

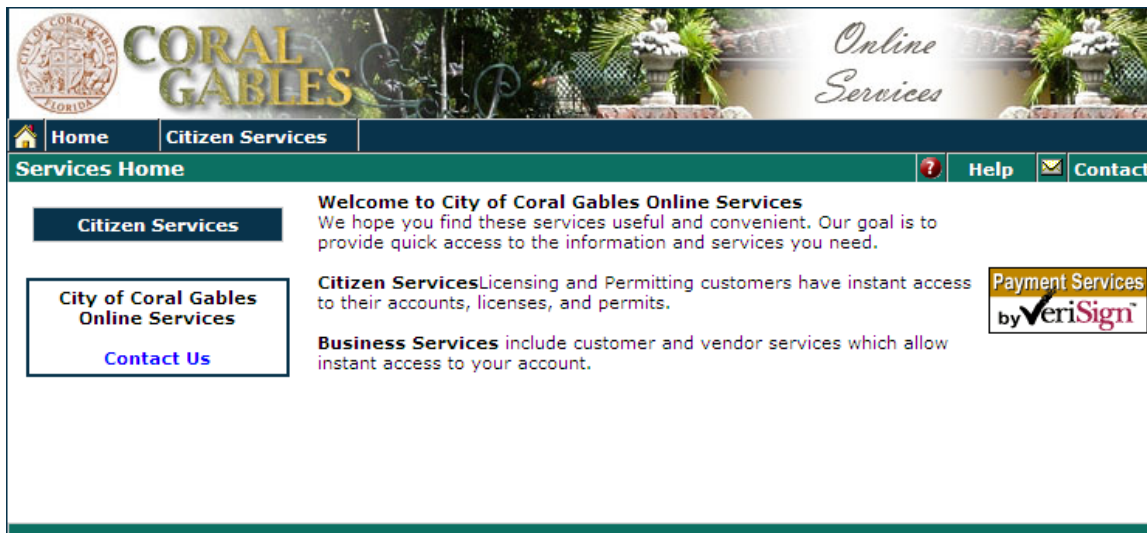
# City of Coral Gables Development Services Department

## WEB PAYMENTS & INSPECTION'S REQUEST

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

Screen #1

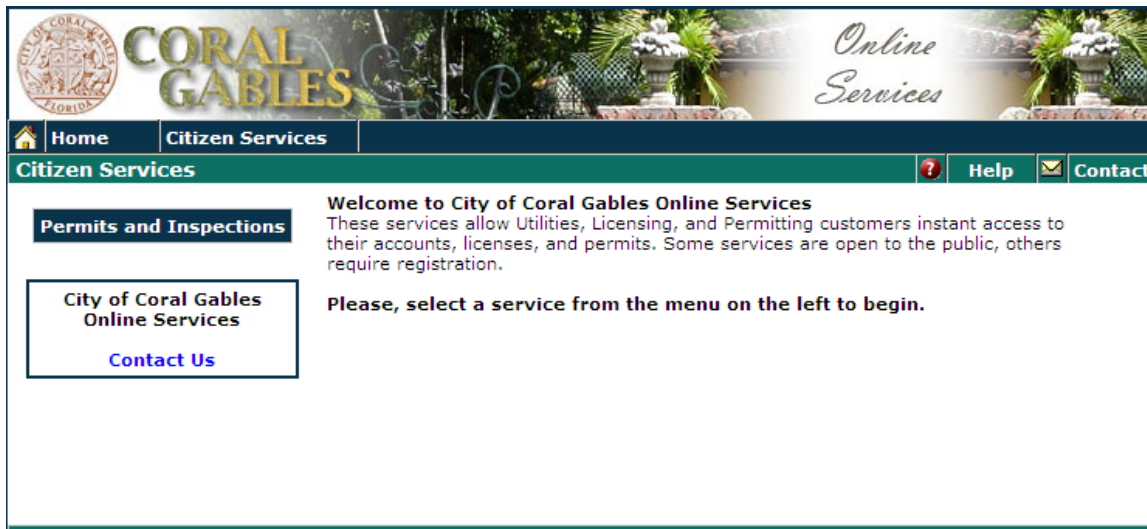
Select *Citizen Services*



The screenshot shows the 'Services Home' page of the City of Coral Gables Online Services portal. The header includes the city seal and 'CORAL GABLES' logo. A navigation bar contains 'Home' and 'Citizen Services'. The main content area features a 'Citizen Services' button, a 'City of Coral Gables Online Services' box with a 'Contact Us' link, and a 'Payment Services by VeriSign' logo. The text on the page reads: '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.'

