

Please follow the steps below to submit your payment:

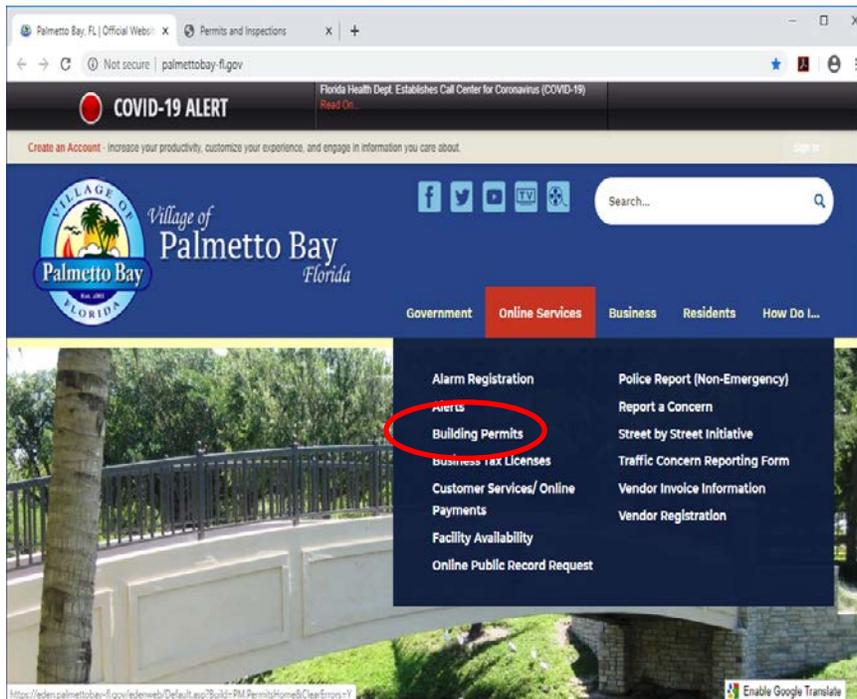
1. Visit our website [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

Select "Online Services"



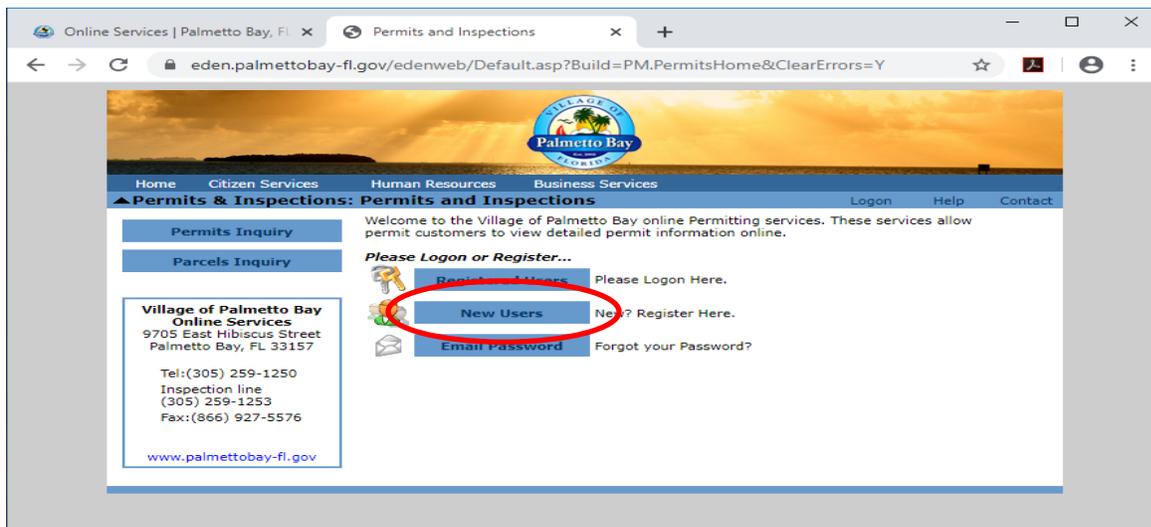
2.

Select "Building Permits"



3.

If this is the first time using online services, select "New User" to register  
RETURNING CUSTOMERS GO TO STEP 8



4.

Fill in information to create an account.

Palmetto Bay  
Home Citizen Services Human Resources Business Services Help Contact

**New User**

Please complete the form below, all fields marked with a "\*" are required information. After completing this form, you will have the opportunity to register with specific services.

