



Village of Palmetto Bay
Building & Permitting Division
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Ph: (305) 259-1250 Fax: (866) 927-5576
permits@palmettobay-fl.gov

General Instructions for Contractor Registration for Building & Permitting Division

PLEASE READ CAREFULLY

1. Submission Requirements:

- Ensure application is completed, notarized, and all required documents are attached (see below requirements).
- Additional information may be requested during the review process.

2. Operation Disclaimer:

- You cannot begin performing any work onsite until the Contractor Registration is completed, and permit is **Approved, Issued, and Posted On-Site**.
- The Village is not responsible for any improvements made before approval and issuance is secured.

Required Documents for Contractor Registration:

To ensure compliance with Village of Palmetto Bay regulations, **all contractors** are required to create an account in Civic Plus Citizen Portal and upload the following documents:

1. **Contractor Registration** form completed and notarized
2. **Contractor License**
3. **Liability Insurance Certificate** (certificate holder: Village of Palmetto Bay, 9705 East Hibiscus Street, Palmetto Bay, Florida)
4. **Worker's Compensation** (or **Worker's Compensation Exemption Notice**)
5. **Occupational License**

All files must be uploaded as ONE PDF -Titled NEW CONTRACTOR REGISTRATION

Business Name: _____
Business Address (City, State, Zip): _____
Business Phone: _____ Mobile: _____
Email: _____

Qualifier Name

Qualifier Signature

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to and subscribed before me by means of physical presence OR online notarizations this
____ day of _____ 20____, by _____.
(Month) (Year) (Name of individual swearing or affirming)

Notary Public Signature: _____

Notary Name: _____

Personally known OR produced identification _____ (SEAL)

Registering as a Contractor Online Step-by-Step Guide



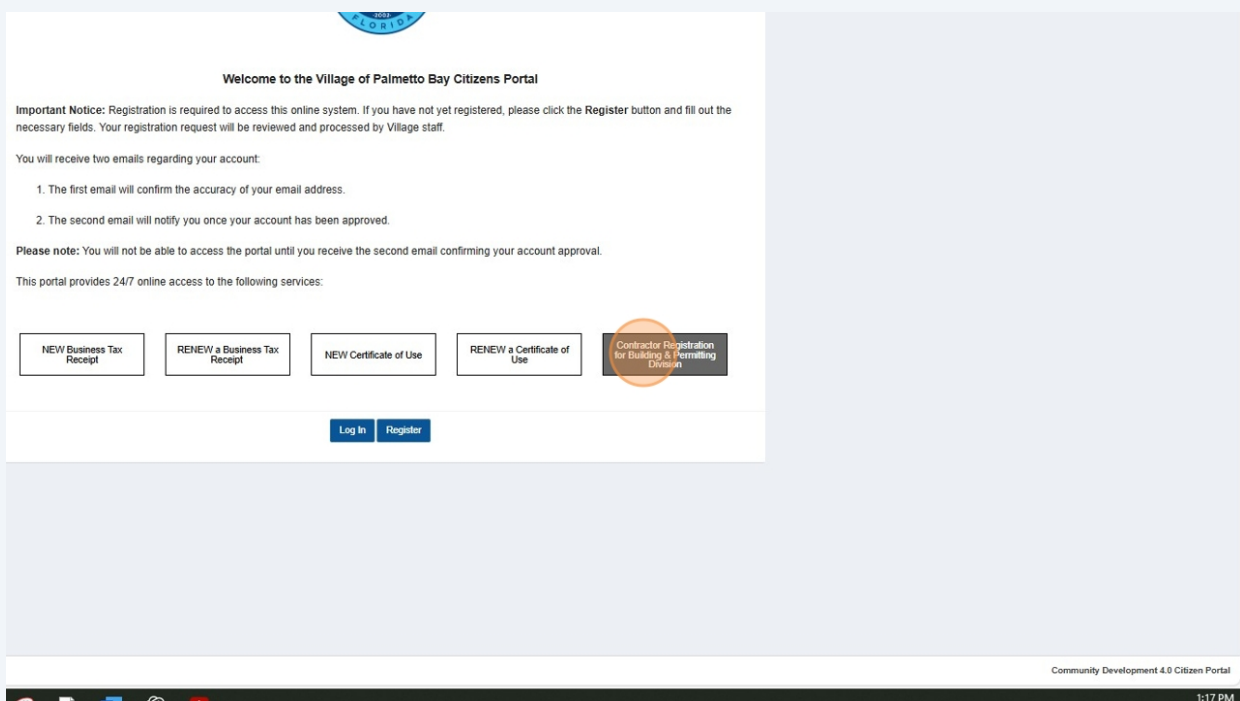
This is for **ALL** contractors that have not registered in the NEW Citizen Portal. Contractors previously registered with the Village, will still need to register as a **NEW CONTRACTOR**.

