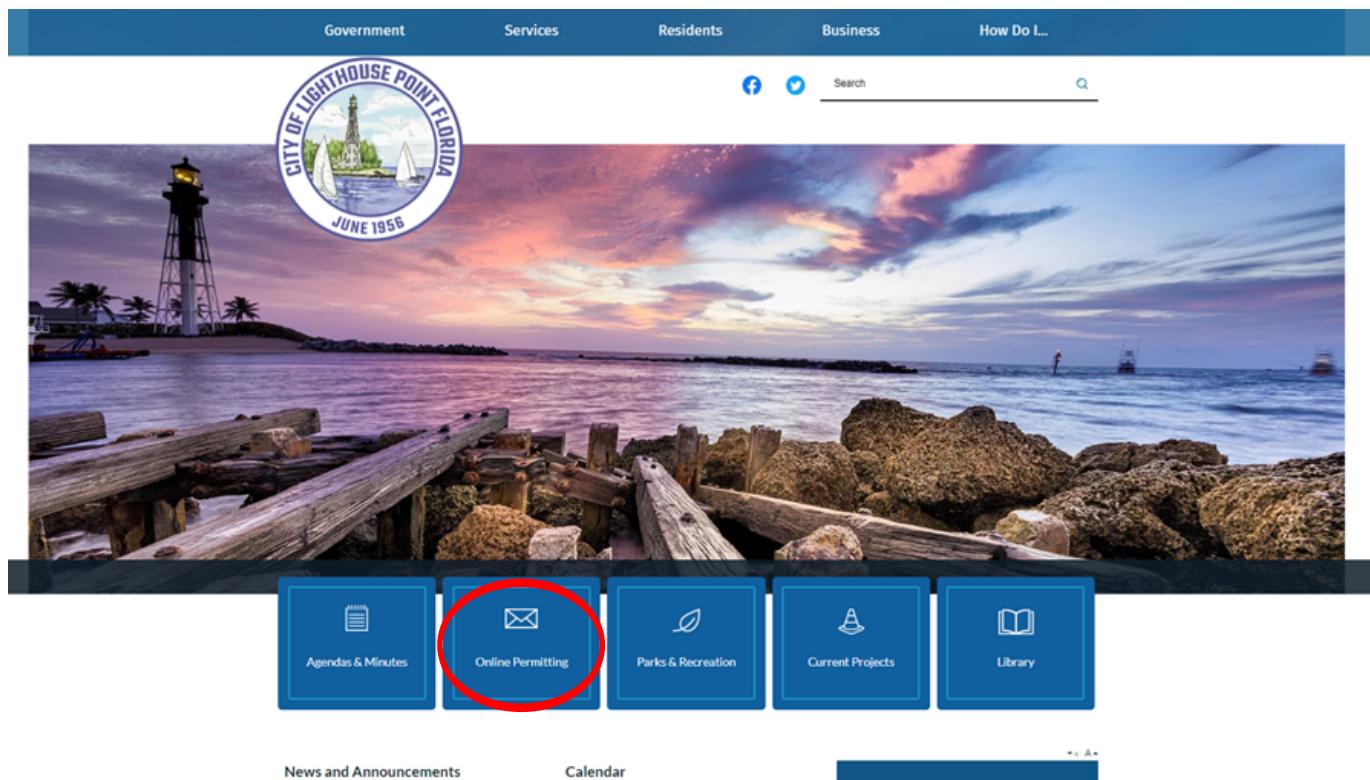




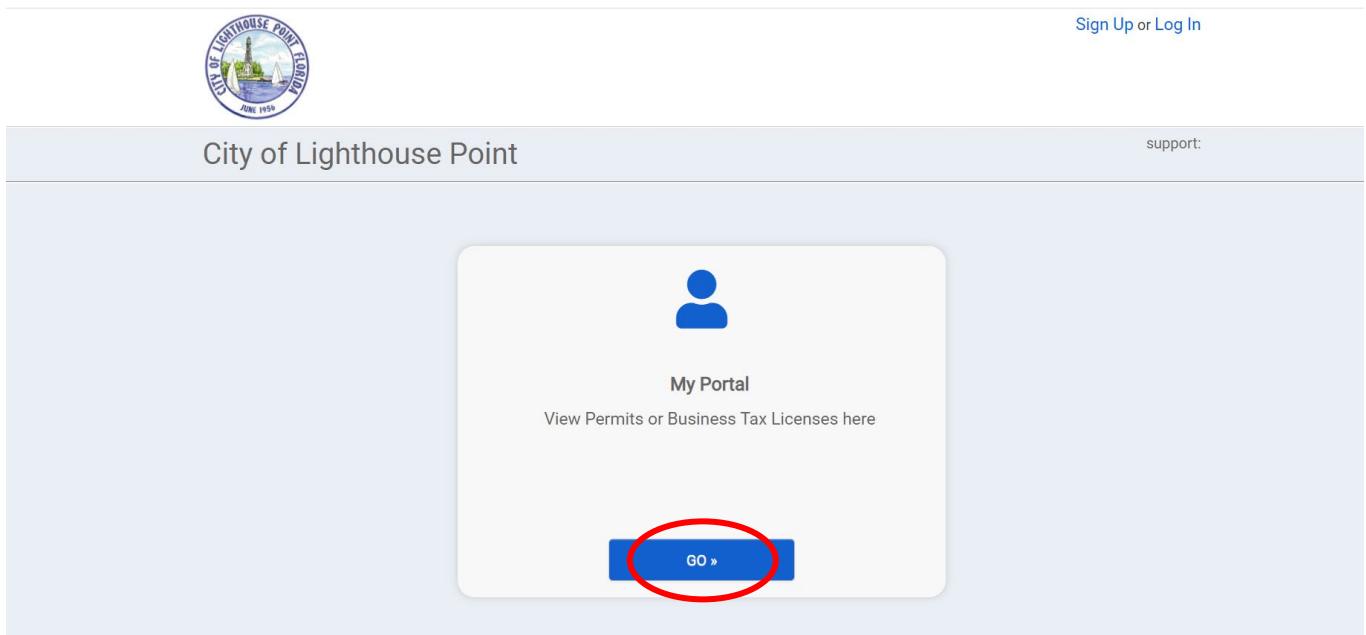
City of Lighthouse Point Building Department Public Portal

View your permit status online. Please note that this is a view only portal and it is not possible to submit permit applications, pay fees, or request inspections through this portal. To submit a permit application or pay a fee please visit our office. To schedule inspections, please call 954-784-3449.