**Name** First Name\* Last Name\*

**Note:** If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

**Address Line 1\***

Address Line 2/Suite

**City/State/Zip Code\***

**Phone Number\*** example: (209) 555-1212 or (209) 555-1212 3333

**Email Address\***

Select a **Username\***

Select a **Password\***

Repeat **Password\***

**Note:** Usernames must be unique in our system; you will receive an error message if the username you have entered already exists in our database. **Also**, select a password that is at least 6 characters or more and not a common word or a number.

Next Step...

5.

Verify information and click "Register" to create an account.

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**New User**

Please check your information carefully before clicking the register button. **If you need to make changes to information shown below, [Click Here](#) now.**

Name:

Address:

Phone Number:

Email Address:

Username:

Password:

Register

6.

Attach permit to your account by entering "Permit#" or "Customer#"

**PLEASE NOTE:** Only 1 permit is allowed on your account at a time.

Go to "My Profile"

Then "Application Registration" to remove old permit before adding new one.

Online Services | Palmetto Bay, FL x Register x +

eden.palmettobay-fl.gov/edenweb/Default.asp?Build=PM.Register

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**▲ Permits & Inspections: Register**

**Existing Customers**

If you have applied for Permits in the past, or have permits in the system now, enter a valid permit number **OR** your customer number to connect to your customer account.

