



CITY OF SUNNY ISLES BEACH *florida's riviera*



CITY OF SUNNY ISLES BEACH PERMITTING PORTAL - PUBLIC USER GUIDE

City of Sunny Isles Beach
Building Department

18070 Collins Avenue
Sunny Isles Beach FL 33160
305-792-1735

Info.building@sibfl.net

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SUNNY ISLES BEACH - PERMITTING PUBLIC PORTAL

The public portal allows the general public, such as contractors, developers, and the general community to view permitting information online via a standard web browser. This is via secured logged on account.

The following recommended browsers should allow for the most optimal experience:
Internet Explorer 8 and higher or Google Chrome

To access the portal go to:

<https://ci-sunnyislesbeach-fl.smartgovcommunity.com/portal>

The screenshot displays the Sunny Isles Beach Permitting Public Portal. At the top left, the city logo and name "CITY OF SUNNY ISLES BEACH" are visible, along with the tagline "florida's riviera". A "Sign Up or Log In" link is located at the top right. Below the header, the text "City of Sunny Isles Beach" is displayed on the left, and support information "support: 305-792-1735" and "info.building@sibfl.net" is on the right. The main content area features a prominent "Permitting" section with a clipboard icon, the text "View your permits and inspection results", and a "Go »" button. Below this is an "Other services" section with two icons: "Reports" (a pie chart) and "Documents" (a document icon). The footer contains the text "City of Sunny Isles Beach", "Privacy Policy", "Refund Policy", and "Powered by SMARTGov, © 2014 Paladin Data Systems Corporation".

VIEW PORTAL INFORMATION - PUBLIC

Public View - information is available to the public user. Creating an account is not required but the information that can be viewed may be limited depending upon the configuration setup.

Permitting

- Search for Permits (simple and advanced)
 - View Permit Information marked as public
 - View Permit on the map
- View the Inspection Schedule
- View Public Documents
- View Public Reports
-

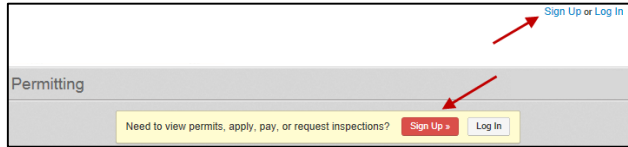
The screenshot shows the public view of the City of Sunny Isles Beach Permitting Portal. At the top left is the city logo with the text "CITY OF SUNNY ISLES BEACH florida's riviera". At the top right is a "Sign Up or Log In" link. Below the header is a "Permitting" section with a support contact number "305-792-1735" and email "info.building@sibfl.net". A yellow banner asks "Need to view permits or request inspections?" with "Sign Up »" and "Log In" buttons. Below this is a search bar with the text "Search permits by #, address, name, or contractor". Two main service cards are visible: "My inspections" with a house icon and a "Request »" button, and "My permits" with a clipboard icon and a "View »" button. At the bottom is an "Other services" section with four icons: "Advanced search" (magnifying glass), "Inspection schedule" (calendar), "Reports" (pie chart), and "Documents" (document icon).

SIGN UP - CREATE AN ACCOUNT

In addition to seeing general information about permit, online users can create an account giving the user access to the private details of the permit. The user will also have the ability to view and upload files, receive emails and track the permit as it moves through the process.

Sign Up

- Click **Sign Up** in the upper right corner of the **Main Page**
- Click **Sign Up** on the **Permitting Main Page**



Wizard - Step 1 (Account)

- **Email Address** - enter a valid email address
- **Password** - must be a minimum of 8 characters
- **Confirm Password** - re-enter the password
- **Access Code** - this step can be skipped or entered if the user knows the code. To obtain your access code, send an e-mail request to info.building@sibfl.net
- **Next**

A screenshot of the "Account Sign Up" wizard step. It features a progress bar at the top with three steps: "1 Account" (active), "2 Contact", and "3 Review". The form includes fields for "Email Address" (with a "Valid Email Address" label), "Password*" (with a "Minimum 8 characters" label), and "Confirm Password:" (with a "Re-enter password" label). Below these is an "Access Code" field with a note: "The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step." A "Next" button is at the bottom.