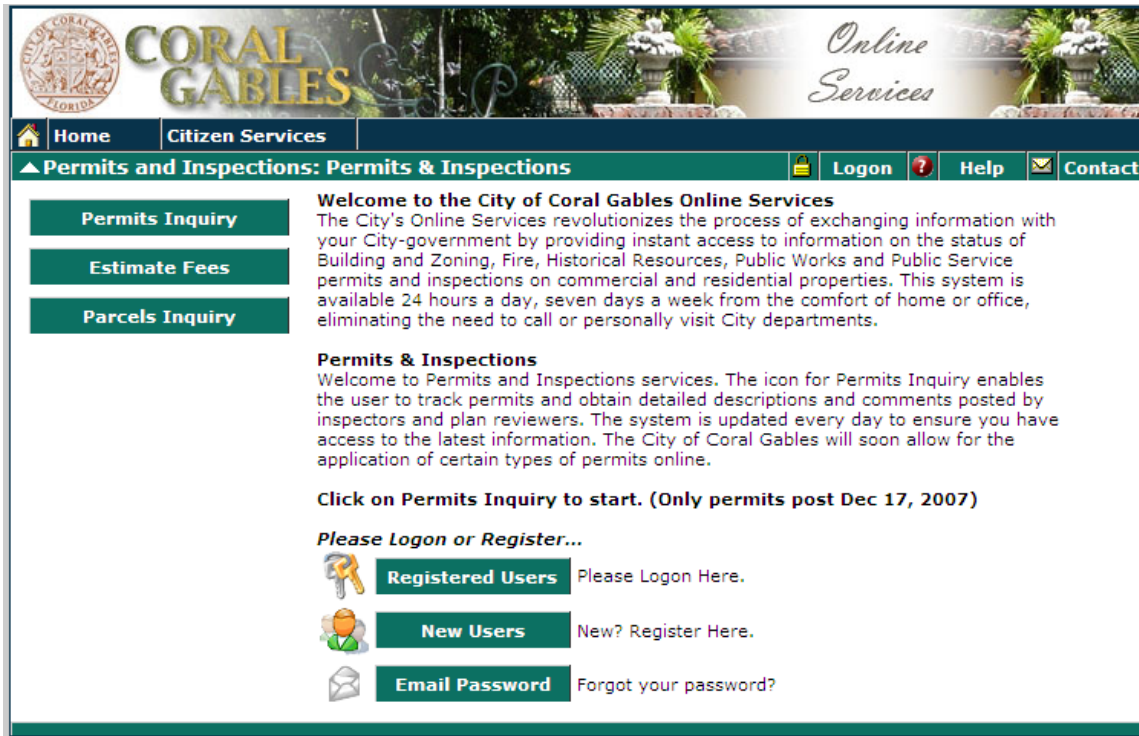
Screen #2

Select *Permit and Inspections*



The screenshot shows the 'Citizen Services' page of the City of Coral Gables Online Services portal. The header includes the city seal and 'CORAL GABLES' logo. A navigation bar contains 'Home' and 'Citizen Services'. The main content area features a 'Permits and Inspections' button, a 'City of Coral Gables Online Services' box with a 'Contact Us' link, and a 'Payment Services by VeriSign' logo. The text on the page reads: '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.'

