

How to Register for an Account

1. Click the **Register** button on the portal home page. **NOTE:** You cannot login until your account has been approved.



2. Enter the following required information (indicated with a **red***). **NOTE:** Please include the Phone Number's Area Code. Example: 239-444-6150

User Details

<p>First Name <input style="width: 90%;" type="text" value="*"/></p> <p>Middle Name <input style="width: 90%;" type="text"/></p> <p>Last Name <input style="width: 90%;" type="text" value="*"/></p> <p>Company <input style="width: 90%;" type="text"/></p> <p>Reg Phone <input style="width: 90%;" type="text" value="*"/></p>	<p>Email <input style="width: 90%;" type="text" value="*"/></p> <p>Confirm Email <input style="width: 90%;" type="text" value="*"/></p> <p>Password <input style="width: 90%;" type="text" value="*"/></p> <p>Confirm Password <input style="width: 90%;" type="text" value="*"/></p> <p>Contact Preference <input style="width: 90%;" type="text" value="*"/></p>
---	---

NOTE: Please include the Company Name for registrations associated with the following contact types:

- Contractor
- Developer
- Consultant
- Employees of a Contractor, Developer or Consultant
- Authorized Agent

3. Enter the following required information (indicated with a **red***). **NOTE:** Please include the Street Type and Suite/Unit in the Street Name. Example: “Bonita Beach Rd, Suite 111”

The screenshot shows a form titled "Address Fields" with the following fields:

- Street Number: Text input field with a red asterisk.
- Street Name: Text input field with a red asterisk.
- Suite/Unit: Text input field.
- Street Type: Dropdown menu with "-Street Type-" selected.
- Address Type: Dropdown menu with "-Address Type-" selected, highlighted with a yellow background and a red asterisk. A red arrow points to this field.
- City: Text input field with a red asterisk.
- State: Dropdown menu.
- Zip Code: Text input field.
- County: Text input field.

A blue "Submit" button is located at the bottom right of the form.

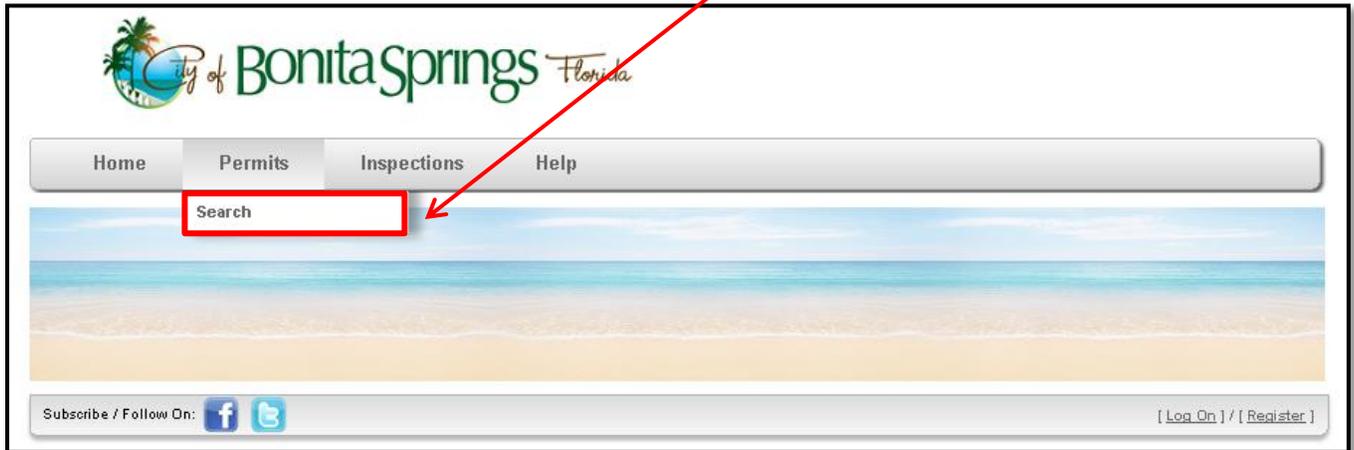
HINT: From the Address Type drop-down list, select “**Location Address**” if the “**Mailing Address**” is the same.

