

# How to Register for e-Permits

Connect to: <https://aca-prod.accela.com/weston/>

To register for an account on the City of Weston e-Permits portal please follow the steps below:

On the top-right, please click on the Register for an Account link.

## THE CITY OF WESTON

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Accessibility Support

**Register for an Account**

Login

Search...



**Welcome to Weston e-Permits!**

Login

User Name or E-mail:



Read and accept the usage terms by clicking the checkbox below the General Disclaimer. Then click on the button Continue Registration

Search.

### Account Registration Step 1:

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

- Choose a user name and password
- Personal and Contact Information

Please review and accept the terms below to proceed.

#### General Disclaimer

While The City of Weston ("City") attempts to keep its web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this website, 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 City as a result of updates and corrections.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application, and am authorized to sign and file this application.

[Continue Registration »](#)



Select the License Type from the dropdown, type the License Number and then click the [Find License](#) button.

### Account Registration Step 1: Enter License Information

By identifying the professional licenses you hold you will have access to additional features in the E-Permits Portal. Enter license information below (one at a time) and the City will verify your license status with the State and the Agency databases.

You may add additional licenses on the next screen. In certain circumstances even after identifying your license(s) an Agency employee must perform additional validation. In these cases, your access to certain features of the E-Permits Portal may be limited pending approval.

\* indicates a required field.

#### License Information

\* License Type:

\* License Number:

[Find License](#)

Click the [Connect](#) link in the matching license to associate it with your E-Permits account.

Showing 1-1 of 1

License Number	Type	Name	Action
CGC1234567	Contractor	Test Tester	<a href="#">Connect</a>

Click the [Continue Registration](#) button if you have added all licenses. Click [Add to My Licenses](#) if you have additional licenses to add.

[Continue Registration »](#)

(I am done adding licenses.)

[Add to My Licenses »](#)

(I have more licenses.)



On the next screen, the first section asks to create your new username, password, email and a security question and answer in case you forget your password.

### Login Information

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

\* User Name: ?

\* E-mail Address:

\* Password: ?

\* Type Password Again:

\* Enter Security Question: ?

\* Answer: ?



For the next section, your contact information is needed. Click the Add New button...

## Contact Information

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

[Add New](#)



...complete your contact information, click Continue...

### Contact Information

\* First:  \* Last:  E-mail:

Name of Business:

\* Address Line 1:

\* City:  \* State:  \* Zip:

Home Phone:  Work Phone:  Mobile Phone:

[Discard Changes](#)

...and confirm you want to create a new account...

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.



The final section confirms you are human. Please type in the requested words and click Continue Registration


Enter the words below

best EMPUJE

best EMPUJE

[Continue Registration »](#)

That's it! You are ready to log in and use the e-Permits portal.

 **Your account has been created successfully. This account can be associated with a Licensed Professional Registration in the account management section.**

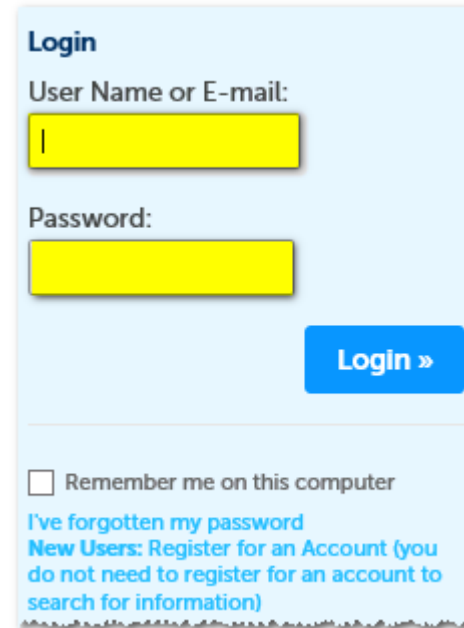


# How to Submit an application

Connect to: <https://aca-prod.accela.com/weston/>

To submit applications, you need to log in with your e-Permits account. Type your username and password and click Login.

If you still do not have an account, please refer to the tutorial on How to Register an Account.



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- User Name or E-mail:** A yellow input field with a vertical cursor.
- Password:** A yellow input field.
- Login »** (Blue button)
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account \(you do not need to register for an account to search for information\)](#)





Once logged in, you will see the dashboard and place your mouse over Apply. For this tutorial, click on Engineering.

Home Search Apply Schedule ? He

Building Permit

Engineering Permit

Landscaping Permit

Planing, Zoning & Certificate of Use

Hello, Test Tester

My Collection (0)

You do not have any collections rig



Click the box that indicates that you have read and accepted the terms on the disclaimer.

Click Continue Application.

Home **Building** Engineering Landscape

Create an Application Search Applications

### Online Application

Welcome to The City of Weston's E-Permits System. You can submit various applications, pay fees, schedule inspections, track application status, communicate with City agents and print documents. It's the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. Read the General Disclaimer below before beginning your application.

#### General Disclaimer

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I have read and accepted the above terms.

[Continue Application »](#)



Select the License Type for the record and click Continue Application. If there is no license, skip this step.