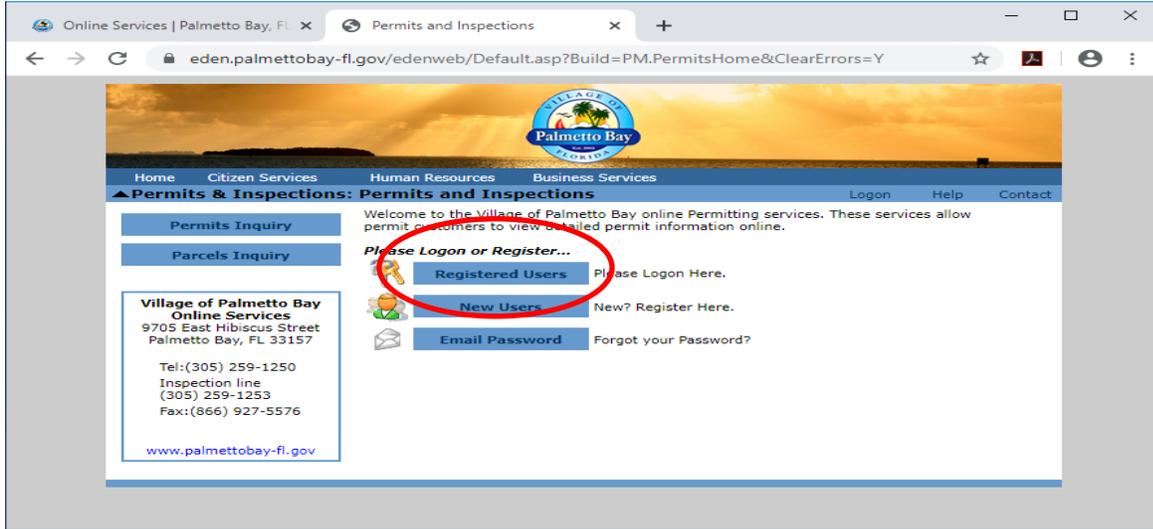
Permit#

Customer#

Connect to Account

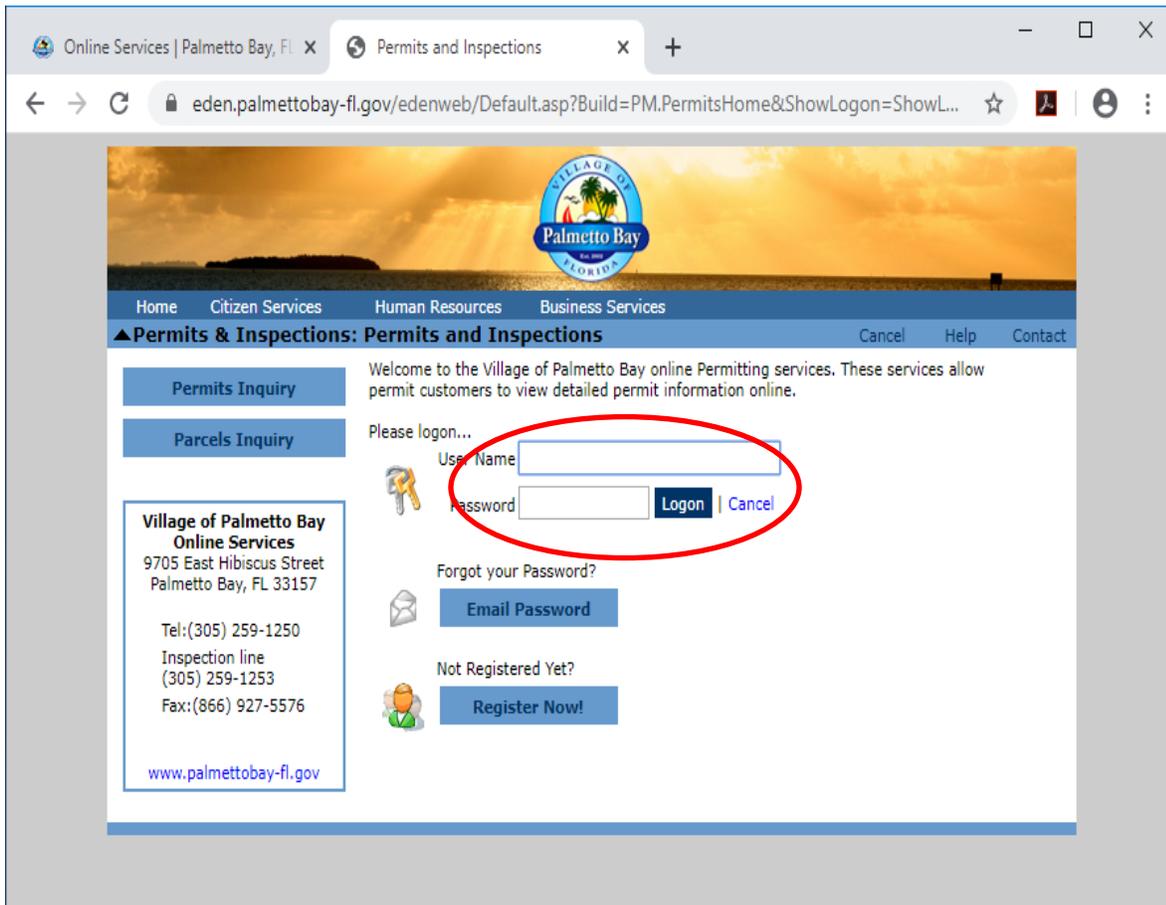
7.

For returning Customers click on “Registered Users”



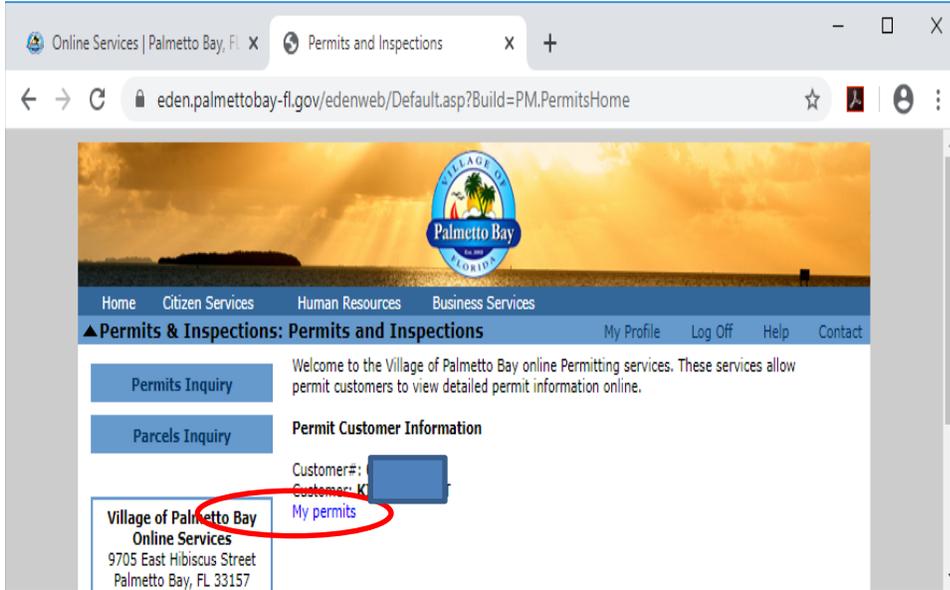
8.