4. Click the **Submit** button. You will be notified by email when your account has been approved and you are able to login.

If you have additional questions about **How to Register for an Account**, click [here](#) to email the Help Desk or call the mainline at 239-444-6150. A Community Development staff member will contact you as soon as possible.

How to Search Permit and Inspection Status

1. Place your cursor over the **Permits** menu and select **Search**.



2. To search by **Address**, enter values in one or all of the following fields shown below. **HINT:** Partial Street Names (e.g., Bonita Beach) will return more results.

Address Fields

Street Number <input type="text"/>	Suite/Unit <input type="text"/>
Street Name <input type="text"/>	City <input type="text"/>
	County <input type="text"/>

In the example shown below, a search has been entered to view all Permits on **Bonita Beach Rd**.

Address Fields

Street Number <input type="text"/>	Suite/Unit <input type="text"/>
Street Name <input type="text" value="Bonita Beach Rd"/>	City <input type="text"/>
	County <input type="text"/>

- 3. To search by **Permit**, enter values in one or all of the following fields shown below. Permit Type, Work Class and Permit Status values may be selected by clicking the drop-down arrow.

The screenshot shows a search form titled "Permit Fields". It contains several input fields: "Permit Number", "Project Name", "Type" (with a dropdown arrow highlighted in red), "Issued Date" (with a calendar icon), "Work Class" (with a dropdown arrow highlighted in red), "Expiration Date" (with a calendar icon), "Status" (with a dropdown arrow highlighted in red), and "Finaled Date" (with a calendar icon). Three red arrows point from the text above to the three dropdown arrows.

In the example shown below, a search has been entered for all **Single Family Residential** (BLD - Building R) Permits that were Issued in 2013.

The screenshot shows the same "Permit Fields" search form, but with search criteria entered. The "Type" dropdown is set to "BLD - Building (R)", the "Issued Date" is set to "1/1/2013" to "12/31/2013", the "Work Class" dropdown is set to "Single Family", and the "Status" dropdown is set to "Issued".

- 4. After entering the search criteria, click the **Search** button located on lower right-hand side of the page.

The screenshot shows a search bar with two buttons: "Clear" and "Search". The "Search" button is highlighted with a red border.

NOTE: You do not need to enter search criteria in both the **Address Fields** and **Permit Fields**. You may search by one or the other, as well as both.

5. To view general Permit details, click on the **Permit Number**. To start a **New Search**, click the button.

Permit Number	Address	Type	Work Class	Issued Date	Expiration Date	Finalized Date	Project Name
RES12-02574-BOS	3890 ALOHA LN BONITA SPRINGS, FL 34134 USA	BLD - Building (R)	Single Family	02/22/2013	08/06/2014		
RES13-03698-BOS	4331 Cape Hickory Dr. 34134 USA	BLD - Building (R)	Single Family	03/04/2013	08/11/2014		
RES13-03703-BOS	5821 Cape Hickory Court 3 34134 USA	BLD - Building (R)	Single Family	03/04/2013	08/25/2014		
RES13-03704-BOS	5841 Cape Hickory Ct. 1 34134 USA	BLD - Building (R)	Single Family	03/04/2013	08/11/2014		
RES13-03726-BOS	9021 ISLA BELLA CIR LOT 23 BONITA SPRINGS, FL 34135 USA	BLD - Building (R)	Single Family	02/12/2013	01/08/2014		
RES13-03728-BOS	9015 ISLA BELLA CIR BONITA SPRINGS, FL 34135 USA	BLD - Building (R)	Single Family	02/12/2013	08/12/2013		
RES13-03998-BOS	5801 CAPE HICKORY CT Bldg	BLD - Building (R)	Single Family	03/04/2013	08/25/2014		

Displaying items 1 - 10 of 186

[New Search](#)

6. **Existing (completed) Inspections** are located below the Primary Address Details. To view newer Inspections first, left-click the name **Scheduled Date** twice.

