

How to Apply for a Demolition Permit

If you are applying on the computer:

- Go to www.claycountygov.com/government/building
- Scroll down until you see Clay County using Tyler Technologies EPL system.
- Inside the box it has a hyper link [Citizens Access Portal \(CAP\)](#)
- Once you click on that link you will need to click [Login](#), and in put your user name and password.
- Once logged in, at the top click **APPLY**
- Using the search bar, search for Demo, selections will appear, click **Clay County- Demolition Permit- Residential**
- Click APPLY
- Enter in the project location. Select address. Click ADD
- Click NEXT
- Provide the job description (example: tearing down a mobile home, removing a shed, deconstructing a detached garage; etc).
- Add in the Square Footage, and the cost for job (including time and labor).
- Click NEXT
- This will bring you to the contact's portion. You are the applicant therefore you are already listed. If you need to add anyone else to the permit you can do so here.
- Click NEXT
- Under the General Info section, fill in the applicable questions. All * are required- any misinformation may delay the process.
- Click NEXT
- Upload all your Deed, site plan and the Owners Affidavit or Owners Disclosure (PDF format, no special characters in the name of the file (i.e \$, &, /, #).
- Click NEXT
- Sign, review, and submit

There will be a pre-demo inspection where we check to be sure all the utilities are disconnected and made safe. After that inspection, demo work can start. After all structure and debris is removed, a final inspection is required to close out the permit.