Screen #3

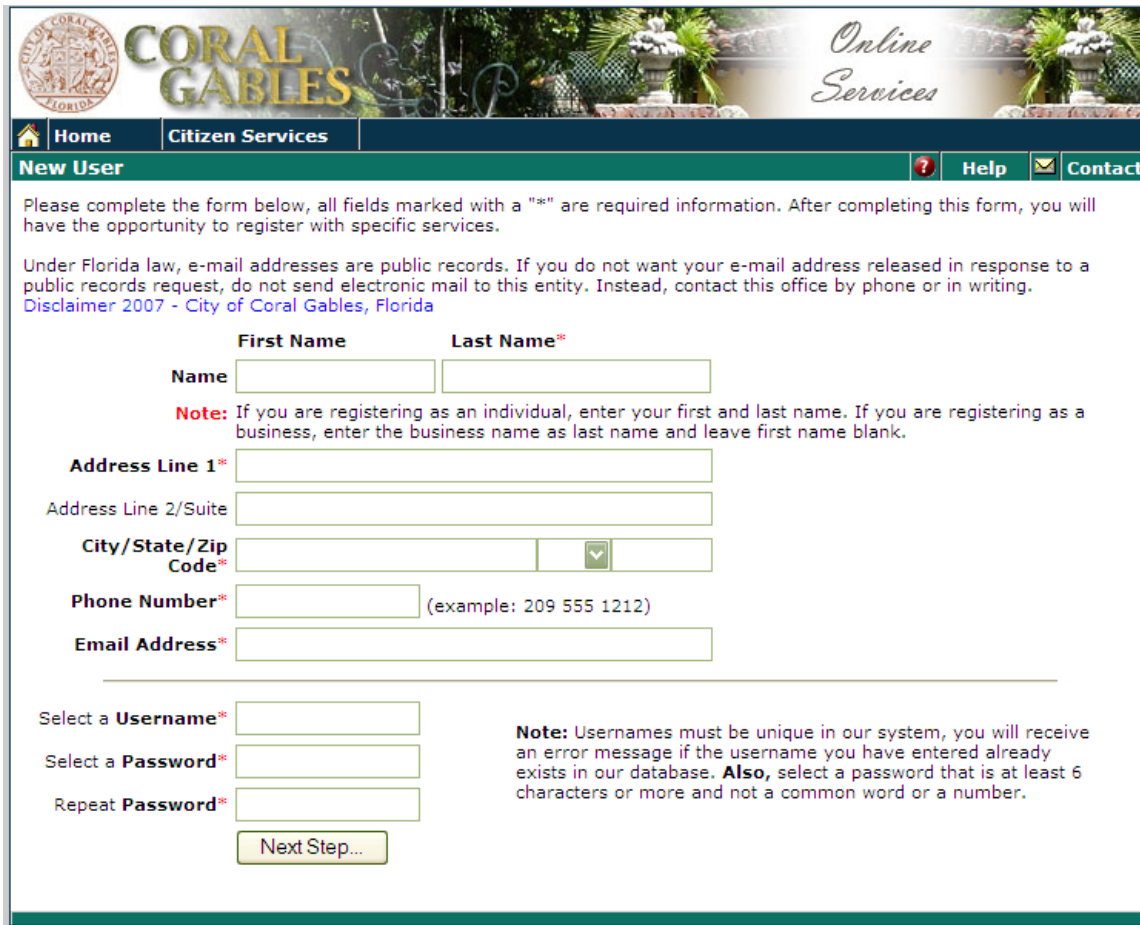


- ✓ First time contractors must register as a *New Users*. Please see registration process attached.
- ✓ Returning contractors can log-in as a *Registered Users*