Primary Address Details

Parcel: 33-47-25-B4-0050A.0020

Address: 3890 ALOHA LN
BONITA SPRINGS, FL
34134
USA

Contact Details

Type	Company	First Name	Last Name	Title
Contractor - Roofing	PATNODE ROOFING INC	ROBERT	PATNODE	CCC026451
Contractor - General	POTTER HOMES INC	WILLIAM	POTTER	License Holder
	CONNORS			

Displaying items 1 - 4 of 4

Existing Inspections

Type	Status	Request Date	Scheduled Date	Inspector
101 Footer	Failed	3/13/2013	3/13/2013	Streder, Steve
101 Footer	Partial Pass	3/14/2013	3/14/2013	Streder, Steve
101 Footer	Passed	4/3/2013	4/3/2013	Streder, Steve
102 Slab	Failed	4/3/2013	4/3/2013	Streder, Steve
102 Slab	Passed	4/4/2013	4/4/2013	Streder, Steve

Displaying items 1 - 10 of 40

Remaining Inspections

Type	Status	Date	Reinspection
111 Floor			false
112 Spot Survey			false
113 Elevation Cert			false
203 Sewer Tap			false
208 Water Supply			false

Displaying items 1 - 10 of 12

7. To view other Inspections listed on this **Existing Inspections** page, scroll down using the **Scroll Bar**.

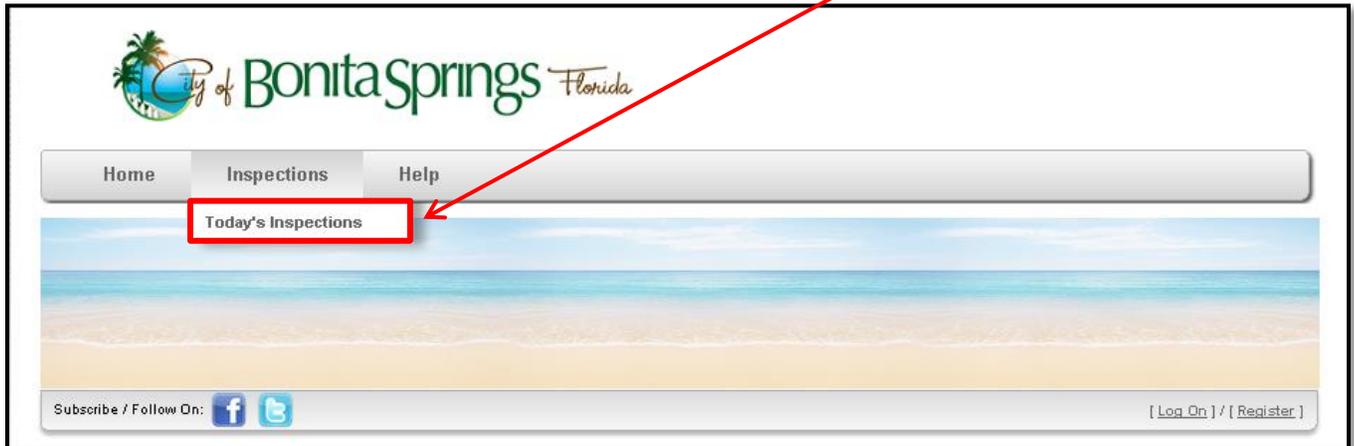


8. To view the next page of Inspections, click on the “**Next Page**” arrow or select a specific page number.

If you have additional questions about **How to Search Permit and Inspection Status**, click [here](#) to email the Help Desk or call the mainline at 239-444-6150. A Community Development staff member will contact you as soon as possible.

How to Search Today's Inspections

1. Place your cursor over the **Inspections** menu and select **Today's Inspections**.



2. After opening the Inspection Viewer, a list of today's scheduled Inspections will be generated. Depending on the number of scheduled Inspections, this list may take up to 30 seconds to process.

In the example shown below, scheduled Inspections for 1/29/14 are displayed.

