ONLINE PAYMENTS

1. Visit the City of Coral Gables website at <u>www.coralgables.com</u> and select **CITY SERVICES-> Permits and Inspections.**



- 2. If needed a video tutorial click on <u>Watch the instructional video</u> [mp4] otherwise scroll down to **CLICK HERE TO START**
- 3. To make payments or schedule inspections you must first register as a New User.
- 4. Fill in the information requested: name, address, e-mail address, etc. and choose a username and password. Next Step.
- 5. You will need the Permit OR Customer Number. If you are using a permit number you must enter the dashes, for example, BL-08-07-1234. This will link your registration account to all of your permits. If you do not see all your permits you may have more than one customer number.
- 6. You are now logged into the Permit and Inspections site as a registered user. You will see several options to the left of the screen beginning with Permits Inquiry. You will also see two options directly below your customer name, My Permits | Schedule Inspections. My Permits will only show permits that you are the Applicant/Customer to. Permits Inquiry lets you see any permits from your search criteria. For example, you can search for all permits at a paticular address. Use standard abbreviations such as ST, AVE, DR, etc. If you wish to search using partial information, use the *. For example: *405 Biltmore*. The easiest way to access a permit to pay fees or schedule an inspection is to use the permit number (no dashes are required here).

7. Once you have selected a permit, you will be viewing basic permit information as below:

C Permit - Windows Internet Exp	lorer						
🚱 🗸 🖉 https://edenweb.coralgables.com/Default.asp?Build=PM.pmPern 🛛 🔒 🖅 🗙 Live Search							
😭 🏟 🌈 Permit					🙆 - 🔊	- 🖶 - 🕞 E	eage 👻 🍈 T <u>o</u> ols 👻
CORAL GABLE Citizen Services A Permits & Inspections: Per	Busine	ss Serv	vices	My Profi	On Seri le 🗎 Log c	line vices off ? Help Final	Contact
🗥 🛛 💭 🛛 BL-08-01-0)597		1/17/2008	3 2/19/2008	5/29/2008	T Mai	3/18/2009
Type INTERIOR/EXTERIOR ALTERATIONS/STOREFRONT Permit Description		Status issued Permit Address 427 BILTMORE WAY CORAL GABLES FL 33134					
INSTALL EXTERIOR STAIRS FOR EGRESS FROM SECOND FLOOR \$29,000		Applicant T&G CONSTRUCTORS Owner N Cust# 003350 Owner CITY OF CORAL GABLES					
Viewing Permit		× <	Select the	information yo	u would like	to view.	
Details							
SHELL ONLY, INTERIOR, POOL	0						
PAVING, SLABS, LDSCP, DECK SF	0						
# OF WINDOWS/DOORS/GATES/AWNIN	0						
LF OF FENCING/RAILING/SCREEN W	0						
ESTIMATED COST - BOA	0						
COST OF CONSTRUCTION	29000						
# OF PAGES OF DOCUMENTATION &	0						
FIRE FEE SF	0						
<							>
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8. The Viewing area is a scroll down menu that you can select Actions/Status to view Plan Review approvals and comments; Inspection results and comments as well as schedule outstanding inspections. You can select Fees from the scroll down menu if you wish to make an online payment using a credit card.