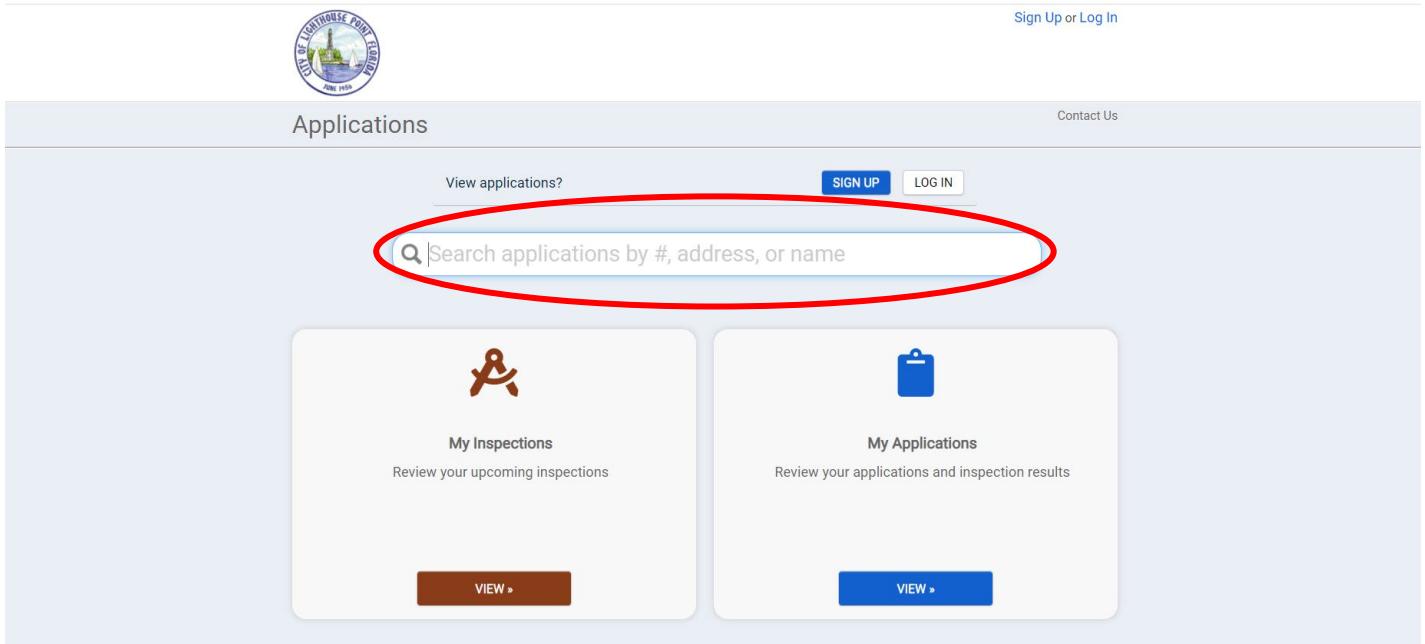
1. Go to <https://www.lighthousepointfl.gov/>. On the homepage, scroll down and click “permit status” on the left-hand side.

A screenshot of the City of Lighthouse Point website homepage. The top navigation bar is blue with white text: "Government", "Services", "Residents", "Business", and "How Do I...". Below the navigation is a large banner image of a lighthouse at sunset over the ocean. The city's seal is in the top left corner of the banner. Below the banner is a dark blue footer bar with five white rectangular buttons. From left to right: "Agendas & Minutes" (document icon), "Online Permitting" (envelope icon, circled in red), "Parks & Recreation" (leaf icon), "Current Projects" (megaphone icon), and "Library" (book icon). At the bottom of the page, there are links for "News and Announcements" and "Calendar".

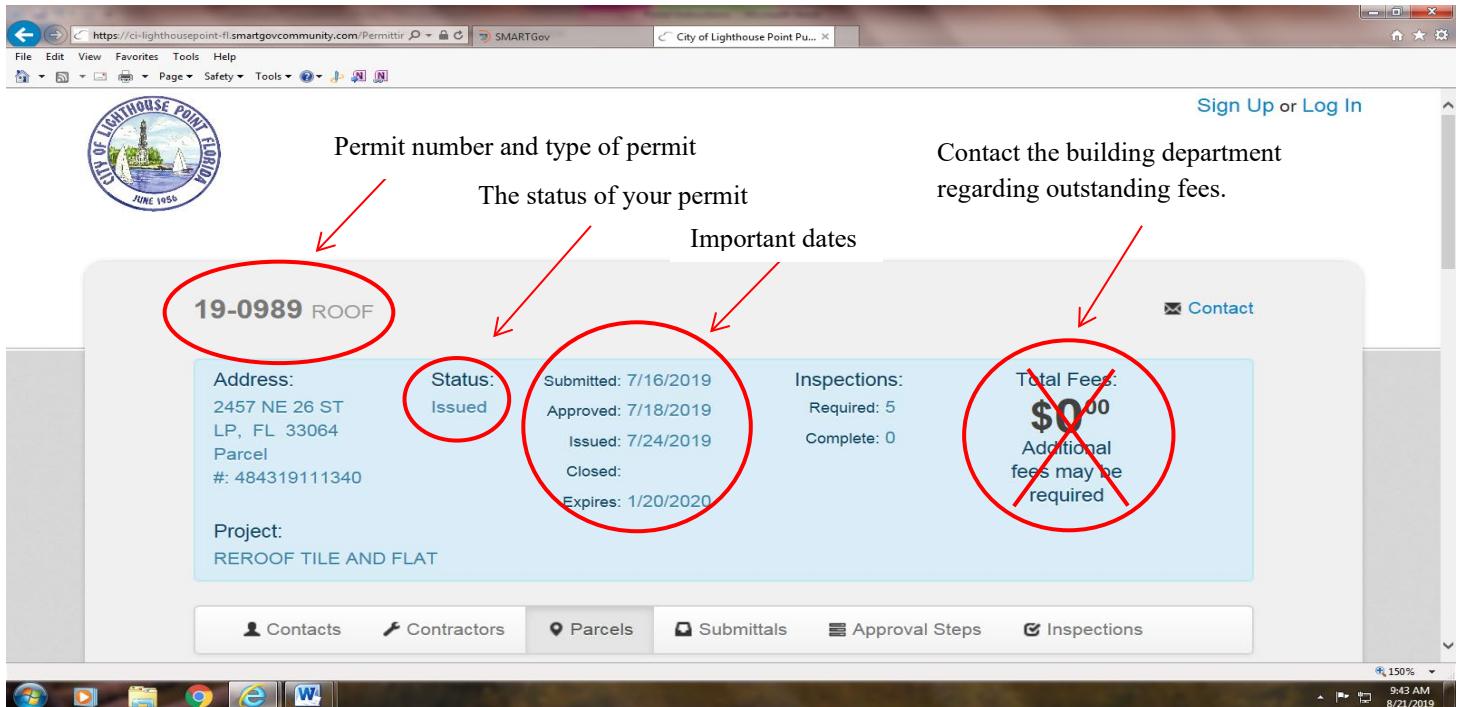
2. Click “Go.”