The new system will allow contractors to upload necessary documents and avoiding delays that our former processes may have caused due to missed emails, wrong email addresses, etc.

The guide provides essential tips, such as the importance of submitting all documents in a single PDF, which can significantly impact your application's success. By following this guide, contractors can easily navigate the registration system and stay informed about their application's progress.

1

Navigate to [Citizen Portal](#), Click "Contractor Registration for Building & Permitting Division"



2

Find your Trade and click "PDF Application" under Details column to obtain application that must be executed and notarized. ***Once registered and APPROVED, you will have the ability to ADD additional trades if your company has more than one by logging in and clicking on "Apply for License"***

If you ALREADY have the application and all corresponding documents in ONE PDF and ready for upload, you can click "Apply Online"

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5. Occupational License

Need Assistance? Contact: Phone: (305) 259-1250 / Email: Permits@palmettobay-fl.gov

Rows Per Page:

50

Filter By:

Business Type

Enter search terms here...

| Business Type | Business Application / Use | Checklist | Details | Apply Online |
|----------------------------------|--------------------------------------|-----------|-----------------|--------------|
| Building & Permitting Contractor | AR - Architect | | PDF Application | Apply Online |
| Building & Permitting Contractor | CA - Canvas Awning | | PDF Application | Apply Online |
| Building & Permitting Contractor | CAC - Certified Air Conditioning | | PDF Application | Apply Online |
| Building & Permitting Contractor | CAU - County A/C Units | | PDF Application | Apply Online |
| Building & Permitting Contractor | CBC - Certified Building | | PDF Application | Apply Online |
| Building & Permitting Contractor | CC - County Fence | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCA - County Canvas Awning/Tents | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCC - Certified Roofing | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCE - County Concrete Engineer | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCF - County Concrete Finish & Floor | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCRC - County Residential | | PDF Application | Apply Online |
| Building & Permitting Contractor | CDR - County Door | | PDF Application | Apply Online |
| Building & Permitting Contractor | CE - County Electrical | | PDF Application | Apply Online |
| Building & Permitting Contractor | CES - County Electrical Sign | | PDF Application | Apply Online |
| Building & Permitting Contractor | CFC - Certified Plumbing | | PDF Application | Apply Online |

3

Once All documents are collected and in ONE PDF. Navigate back to the home page: [Citizen Portal](#)

The screenshot shows a web browser window with the URL <https://palmettobayfl.sharepoint.com/sites/PermitDocs/Documents/Forms/AllItems.aspx?id=%2Fsites%2FPermitDocs%2FDocuments%2FBuilding%2FPublic%2FContractor%20Registration%2Edpf&par>. The PDF document is titled "Contractor Registration.pdf" and features the Village of Palmetto Bay logo. The text in the PDF includes:

Village of Palmetto Bay
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4. Worker's Compensation (or Worker's Compensation Exemption Notice)
5. Occupational License

Business Name: _____
 Business Address (City, State, Zip): _____
 Business Phone: _____ Mobile: _____
 Email: _____

Qualifier Name _____ Qualifier Signature _____

4 Click "Apply Online"

The Village is not responsible for any improvements made before approval and issuance is secured.

Required Documents for Contractor Registration:

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Items Per Page:

Items Per Page:

Sort By:

Business Type

Use search terms here...

| Business Type | Business Application / Use | Checklist | Details | Apply Online |
|----------------------------------|--------------------------------------|-----------|---------------------------------|------------------------------|
| Building & Permitting Contractor | AR - Architect | | PDF Application | Apply Online |
| Building & Permitting Contractor | CA - Canvas Awning | | PDF Application | Apply Online |
| Building & Permitting Contractor | CAC - Certified Air Conditioning | | PDF Application | Apply Online |
| Building & Permitting Contractor | CAU - County A/C Unit | | PDF Application | Apply Online |
| Building & Permitting Contractor | CBC - Certified Building | | PDF Application | Apply Online |
| Building & Permitting Contractor | CC - County Fence | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCA - County Canvas Awning/Tents | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCC - Certified Roofing | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCE - County Concrete Engineer | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCF - County Concrete Finish & Floor | | PDF Application | Apply Online |
| Building & Permitting Contractor | CCRC - County Residential | | PDF Application | Apply Online |
| Building & Permitting Contractor | CDR - County Door | | PDF Application | Apply Online |
| Building & Permitting Contractor | CE - County Electrical | | PDF Application | Apply Online |
| Building & Permitting Contractor | CES - County Electrical Sign | | PDF Application | Apply Online |
| Building & Permitting Contractor | CFC - Certified Plumbing | | PDF Application | Apply Online |

5 Click "REGISTER" and follow the prompts to register

Citizen Portal - Login Site

palmettobayflsharepoint.com

https://www.civictgov4.com/fl_palmettobay/portal/index.php?r=site/login

CP How to Mail Merge... IT Policies - OneDrive Business Tax Search... Go Gov MDC Permits

Citizen Portal Login Register Public Records Search

Login

USER EMAIL *

PASSWORD *

REMEMBER ME NEXT TIME

SIGN IN Forgot username or password?

