Building ACA Manual

Polk County Building Division
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</tbody>
</table>
Different ways to get to Registration page:
Review General Disclaimer and check the acceptance box below and click Continue Registration:

Account Registration
You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Registration »
Enter all required information (*) and click Add New:

**Account Registration Step 2: Enter/Confirm Your Account Information**

**Login Information**

Enter your User Name and Password. You must also enter a unique email address.

- **User Name:** [jdoe123]
- **E-mail Address:** [johndoe1@gmail.com]
- **Password:**
  - [**********]
- **Type Password Again:**
  - [**********]
- **Enter Security Question:**
  - First grade teacher
- **Answer:**
  - Mrs. Smith

**CONTACT INFORMATION (This is required)**

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

**Select Contact Type:**

- Select [Individual Organization]

[Continue] [Discard Changes]
Fill in all required (*) information and click Add Additional Contact Address.
Fill in all information and click Save and Close:

Address Type MUST be Mailing
Click Continue below, you will get a popup (on the right) click Continue again, then click Continue Registration.
Once you have received your confirmation page click Login Now.
Once you have logged in click on My Account at the top of the screen:
At the bottom of the page under Contact Information scroll to the right.

Click on Actions and click on View.
Validate and update your contact information on this page.

Then click Save.
*Contractors and Authorized Users ONLY*

Add License To Account

Click on account management at the top of the screen.

Scroll down and Click Add a License.
Add License To Account
*Contractors and Authorized Users ONLY*

- Choose the license type and enter your state license number.
- Click Find License

Contractor Licensing will then approve or reject your connection request. If they reject it you will get an email with a brief explanation.
Click on Home at the top of the screen:
On the Home page you have the option to search or submit records to Building, Land Dev or Code Enforcement, as well as, look up property information under General Information:

To submit a permit click on Create an Application.
To search for permits click on Search Applications
Scroll down to General Search, records can be searched by the following:

For permits started in old system (Hansen) put a percent sign in front of the permit number (%#######)

To search by address only enter the street number in the From and To fields and the Street Name OR enter the Parcel number (without dashes).
You can also search by license

You can choose a license type.

License holder first and last name or Name of Business

Search by State License Number
Review the General Disclaimer and click the checkbox below then click on Continue Application.
Click on the record you will be submitting and click Continue Application.
Enter the Address OR Parcel and click Search:

If the job site address does not exist, please use the job site parcel number

If this is a license renewal or a new license registration submittal, enter 18 zeros in the parcel number field.

Please enter the text exactly as it appears on the Property Appraiser’s website.
Adding Applicants

To add an Applicant click on Select from Account or if you wish to add someone not associated to your Citizen Portal account click Add New. Once the Applicant Contact is added click Continue below:

Contact address verification will come up, click Continue.
To add a Licensed Professional click Look Up. To add Subcontractors continue to click Look Up:

Click on the required License Type **OR** you can enter the Contractor’s State License Number then click Look Up below:

If owner is applying for permit, click Continue Application
Choose the contractor doing the work and click Continue, if the contractor doing the work is not on the Look Up License list, contact our Contractor Licensing Tech at 863-534-6530.

Then click on Continue Application or Save and Resume Later:
• Fill in the Detail Description of work.
• Enter Job Value
• Click Continue Application or Save and resume later.
Fill out the required (*) information then click Continue Application or Save and resume later.

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Is a Gate Code Required for Access:</td>
<td>Yes</td>
</tr>
<tr>
<td>Gate Code:</td>
<td>Yes, No</td>
</tr>
<tr>
<td>* Is this Application a result of a Code Violation:</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Code Violation Case Number:</td>
<td></td>
</tr>
<tr>
<td>* Is the Applicant the Owner:</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Construction Waste Acknowledgement:</td>
<td>--Select--</td>
</tr>
<tr>
<td>Commercial Franchise Holder Name:</td>
<td></td>
</tr>
<tr>
<td>Commercial Franchise Holder Phone:</td>
<td></td>
</tr>
<tr>
<td>Disposal Equipment:</td>
<td></td>
</tr>
<tr>
<td>Disposal Frequency:</td>
<td></td>
</tr>
<tr>
<td>* Nearest cross street or special instructions needed to find jobsite:</td>
<td></td>
</tr>
<tr>
<td>* How are plans submitted?:</td>
<td>--Select--</td>
</tr>
</tbody>
</table>
Attach any required documents by clicking the Add button

Note: Do not upload Contractor Licensing documents such as insurance or tax receipts. See Updating Contractor Licensing Info.
• Select your document (double click) and click Save.
• Select Type from the dropdown and enter a brief Description.
• Click Save and Continue Application.
Review the Record, to make any changes click Edit.