3. Type the permit number, property address or contracting company into the search bar. If searching by contracting company, use only the first two words of the business's name.



4. See below for an example of what you should see on your screen after searching your permit.



Permit number and type of permit

The status of your permit

Important dates

Contact the building department regarding outstanding fees.

19-0989 ROOF

Address: 2457 NE 26 ST LP, FL 33064 Parcel #: 484319111340

Status: Issued

Submitted: 7/16/2019 Approved: 7/18/2019 Issued: 7/24/2019 Closed: Expires: 1/20/2020

Inspections: Required: 5 Complete: 0

Total Fees: \$0.00 Additional fees may be required

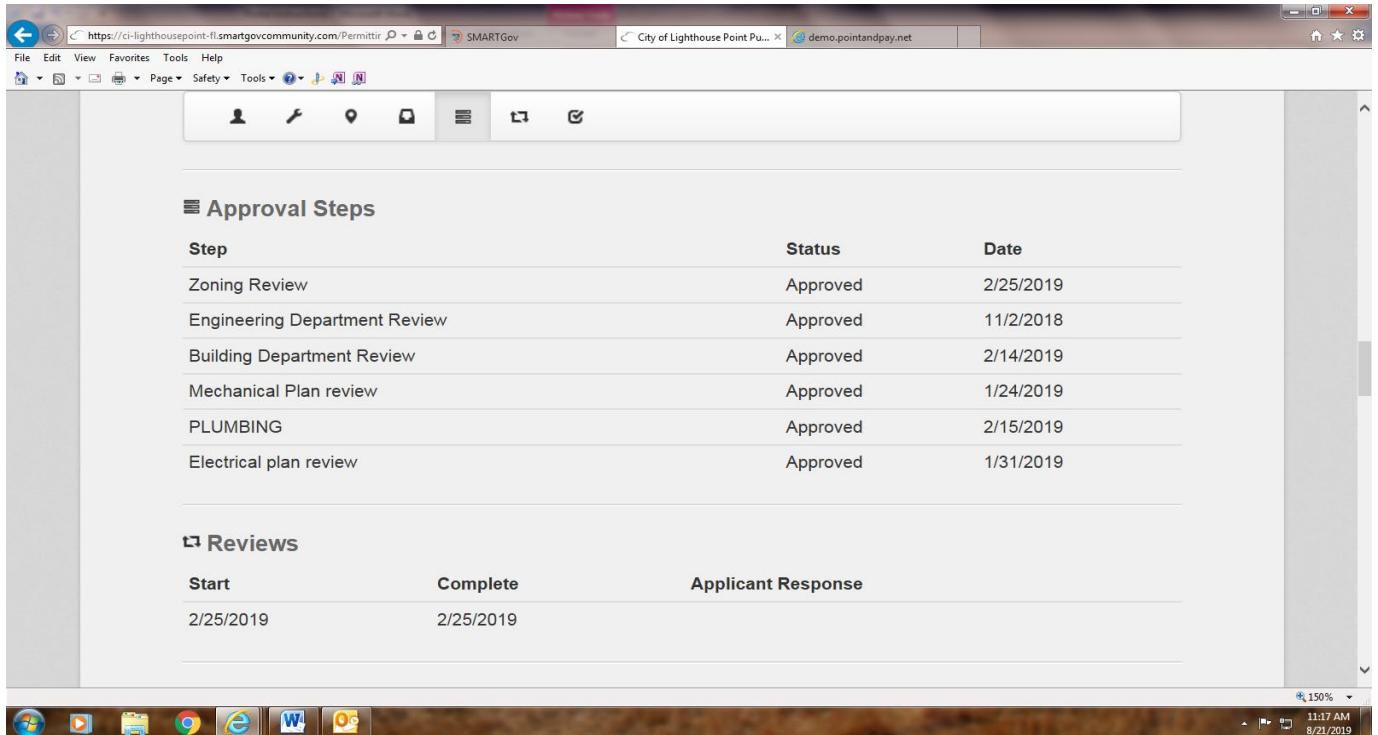
Sign Up or Log In

Contacts Contractors Parcels Submittals Approval Steps Inspections

The blue box at the top of the page displays important information regarding your permit. Refer to the following terminology regarding the status of your permit.