## Select a License

Select a license for this record from the list below with your account.

\* Licenses:

--Select--	▼
--Select--	
Contractor 000000000	
None Applicable	

[Continue Application »](#)



Select the type of application you want to submit and click Continue Application.

**Select a Record Type**

Choose one of the following available record types. For assistance or to apply

  [Search](#)

▼ **Utility**

- Commercial Cable TV
- Commercial Communications
- Commercial Power Utility
- Commercial Utility Poles

▼ **Residential**

- Residential Driveways (Pavers and Asphalt)

[Continue Application »](#)



For this step we need the Location Information. The easiest way is using the address.

Type a specific address or just a portion of it.

Click Search.

## Address

---

Street No.:	Direction:	Street Name:	Street Type:
<input type="text" value="0"/>	--Select-- <input type="button" value="v"/>	<input type="text" value="US 27"/>	HWY <input type="button" value="v"/>

Unit Type:	Unit No.:
--Select-- <input type="button" value="v"/>	<input type="text"/>

City:	State:	Zip:
<input type="text" value="WESTON"/>	<input type="text" value="FL"/>	<input type="text" value="33327"/>

Description:

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type



All matching results will appear on a separate window.

Click the one that matches the property for the application. This will bring over the associated parcel and ownership information.

Click the Select button.

If the location is not accurate please use the Broward County Property Appraisers website to search for parcel number.

<input type="radio"/>	0 ASTER WAY, WESTON FL 33327	WESTON	FL	33327
<input type="radio"/>	0 AZALEA PL, WESTON FL 33327	WESTON	FL	33327
<input type="radio"/>	0 BAY ISLE DR, WESTON FL 33327	WESTON	FL	33327
<input type="radio"/>	0 BAY POINTE DR, WESTON FL 33327	WESTON	FL	33327
<input checked="" type="radio"/>	0 BLUE JAY CIR, WESTON FL 33327	WESTON	FL	33327

< Prev 1 2 3 4 5 6 7 8 9 10

### Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 503902016490			

### Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> SAVANNA MAINTENANCE ASSOC INC % CASTLE GROUP	PO BOX 559009 FORT LAUDERDALE FL 333

Select

Cancel



On this step we need information for the people involved with the application.

First is the applicant contact information. You have two options to add a contact. You can either "Add New" contact or "Select from Account", which lets you pick from any contacts associated to your account, such as the licensed professional, property owner, or the contact info added during registration.

## Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the E

**Select from Account**

**Add New**



If additional contacts need to be added a section called contact list is available to add multiple contacts.

Once finished, click Continue Application.

## Contact List

To add new contacts, click the Select from Account or Add New button. To edit

Select from Account

Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone
No records found.			





If there are any electronic files (plans, notarized letters, photos, etc.) to be attached to the application, click on [Add](#) to pick a file from your computer.

Click [Continue Application](#).

## Attachment

### Permit Application Checklist Digital Sign and Seal Requirements

The maximum file size allowed is 300 MB.  
Only PDF files are allowed.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)



The Review screen lets you see everything that has been entered. If all looks well, scroll to the bottom of the page and click the checkbox to agree to conditions, then click Continue Application.

## Applicant

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h g  
CITY OF WESTON  
17200 ROYAL PALM BLVD  
WESTON, FL, 33326

## Attachment

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The maximum file size allowed is 50 MB.  
html;htm;mht;mhtml;txt;exe;bat are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

I certify that I have read and understand the instructions that accompany this application and that the information provided in this application is true, complete, and correct and that no material information has been omitted. Below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

[Continue Application »](#)



The fee screen will show a detailed list of all fees related to this application. Click Continue Application

### Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your preliminary fee total.

#### Application Fees

Fees	Qty.	Amount
Building Permit - Base Fee	89.81	\$89.81
Technology & Administration Fee – per structure per trade	82	\$82.00
Board of Rules & Appeals Fee	2	\$2.00
DCA Surcharge	2	\$2.00
DBPR Surcharge	2	\$2.00

**TOTAL FEES: \$177.81**

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)




Enter your credit card information and then click Submit Payment.

## Payment Options

Amount to be charged: \$177.81

Pay with Credit Card

### Credit Card Information:

* Card Type:	* Card Number:	* Security Code: 
Visa <input type="text"/>	4111111111111111 <input type="text"/>	123 <input type="text"/>
* Name on Card:	* Exp. Date:	
Cardholder Name <input type="text"/>	04 <input type="text"/>	2019 <input type="text"/>

### Credit Card Holder Information:

Auto-fill with

Country:

\* Street Address:

* City:	* State:	* Zip:
test <input type="text"/>	TEST <input type="text"/>	33333 <input type="text"/>

\* Phone:

E-mail:

Submit Payment »



That's it! Your application has been submitted and has been routed to our helpful staff for processing. You can see your application (record) number on the screen to check its progress.

Thank you for using the e-Permits portal!

### ***Step 6: Record Issuance***



Your application has been successfully submitted for review.

Please print and retain a copy for your records.

