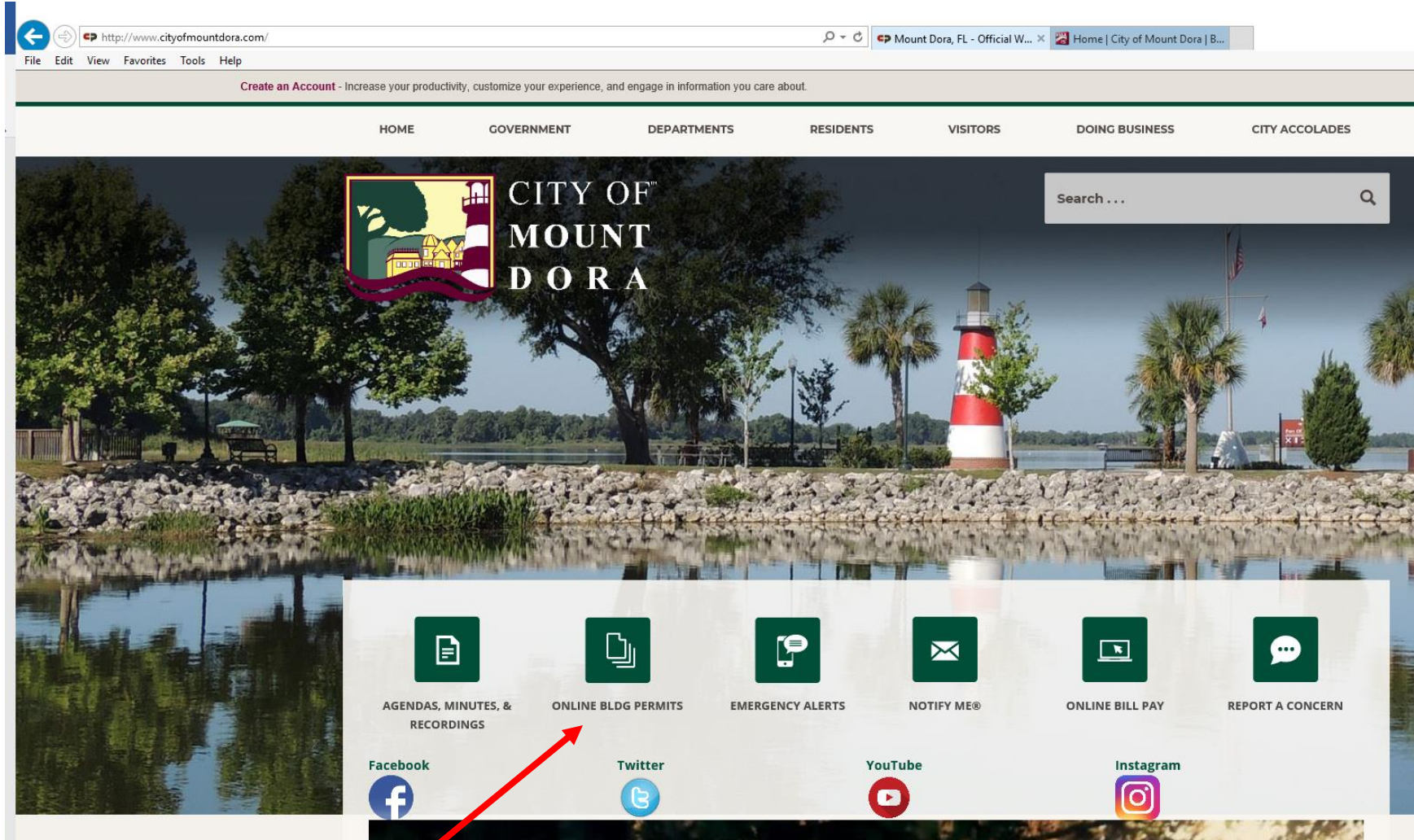




Applying for a permit online Owner/Builder Permits

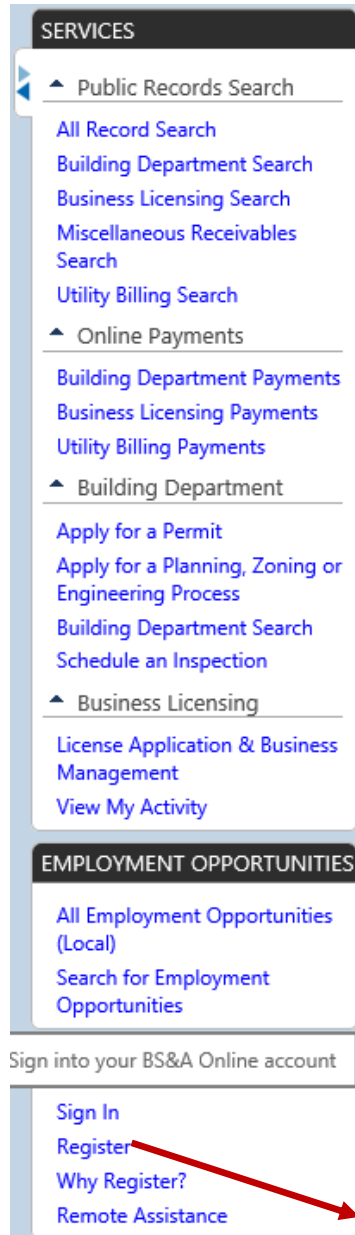
If you would like to apply online for a permit, you will follow these detailed instructions. If you have any questions, please contact our office at 352-735-7115 or building@cityofmountdora.com.