Inspections

Date: 1/29/2014 Search

Inspection (01-29-2014)								Change Filter
Case Number	Case Type	Insp. Type	Address	IVR Number	Primary Inspector	Phone Number	Status	
COM14-10220-BOS	Permit	110 Foundation		110	Haigis, Peter		Canc...	
TRA14-10111-BOS	Permit	503 Final Roof		503	Streder, Steve		Passed	
COM13-09299-BOS	Permit	101 Footer		101	Haigis, Peter		Pendi... Inspe...	
POL13-05439-BOS	Permit	109 Pool Deck		109	Streder, Steve		Pendi... Inspe...	
RES13-09221-BOS	Permit	130 Straps/Engl...		130	Hilton, Larry		Passed	
TRA14-10561-BOS	Permit	501 Roof Dry-In		501	Hilton, Larry		Passed	
POL13-08352-BOS	Permit	123 Main Drain		123	Streder, Steve		Pendi... Inspe...	

1 2 3 4 5 6 7 8 9 10 ...

Displaying items 1 - 10 of 108

3. To search inspections by Permit, click the filter button next to "Case Number".



Inspections Date: 1/29/2014

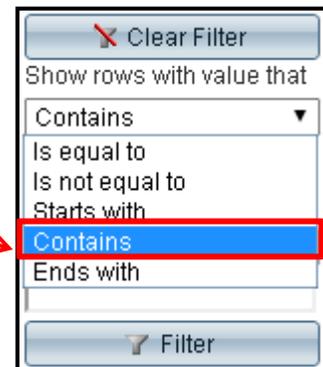
Case Number	Case Type	Insp. Type	Address	IVR Number	Primary Inspector	Phone Number	Status
COM14-10220-BOS				110	Haigis, Peter		Canc...
TRA14-10111-BOS				503	Streder, Steve		Passed
COM13-09299-BOS				101	Haigis, Peter		Pendi... Inspe...
POL13-05439-BOS				109	Streder, Steve		Pendi... Inspe...
RES13-09221-BOS	Permit	130 Straps/Engl...		130	Hilton, Larry		Passed
TRA14-10561-BOS	Permit	501 Roof Dry-In		501	Hilton, Larry		Passed
POL13-08352-BOS	Permit	123 Main Drain		123	Streder, Steve		Pendi... Inspe...

Displaying items 1 - 10 of 108

4. After clicking on the filter button, a menu will open. Click on the drop-down arrow and select **Contains** from the filter list.

NOTE: You may use **Is equal to** as a filter type, but it requires the **FULL** Permit Number.

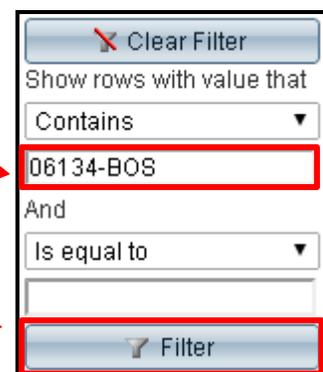
Example: RES13-06134-BOS



5. Enter the last 5-digits of the Permit Number and "-BOS" for Bonita Springs in the field below **Contains** and click the **Filter** button.

Example: 06134-BOS

HINT: Permit applications received before 6/1/2012 do not have the "-BOS" suffix.



In the example shown below, scheduled Inspections for Permit RES13-06134-BOS on 1/29/14 are displayed.

The screenshot shows the 'Inspections' page with a date filter set to 1/29/2014. A table displays four inspection records, all with a status of 'Passed'.

Case Number	Case Type	Insp. Type	Address	IVR Number	Primary Inspector	Phone Number	Status
RES13-06134-BOS	Permit	106 Final Inspection		106	Hilton, Larry		Passed
RES13-06134-BOS	Permit	402 Final Mechanical		402	Hilton, Larry		Passed
RES13-06134-BOS	Permit	204 Final Plumbing		204	Hilton, Larry		Passed
RES13-06134-BOS	Permit	117 Final Shutter		117	Hilton, Larry		Passed

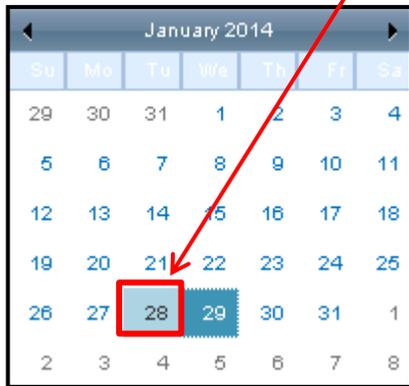
- 6. To search for a different Permit, repeat **Step #3** (click the filter button next to **Case Number**), enter the new Permit Number and click the **Filter** button.