**Your Record Number is M18-00191.**



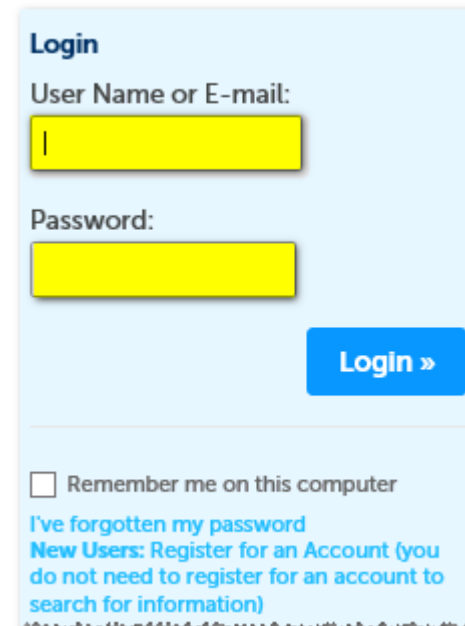
# How to Schedule / Reschedule an inspection

Connect to: <https://aca-prod.accela.com/weston/>

Inspection can only be scheduled for Permits Associated to your e-Permits portal account.

To schedule/reschedule inspections, you need to log in with your e-Permits account. Type your username and password and click Login.

If you still do not have an account, please [click here](#) to refer to the tutorial on How to Register an Account.



The screenshot shows a login form with the following elements:


- Login** (Section Header)
- User Name or E-mail:** A yellow input field with a cursor.
- Password:** A yellow input field.
- Login »** (Blue button)
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account \(you do not need to register for an account to search for information\)](#)




Once logged in, you will see the dashboard and place your mouse over Schedule. For this tutorial, click on Building Inspection.

# THE CITY OF WESTON

 Home ▾

 Search ▾

 Apply ▾

 Schedule ▾

 Help ▾

Building Inspection

Engineering Inspection

Landscaping Inspection

Planing, Zoning & Certificate of Use

**Hello, Test Tester**



A list of Records associated to your account will appear . Click on the correct record number to proceed.

Note: If an existing record does not show in this grid then that means that record is not associated with your account. Please read below.

**Licensed professionals** - if you are registered with the city then please add your license to your account under the account management section. A how to guide can be found under the Help / How To Menu

**Home Owner** - If you would like your account to be associated with an existing record you would need to call the City's building services to associate existing records.

## Records

Show on Map

Showing 1-10 of 40 | [Add to collection](#) | [Copy Rec](#)

<input type="checkbox"/>	Date	Record Number	Record
<input type="checkbox"/>	01/26/2018	B18-00725	Comm Re-root
<input type="checkbox"/>	01/24/2018	B18-00724	Comm
<input type="checkbox"/>	01/23/2018	B18-00722	Resider





Find the inspection that needs to be scheduled or rescheduled.

Select either Schedule or Reschedule from the Actions dropdown.

**Record PLU-1633594-0:**  
**Residential Water Heaters**  
**Record Status: Permit Issued**

Record Info ▼	Payments ▼	Education ▼
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### Inspections

**Upcoming (1)**  
[Schedule or Request an Inspection](#)

*Click the link above to schedule or request one.*  
**02/16/2017 at Morning Scheduled PLU-Final Plumbing (145723)**  
Inspector: Victor Swackhammer

**Completed (1)**  
Fail - 1

**Fail Final Plumbing (100077)**  
Result by: Victor Swackhammer on 12/08/2016 at 12:00 AM

**Actions ▼**

- [View Details](#)
- [Reschedule](#)
- [Cancel](#)

[View Details](#)



Pick the desired calendar date and the time.

Click the Continue button.

## Schedule/Request an Inspection

Inspection type: *PLU-Final Plumbing*

To continue, select an appointment date and time range by clicking a link on the calendar below:

Feb 2017							Mar 2017							Apr 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

[« Prev](#) [Next »](#)

### Available Times for Wednesday, Mar 15 2017

#### Morning (08:00 AM - 12:00 PM)

08:00 AM - 12:00 PM

#### Afternoon (01:00 PM - 04:00 PM)

01:00 PM - 04:00 PM

Continue

Cancel



Add any contact information.

Click the Continue button.

## Schedule/Request an Inspection

*Inspection type: PLU-Final Plumbing*

### Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

#### Location

1446 CANARY ISLAND DR  
WESTON FL 33326

#### Contact

8662190880

[Change Contact](#) ▼

[Continue](#)

[Back](#)

[Cancel](#)



Confirm your selected date and add any additional notes for the inspector.

Click the Finish button.

## Schedule/Request an Inspection

### Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

<b>Inspection Type:</b>	PLU-Final Plumbing
<b>Date and Time:</b>	3/15/2017 8:00 AM
<b>Location:</b>	1446 CANARY ISLAND DR WESTON FL 33326
<b>Contact:</b>	8662190880

### Include Additional Notes

**Finish**

Back

Cancel

That's it! Your inspection has been scheduled to your new date.

Thank you for using the e-Permits portal!

### Inspections

#### Upcoming (1)

#### [Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

**03/15/2017** at 08:00 AM Scheduled PLU-Final Plumbing (145793)

Inspector: *unassigned*