### Demos Permit

<table>
<thead>
<tr>
<th>1 Location &amp; People</th>
<th>2 Permit Detail</th>
<th>3 Documents</th>
<th>4 Review</th>
<th>5 Record Issuance</th>
</tr>
</thead>
</table>

**Step 4: Review**

- **Continue Application**
- **Save and resume later**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

- **Demo Permit**

**Address**

- 330 W CHURCH ST
- BARTOW FL 33830

**Parcel**

- Parcel Number: 253006393000000172

**Owner**

- POLK COUNTY
- PO BOX 988
- BARTOW FL 338310988

**Applicant**
When you are done reviewing the Record you will need to click in the box below the certification and click Continue Application.
CONGRATULATIONS!!
Your application has been submitted and your Record/Permit number will be displayed below.

406 CINNAMON DR, KISSIMMEE FL 34759

BT-2018-253
Record Information

- Record/Permit #
- Record Type
- Record Status

Record Info and Instructions

Instructions: Select the "Record Info" dropdown to select:
- Record Details: To see any information related to the record
- Processing Status: To see what status the record is on
- Related Records: To see any related records
- Attachments: To see any documents/pictures
- Inspections: To see any scheduled Inspections or their Results

Work Location

225 SE Desoto
Winter Haven FL 33884

Record Details

Applicant:
Holly Hooper
Southern Homes of Polk County
1925 E Edgewood Drive Suite 100
LAKELAND, FL, 33813
Work Phone: 8636872700
Holly@mysouthernhome.com
Mailing
1925 E Edgewood Drive Suite 100
Lak FL 33813
United States

Project Description:
CONSTRUCT SFR

Licensed Professional:
GREGORY A MASTERS holly@mysouthernhome.com
SOUTHERN HOMES OF POLK CO INC
1925 E EDGEWOOD DR STE 100
LAKELAND, FL, 33803
Fax: 8636872770
Building CBGB057451

Owner:
JDT OF CENTRAL FLORIDA LLC
3200 FLIGHTLINE DR STE 202
LAKELAND FL 33811

- Add to cart to make payment
- Add to collection for easier access to record
- To make payments
- View or make deposits into trust accounts

Primary Contractor

View subcontractors listed on the record
Power Release Information

To see if power has been released:
• Click on the (+) next to Application Information Table
• You will see the power company, type of release, release date and who released it.
Once you have pulled up the permit you want to schedule inspections on you will click on Record Info and click on Inspections.
Upcoming (1) inspections will tell you how many inspections are available to be scheduled. If there are multiple inspections you will see page numbers below.

Click on Actions and click on Schedule.
Select the date you would like to schedule your inspection, click All Day and click Continue.
Verify the location and contact information, to change the contact information click Change Contact then click Continue.
To add a note for the inspector (Ex. Call for access) click on Include Additional Notes. Click Finish to complete scheduling.

**Cancellation and Reschedule Policy:**
Reschedule must be made before 06:00 AM. Cancellations must be made before 06:00 AM.

**If cancelling after 06:00 AM the assigned inspector will need to be contacted.**
You will be able to verify the day it is scheduled for and who is the inspector assigned to your inspections.

If you have any problems scheduling your inspections you can contact our office at 863-534-6708.