## New Users Registration

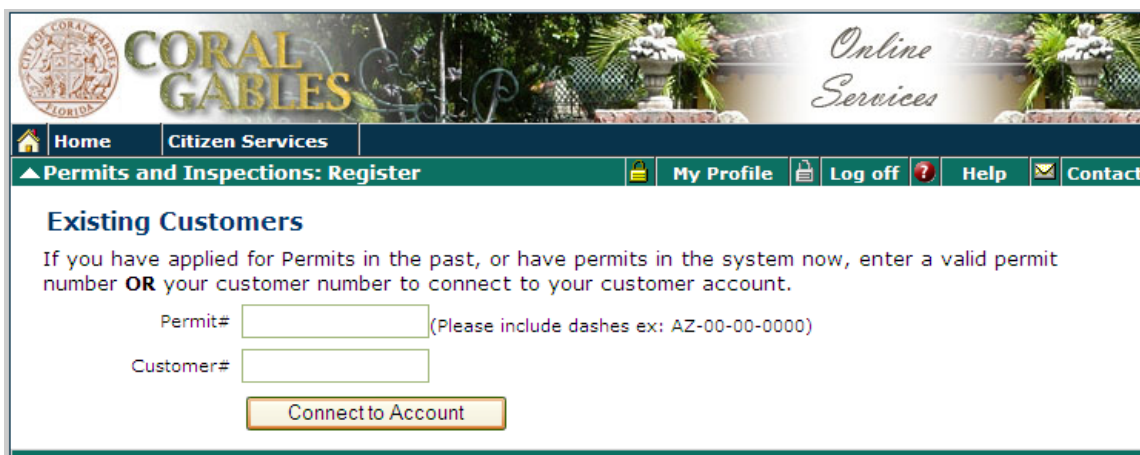
Complete the following form and select **Next Step**. Please note that an E-mail address can only be utilized for one registration.

You will be asked to verify the information entered before completing the registration. Select **Register**.



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 bar has 'Home' and 'Citizen Services'. The main heading is 'New User' with links for 'Help' and 'Contact'. The instructions state: '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.' A disclaimer follows: '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'. The form fields are: 'First Name' and 'Last Name\*' (combined as 'Name'), 'Address Line 1\*', 'Address Line 2/Suite', 'City/State/Zip Code\*' (with a dropdown for state), 'Phone Number\*' (with an example: 209 555 1212), and 'Email Address\*'. Below these are 'Select a Username\*', 'Select a Password\*', and 'Repeat Password\*'. A 'Next Step...' button is at the bottom. A note states: '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.'

Contractors which have obtained a previous permit in the City can enter their Customer #. Please contact the Development Services Department at (305) 460-5235 for your existing customer number. New contractors will have to register with the City in order to be assigned a customer #. **Please note that utilizing this option will display only your permits.**



The screenshot shows the 'Existing Customers' registration page on the Coral Gables Online Services website. The page header includes the Coral Gables logo and 'Online Services'. The navigation bar has 'Home' and 'Citizen Services'. The main heading is 'Permits and Inspections: Register' with links for 'My Profile', 'Log off', 'Help', and 'Contact'. The instructions state: '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.' The form fields are: 'Permit#' (with a note: '(Please include dashes ex: AZ-00-00-0000)') and 'Customer#'. A 'Connect to Account' button is at the bottom.

Select the *My permits* option

The screenshot shows the Coral Gables Online Services homepage. At the top left is the Coral Gables logo. The navigation menu includes Home, Citizen Services, and a dropdown for Permits and Inspections: Permits & Inspections. Other menu items are My Profile, Log off, Help, and Contact. The main content area features a 'Permits Inquiry' button and a welcome message. Below the welcome message, there is a section for 'Permits & Inspections' with a sub-header and a paragraph of text. At the bottom, there is a 'Click on Permits Inquiry to start' instruction and a 'Permit Customer Information' section with fields for Customer# (007166) and Customer (FLAGLER CONSTRUCTION CORP).

Select the desired permit by clicking on it twice.

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

The screenshot shows the permit details page for permit BL-08-03-1151. The permit is in 'Applied' status, with dates for 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'. 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' and the owner is 'CM LEJEUNE LLLP'. The 'Viewing' dropdown menu is open, showing options for Permit, Actions/Status, Conditions, Fees, Parcel(s), and Routing Status. The 'Details' section shows the number of pages of documentation (376), the change in use (0), and the fire fee (171433).

**Viewing menu:**

Permit	Will show the permit details including the plan's location.
Actions/Status	will display approvals and comments for plans review and/or inspections and allow to schedule inspections.
Fees	Will allow access to pay for the permit online with a credit card. Please note the permit card will be E-mailed to you if the permit is not linked to a master.
Parcel (s)	The folio number of the property.

**\*\* Payments made online will be refunded to the customer assigned as the Applicant on the permit \*\***