Go onto our website www.cityofmountdora.com



Click on ONLINE BLDG PERMITS

You will need to create an online account with us if you do not have an existing online account.



The image shows a vertical navigation menu with three main sections. The first section is titled 'SERVICES' and contains several expandable categories: 'Public Records Search' (with sub-items: All Record Search, Building Department Search, Business Licensing Search, Miscellaneous Receivables Search, Utility Billing Search), 'Online Payments' (with sub-items: Building Department Payments, Business Licensing Payments, Utility Billing Payments), 'Building Department' (with sub-items: Apply for a Permit, Apply for a Planning, Zoning or Engineering Process, Building Department Search, Schedule an Inspection), and 'Business Licensing' (with sub-items: License Application & Business Management, View My Activity). The second section is titled 'EMPLOYMENT OPPORTUNITIES' and contains 'All Employment Opportunities (Local)' and 'Search for Employment Opportunities'. The third section is titled 'Sign into your BS&A Online account' and contains 'Sign In', 'Register', 'Why Register?', and 'Remote Assistance'. A red arrow points from the 'Register' link to the text 'Click here to create an online account.' located to the right of the menu.

Click here to create an online account.


Once your account is created, please call (352) 735-7115 or email us at building@cityofmounddora.com to have your account linked to your Owner record in our system.

Sign in to the online portal once your account is linked

Apply for a permit

- ▲ Building Department
 - [Apply for a Permit](#)
 - [Apply for a Planning, Zoning or Engineering Process](#)
 - [Building Department Search](#)
 - [Schedule an Inspection](#)
 - [View My Activity](#)

Pull up the address



Homeowner Application for Permit

Submit a permit application online.

[Contractor Learning Center](#)

Thank you for using City of Mount Dora's Online Permitting Portal!

If you are submitting your permit online for review, please make sure that any documents requiring an architect or engineer's seal and signature have the digital seal and signature present on them prior to uploading the document. If you have any questions regarding this process, please call (352)735-7115.

****PLEASE NOTE****
Once you begin your online application, you will need to complete the application. If you close out of the program before you submit the application, you will need to start the application process over when you sign back in.

Select a Property	Enter Permit Details	Enter Applicant Information	Estimate Fees	Submit Application
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Step 1: Select a Property

If you are submitting a permit for an address that contains a unit number, please make sure that you select the correct property record so that your permit is not delayed. Please make sure that the owner information is correct on the property. If the name has changed, please email a copy of the deed to building@cityofmountdora.com with your request to update the parcel information before submitting your permit. If you have any questions, please contact our office Monday-Friday 8:00am-5:00pm at (352) 735-7115.

[Click here if you are a contractor/design professional](#)

[Property Search](#)

Search By:

Search For:

Click on the correct address



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[Select a Property](#)

[Enter Permit Details](#)

[Enter Applicant Information](#)

[Estimate Fees](#)

[Submit Application](#)

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[Click here if you are a contractor/design professional](#)

[Property Search](#)

Search By:

Search For:

Owner Name	Address	Parcel Number
CITY OF MOUNT DORA	123 PERMIT PL, MOUNT DORA, FL 32757	00-00-00-0000-000-00000

Verify the owner



Homeowner Application for Permit

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[Click here if you are a contractor/design professional](#)

[+ Property Search](#)

Address: 123 PERMIT PL

Owner Name: CITY OF MOUNT DORA

Parcel Number: 00-00-00-0000-000-00000

[Next](#)

*****IF THE OWNER IS DIFFERENT (HOME RECENTLY PURCHASED, ETC), PLEASE STOP HERE AND CONTACT THE BUILDING DEPARTMENT AT 352-735-7115 FOR INSTRUCTIONS ON UPDATING THE OWNER INFO.**

Once you have verified the information is correct, Click Next

Select permit type and enter the detailed job description, enter the job value, then click next



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[Select a Property](#)

123 PERMIT PL

Enter Permit Details

[Enter Applicant Information](#)

[Estimate Fees](#)

[Attach Documents](#)

[Submit Application](#)

Step 2: Enter Permit Details

Enter the scope of work being done.