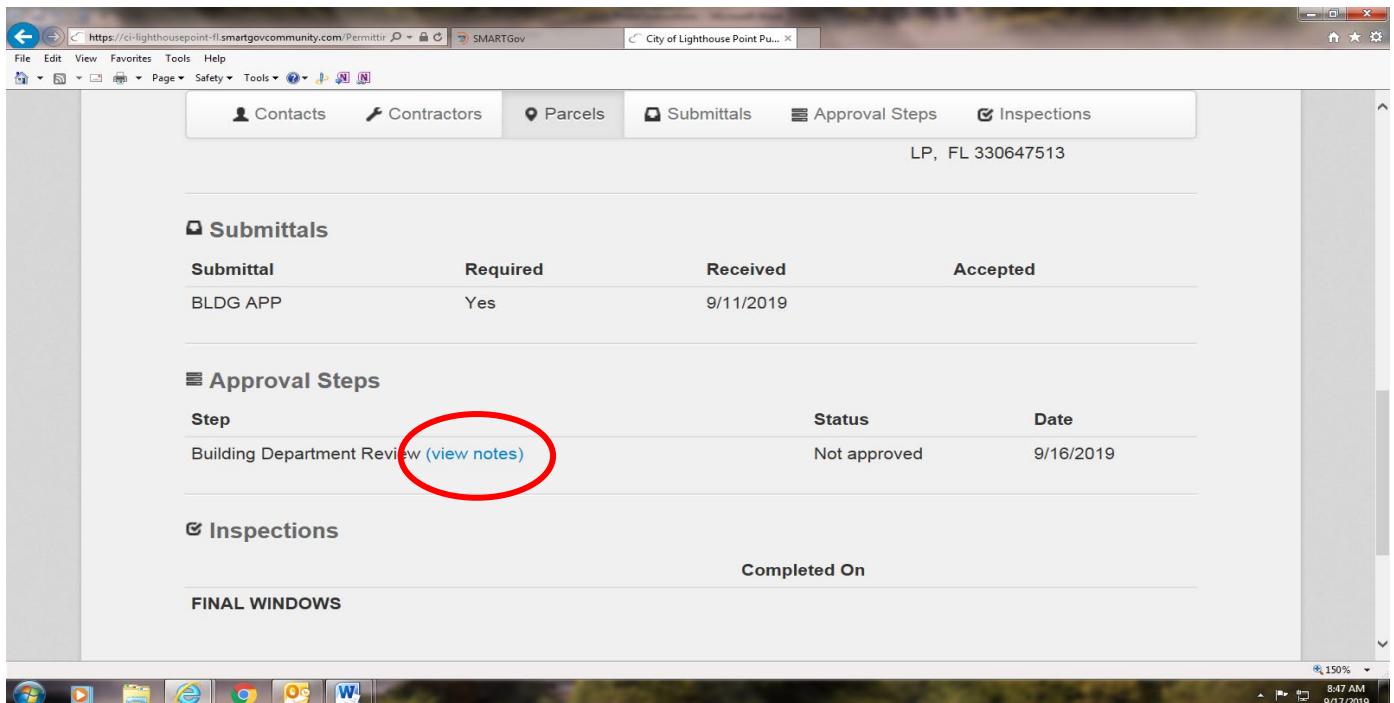
- **Canceled:** A request to cancel the permit has been submitted and approved.
- **Closed:** The permitted work has successfully been completed and the permit is no longer active.
- **Denied:** The permit is not approved and comments explaining the reason for denial are available online.
- **Disposed:** Approved permit has been abandoned for longer than 60 days.
- **Expired:** There has been no activity on the permit for over 180 days. A fee is required to renew your permit.
- **Issued:** The permit has been approved and paid for. Construction may begin.
- **Pricing:** The permit has been approved by all departments and permit fees are being calculated.
- **Ready for Pick Up:** Once the permit fee is calculated the status will change from “Pricing” to “Ready for Pick Up.” This means you may pick up and pay for your permit at our office.
- **Sent To** – The permit is being reviewed by the department indicated.

5. Scroll down on the same page to view when each plan review department approved or denied your permit. “Building Department Review” means structural plan review.



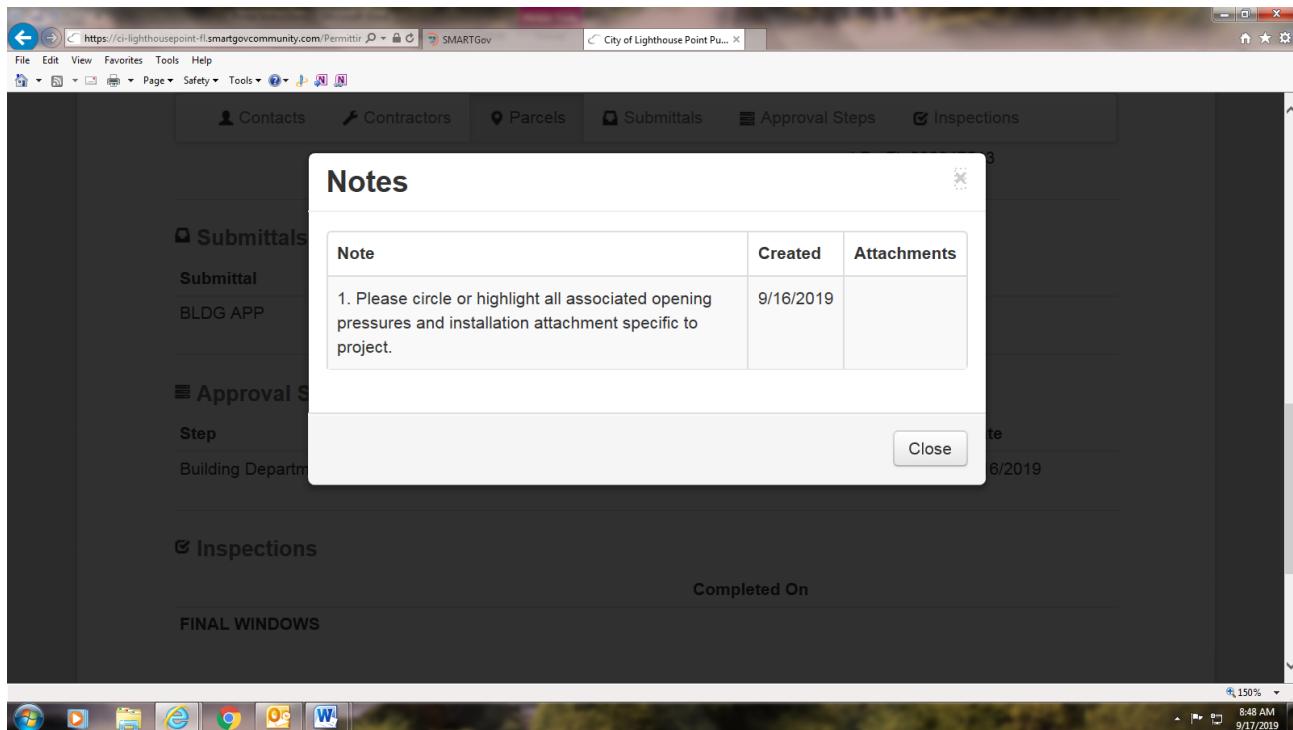
Step	Status	Date
Zoning Review	Approved	2/25/2019
Engineering Department Review	Approved	11/2/2018
Building Department Review	Approved	2/14/2019
Mechanical Plan review	Approved	1/24/2019
PLUMBING	Approved	2/15/2019
Electrical plan review	Approved	1/31/2019