This image shows a close-up of the filter dropdown menu. The 'Clear Filter' button is at the top. Below it, the text 'Show rows with value that' is followed by a dropdown menu set to 'Contains'. The search input field contains '10220-BOS'. Below this is an 'And' section with a dropdown menu set to 'Is equal to'. At the bottom, the 'Filter' button is highlighted with a red box.

- 7. To search Inspections on a different day, click the **Calendar** icon.

This image shows a close-up of the date selection area. The date is set to 1/29/2014. A red box highlights the calendar icon, and a red arrow points from the text in step 7 to this icon.

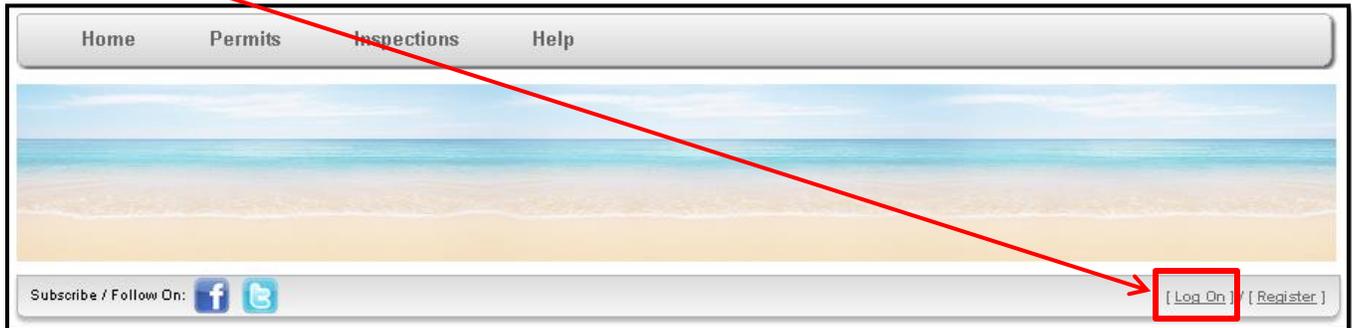
8. Select a different day from the **Calendar** menu, and click the **Search** button.



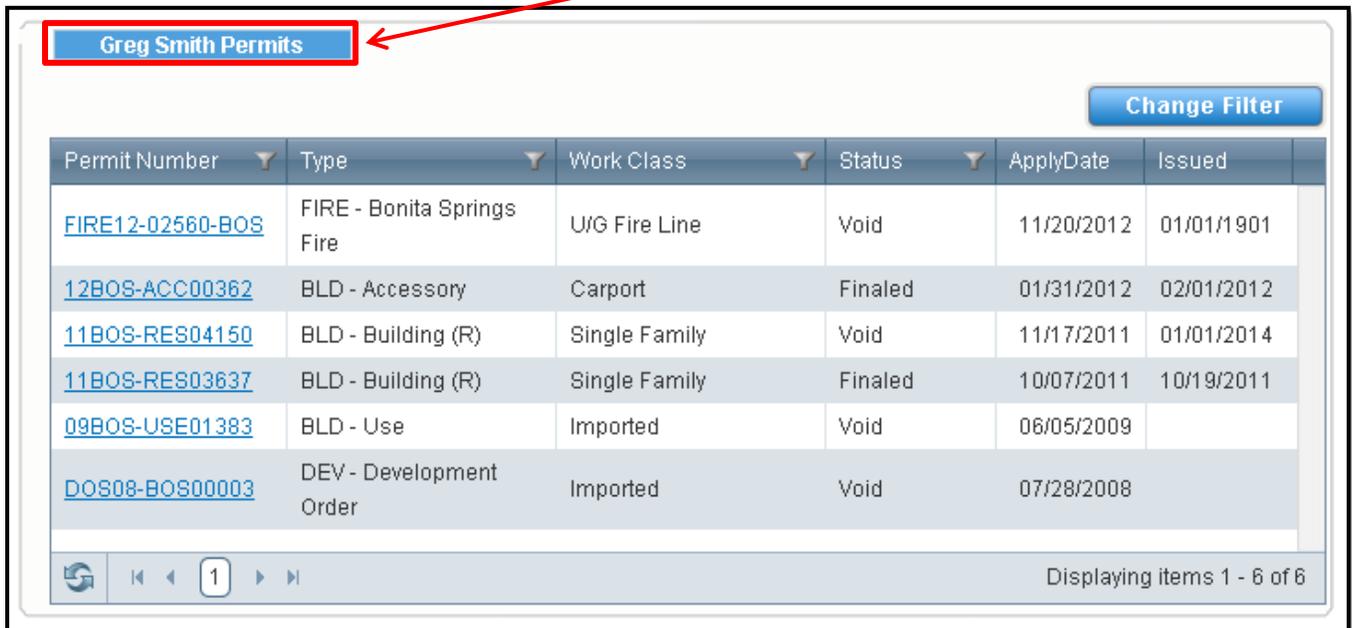
If you have additional questions about **How to Search Today's Inspections**, click [here](#) to email the Help Desk or call the mainline at 239-444-6150. A Community Development staff member will contact you as soon as possible.