Record BT-2018-4964:
Demolition Permit
Record Status: Inspections

Instructions: Select the "Record Info" dropdown to select:
- Record Details - To see any information related to the record
- Processing Status - To see what status the record is on
- Related Records - To see any related records
- Attachments - To see any documents / pictures
- Inspections - To see any scheduled Inspections or their Results

Inspections

Upcoming (1)

Please choose inspection from page(s) below

Demolition Final (1186453) - Scheduled 08/14/2018
Inspector: unassigned

Completed

There are no completed inspections on this record.
Printing Permit Card

- Once you have pulled up your permit, verify the record status is inspections.
- Click on reports at the top of the screen and click on permit card. If nothing happens you may have your popup block on. Turn off your popup block and repeat.
The popup will already have the permit number in the Permit # field and click Submit.

Click on permit card below.
Your permit card will pop up, and you can print and post on the jobsite.

---

**POLK COUNTY**

**BUILDING PERMIT**

**THIS CARD TO BE CONSPICUOUSLY POSTED ON STREET SIDE OF LOT BEFORE WORK IS STARTED**

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR-2018-3163</td>
<td>July 18, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Land Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 CRESCENT RIDGE RD, DAVENPORT, FL 33837</td>
<td>RL-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS-BUILT WOOD FRONT PORCH, COVERED REAR PATIO, ...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structure in Flood Plain:</th>
<th>Base Flood Elevation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Setbacks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front ___ Lt. Side ___ Rt. Side ___ Rear ___ Acc. Rear ___ Acc. Side ___</td>
</tr>
</tbody>
</table>

**SCHEDULE OR REQUEST AN INSPECTION AT** [https://aca.polk-county.net/aca](https://aca.polk-county.net/aca)

<table>
<thead>
<tr>
<th>MH SETUP</th>
<th>MH SKIRTING</th>
<th>DRIVEWAY</th>
<th>SITE DRAINAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>INSPECTOR</td>
<td>DATE</td>
<td>INSPECTOR</td>
</tr>
<tr>
<td>DATE</td>
<td>INSPECTOR</td>
<td>DATE</td>
<td>INSPECTOR</td>
</tr>
<tr>
<td>DATE</td>
<td>INSPECTOR</td>
<td>DATE</td>
<td>INSPECTOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOOTING</th>
<th>PLUMBING 1ST</th>
<th>PLUMBING 2ND</th>
<th>PLUMBING FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>INSPECTOR</td>
<td>DATE</td>
<td>INSPECTOR</td>
</tr>
<tr>
<td>DATE</td>
<td>INSPECTOR</td>
<td>DATE</td>
<td>INSPECTOR</td>
</tr>
</tbody>
</table>
Click on Building and click on reports:

- **Building Comment** – list of all comments added to a permit by building staff when additional info is required
- **Commercial Multi-Family Customer Request** – list of commercial multi-family permits (Ex: apartments or condos)
- **Commercial New Customer Request** – list of commercial new permits (warehouse, plazas, stores, etc.)
- **Commercial Renovation Customer Request** – list of commercial renovation permits (build outs, additions, remodels, etc.)
- **Residential Accessory Customer Request** – list of residential accessory structures (sheds, detached carports, guesthouses, etc.)
- **Residential New Customer Request** – list of residential new permits (new single family residences, townhomes, duplexes, etc.)
- **Residential Renovation Customer Request** – list of residential renovation (additions, remodels, pool enclosures, screen rooms, etc.)
- **Solid Waste Impact Fees** – solid waste fees paid on a permit
- **Trade Pool Customer Request** – list of pool permits issued
- **Trust Account Transactions** – report to show what transactions were done on a particular trust account (previously known as the escrow statement)
Certificate of Occupancy or Certificate of Completion Reports

If your record status is Closed-CO Issued, you will click on reports at the top of the screen, click on Certificate of Occupancy and click submit. Click on the pdf document at the bottom of the popup, your CO will populate and you can print your CO.

Record BLD-H-471733:
Residential New Permit - Ex: New House
Record Status: Closed-CO Issued

If your record status is Closed-CC Issued, you will click on reports at the top of the screen, click on Certificate of Completion and click submit. Click on the pdf document at the bottom of the popup, your CC will populate and you can print your CC.