6. If your permit was **denied**, scroll down to access the comments that explain why.



Step	Status	Date
Building Department Review (view notes)	Not approved	9/16/2019

7. Your screen will look like this:



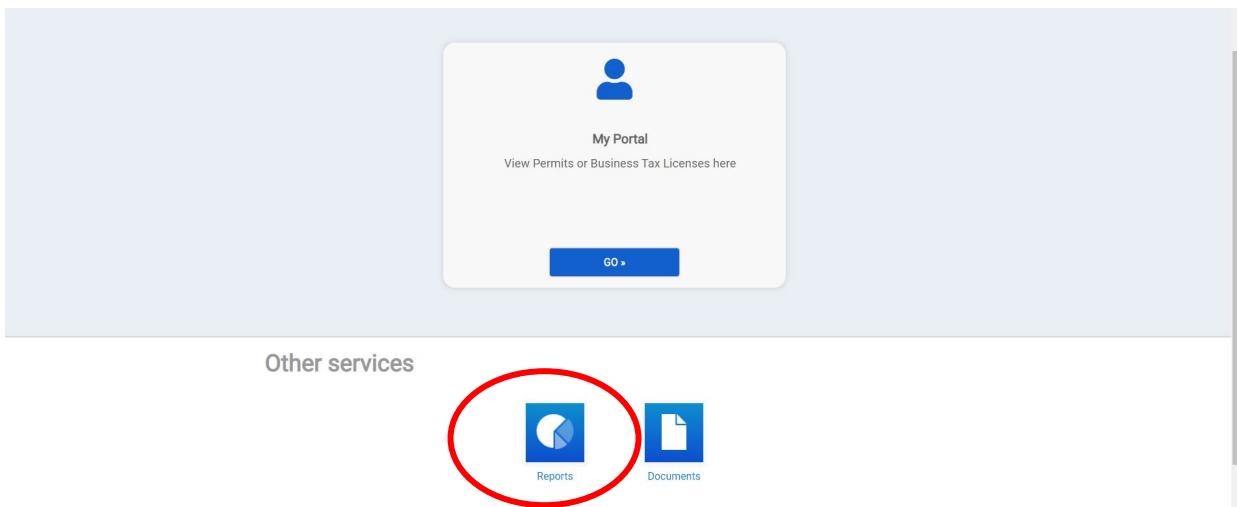
8. Scroll further down on the prior screen (pictured in steps #5 and #6) and you can view your inspection history. “Completed On” means your inspection was approved on the date that is listed. If your inspection was not approved or not scheduled a date will not be listed (see below for an example).

The screenshot shows the same SMARTGov software interface as the previous one, but the 'Inspections' tab is now active. The list of inspections is as follows:

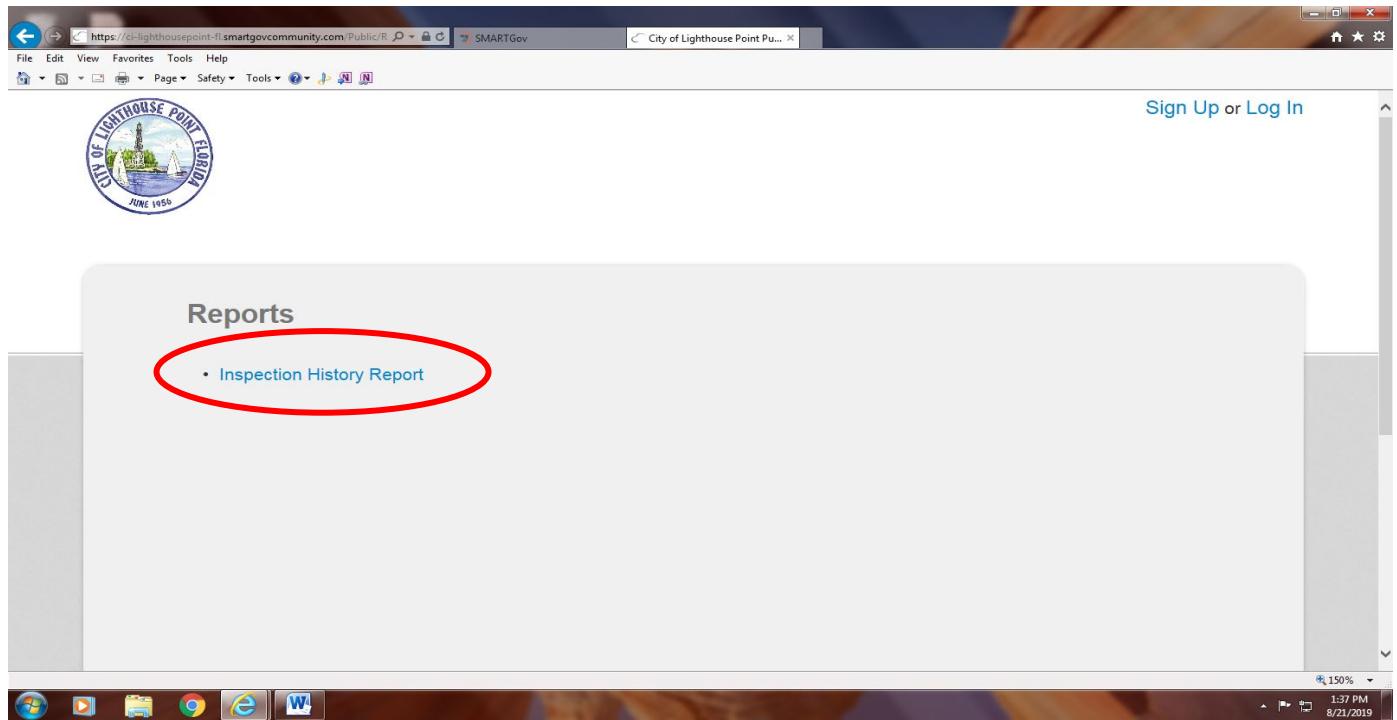
Inspection Type	Completed On
TEMP POLE	
UNDERGROUND	3/27/2019
SEWER	3/27/2019
WATER SERVICE	
UNDERGROUND	3/19/2019
SLAB BOND	4/1/2019
SLAB	4/2/2019
SPOT SURVEY	5/2/2019
1ST FLR TIE BEAM & COLUMN	6/24/2019
2ND FLR TIE BEAM & COLUMN	6/24/2019
ROOF SHEATHING SURVEY	8/1/2019
ROOF SHEATHING	8/5/2019
TRUSS/JOIST	8/6/2019