How to Request Inspections

1. **Log On** to the portal by clicking on the button. Enter the Login ID (email address) and password.



2. After logging on to the portal, you will be redirected to a personalized **Home** page. This page contains a list of the records where you appear as a Contact.
3. Scroll down to the box containing the list of your **Permits**.



NOTE: If you are unable to find a Permit, then you are not listed as a Contact on that Permit. If you are an employee of a Developer, Contractor or other Licensed Professional and would like to access their Fee Payment Details or Requests Inspections on their behalf, please have your employer send an authorization email to the [Help Desk](#).

4. To request an Inspection, click on the **Permit Number**.

The screenshot shows a table titled "Greg Smith Permits" with a "Change Filter" button in the top right. The table has columns for Permit Number, Type, Work Class, Status, ApplyDate, and Issued. The row for permit number "11BOS-RES04150" is highlighted with a red box, and a red arrow points to it from the text above.

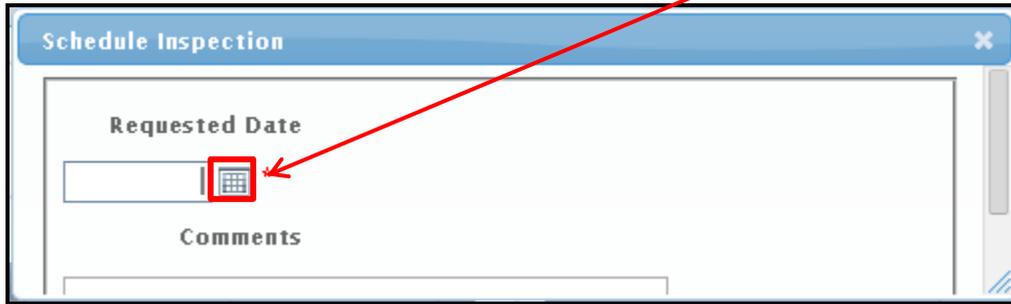
Permit Number	Type	Work Class	Status	ApplyDate	Issued
FIRE12-02560-BOS	FIRE - Bonita Springs Fire	UG Fire Line	Void	11/20/2012	01/01/1901
12BOS-ACC00362	BLD - Accessory	Carport	Finalized	01/31/2012	02/01/2012
11BOS-RES04150	BLD - Building (R)	Single Family	Void	11/17/2011	01/01/2014
11BOS-RES03637	BLD - Building (R)	Single Family	Finalized	10/07/2011	10/19/2011
09BOS-USE01383	BLD - Use	Imported	Void	06/05/2009	
DOS08-BOS00003	DEV - Development Order	Imported	Void	07/28/2008	

5. Scroll down to the box containing **Schedule Inspections** and click the **Schedule** button.

The screenshot shows a table titled "Schedule Inspections" with a "Schedule" button highlighted in a red box. A red arrow points to the button from the text above. The table has columns for Select, Type, Status, Date, and Reinspection.