First time here?

REGISTER

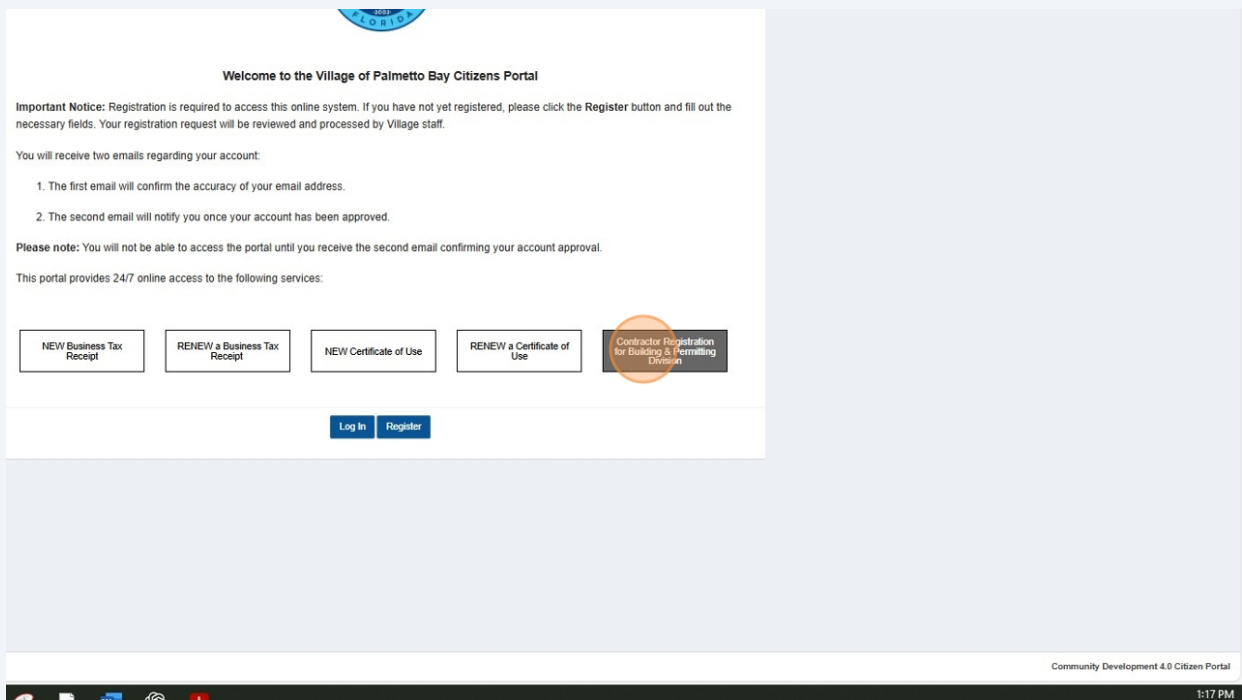
Copyright © 2025 CivicPlus

Community Development 4.0 Citizen Portal

1:18 PM 2/13/2025

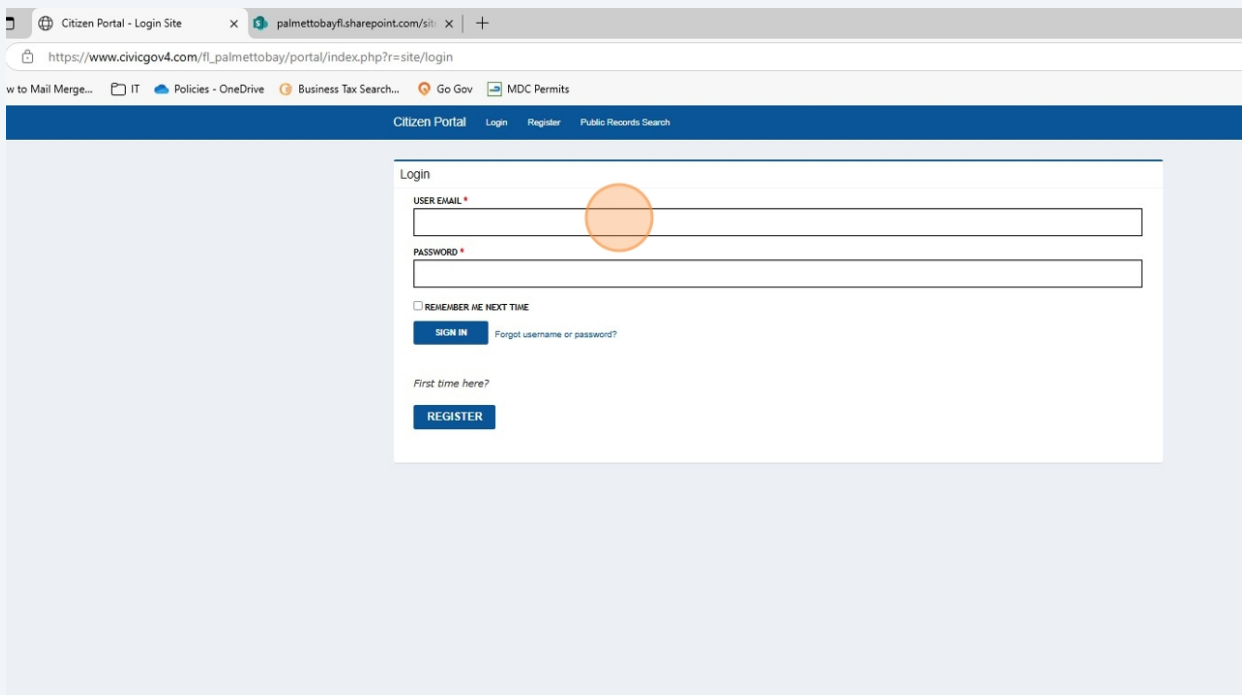
6

Once registered go back to [Citizen Portal](#) and log in. Click "Contractor Registration for Building & Permitting Division"

