

## How to MAKE A PAYMENT for a Permit in the City of Pembroke Pines Development HUB.

### Step 1.

Sign into your Development HUB account.

City of Pembroke Pines, Florida



Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services

Code Compliance

## Welcome to the City of Pembroke Pines Development HUB

The City's HUB for Building Permits, Inspections, Plan Review, Code Compliance and Business Tax Receipts

**Login or Register**

Click here to login into an existing account, create a new account or search for your account.

**Search Public Records**

Click here to search for existing permits, plans, inspections, code cases, requests and information.

### Step 2.

Click on "Dashboard" on the navigation bar.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

## Welcome to the City of Pembroke Pines Development HUB

The City's HUB for Building Permits, Inspections, Plan Review, Code Compliance and Business Tax Receipts

**My Account**

Click here to access your account information.

**Search Public Records**

Click here to search for existing permits, plans, inspections, code cases, requests and information.

**Apply**

Click here to apply for a building permit, submit for tree removal, request plan review or apply for a local business tax receipt.

**Pay Invoice**

Click here to pay an invoice for Development HUB services including Building Permits, Plan Review, Liens and LBTRs.

### Step 3.

Scroll down to “My Permits” section and click on “View My Permits”.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

#### My Inspections

Requested	Scheduled	Closed
0	0	8
		(STRU) - TILE/... 3
		(STRU) - UND... 1
		Other 4

[View My Inspections](#)

#### My Invoices

Current	2	\$546.00	<a href="#">Add To Cart</a>
Past Due	0	\$0.00	
Total	2	\$546.00	<a href="#">Add To Cart</a>

[View My Invoices](#)

### My Permits

Attention	Pending	Active	Draft	Recent
2	3	3	0	5
Residential Re-Roo... 1 Commercial Sign 1	Residential Re-Roo... 2 Residential Awning/... 1	Residential Re-Roo... 1 Residential Windo... 1 Commercial Sign 1		Residential Re-Roo... 3 Residential Windo... 1 Residential Awning/... 1

[View My Permits](#)

### Step 4.

Select the “Display” drop down box & select “All” then search.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

#### My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search... [Export to Excel](#)

Display: Active

- All
- Attention (All)
- Inspection Not Passed
- On Hold
- Pending
- Recent
- Record Not Approved
- Resubmit File
- Review Not Approved
- Unpaid Fees

Permit#	Address	Permit Type	Status	Attention Reason
BUL-265	1345 SW 122 WAY, PEMBR...	Residential Re-Roofing	Active, Recent	
BUL-264	15701 PINES BLVD, (TRUIS...	Commercial Sign	Active, Attention	Unpaid Fees Inspection Not Pass
RO22-0	11736 NW 12 ST Pembroke ...	Residential Window/Door/S...	Active, Recent	

### Step 5.

Scroll and search for your Permit by “Permit Number”, “Job address”, or “Permit Type”. Once Permit is found click on Permit Number.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Permit Number	Project	Address	Permit Type	Status	Attention Reason
RO22-03203		601 CITY CENTER WAY PE...	Residential Re-Roofing	Attention, Recent, Pending	Unpaid Fees
RO22-02238		17981 SW 11 CT PEMBRO...	Residential Re-Roofing	Recent, Pending	
RO22-00655		500 ENCLAVE CIR Pembro...	Residential Awning/Canopy...	Recent, Pending	
BUL-269663		1345 SW 122 WAY, PEMBRO...	Residential Re-Roofing	Active, Recent	
BUL-263375		10260 SW 13 ST, (ONLINE) ...	Residential Window/Door/S...		Inspection Not Pass
BUL-260850		15701 PINES BLVD, (TRUIS...	Commercial Sign	Active, Attention	Unpaid Fees Inspection Not Pass
RO22-00595		11736 NW 12 ST Pembroke ...	Residential Window/Door/S...	Active, Recent	

### Step 6.

Once in you Permit Application profile click on “Fees”.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

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:	
District: 1	Assigned To:	Expire Date:
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

54% Completed

- Completed
- In Progress
- Not Started

Fees

#### Workflow

- BUILDING REVIEW (STRU) - Passed : 06/05/2022
- VERIFY CONTRACTOR'S LICENSE AND INSURANCE - Passed : 06/05/2022
- PERMIT FEES INVOICED - Passed : 06/05/2022
- VERIFY REQUIRED PERMIT DOCUMENTS - Passed : 06/05/2022
- PERMIT FEES COLLECTED - Passed : 06/05/2022

#### Available Actions

- Unpaid Fees \$446.00 12-02-2022 [Pay Now](#)
- Unpaid Fees \$100.00 12-02-2022 [Pay Now](#)

## Step 7.

Search & verify pending Fees & click "Add to Cart".

Dashboard Home Apply Today's Inspections Search Q Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

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:			
District:	1	Assigned To:		Expire Date:	
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

Fee Summary | Remaining Fees | Paid Fees | Next Tab | Permit Details | Main Menu

Fee Summary

Total Fees:	\$546.00	Paid Fees:	\$0.00	Unpaid Fees:	\$546.00	<span>Add to Cart</span>
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Remaining Fees Sort Fee

Fee	Invoice	Computed	Amount Due
(MAIN) BRA - BOARD OF RULES & APPEALS FEE	INV-00006317	\$15.60	\$15.60
(MAIN) GOVERNMENT FEES FL DBPR SURCHARGE	INV-00006317	\$7.50	\$7.50
(MAIN) GOVERNMENT FEES FL DCA SURCHARGE	INV-00006317	\$5.00	\$5.00
(MAIN) RESIDENTIAL ROOFING FEE	INV-00006317	\$400.00	\$400.00
(MAIN) SUBMITTAL FEE (RESIDENTIAL ACCESSORY)	INV-00006316	\$100.00	\$100.00
HOA - Mailing	INV-00006317	\$5.00	\$5.00
NOTICE OF COMMENCEMENT (NOC)	INV-00006317	\$5.00	\$5.00
RECORD RETRIEVAL	INV-00006317	\$7.90	\$7.90

## Step 8.

Verify Shopping Cart & click "Check Out".

Dashboard Home Apply Today's Inspections Search Q Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Back

Shopping Cart

Invoice: INV-00006316 Description: RO22-03203 Due Date: 12/02/2022				Total \$546.00
Case Number	Project	Case Address	Amount Due	<span>Check Out</span>
RO22-03203		601 CITY CENTER WAY PEMBROKE PINES FL 33025	\$100.00	<span>Remove</span>
Invoice: INV-00006317 Description: RO22-03203 Due Date: 12/02/2022				\$446.00
Case Number	Project	Case Address	Amount Due	<span>Remove</span>
RO22-03203		601 CITY CENTER WAY PEMBROKE PINES FL 33025	\$446.00	<span>Remove</span>
Total \$546.00				<span>Check Out</span>

**Step 9.**

Select how payment will be made and enter payment information. Then click "Pay Now" & receipt will be emailed to you.



Pembroke Pines, FL

Order Number: 5900

Sunday, June 5, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00006316	RO22-03203	1	\$100.00	\$100.00
INV-00006317	RO22-03203	1	\$446.00	\$446.00
			Item Total:	\$546.00
			<b>Order Total:</b>	<b>\$546.00</b>
			(excluding Convenience Fee)	

**Payment Details**

\*all fields are required

Pay with Credit Card (Convenience Fee: \$15.83)

Cardholder Name  Billing Street  Billing Zip Code

Card Type  Card Number  Expiration Date Month...  Year...

CVV Code

Pay with E-Check (Convenience Fee: \$1.49)