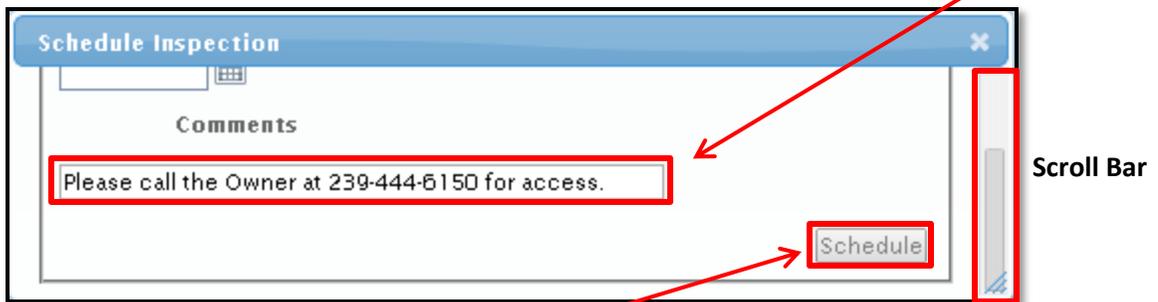
Select	Type	Status	Date	Reinspection
Schedule	107 Insulation			Yes
Schedule	112 Spot Survey			Yes
Schedule	114 Sheathing/...			Yes
Schedule	115 Sheathing/R...			Yes

6. Enter a **Request Date** by manually typing in the date or click the “**Calendar**” icon.



NOTE: Inspection requests received after 7 AM will be scheduled for the next work day.

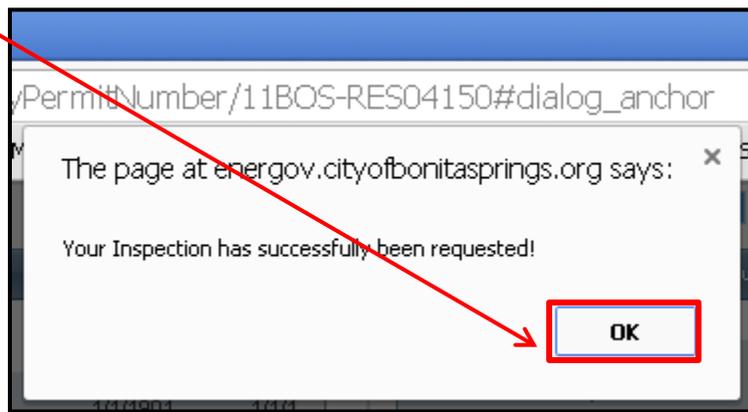
7. To enter a **Request Comment**, scroll down using the **Scroll Bar** and enter a request in the **Comments** field.



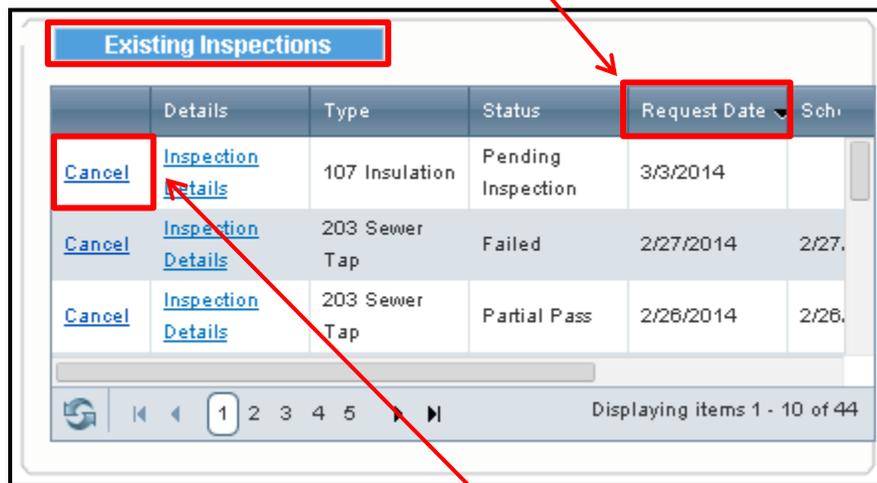
8. To schedule the Inspection, click the **Schedule** button. After requesting the Inspection, a “**Please wait...**” message will appear on the screen.