★ Enter the permit type for which you wish to apply:

Residential Fence

★ Please describe the work to be done in detail:

wooden fence

☐ Application Details:

☐ Construction Details

★ Construction Value:

1,000.00

[Back](#)

[Next](#)

**Some permit types may have additional fields required that will need to be completed based on the permit type.

If you are applying for a Single Family Residence, there are additional fields that you will need to complete.

Enter the contact information



Homeowner Application for Permit

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[Contractor Learning Center](#)

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[Select a Property](#)

123 PERMIT PL

[Enter Permit Details](#)

Residential Fence: wooden f...

[Enter Applicant Information](#)

[Estimate Fees](#)

[Attach Documents](#)

[Submit Application](#)

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name: CITY OF MOUNT DORA

Address: 510 N BAKER ST

Phone: 3527357100

Email: Harts@cityofmountdora.com

I certify that I am the owner of the property listed above.

Contact Information

★ Name: CITY OF MOUNT DORA

★ Phone Number: (352) 735-7100

★ Email Address: Harts@cityofmountdora.com

★ Confirm Email: Harts@cityofmountdora.com

[Back](#)

[Next](#)

You will need to click the checkbox to the left of the statement:

“I certify that I am the owner of the property listed above.”

If you are not the property owner, stop here and contact the building department at 352-735-7115.

Click Next once all on this page is completed.

Fees will not show up at this time, you will click Next. You will receive an email once your permit is ready to be paid for with the link to go back in and pay for your permit.



Homeowner Application for Permit

Submit a permit application online.

[Contractor Learning Center](#)

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****PLEASE NOTE****

Once you begin your online application, you will need to complete the application. If you close out of the program before you submit the application, you will need to start the application process over when you sign back in.

<p>Select a Property 123 PERMIT PL</p>	<p>Enter Permit Details Residential Fence: wooden f...</p>	<p>Enter Applicant Information CITY OF MOUNT DORA 3527357100</p>	<p>Estimate Fees</p>	<p>Attach Documents</p>	<p>Submit Application</p>
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Step 4: Estimate Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

Payment will be required once your permit is processed and you have received your invoice.

Available Fees

Fee Description	Category	
No online fees are configured.		

Selected Fees

Fee Description	Fee	Quantity
No fee items found.		
Technology Fee	\$5.00	1.00
Total Estimated Fees:		\$5.00

Upload the documents to the appropriate title. If no document links are available, click on “Add Additional Document” to upload your documents.

Thank you for using City of Mount Dora's Online Permit Applications!

If you are submitting your permit online for review, please make sure that any documents requiring an architect or engineer's seal and signature have the digital seal and signature present on them prior to uploading the document. If you have any questions regarding this process, please call (352)735-7115.

Select a Property 123 PERMIT PL	Enter Permit Details Residential Fence: test	Enter Applicant Information Stacey 3527357115	Estimate Fees Estimated Amount: \$0.00	Attach Documents	Submit Application
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Step 5: Attach Documents

Please select the document type your are attaching and upload your documents. If there is not a selection available for the document you need to submit, please select "additional documents" and upload your documents.

Attach Documents

Document Title	Attachment Required	Description	File Name		
No records to display.					

Add Additional Document

Back

Next

Add Document

★ Document Title:

Description:

Select...

Save Cancel

Document label key:

Application – Permit submittal worksheet, Utility Connection Form

Plan Docs – Roofing info sheet, Gas isometric, Electric load calculations, specification documents

NOC – Notice of Commencement

Product Approval – product approval sheet

Plans – Large plan sheets, any signed/sealed plans

Survey – Survey of property

Landscape – Landscaping plan

Truss – Truss layout, truss letter from engineer, truss specifications

Energy Calcs – Energy calculations, duct layout

Verify all the info submitted is correct

Help

Select a Property 123 PERMIT PL	Enter Permit Details Residential Fence: test	Enter Applicant Information Stacey 3527357115	Estimate Fees Estimated Amount: \$0.00	Attach Documents 0 Documents Attached	Submit Application
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Step 6: Submit Application

Property and Application Details

Property Address	123 PERMIT PL	Permit Type	Residential Fence
Parcel Number	00-00-00-0000-000-00000	Owner Name	CITY OF MOUNT DORA
Work Description	test		

[View Application Details](#)

Contact Information

Contact	Stacey	Email	harts@cityofmountdora.com
Phone	3527357115		

[View Additional Names](#)

Contractor Information

Name	Permitting Test	Address	510 N. Baker Street
Phone	(352) 735 7115	Federal Id Number	No Data to Display

Licensee Information

Name	PERMIT TECHNICIANS	State License Number	state lic
Licensee Type	Residential Fence	Date License Expires	08/31/2020
Status	Active	Date Registration Expires	08/31/2020

Estimated Fees

Fee Description	Quantity	Total Fee
No fee items found.		
No additional fees found.		
Total Estimated Fees:		\$0.00

Back

Submit

Click Submit