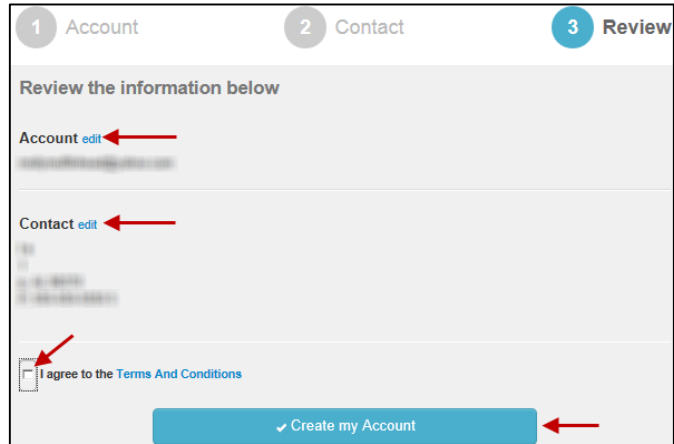
Wizard - Step 2 (Contact)

- **First Name** - enter first name
- **Last Name** - enter last name
- **Address** - enter address, City, State, and Zip Code
- **Phone Number** - Enter phone number
- **Next**

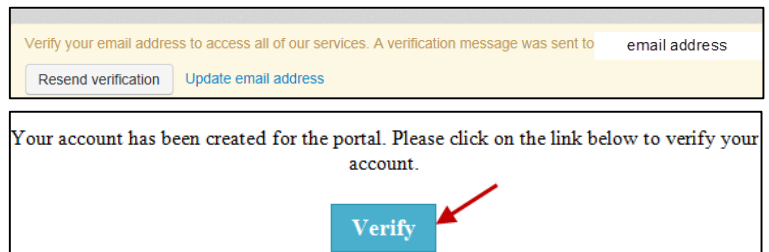
A screenshot of the "Contact Information" wizard step. It features a progress bar at the top with three steps: "1 Account", "2 Contact" (active), and "3 Review". The form includes fields for "FirstName:*", "LastName:*", "Address:", "City:", "State:" (with a dropdown menu showing "AL"), "Zip Code:" (with a note "e.g. 12345 or 12345-6789"), and "PhoneNumber:" (with a note "e.g. 555-555-5555"). "Previous" and "Next" buttons are at the bottom.

Wizard - Step 3 (Review)

- **Edit** the account or contact information
- Click the **“I agree to Terms & Conditions”** checkbox
- Click **Create my Account**

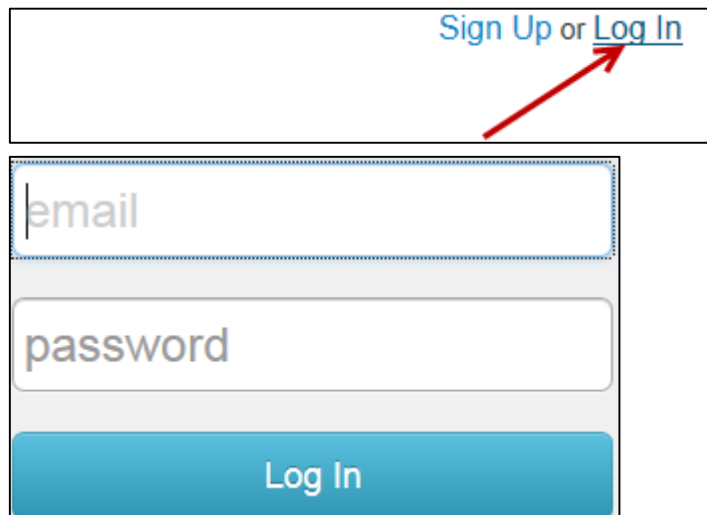


A **verification email** will be sent to the email address used during account setup. A message displays on the screen allowing the user to resend the email or update the email address (typos). Once verified the user will login in to the portal to view private information.



