How to *APPLY FOR A NEW PERMIT* in the City of Pembroke Pines Development HUB.

Step 1.

Sign into your Development HUB account.

Step 2.

Once signed in click on *"Apply"* in the navigation bar.

Step 3.

Click inside search box to look for Permit Work Class.

Step 4.

Type in <u>Residential if Work Class is Residential</u> or Type in <u>Commercial if Work Class is Commercial</u>. You can scroll down and look for the specific Work Class or you can type out the word.

Step 5.

Once Permit Work Class is found click on *"Apply".*

Step 6.

Click on *"+"* to Add the Job Location.

Step 7.

You can find the Job Location by searching it up by the *"Address"* or *"Parcel"*. Once Job Location is found click on *"Add"* and then click on *"Next"* to move on to the next step.

Step 8.

Make Sure to fill in the required sections which are *"Description"* & *"Valuation"*. Once the description of work is filled in and your job valuation is filled in click on *"Next"*.

Step 9.

Once you get to Step 3 on Applying for a Permit Application very important to <u>make sure you have a Contractor & Property Owner added on to your Permit Application</u>. Select on the *"Select Type"* drop down box and choose the type of contact you are trying to add.

Step 10.

Once <u>Property Owner & Contractor is added on as a contact to your Permit Application</u> click on *"Next"*.

Step 11.

Select if submittal is an architectural review and/or private provider and then click *"Next"*.

Step 12.

Add all the Required PDF Documents individually needed for Permit Work Class. **Make sure that all documents being attached are <u>not locked or secured</u>**. If need to attach extra documents, click on *"Select Type"* drop down box and select document type you are trying to attach. Once attached documents click *"Next"*.

Step 13.

Type your name to electronically sign and then click "Next".

Step 14.

Review Permit Application information. Verify that there is a Property Owner & Contactor listed as a contact. Once information is verified click "Submit".

Step 15.

Once submitted click on *"Continue to permit"* and it will take you to your Permit Application profile where you can find your Permit Number, track the status of your permit, pay fee's, read Review comments, submit corrections/revisions, Schedule inspections, and print out Permit packet once its issued.

Dashboard	Home	Apply	Today's Inspections	Search 🔍	Building Department ▾	Planning ▾	Landsca

✅ **Your application was successfully submitted!**

In order to process the application, the submittal fee must be paid.

Continue to permit

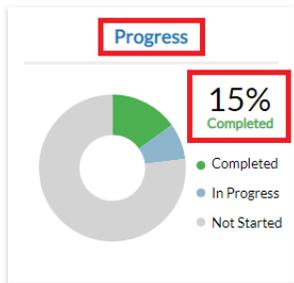**Permit Number: RO22-03203**   **Add to Cart**

Permit Details | Tab Elements | Main Menu

Type:	Residential Re-Roofing	**Status:**	Submitted - Online	**Project Name:**	
Applied Date:	06/05/2022	**Issue Date:**		**Expire Date:**	
District:	1	**Assigned To:**			
Square Feet:	2,400.00	**Valuation:**	$30,000.00	**Finalized Date:**	
Description:	Re-Roof / Tile				

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

Progress

15% Completed

- ● Completed
- ● In Progress
- ● Not Started

Fees

$546.00

Workflow

✅ VERIFY CONTRACTOR'S LICENSE AND INSURANCE - Passed : 06/05/2022

✅ PERMIT FEES INVOICED - Passed : 06/05/2022

🔵 BUILDING REVIEW (STRU) - Started - Scheduled for 07/05/2022

○ (STRU) VERIFY REQUIRED PERMIT DOCUMENTS

○ (STRU) CONFIGURE INSPECTIONS

○ VERIFY REQUIRED PERMIT DOCUMENTS

○ PERMIT FEES COLLECTED

Available Actions

⚠ Unpaid Fees
$446.00
12-02-2022   **Pay Now**

⚠ Unpaid Fees
$100.00
12-02-2022   **Pay Now**