Enter login information



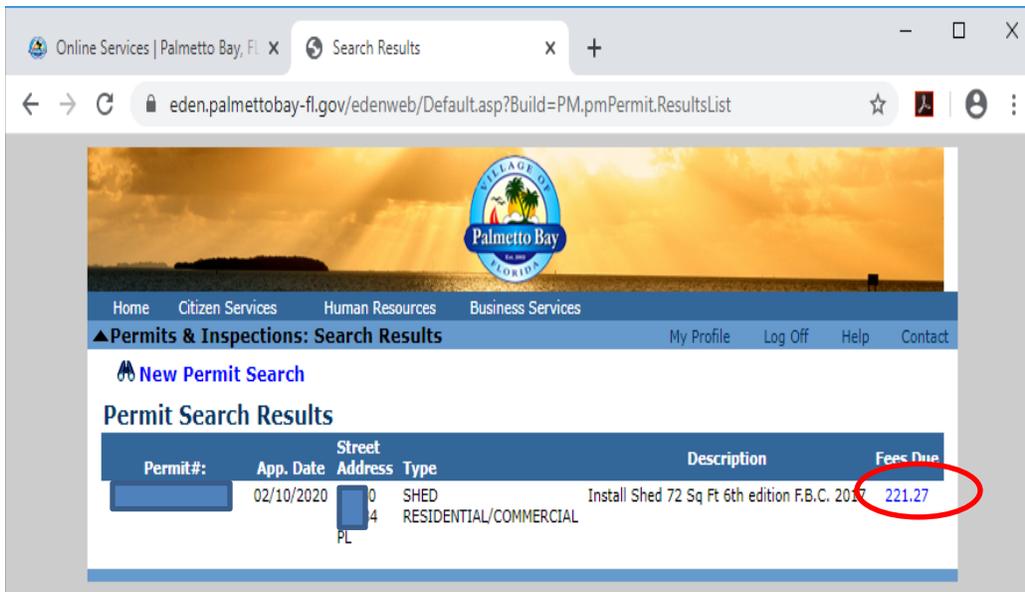
9.

Select "My Permit" to view the permit attached to your account.



10.

If a payment is to be paid select the highlighted "Fees Due"



11.

This will take you to the permit fees detail. Click "Click Here To Pay" to go to payment screen

Online Services | Palmetto Bay, FL x Fees x +

eden.palmettobay-fl.gov/edenweb/Default.asp?Build=PM.pmPermit.Fees&SetKey=ESMPRMT...

VILLAGE OF Palmetto Bay FLORIDA

Home Citizen Services Human Resources Business Services

▲ Permits & Inspections: Fees My Profile Log Off Help Contact

Applied 02/10/2020 Approved 03/03/2020 Issued Final Expires 08/30/2020

Type SHED RESIDENTIAL/COMMERCIAL Status approved

Permit Description Install Shed 72 Sq Ft 6th edition F.B.C. 2017 Permit Address [Redacted]

Applicant [Redacted] Owner [Redacted]

Viewing Fees <-- Select the information you would like to view.

A total of \$221.27 in fees are due on permit number: [Redacted]

[Click here to pay these fees with your credit card.](#)

**Permit Fees**

Fee Desc.	Fee	Unpaid Amt.	Amt. Recvd
SHED INSTALLATION	126.35	126.35	0.00
ZONING INSPECTION FEE	45.60	45.60	0.00
ZONING MIN REVIEW	45.60	45.60	0.00
CODE COMPLIANCE	1.20	1.20	0.00
FLORIDA STATUS FS468.631 DBPR	1.26	1.26	0.00
FLORIDA STATUS FS553.721 DCA	1.26	1.26	0.00
<b>Permit Fees Totals</b>	<b>221.27</b>	<b>221.27</b>	<b>0.00</b>

12.

Enter credit card information and select "Make Payment".

The screenshot shows a web browser window with the URL `eden.palmettobay-fl.gov/edenweb/Default.asp?Build=PM.pmPermit.PayFees`. The page header includes the Palmetto Bay logo and navigation links: Home, Citizen Services, Human Resources, Business Services, My Profile, Log Off, Help, and Contact. The main content area is titled "Permits & Inspections: Fees" and displays a table with columns: Applied, Approved, Issued, Final, and Expires. The "Applied" column shows the date 02/10/2020, and the "Expires" column shows 08/30/2020. Below the table, the permit details are shown: Type: SHED RESIDENTIAL/COMMERCIAL, Status: approved, Permit Description: Install Shed 72 Sq Ft 6th edition F.B.C. 2017, Permit Address, Applicant, and Owner. A "Viewing" dropdown menu is set to "Permit".

A total of **\$221.27** in fees are due on permit number: BLD-2020-5173.  
**You may use the form below to pay these fees with your credit card.**

Permit Payment Amount: \$221.27.  
A \$4.97 convenience fee will be added to this transaction  
Total Payment **US \$226.24**

Card type\*  (no dashes or spaces)  
Card number\*  (no dashes or spaces)  
Expiration month\*  year\*   
CVV2 code\*  (the 3 digit number on the back of your card)  
Name on card\*   
Zip code\*

Complete payment form carefully. Your address must match the billing address for the card you are using. If you receive errors, check your information carefully and try again.  
Click the "Make Payment" button only ONCE. It may take up to one minute to process your transaction.

13.

You will be presented with a receipt. PLEASE PRINT FOR YOUR RECORDS.