

How to Apply for a New Commercial Permit

You must first apply for a Development Review (DRC)/ Civil Review prior to applying for the construction permit. The Civil Review step is required, and skipping it will cause your permit application to be delayed!!!

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 commercial, selections will appear, click [New Commercial Construction](#)
- Click APPLY
- Enter in the project location. Select address. Click ADD
- Click NEXT
- Provide the job description (example: New Carwash), Square Footage, and job Valuation
- Click NEXT
- This will bring you to the contacts 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. Contractor can be added as a TBD, if this is undecided.
- 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 plans and documentation, with the list below:
 - **Architectural** **must be electronically signed and sealed*
 - **Structural** **must be electronically signed and sealed*
 - **Electrical Plans** **Must be electronically signed and sealed.*
 - **Mechanical Plans** **Must be electronically signed and sealed.*
 - **Plumbing Plans** **Must be electronically signed and sealed.*
 - **Gas Plans** **If applicable. Must be electronically signed and sealed.*
 - **Fire Protection Plans** **Fire Sprinkler Design Criteria, Fire Alarm & Fire Alarm Design Criteria. Must be electronically signed and sealed.*
 - **Truss/Roof Joist Engineering Details** **If applicable. Must be electronically signed and sealed.*
 - **Truss Layout** **If applicable. Must be electronically signed and sealed.*

- **Energy Calcs** *Ensure the signatures are completed by all applicable design professionals and owner/owner's agent as per FBC – Energy C103.1.1.1.2
- **Engineering Letters** *If applicable. Must be electronically signed and sealed.
- **Specs** *If applicable. Submit Spec books, etc.
- **Spray Foam Insulation Installation Instructions** *If applicable.
- **Spray Foam ESR/Compliance Report** *If applicable.
- **Owner Affidavit** *(signed by the license holder and owner)

Other possible required documents

- **Deed** * if recently purchased in the last year
- **Change of Occupancy Application** *if tenant is leasing at time of completion and electricity will be placed in their name after final inspection.
- **Notice of Commencement** *If you have it already recorded (through the clerk of courts) then please submit, if not it is required before you can schedule any inspections.

- Click NEXT
- Then hit Submit.
- After it finishes loading it will automatically give you the permit number. It will then come over to us to process. You can follow along with our process via the online portal. It will go through a zoning review, as well as a building department review. Once the review is approved, the fees will be invoiced.