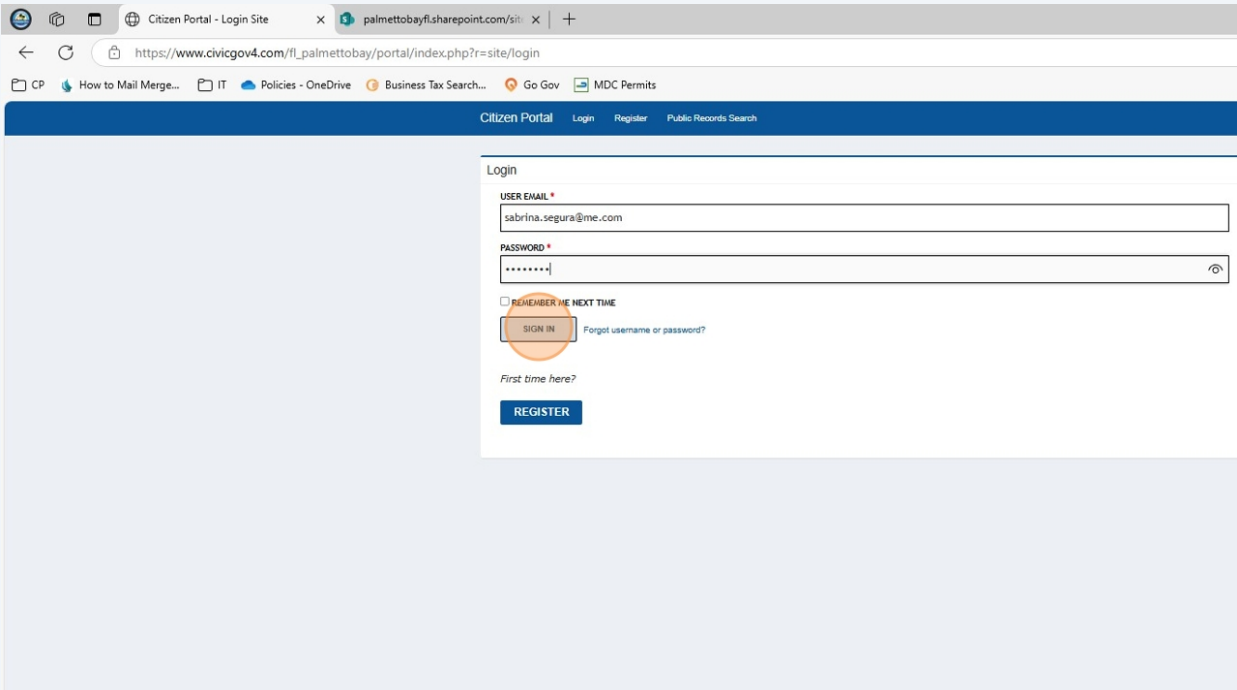


7

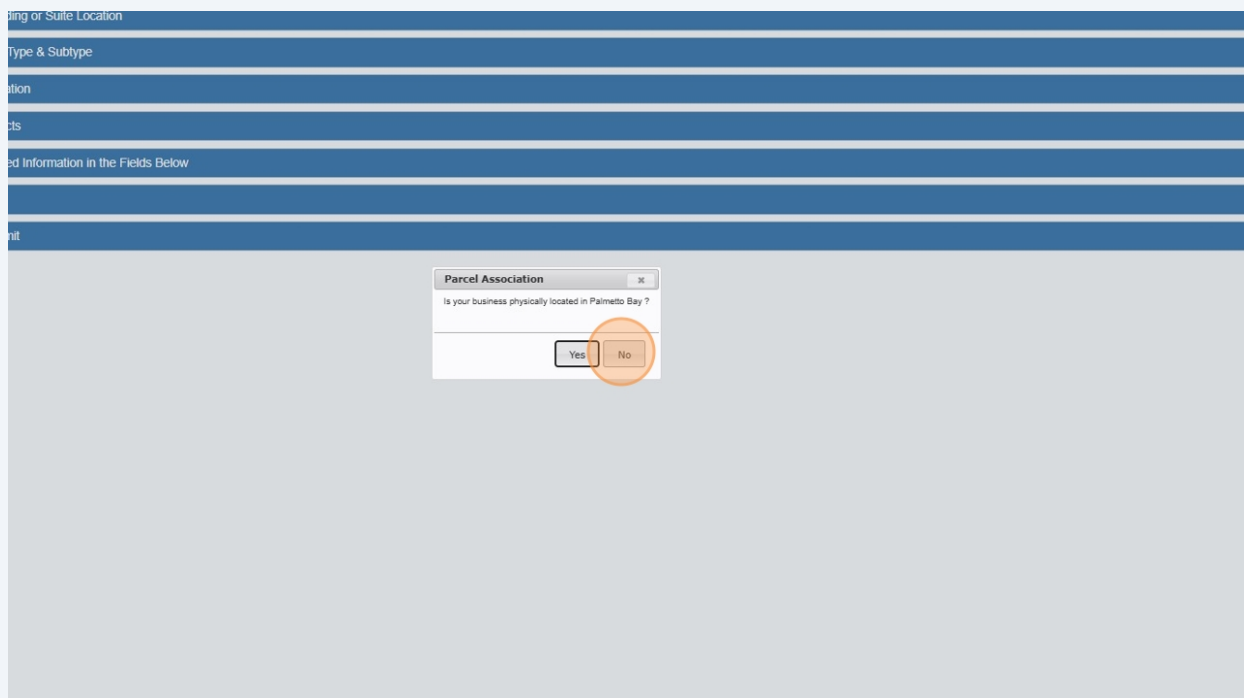
Insert "USER EMAIL and PASSWORD"