A red circle highlights the date '3/27/2019' for the 'SEWER' inspection. The status bar at the bottom shows the date 8/21/2019 and the time 11:26 AM. The system tray icons are visible at the bottom left.

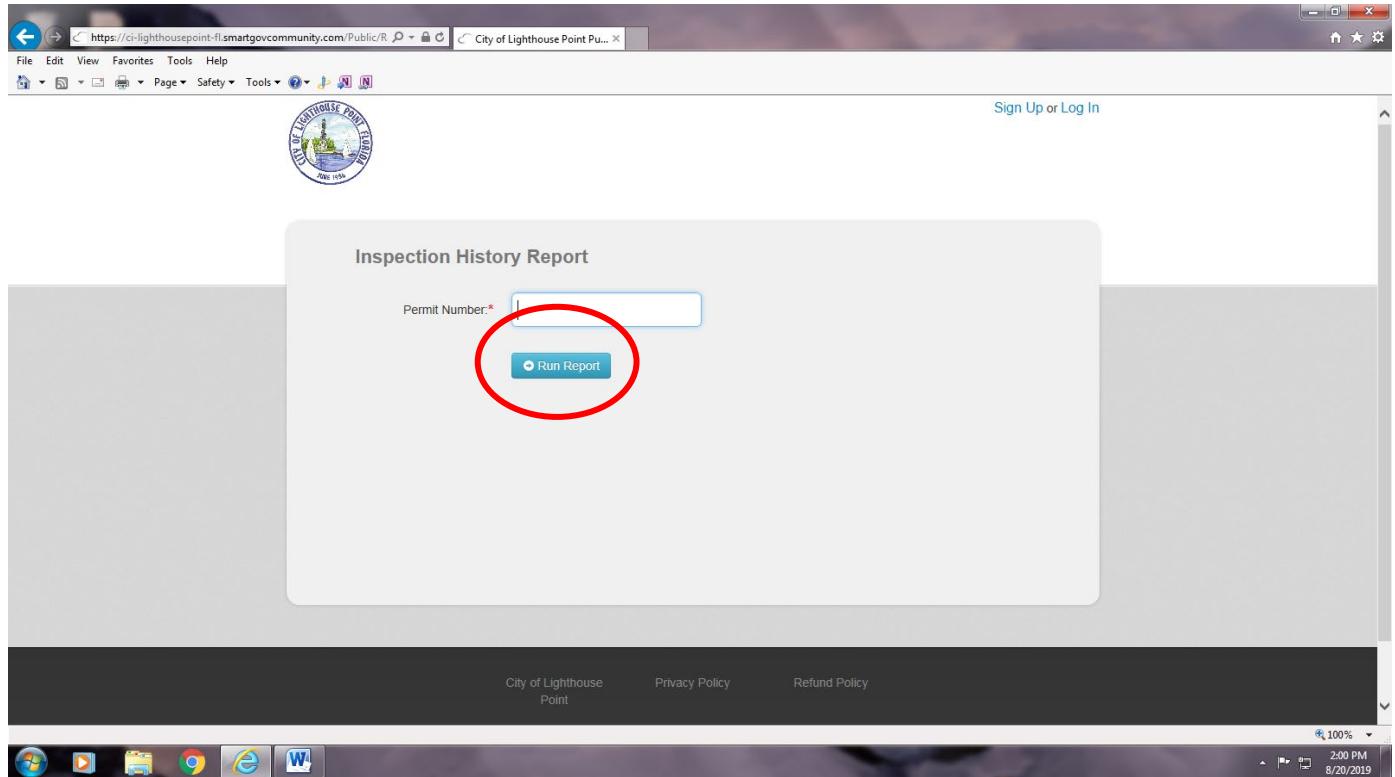
9. You may also check the status of your inspection by returning to step #2. By viewing your inspection history this way, you can also view denied inspections, the reasons for their denial, and if your inspection has been scheduled. You will not be able to view this information in step #6. When on the screen shown below, click “Reports.”