- 9. Once the Inspection has been successfully requested, a message will appear at the **Top** of the screen. Click **OK** to continue.

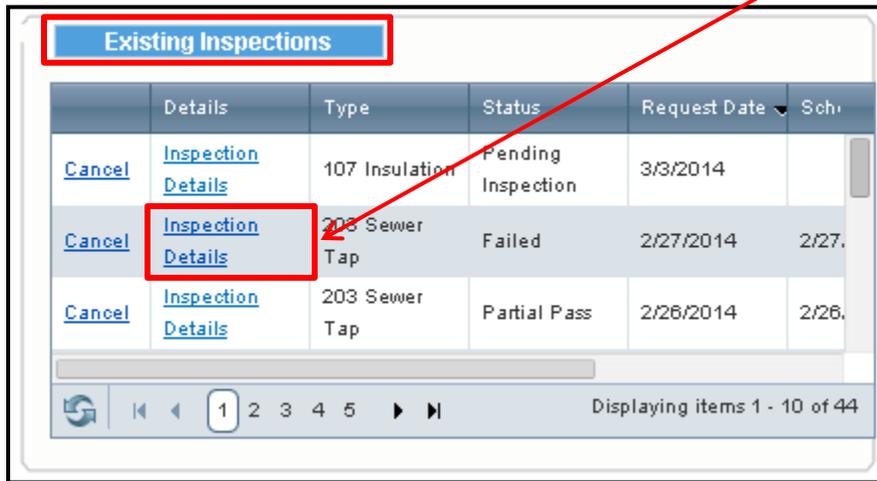


- 10. To view the requested Inspection, move to the **Existing Inspection** box located to the left of the Schedule Inspections box and left-click the **Request Date** name twice to view newer Inspections first.



- 11. To **Cancel** an Inspection before it is scheduled, click the **Cancel** button. To cancel an Inspection after it is has been scheduled, please contact the **Inspection Hotline** at 239-444-6170.

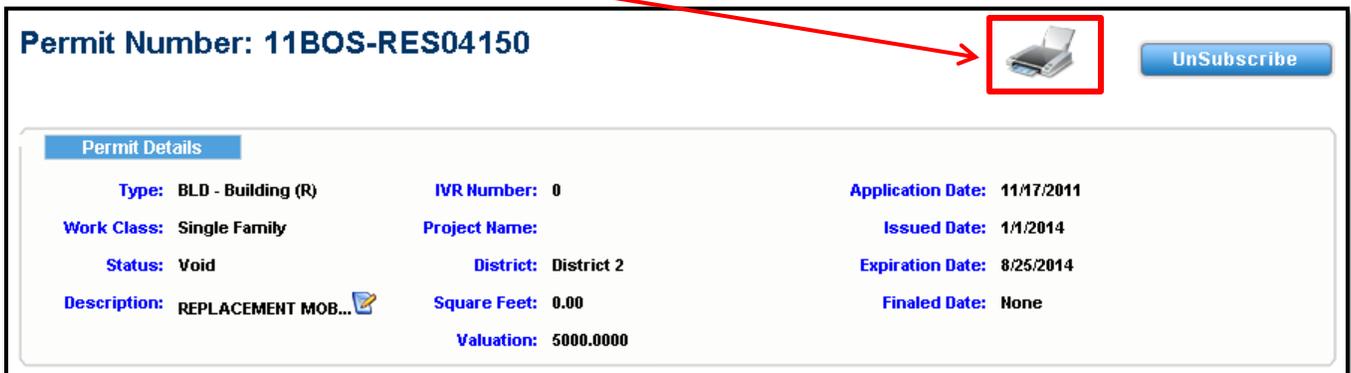
12. To view the Inspection comments for **Existing Inspections**, click the **Inspection Details** button



13. Scroll down to the **Inspection Checklist** box and look for the **Comments** field.



14. To print a detailed Report that includes the **Inspection History**, click the **“Back”** button on your internet browser and click the **“Print”** button located at the top of the Permit page.



If you have additional questions about **How to Request Inspections**, click [here](#) to email the Help Desk or call the mainline at 239-444-6150. A Community Development staff member will contact you as soon as possible.