8 Click "SIGN IN"

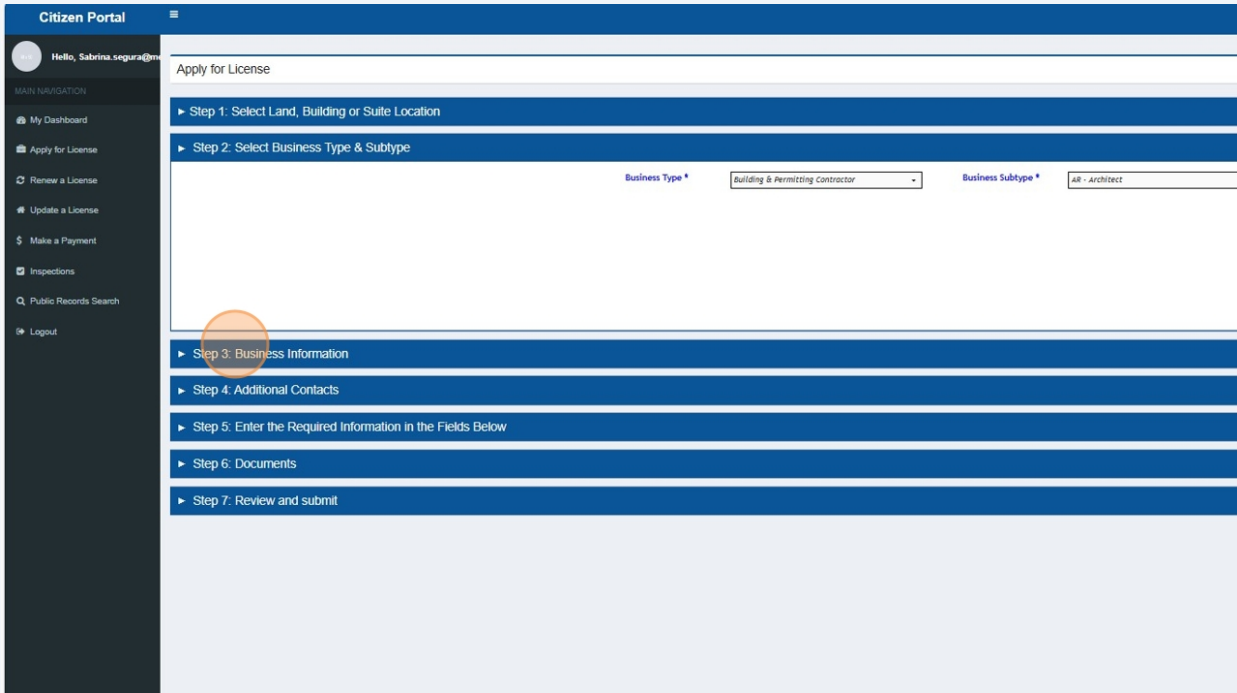


9 Click "No"



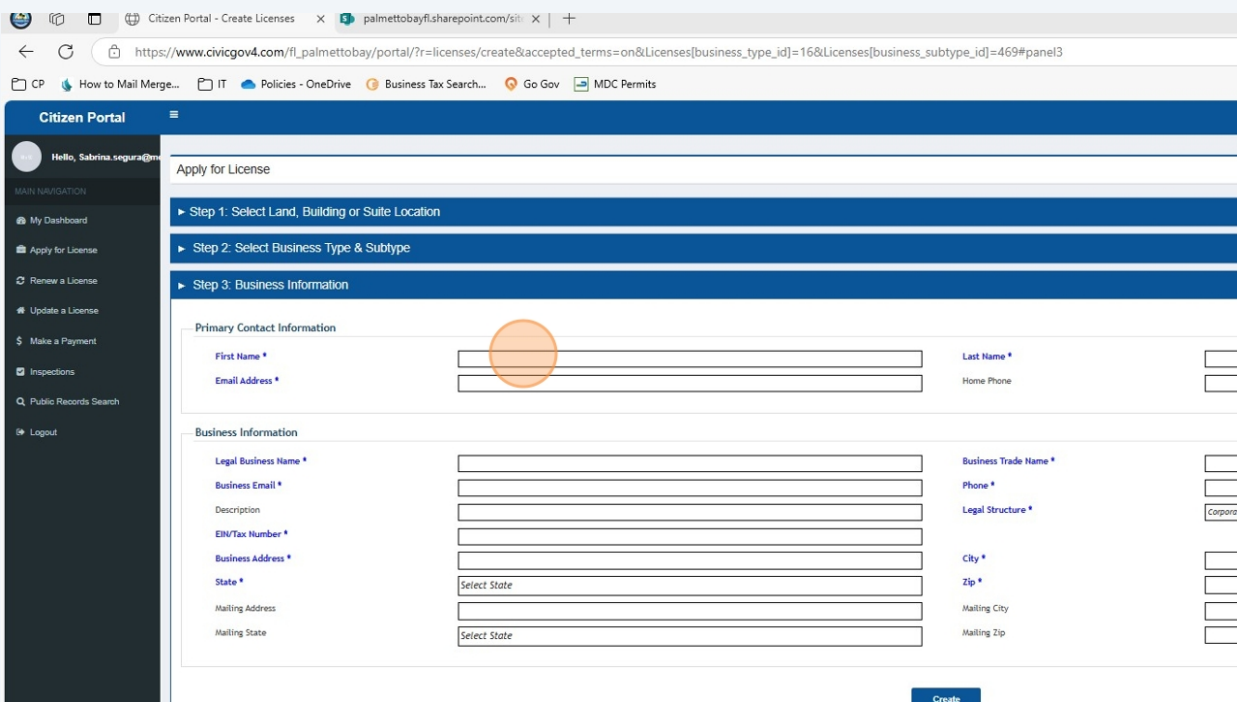
10

Verify the accuracy of your Business Subtype and Click "► Step 3: Business Information"



11

Fill In all Fields (Blue Fields are required) EIN can be inputted or type NA



12 Click "Create" and move on to step 4

Personal Information

First Name *
Loren

Last Name *
Fuente

Home Phone

Business Information

Business Trade Name *
Alca Windows & Doors

Phone *
888-877-2526

Legal Structure *
Corporation

City *
Donal

Zip *
33172

Mailing City

Mailing Zip

Create

13 Step 4: Not required but HIGHLY recommended. You can add as many contacts as necessary by clicking "Add Contact." Once done, move on to step 5.

Citizen Portal

Hello, Sabrina.segura@...

License Application #A25-0077

Step 1: Select Land, Building or Suite Location

Step 2: Select Business Type & Subtype

Step 3: Business Information

Step 4: Additional Contacts

Add additional contacts, or click the button to continue to next step.