10. Click “Inspection History Report.”

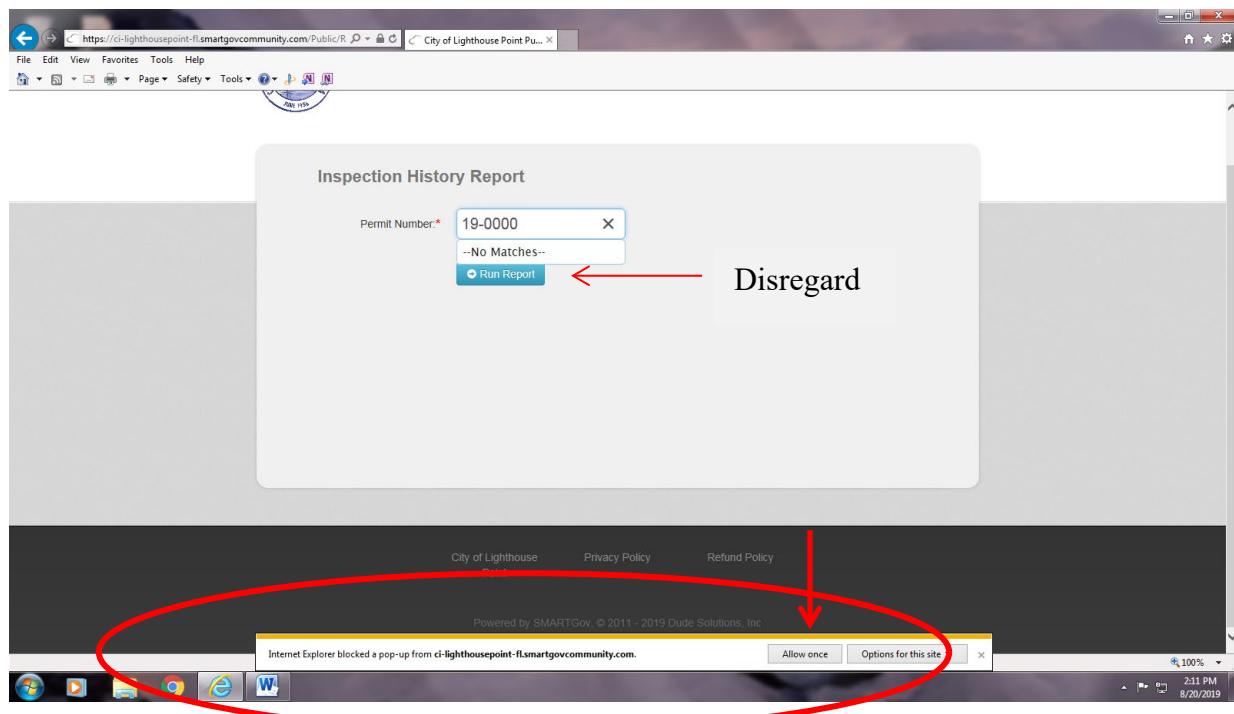


11. Type the permit number into the search bar and then click “Run Report.”

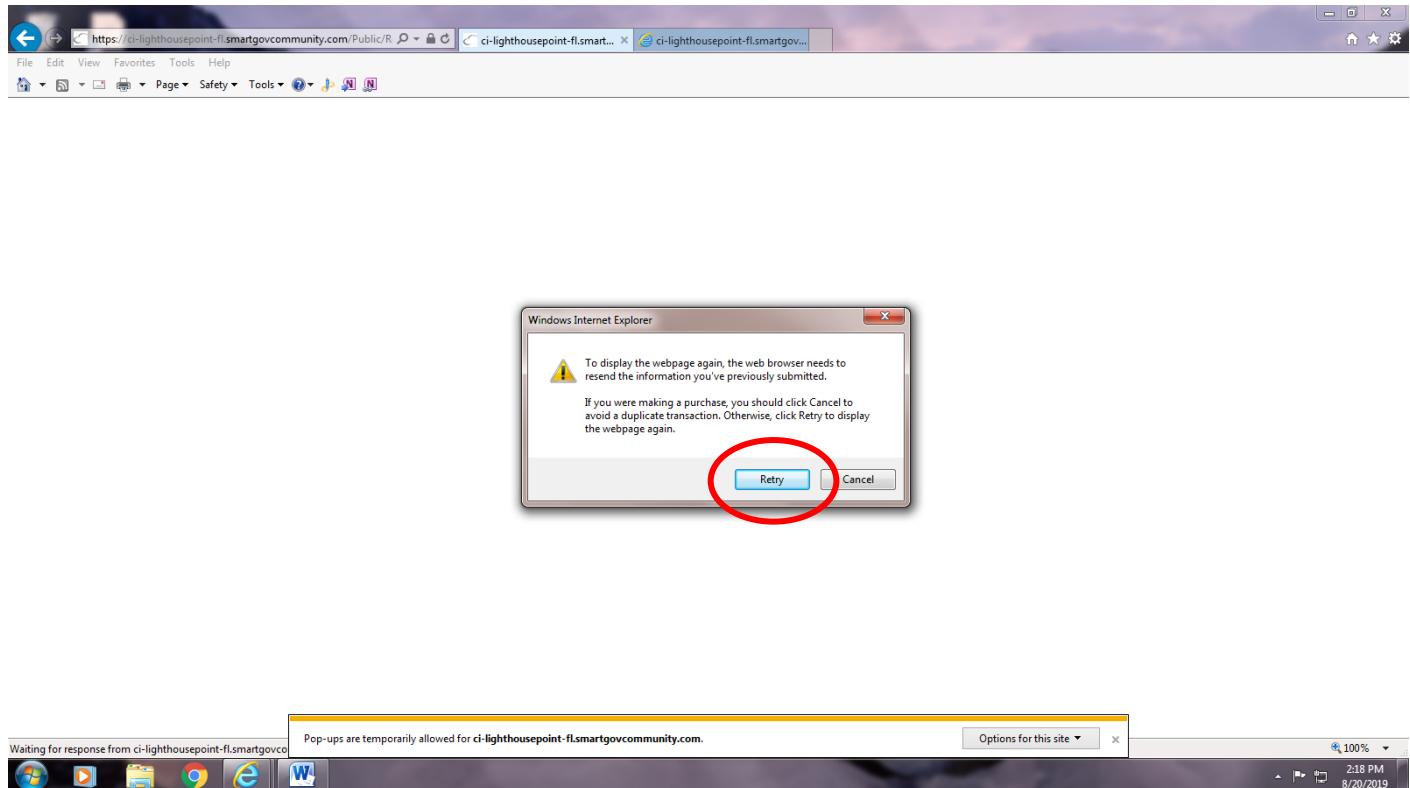


12. Please note: if a pop-up blocker is enabled within your browser you have to allow the pop-up in order to view your inspection status. If enabled, the pop-up notification will show on the screen after pressing “Run Report.” See below.

