

# City of Coral Gables Development Services Department

## WEB PAYMENTS & INSPECTION'S REQUEST

Please visit: <https://edenweb.coralgables.com>

### Screen #1

**Citizen Services**

Welcome to City of Coral Gables Online Services  
We hope you find these services useful and convenient. Our goal is to provide quick access to the information and services you need.

**Citizen Services** Licensing and Permitting customers have instant access to their accounts, licenses, and permits.

**Business Services** include customer and vendor services which allow instant access to your account.

Payment Services by VeriSign

- Select *Citizen Services*

### Screen #2

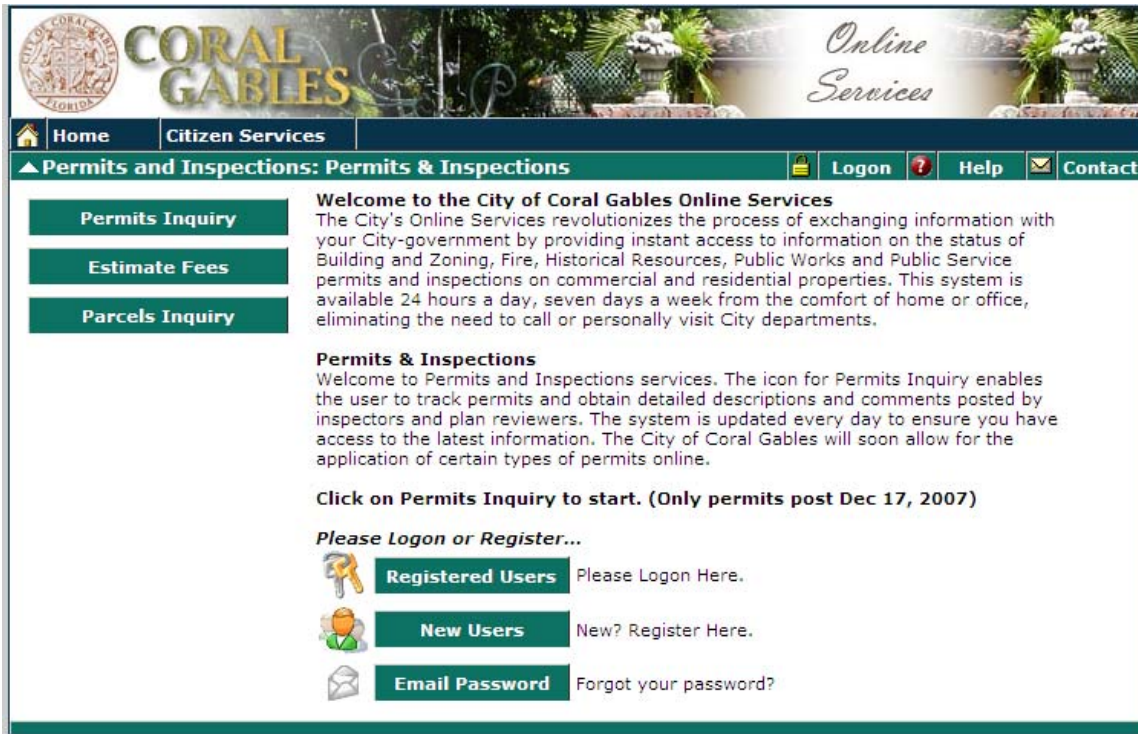
**Permits and Inspections**

Welcome to City of Coral Gables Online Services  
These services allow Utilities, Licensing, and Permitting customers instant access to their accounts, licenses, and permits. Some services are open to the public, others require registration.

Please, select a service from the menu on the left to begin.

- Select *Permit and Inspections*

### Screen #3



**Home** | **Citizen Services** | **Permits and Inspections: Permits & Inspections** | **Logon** | **Help** | **Contact**

**Permits Inquiry**  
**Estimate Fees**  
**Parcels Inquiry**

**Welcome to the City of Coral Gables Online Services**  
The City's Online Services revolutionizes the process of exchanging information with your City-government by providing instant access to information on the status of Building and Zoning, Fire, Historical Resources, Public Works and Public Service permits and inspections on commercial and residential properties. This system is available 24 hours a day, seven days a week from the comfort of home or office, eliminating the need to call or personally visit City departments.

**Permits & Inspections**  
Welcome to Permits and Inspections services. The icon for Permits Inquiry enables the user to track permits and obtain detailed descriptions and comments posted by inspectors and plan reviewers. The system is updated every day to ensure you have access to the latest information. The City of Coral Gables will soon allow for the application of certain types of permits online.

**Click on Permits Inquiry to start. (Only permits post Dec 17, 2007)**

**Please Logon or Register...**

- Registered Users** Please Logon Here.
- New Users** New? Register Here.
- Email Password** Forgot your password?

