

Revisions and Submittals

Be sure to be log into your Civic Access account and navigate your way to the permit that needs a Revision or Submittal.

-Revisions are done to make changes to approved plans.

-Submittals are typically the deferred submittals determined during Plan Review.

Note: Submittals and Revisions only occur in active permits.

Good Afternoon, **Dylan Battles** - 21

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Calendar

Apply online for a permit or business tax receipt today.

My Permits

Attention 48	Pending 99+	Active 12	Recent 13	Draft 0
------------------------	-----------------------	---------------------	---------------------	-------------------

To generate a Revision or Submittal >Click into the Sub Records Tab.

Summary Locations Fees **Reviews** Inspections Attachments Contacts **Sub-Records** Holds More Info

Existing Sub-Records | Remaining Sub-Records | Next Tab | Permit Details | Main Menu

Existing Sub-Records

Sort Record Number

Record Number	Type	Status
No records to display.		
Remaining Sub-Records		
Type	Action	
Building Revisions - Residential Revision	Apply	
Document Submittal - Residential Building	Apply	
Electrical Sub-Permit - Residential	Apply	
Mechanical Sub-Permit - Residential	Apply	
Plumbing Sub-Permit - Residential	Apply	

>Click **apply** and you will begin the process of submitting.

Note:

The process is similar to applying for a permit, but since this is linked to the master many of the fields are pre filled with the information from the master.

1. Location - This part will be auto-filled with the address of the master, so nothing to enter here.



LOCATIONS

The 'LOCATIONS' section contains three main components: a location card with address details (Type: Location, US, 2360 OAK TREE LN, WEST PALM BEACH, FL, 33409, Main Address checked), a parcel card (Parcel Number: 74434307110000020, Main Parcel checked), and a blue 'Add Location' button with a plus sign. At the bottom right are 'Save Draft' and 'Next' buttons.

Click Next to move to **Plan Details**.

2. Permit details are auto filled with the data provided in the master.

Apply for Permit - Building Revisions - Residential Revision

*REQUIRED



PERMIT DETAILS

The 'PERMIT DETAILS' section includes four fields: Permit Type (Building Revisions - Residential Revis), Description (ENCLOSE PATIO PER PLANS & INSTALL NEW IMPACT WINDOWS & DOORS **FLASHING/BUCK INSPECTION REQUIRED**), Square Feet (0), and Valuation (33000). At the bottom are 'Back', 'Save Draft', and 'Next' buttons.

Click next when complete to move on to **Contacts**.

3. Contacts are auto populated from the master contacts.


Typically, there would be no contacts to add unless there is someone associated with the Revision that is not included in the master.

Apply for Permit - Building Revisions - Residential Revision *REQUIRED

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

CONTACTS

Applicant



Dylan Battles (You)

401 clematis

Select Type

Add Contact

+

Back Save Draft Next

Once completed click next to move on to **More Info** tab.

4. More info

Enter the number of sheets you are revising. There is a charge for each sheet, so only revise sheets that have changes from the approved drawings.

Apply for Permit - Building Revisions - Residential Revision *REQUIRED

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

MORE INFO

General | Top | Main Menu

*Number of Revision Page(s)

Back Save Draft Next

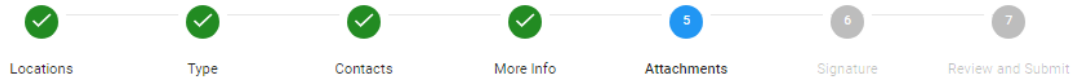
Once all fields are filled out you can hit next to move onto **Documents** tab.

5. Attachments

Upload the sheets that need to be revised.

Apply for Permit - Building Revisions - Residential Revision

*REQUIRED



Attachments

A blue modal box titled 'Add Attachment' with a white plus sign icon. It includes a 'Select Type' dropdown menu and a list of supported file formats: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rft, .dxf, .dwf, ...

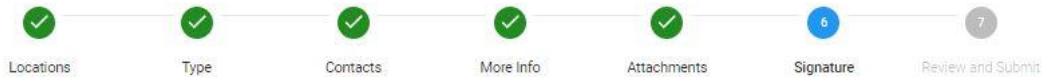
Navigation buttons: Back, Save Draft, Next

Once all files are uploaded hit next to move on to **Signature**.

6. Signature

Apply for Plan - DMP | Administrative Appeal

*REQUIRED



SIGNATURE

I (I) (WE) affirm and certify that I (I) (WE) understand and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations. I (I) (WE) further certify that the above statements and the statements and showings made in any submittal herewith are true to the best of (my) (our) knowledge and belief. Further, I (I) (WE) understand that the application, attachments and fees become part of the Official Records of the Development Services Department – Planning Division and are not returnable. I (I) (WE) also recognize that if one or more deficiencies exist in the application, I (I) (WE) will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. I (I) (WE) understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

A signature capture area showing the name 'Dylan Battles' and the date 'June, 02 2023'. A large 'X' is overlaid on the signature, indicating it is not yet finalized.

Navigation buttons: Back, Create Template, Save Draft, Next


Click next to move on to **Review and Submit**.


7. You should now see all green checks.


- If you missed something you will be prompted to go fix.
- Before you hit submit scroll all the way down and verify all info.


**Check your estimated fees because once you submit you will not see fees until we invoice.*


Apply for Permit - Building Revisions - Residential Revision *REQUIRED



Locations



Type


Contacts


More Info


Attachments


Signature


Review and Submit

[Submit](#)

Locations

Location	2360 OAK TREE LN , WEST PALM BEACH , FL , 33409
Parcel Number	74434307110000020

Basic Info

Type	Building Revisions - Residential Revision
Description	ENCLOSE PATIO PER PLANS & INSTALL NEW IMPACT WINDOWS & DOORS **FLASHING/BUCK INSPECTION REQUIRED**
Square Feet	0
Valuation	33000
Applied Date	07/28/2023

Contacts

Applicant	Dylan Battles 401 clematis,
-----------	--------------------------------

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
1200PAGE	\$6.50
1200REVB	\$6.67
1220PAGE	\$9.00
1220REVB	\$10.00
1230REVB	\$6.60
REVISION	\$600.00
REVVALB	\$660.00

Total: \$1,298.77

More Info

General

Number of Revision Page(s)	10	Top Main Menu
----------------------------	----	---

Attachments

[Back](#)

[Save Draft](#)

[Submit](#)

>Click submit and we will process your Revision or Submittal