Subsequent Log In

- Click **Log In** in the upper right corner of the **Main Page**
- Enter **Email Address**
- Enter **Password**

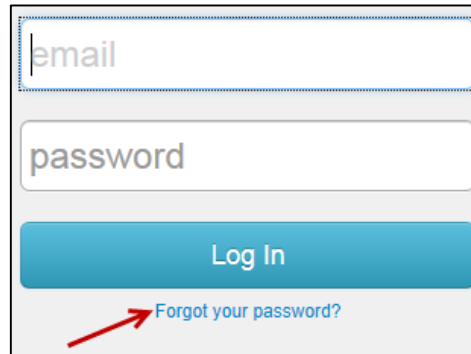


RESET PASSWORD

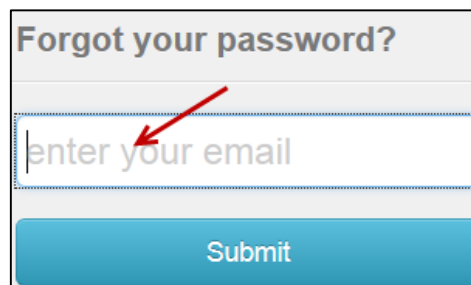
Once the account has been created the user will need to login with the email address and password to see the private details of the case as well as request inspections and see inspection results. If the user forgets the password, please follow these steps:

Reset Password

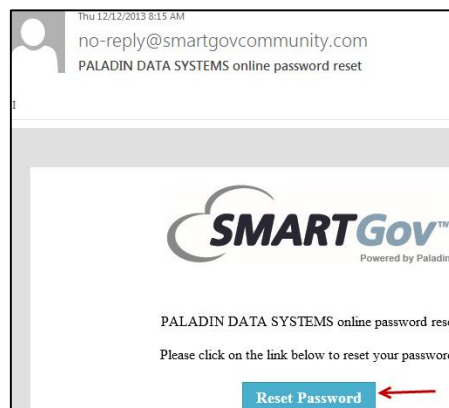
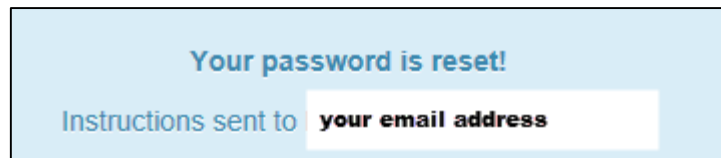
- Click **Log In** in the upper right corner of the **Main Page**
- Click **Forgot your password?**



- Enter the **email address**
- Click **Submit**



- A note appears at the top of the screen stating an **email notification has been sent**
- Go to your email to click **Reset Password**



-
- Enter **New password**
 - Re-enter **New Password**
 - Click **Change Password**

Choose your new password

password

re-enter password

Change Password

Choose your new password

⚠ Must be between 8 and 20 characters

MANAGE ACCOUNT

Once the account has been set up and the user is logged in, account information can be maintained via the “My Account” link.

Home | ABC . ▾

My Account
Log Out

support: 305-655-1234
info.building@sibfl.net

Permitting

Search permits by #, address, name, or contractor

My inspections
Request an inspection when you are ready
[Request »](#)

You have 2 permits

pending	1
issued	0
closed	0

My permits
Review your permits and inspection results
[View »](#)

The contact information can be edited, payment history can be viewed and access codes can be updated. [Contact the Building Department to obtain your Access Code\(s\) at info.building@sibfl.net](mailto:info.building@sibfl.net)

My Account

Email:	lsecret@paladindata.com	edit
Password:	Updated 1 week ago.	edit
Contact:	Lynn Secret 305-655-1234 305-655-1234 305-655-1234	edit

[Payment History](#) [Access Code](#)

VIEW PORTAL INFORMATION - PRIVATE

Private View - Once the account is created and the user is logged in, additional information and functionality is available. Any portions of the permit or public notice marked as private will display.

Permitting

- Search for Permits (simple and advanced)
 - View Permit Information marked as public and private
 - View Permit on the map
 - Upload files
 - View notes attached to the permits
 - **Receive notification emails when events happen against a permit**
- View the Inspections attached to the permit
- Request an Inspection
- View permits attached to the account
- View the Inspection Schedule
- View Public Reports
- View Public Documents

The screenshot shows the 'Permitting' section of a web portal for the City of Sunny Isles Beach. At the top, there is a search bar with the placeholder text 'Search permits by #, address, name, or contractor'. Below the search bar, there are two main cards: 'My inspections' and 'My permits'. The 'My inspections' card features a house icon and the text 'Request an inspection when you are ready', with a 'Request' button. The 'My permits' card shows a summary of permit status: 'You have 2 permits' with a table showing 1 pending, 1 issued, and 0 closed, and a 'View' button. At the bottom, there is an 'Other services' section with four icons: 'Advanced search', 'Inspection schedule', 'Reports', and 'Documents'.

