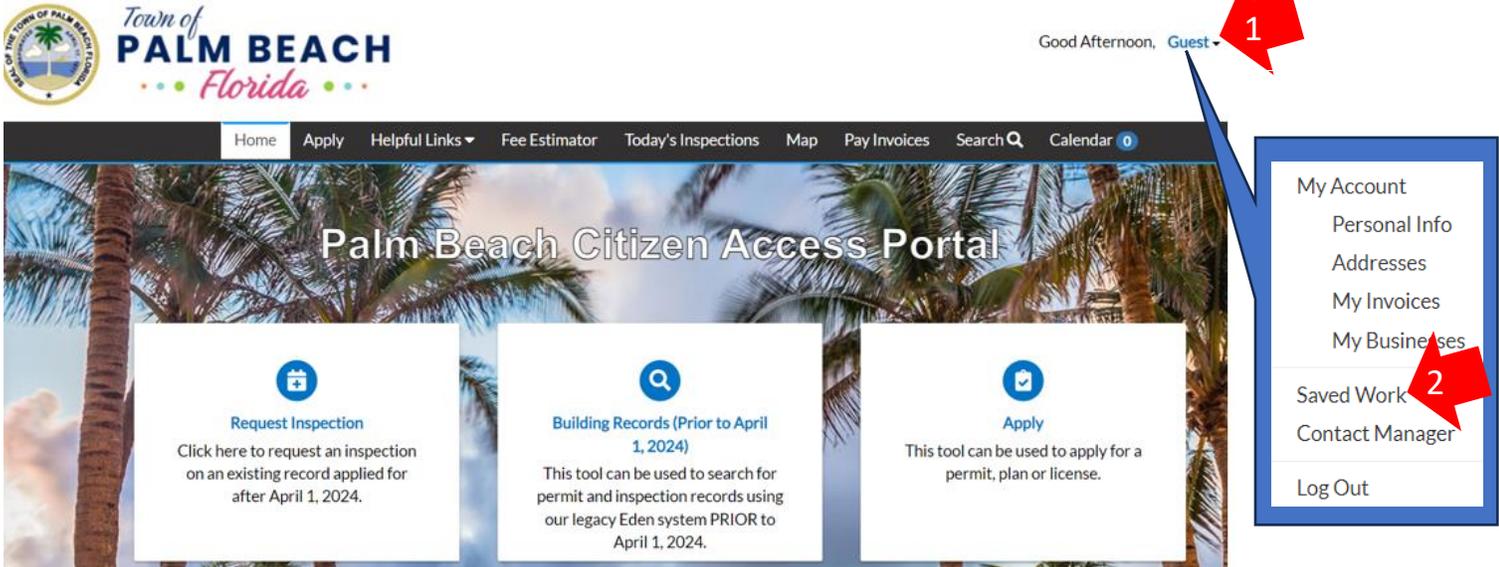
Congratulations! Your contractor registration application has been successfully submitted. Once all documents are reviewed and approved, you will receive an email with confirmation that your valid certifications have been attached to your contact. At which time you can apply for a permit.

[Continue to license](#)

Accessing Your Templates and Drafts

Once signed in to your account, if you have created a template or saved a draft application you will follow the directions in this section.

1. Go to the drop-down menu in the top right corner of the portal page.
2. Select "Saved Work"



3. From the "Saved Work" page, you will be able to use templates or continue drafts. Use the two tabs to change between "MY TEMPLATES" and "MY DRAFTS".

Saved Work

MY TEMPLATES

MY DRAFTS

My Templates

Module All

Sort Template Name

Module	Template Name	Type	Last Update	Action
No records to display.				

From the "MY TEMPLATES" and "MY DRAFTS" pages, you can use, update, resume, or delete your template or draft using the blue "Action" buttons (circled in red).

Saved Work

MY TEMPLATES

MY DRAFTS

My Drafts

Module All

Sort Module

Module	Type	Last Update	Action
Permit	Residential New Construction	02/29/2024 03:08:29 PM	Resume Delete
Plan	DEP Zoning Compliance Letter	12/21/2023 02:26:27 PM	Resume Delete