An account must be created to apply for permits, create applications, schedule inspections, respond to plan review issues, and make payments. Creating an account is beneficial as the system will list all records specifically assigned to the individual logged in.

1. Select **Register for an Account** located at the top right-hand side of the screen.

THE CITY OF WESTON
FLORIDA

☰ Menu

⚙ Register for an Account

Login

Welcome to Weston ePermits!
The City of Weston's Convenient Online Service

ePermits is a one-stop shop for permits and other City land management services, offering transparent government and convenience 24 hours a day, 7 days a week from home, office or mobile device. Please use the following guides on how to use the City of Weston ePermits portal.

Contractor Guide	Owner-Builder Guide
Vacation Rental How To	Certificate of Use How To

2. Review and accept the **Conditions & Use for Online Services** by checking the box, 'I have read and accepted the above terms' and click **Continue Registration.**
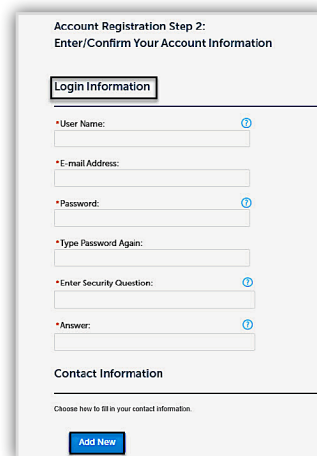
3. **License Information**
a. Licensed Professional and permit runners – Enter license information to connect to license. License must be pre-registered with the City and up to date. Most license types are Contractor

License Information

*License Type:	*License Number:
Contractor ▼	GCC00000
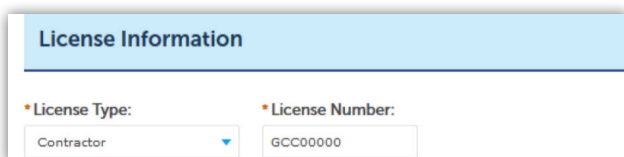
b. Home and business owners – Please skip this step by pressing the "I am not a Contractor/Permit Runner" Button
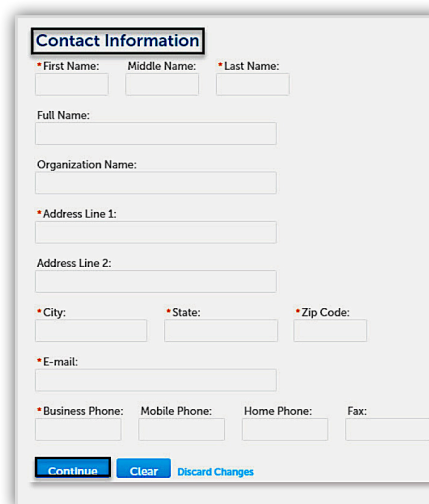
4. Complete the below required Login Information fields:
a. User Name
b. Email Address
c. Password (retype the password to confirm)
d. Enter Security Question
e. Answer (provide an answer to the Security Question)

5. Select **Add New** in the Contact Information section.

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

*User Name:

*E-mail Address:

*Password:

*Type Password Again:

*Enter Security Question:

*Answer:

Contact Information

Choose how to fill in your contact information.

Add New

6. Complete the required **Contact Information** fields:

7. Select **Continue.**

Contact Information

*First Name: Middle Name: *Last Name:

Full Name:

Organization Name:

*Address Line 1:

Address Line 2:

*City: *State: *Zip Code:

*E-mail:

*Business Phone: Mobile Phone: Home Phone: Fax:

Continue   Clear   Discard Changes

8. Select **Continue Registration**. The system will display a confirmation the account has been successfully registered. An additional step is required for **homeowners, Business owners** and **License Professionals** to complete registration. Information is provided in the confirmation screen.