Record BR-2018-553:
Residential Renovation/Addition Permit-Ex: Room (solid roof)
Record Status: Closed-CC Issued
Payments

- Click on My Records
- Permits ready for payment will be in Fees Due status.
- Click on the permit you would like to pay for then click on Payments.
- Click on Fees
- Click on Pay Fees
Payments

***Please note: If your permit was processed by Town of Dundee, Fort Meade or Polk City DO NOT PAY ONLINE***

If your permit was issued by The Town of Dundee, Fort Meade or Polk City you cannot pay any fees online. Please contact their office for payment.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Demolition / Accessory Structure</td>
<td>3</td>
<td>$120.00</td>
</tr>
<tr>
<td>B Demolition / Primary Structure - Residential</td>
<td>1</td>
<td>$45.00</td>
</tr>
<tr>
<td>B Surcharge BCAIB 1.5%</td>
<td>1</td>
<td>$2.48</td>
</tr>
<tr>
<td>B Surcharge FBC 1%</td>
<td>1</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

TOTAL FEES: $169.48
Note: This does not include additional inspection fees which may be assessed later.

Check Out »
Verify your fees are correct then click Check Out.

If your permit was issued by The Town of Dundee, Fort Meade or Polk City you cannot pay any fees online. Please contact their office for payment.

### Application Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty</th>
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<td>B Surcharge FBC 1%</td>
<td>1</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

**TOTAL FEES:** $169.48

Note: This does not include additional inspection fees which may be assessed later.
If you have multiple permits in your shopping cart and are not ready to pay for all of them you can edit your cart by clicking Edit Cart then click Remove. Then click Save and Close.
You will be able to pay by Credit Card, Bank Account (eCheck) or by Trust Account. Click Submit Payment. At this point you will be redirected to the payment site.

**Step 2: Payment information**

Please select a payment method and then fill in all required information. The available payment methods are:
- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

*When paying with Credit Card or Bank Account be sure to select the correct department (Building Division or Land Development) on the next screen.*

**Payment Options**

Amount to be charged: $169.48
- [ ] Pay with Credit Card
- [ ] Pay with Bank Account

Submit Payment »
Revisions
1. Pull up the permit you are revising
2. Click on Record Info
3. Click Attachments
4. Click Add
5. Click Add again
6. Choose your documents
7. Click Continue
8. Select the Type, fill in the Description and click Save.

**Note**: Please fill out and add the *Revision to Construction Plans and Plan Documents* form.
Uploading Contractor Licensing Documents

1. Click on Account Management at the top of the screen.
2. Scroll down and click Add at the bottom of the page and click Add again.
3. Select the documents you would like to upload (State License, Business Tax Receipt, Certificate of Insurance, etc.)
4. Click Continue
5. Select the Associated License Only
6. Fill in the description and click Save.
Trust Account Deposits

Click Deposit, enter the amount, choose the payment type and click Submit Payment.
To deposit funds into your trust account you will need to pull up a permit, click on Payments, click on Trust Account.
Printing Approved Documents

Pull up your permit, click on record info, click on attachments and click on the document name (in red).

### Attachments

When uploading digitally signed Construction Plans, they must be uploaded as one document. For items such as energy calculations, truss engineering and Florida product approvals they should also be uploaded as one document each but under supporting documentation.

The maximum file size allowed is 100 MB. asp;asp:x;bat;cgi;chm;cmd;com;cpt;csv;dat;eml;exe;hlp;hta;htm;html;inf;ins;isp;jse?;jsp;lnk;mdb;msi;msp;mst;pcd;pdf;reg;scr;scx;shs;vbe;vbs;wsc;wsc are disallowed file types to upload.

#### View People Attachments

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Record Type</th>
<th>Name</th>
<th>Type</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR-2018-3153</td>
<td>Residential Accessory Permit - Ex: Shed, Carport, Guest Houses</td>
<td>CHECKLIST ONLY DOC.pdf</td>
<td>Documents (NOC, Utility Receipts, Septic Permits, etc.)</td>
<td>07/16/2018</td>
<td>Actions▼</td>
</tr>
</tbody>
</table>
Your approved documents will have an Polk County Approved stamp. Print your approved construction plans and supporting documents and put on the jobsite.