Category	Count
pending	1
issued	1
closed	0

Request an Inspection - My Inspections

NOTE: Inspections will only be available to request after the permit is in an ISSUED state.

From the Main Page of Permitting

- Click the **Request** button under My Inspections

The screenshot shows the 'Permitting' main page. At the top, there is a search bar with the text 'Search permits by #, address, name, or contractor'. Below the search bar are two main sections: 'My inspections' and 'My permits'. The 'My inspections' section has a house icon and the text 'Request an inspection when you are ready' with a 'Request' button. The 'My permits' section shows 'You have 2 permits' with a breakdown: 1 pending, 1 issued, and 0 closed. Below these are icons for 'Advanced search', 'Inspection schedule', 'Reports', and 'Documents'.

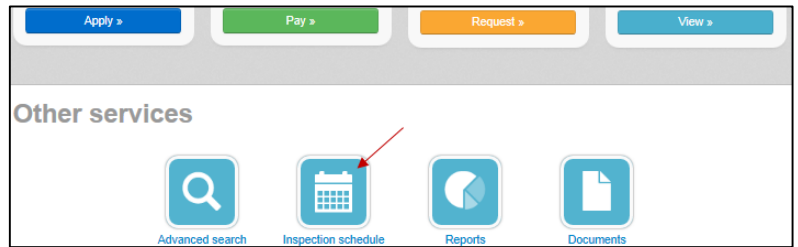
- Select the **Permit Number** from the drop down list
- Select an **Inspection Type** from the list
- Click the **Calendar** to view availability
- Enter the **Requested For Time** (requested for date and time are not guaranteed. An e-mail will be sent to confirm the scheduled date and estimated time. Inspections requested before 3:30 PM will be scheduled for the next business day, provided there are no pending fees and all contractor's licenses are up to date.)
- Enter **Comments** (the contact phone number to the person on site must be entered in the comments section when requesting an inspection.)
- Click **Request Inspection**
- **A confirmation email will be sent to the user**

The screenshot shows the 'Request an Inspection' form. It includes the following fields: 'Permit:' with a dropdown menu showing 'SFR-GAR-2013-002 : SFR-GAR : 2310 115TH PL SW, EVERE...'; 'Inspection Type:' with a dropdown menu showing 'B-FOOTINGS'; 'Requested For:' with a date field showing '06/14/2013' and a calendar icon; 'Requested For Time Slot:' with a dropdown menu showing '10:00 AM'; and 'Comments:' with a text area containing the placeholder text 'portal user may enter comments here that need to be relayed to the inspector'. At the bottom is a blue button with a checkmark and the text 'Request Inspection'.

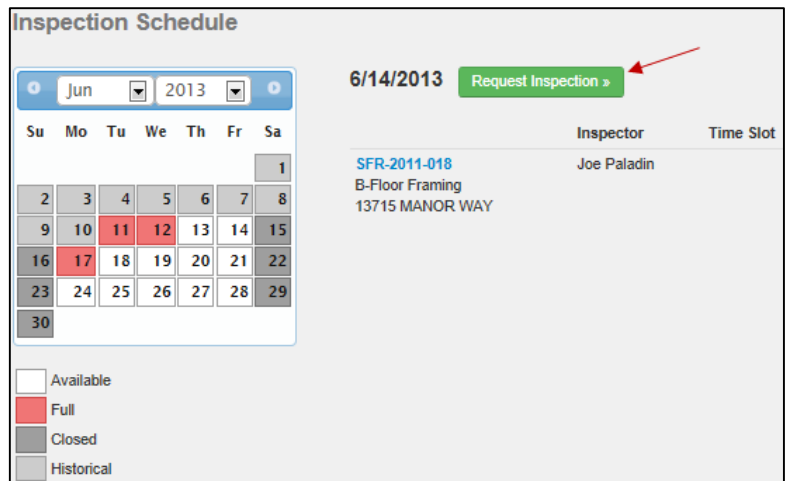
Request an Inspection - Inspections Schedule

From the Main Page of Permitting

- Click the **Inspection Schedule** icon (the calendar displays)