First Name

Last Name

Phone

Email

Add Contact

| First Name | Last Name |
|-------------------|-----------|
| No results found. | |

Step 5: Enter the Required Information in the Fields Below

Step 6: Documents

Step 7: Review and submit

14 Click "Add Contact"

The screenshot shows the 'Citizen Portal' interface for a license application. The main navigation sidebar on the left includes: My Dashboard, Apply for License, Renew a License, Update a License, Make a Payment, Inspections, Public Records Search, and Logout. The main content area is titled 'License Application #A25-0077' and displays a progress bar with seven steps: Step 1: Select Land, Building or Suite Location; Step 2: Select Business Type & Subtype; Step 3: Business Information; Step 4: Additional Contacts; Step 5: Enter the Required Information in the Fields Below; Step 6: Documents; and Step 7: Review and submit. Step 4 is currently active. Below the progress bar, the text reads 'Add additional contacts, or click the button to continue to next step.' There are four input fields: First Name, Last Name, Phone (with a pre-filled value '(786) 554-0485'), and Email. A blue 'Add Contact' button is highlighted with an orange circle. Below the form is a table with columns for First Name, Last Name, and Phone, and a message 'No results found.'.

15 Click "OK" if an additional contact was added, or jump to step 5.

This screenshot shows the same 'Add Contact' step as in the previous image, but with a success message overlay. The message box, titled 'www.civicgov4.com says', contains the text 'Contact details captured successfully. Please click Next to continue to next step.' and features an 'OK' button highlighted with an orange circle. Below the message, the 'Next' button is also visible. The form fields for First Name, Last Name, Phone, and Email are still present. The progress bar at the top shows Step 4 as completed and Step 5 as the next step to be entered.

16 Click "Next"

The screenshot shows a web form with a dark blue header containing the name 'Sabrina Segura'. Below the header are several horizontal blue bars. The form contains input fields for 'Last Name' and 'Email'. A 'Next' button is highlighted with an orange circle. Below the form is a table with columns for 'Last Name', 'Phone', and 'Email'. The table contains one row with the phone number '(786) 554-0485'. The text 'Displaying 1-1 of 1 result.' is visible on the right side of the table. Below the table are more horizontal blue bars.

17 Check off the boxes confirming that you are aware of all the documents required. FOR NEW REGISTRANTS TO THE SYSTEM: All documents MUST be in one PDF Titled "New Contractor Registration." If documents are NOT in one PDF, your documents will be removed from the system and registration denied.

The screenshot shows a web form for contractor registration. On the left is a dark sidebar with a 'MAIN NAVIGATION' menu containing: My Dashboard, Apply for License, Renew a License, Update a License, Make a Payment, Inspections, Public Records Search, and Logout. The main content area has a blue header with a navigation menu: Step 1: Select Land, Building or Suite Location; Step 2: Select Business Type & Subtype; Step 3: Business Information; Step 4: Additional Contacts; Step 5: Enter the Required Information in the Fields Below; Step 6: Documents; Step 7: Review and submit. The form content includes: '1) License System - 6. Contractor Registration for Building & Permitting Division', 'License System - 6. Contractor Registration for Building & Permitting Division', 'Contractor Registration for Building & Permitting Division', a confirmation statement, a note for new registrants, and a checklist of documents: Fully executed and notarized Contractor Registration Form, Contractor License, Liability Insurance Certificate, Worker's Compensation, and Occupational License. A 'Qualifier Signature' field is at the bottom. A red circle highlights the 'FOR NEW REGISTRANTS' note.

18 Scroll down to Sign

The screenshot shows a web application interface for contractor registration. On the left is a dark sidebar with navigation options: 'Update a License', 'Make a Payment', 'Inspections', 'Public Records Search', and 'Logout'. The main content area has a blue header with 'Step 4: Additional Contacts' and 'Step 5: Enter the Required Information in the Fields Below'. Below this, the form title is 'Contractor Registration for Building & Permitting Division'. A confirmation statement reads: 'I confirm that I am the authorized Qualifier for the registered business and will upload the following documents in the next step (scroll all the way down to sign and save):'. A note for new registrants states: 'FOR NEW REGISTRANTS: All files must be uploaded as ONE PDF - Titled NEW CONTRACTOR REGISTRATION. If you are already a user in the Citizen Portal please upload only documents that are expired.' There are four checked checkboxes: 'Fully executed and notarized Contractor Registration Form', 'Contractor License', 'Liability Insurance Certificate (Certificate Holder: Village of Palmetto Bay, 9705 East Hibiscus Street, Palmetto Bay, Florida 33157)', and 'Worker's Compensation (or Worker's Compensation Exemption Notice)'. An 'Occupational License' checkbox is present but unchecked. The 'Qualifier Signature' field contains a redacted signature. A blue 'Save' button is located at the bottom left of the form area, highlighted with an orange circle. Below the form are steps 'Step 6: Documents' and 'Step 7: Review and submit'. The footer shows 'Copyright © 2025 CivicPlus' and a Windows taskbar.