The steps listed below provide instructions to submit a building permit. The Residential Structural Application has been selected as an example, however the process for all Building or Engineering Permit Applications are the same.
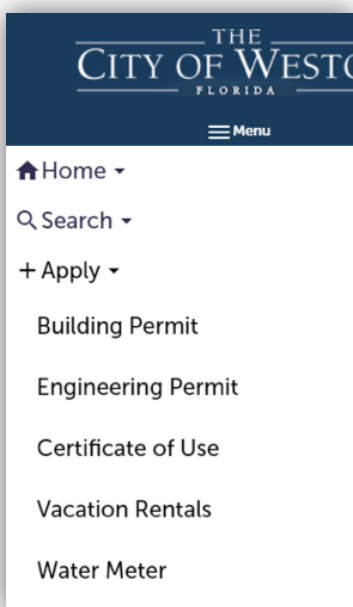
1. Log in to the **portal**.

2. Select **Apply** from the Navigation menu and select **Building or Engineering Permit.**

▼ Figure 1 - Desktop View

Figure 1Desktop View
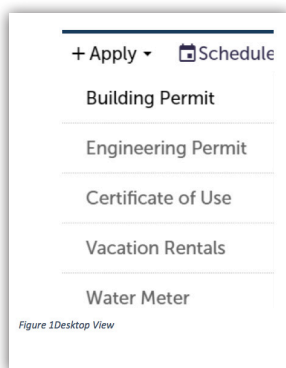
▼ Figure 2 - Mobile View

3. Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

4. Select a License to be used for this application. If you do not see the **Select a License** Screen, please add a license to your account. See **Add A License** Guide for more information. If you are a homeowner, please Contact the Building department to add an **Owner-Builder License** to your account.
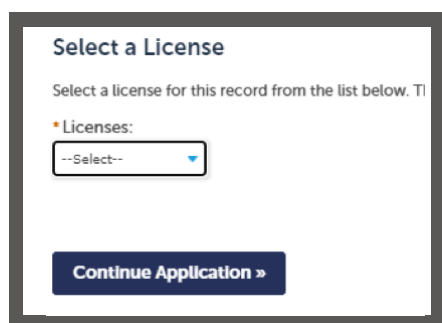
5. Search for the permit type by expanding the corresponding category, in this case Structural and select your permit type, in this case Residential Structural application.

6. Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Parcel Number** and select **Search**.
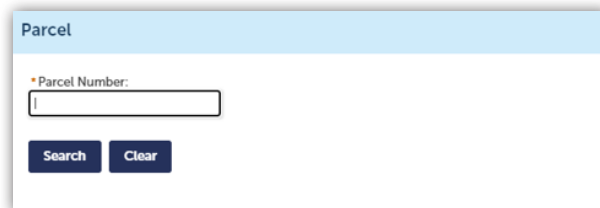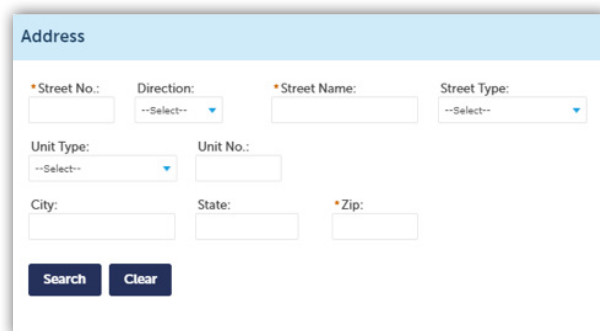
7. Select **Continue Application** to proceed to the **Application Detail** page.

8. Select the contact information for the **Applicant** by selecting from the account or adding a new contact.
   a. **Select from Account** - select a contact associated to the account.
   b. **Add New** - add a new contact not associated to the account.

9. **License information** should be prefilled if step 4 was completed successfully. If License is not prefilled, please see step 4.

10. Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.

11. Complete the application fields. Required fields are marked with a red asterisk.

12. Select **Continue Application** to review the application.

13. Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.