- Select an available **date**



- Click the **Request Inspection** button
- Select the **Permit Number** from the drop down list
- Select an **Inspection Type** from the list
- Click the **Calendar** to view availability
- Enter the **Requested For Time** (requested for date and time are not guaranteed. An e-mail will be sent to confirm the scheduled date and estimated time. Inspections requested before 3:30 PM will be scheduled for the next business day, provided there are no pending fees and all contractor's licenses are up to date.)
- Enter **Comments** (the contact phone number to the person on site must be entered in the comments section when requesting an inspection.)
- Click **Request Inspection**
- A confirmation email will be sent to the user

Request an Inspection - My Permits

From the Permit

- Click the **Request** button

SFR-GAR-2013-002 Single Family Residence - Garage Map Contact

Address: 2310 115TH PL SW EVERETT, WA 98204 Parcel #: 01039100000800	Status: Permit has been issued	Submitted: 6/11/2013 Approved: 6/11/2013 Issued: 6/11/2013 Closed: Expires: 12/8/2013	Inspections: Required: 17 Requested: 0 Reinspect: 0 Complete: 0	Total Due: \$0⁰⁰
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[Request >](#)

- The **Permit Number** defaults
- Select an **Inspection Type** from the list
- Click the **Calendar** to view availability
- Enter the **Requested For Time** (requested for date and time are not guaranteed. An e-mail will be sent to confirm the scheduled date and estimated time. Inspections requested before 3:30 PM will be scheduled for the next business day, provided there are no pending fees and all contractor's licenses are up to date.)
- Enter **Comments** (the contact phone number to the person on site must be entered in the comments section when requesting an inspection.)
- Click **Request Inspection**
- **A confirmation email will be sent to the user**

Inspections	Date	Status	
B-Footings	6/14/2013 10:00 am requested	Awaiting Inspection	Cancel >
B-Stem/Foundation Wall/Piers and Masonry			Request >
Storm and Footing Drains at Building Perimeter			Request >
Building - Under Slab (Covers Ground Plumbing and Mechanical)	6/18/2013 10:00 am requested	Awaiting Inspection	Cancel >
B-Floor Framing			Request >
B-Rough Electrical			Request >

NOTE: Users may send cancellation requests for Inspections that have been requested but not scheduled.

View Permits

All details flagged as Public and Private View display

SFR-GAR-2013-002 Single Family Residence - Garage Map Contact

Address: 2310 115TH PL SW EVERETT, WA 98204 Parcel #: 01039100000800	Status: Permit has been issued	Submitted: 6/11/2013 Approved: 6/11/2013 Issued: 6/11/2013 Closed: Expires: 12/8/2013	Inspections: Required: 17 Requested: 2 Reinspect: 0 Complete: 0	Total Due: \$0⁰⁰
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[Request »](#)

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click links to quickly jump to sections of the permit

Approval Steps

Contacts

OWNER: WABALUKU GEDEON N & BUKA PEMBA C
 2310 115TH PL SW
 EVERETT, WA 98204

APPLICANT: Secret, Lynn
 19362 Powder Hill Pl.
 3607792400

Parcels

Parcel	Owner	Address
01039100000800	WABALUKU GEDEON N & BUKA PEMBA C	2310 115TH PL SW EVERETT, WA 98204

Submittals

Required Submittals

Submittal	Required	Received	Accepted
Application	Yes	6/11/2013	n/a
Business License	Yes	6/11/2013	n/a
Contractors License	Yes	6/11/2013	n/a
Building Plan-2 Copies	Yes	6/11/2013	n/a
Site Plan - 4 copies	Yes	6/11/2013	n/a

Approval Steps

These steps track the City's approvals. If you have any questions contact us at (425) 263-8000.

Step	Status	Date
Building Department	Approved	6/11/2013
Engineering Department	Approved	6/11/2013
PW Director or Designee Approval	Approved	6/11/2013
Planning Department	Approved	6/11/2013
Planning Director or Designee Approval	Approved	6/11/2013
Fire Department/Fire Marshal	Approved	6/11/2013

Conditions

These are the conditions of your permit.

All Contractors & Subcontractors are required to have a City of Mukilteo Business License.

Per the IBC the City may require that the property owner obtain a special inspection (such as topography, foundation types, unstable conditions, or soil types) prior to City approval. The cost of these inspections will be the responsibility of the property owner.

All improvements shall be constructed in accordance with the approved site, civil and building plans.

Notes

Relay information via notes then publish on the portal	6/11/2013	Appendix A .pdf
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