19 Save (you may need to scroll down to see the SAVE button)

This screenshot is identical to the one in step 18, showing the 'Contractor Registration for Building & Permitting Division' form. The 'Save' button is now highlighted with an orange circle. The 'Qualifier Signature' field now contains the text 'Loren Fuentes'. The rest of the form, including the navigation sidebar, step headers, and checkboxes, remains the same as in the previous screenshot.

20 Click OK

ttobayfl.sharepoint.com/sites/rtal/index.php?r=licenses/update&id=2412

business Tax Search... Go Gov MDC Permits www.civicgov4.com says Data saved

OK

Location

Type

in the Fields Below

ding & Permitting Division

for Building & Permitting Division

ered business and will upload the following documents in the next

ed as ONE PDF - Titled NEW CONTRACTOR REGISTRATION. If upload only documents that are expired.

ration Form

Village of Palmetto Bay, 9705 East Hibiscus Street, Palmetto Bay,

ation Exemption Notice)

21 Click "► Step 6: Documents" to upload documents (upload ALL documents in ONE PDF File Titled: NEW CONTRACTOR REGISTRATION)

Update a License

Make a Payment

Inspections

Public Records Search

Logout

► Step 4: Additional Contacts

► Step 5: Enter the Required Information in the Fields Below

1) License System - 6. Contractor Registration for Building & Permitting Division

Contractor Registration for Building & Permitting Division

I confirm that I am the authorized Qualifier for the registered business and will upload the following documents in the next step (scroll all the way down to sign and save):

FOR NEW REGISTRANTS: All files must be uploaded as ONE PDF - Titled NEW CONTRACTOR REGISTRATION. If you are already a user in the Citizen Portal please upload only documents that are expired.

Fully executed and notarized Contractor Registration Form

Contractor License

Liability Insurance Certificate (Certificate Holder: Village of Palmetto Bay, 9705 East Hibiscus Street, Palmetto Bay, Florida 33157)

Worker's Compensation (or Worker's Compensation Exemption Notice)

Occupational License

Qualifier Signature Loren Fuentes

Save

► Step 6: Documents

► Step 7: Review and submit

https://www.civicgov4.com/fl_palmettobay/portal/index.php?r=licenses/update&id=2412#panel6

22 Click "Click here to attach files to the record"

CP How to Mail Merge... IT Policies - OneDrive Business Tax Search... Go Gov MDC Permits

Citizen Portal

Hello, Sabrina.segura@...

License Application #A25-0077

- ▶ Step 1: Select Land, Building or Suite Location
- ▶ Step 2: Select Business Type & Subtype
- ▶ Step 3: Business Information
- ▶ Step 4: Additional Contacts
- ▶ Step 5: Enter the Required Information in the Fields Below
- ▶ **Step 6: Documents**
- ▶ Step 7: Review and submit

[Click here to attach files to the case record](#)

Only .jpg, .pdf, .png, .gif, .tif, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .xls, .xlsx, .txt, .eml, .mbox, .msg, .ogg, .mp3, .wma, .wav, .mp4, .mkv, .avi, .mpeg, .webm, .mov, .zip are allowed.

| File Name | Upload |
|-------------------|--------|
| No results found. | |

23 Click "Update License"

Renew a License Update a License Make a Payment Inspections Public Records Search Logout

- ▶ Step 3: Business Information
- ▶ Step 4: Additional Contacts
- ▶ Step 5: Enter the Required Information in the Fields Below
- ▶ **Step 6: Documents**
- ▶ Step 7: Review and submit

[Click here to attach files to the case record](#)

- Contractor Registration.pdf 1.3MiB

Only .jpg, .pdf, .png, .gif, .tif, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .txt, .eml, .mbox, .msg, .ogg, .mp3, .wma, .wav, .mp4, .mkv, .avi, .mpeg, .webm, .mov, .zip are allowed.

| File Name | Upload |
|----------------------------------|------------|
| 2412_Contractor-Registration.pdf | 02/13/2025 |

https://www.civigov4.com/fl_palmmettobay/portal/index.php?r=licenses/update&id=2412#panel7

24 Click "Logout"

Applications are reviewed daily, and a response will be sent via email confirming approval or any additional information required. Emails will be coming from: <donotreply@civicplus.com>. Be sure to approve the civic plus domain or check spam for messages coming from the Village.