- ✓ First time contractors must register as a *New Users*. Please see registration process attached.
- ✓ Returning contractors log-in as a *Registered Users*

## New Users – Registration

### Screen #4

The screenshot shows the 'New User' registration page on the Coral Gables Online Services website. The page header includes the Coral Gables logo and 'Online Services'. The navigation menu has 'Home' and 'Citizen Services'. The main content area is titled 'New User' and contains instructions, a disclaimer, and a registration form. The form fields are: Name (First Name and Last Name\*), Address Line 1\*, Address Line 2/Suite, City/State/Zip Code\* (with a dropdown for state), Phone Number\* (with an example), Email Address\*, Username\*, Password\*, and Repeat Password\*. A 'Next Step...' button is at the bottom. A note about unique usernames and password requirements is also present.

**Home** **Citizen Services**

**New User** [?](#) [Help](#) [Contact](#)

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.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.  
[Disclaimer 2007 - City of Coral Gables, Florida](#)

**Name**

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

**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)

**Email Address\***

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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.

- Complete the following form and select *Next Step*.

Please note when registering, an E-mail address can only be utilized one time in our system.

- Verify the information entered before completing the registration. Once you have verified it, select *Register*.

## Screen #5

The screenshot shows the Coral Gables Online Services website. The header includes the Coral Gables logo and 'Online Services'. The navigation bar has 'Home' and 'Citizen Services'. The main menu is 'Permits and Inspections: Register'. The 'Existing Customers' section contains a form with two input fields: 'Permit#' and 'Customer#'. A note says '(Please include dashes ex: AZ-00-00-0000)'. Below the fields is a 'Connect to Account' button.

- Enter the permit number or the customer #.

New contractors will have to register with the City (as applicants) in order to obtain a customer #. The Customer # is displayed in the “Applicants” information section of the permit invoice or you can contact the Building & Zoning Department at (305) 460-5235.

*Please note utilizing this option will ONLY display the permits for the specific contractor.*

## Screen #6

The screenshot shows the Coral Gables Online Services website. The header includes the Coral Gables logo and 'Online Services'. The navigation bar has 'Home' and 'Citizen Services'. The main menu is 'Permits and Inspections: Permits & Inspections'. The page content includes a 'Permits Inquiry' button, a 'Welcome to the City of Coral Gables Online Services' message, and a 'Permits & Inspections' section with a 'Click on Permits Inquiry to start. (Only permits post Dec 17, 2007)' instruction. Below this is a 'Permit Customer Information' section with 'Customer#:' and 'Customer:' labels, and a link for 'My permits | Schedule Inspections'.

- Select the *My permits* option
- Select the desired permit (by clicking on it twice).

**Screen #7**

The screenshot shows the Coral Gables Online Services interface. At the top, there is a navigation bar with 'Home' and 'Citizen Services' links. Below this is a header for 'Permits and Inspections: Permit' with utility icons for 'My Profile', 'Log off', 'Help', and 'Contact'. The main content area displays permit details for BL-08-03-1151. A table shows the permit's timeline: Applied (3/27/2008), Approved (10/28/2008), Issued (10/31/2008), Final, and Expires (4/26/2009). The permit type is 'INTERIOR ALTERATION ONLY' and its status is 'issued'. The permit description is 'COMMERCIAL INTERIOR BUILDOUT, 1ST FL, 8TH THRU 15TH FLOOR \$18,000,000'. The permit address is '2701 LE JEUNE RD CORAL GABLES FL 33134'. The applicant is 'FLAGLER CONSTRUCTION CORP' with owner 'CM LEJEUNE LLLP'. A 'Viewing' dropdown menu is open, showing options: Permit, Actions/Status, Conditions, Fees, Interior A Parcel(s), and COST OF Routing Status. The 'Permit' option is selected, and the details for this view are shown below.

Applied	Approved	Issued	Final	Expires
3/27/2008	10/28/2008	10/31/2008		4/26/2009

Type: **INTERIOR ALTERATION ONLY** Status: **issued**

Permit Description: **COMMERCIAL INTERIOR BUILDOUT, 1ST FL, 8TH THRU 15TH FLOOR \$18,000,000**

Permit Address: **2701 LE JEUNE RD CORAL GABLES FL 33134**

Applicant: **FLAGLER CONSTRUCTION CORP** Owner **N** Cust# **007166**

Owner: **CM LEJEUNE LLLP**

Viewing: Permit (selected) <-- Select the information you would like to view.

**Details**

Permit	
Actions/Status	
Conditions	
COMMERCI Fees	
INTERIOR A Parcel(s)	
COST OF Routing Status	
# OF PAGES OF DOCUMENTATION &	<b>376</b>
CHANGE (INCREASE) OF USE S.F	<b>0</b>
FIRE FEE SF	<b>171433</b>

- Selecting the down arrow in the **Viewing** field will display all available features.

**Viewing menu:**

- |                |   |
|----------------|---|
| Permit         | Displays the permit details including plan location.  |
| Actions/Status | Displays approvals and comments for plans review and/or inspections and allow for inspection scheduling.  |
| Fees           | Displays permit fees and allows for credit card payment. Please note the permit card will be E-mailed to the registered e-mail address associated with your log-in information (if the permit is not linked to a master). |
| Parcel (s)     | Displays the folio number of the property.  |

**\*\* Payments made on-line will be refunded to the customer assigned as the applicant on the permit\*\***