Also note that if “No Matches” appears, as pictured below, still click “run report” after you have typed the permit number into the search bar. The inspection history should still appear, unless the permit number is wrong or the permit is closed. In either scenario, the following screen will be blank. Return to step #3 to obtain the correct permit number by searching the property address or contractor name.

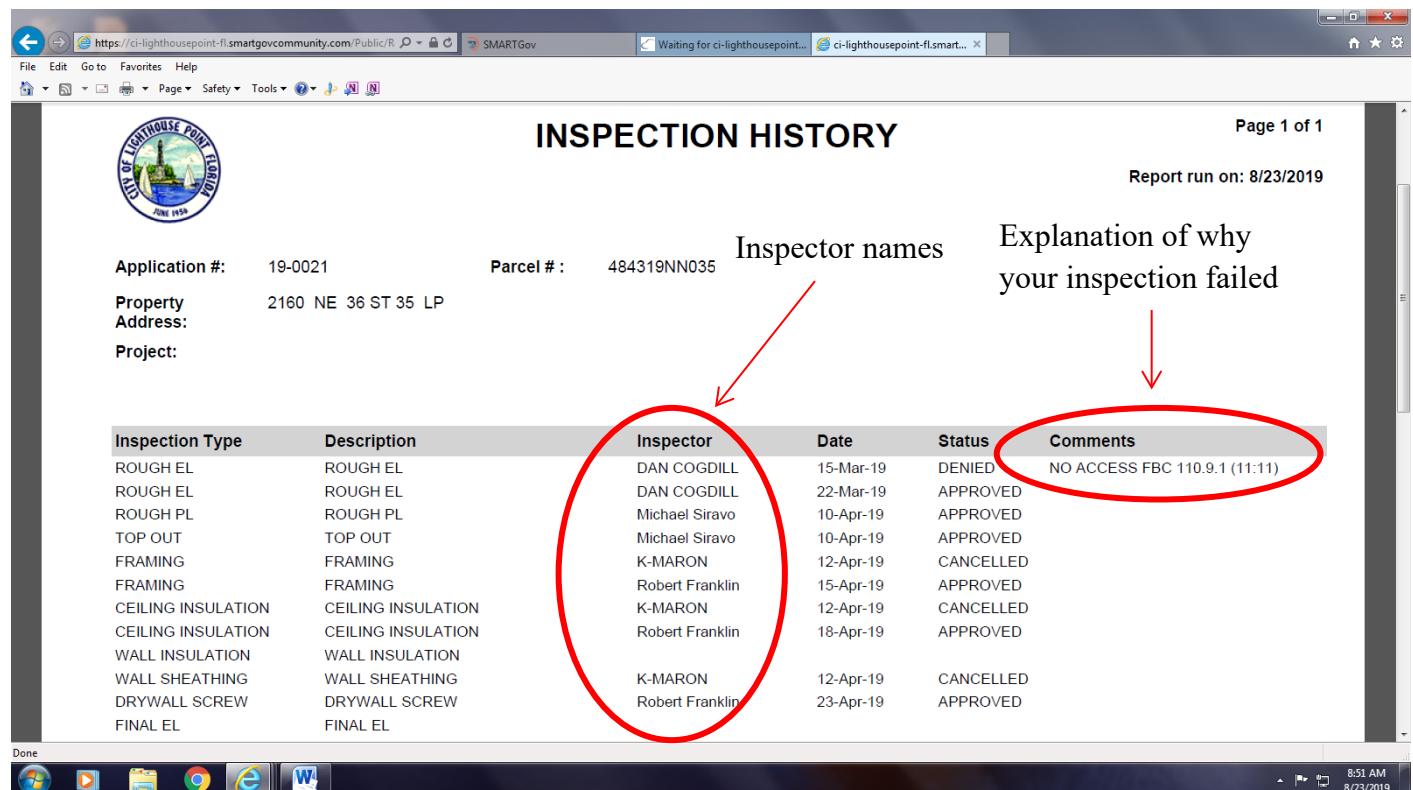


13. You may also receive a notification that there is an error. If you see this message on your screen, click “retry” and this will take you to the screen where you can view your inspection status.



14. See below for an example of what your screen should look like. Please use this step to identify your inspector. If you are looking for a time frame for your inspection, contact your inspector directly. Please see the following link to obtain your inspector's phone number:

<https://www.lighthousepoint.com/DocumentCenter/View/103/Building-Inspectors-Contact-List-PDF>



INSPECTION HISTORY

Page 1 of 1

Report run on: 8/23/2019

Inspection Type	Description	Inspector	Date	Status	Comments
ROUGH EL	ROUGH EL	DAN COGDILL	15-Mar-19	DENIED	NO ACCESS FBC 110.9.1 (11:11)
ROUGH EL	ROUGH EL	DAN COGDILL	22-Mar-19	APPROVED	
ROUGH PL	ROUGH PL	Michael Siravo	10-Apr-19	APPROVED	
TOP OUT	TOP OUT	Michael Siravo	10-Apr-19	APPROVED	
FRAMING	FRAMING	K-MARON	12-Apr-19	CANCELLED	
FRAMING	FRAMING	Robert Franklin	15-Apr-19	APPROVED	
CEILING INSULATION	CEILING INSULATION	K-MARON	12-Apr-19	CANCELLED	
CEILING INSULATION	CEILING INSULATION	Robert Franklin	18-Apr-19	APPROVED	
WALL INSULATION	WALL INSULATION	K-MARON	12-Apr-19	CANCELLED	
WALL SHEATHING	WALL SHEATHING	Robert Franklin	23-Apr-19	APPROVED	
DRYWALL SCREW	DRYWALL SCREW				
FINAL EL	FINAL EL				