## CUSTOMER GUIDE TO ONLINE CLEARANCE SHEET SUBMITTAL

1. First time Customers will need to click the "Setup New Login" click to set up a user account.

Contractors who have existing online accounts set up with St. Johns County Building Dept. may be able to use their existing login credentials. See below Login Screen:

Cl	earancesheet Login
LogName: [ Password: ]	Login
	Setup New Login

2. Once signed in, Customers will be able to manage their existing applications view existing clearance sheet applications and submit new applications (Add Clrsht)

Welcome DEBBIE WILLIS (DEBBIEWILLIS10) [	Sign Out ] [My Pro	file] [Return t	o Public Query]						
Su county Sanang Separanent			10 1 51 ····	D 10 10 10 10 10 10					
An additional payment option is now available.	rou may pay for your p	permits using a c	redit card. <u>Please note</u>	: Permits are not valid until	the payment process is completed.	0.0			
Dev Svc	Rec Cnt: 1;	Rec Cut: 13							
All	ReqId Typ	Cirsht	PermitNo ParcelNo	ProjAddr	Owner	CreatedDt	SubmitDt	RejectReason	
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	000440 N		000100-000	0 1096 OAKVALE RD	WILLIAMS BENJAMIN S IV, LUANNE	2/29/2024 6:17:35 PM			
	000438 N	N2024-001164	000100-000	0 1096 OAKVALE RD	WILLIAMS BENJAMIN S IV, LUANNE	2/29/2024 5:33:13 PM	2/29/2024 5:47:32 PM	hcvbv fgjvfgd8fnj	
	000400 R		072253-151	0 69 COVERED CREEK DR	ANDERSON WALTER G, STACEY L*	2/26/2024 11:07:24 AM		test application	
	000300 S		023840-001	0 10587 US HIGHWAY 1 N	SHOPPES OF VALLEY RIDGE LLC	2/1/2024 12:29:55 PM			
	000297 S		000000-000	0		2/1/2024 11:47:07 AM			
	000296 S		000020-003	0 103 CYPRESS LANDING	WEIGEL DAVID R, MARY MARGARET	2/1/2024 11:38:26 AM			
	000295 R		000000-000	0		2/1/2024 11:31:46 AM			
	000233		000000-000	0		1/12/2024 12:50:32 PM			
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	000227 R		000000-000	0		1/11/2024 12:19:38 PM			
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	000186 R	R2024-000034 -	000100-000	0 1096 OAKVALE RD	WILLIAMS BENJAMIN S IV, LUANNE	1/3/2024 3:10:18 PM	1/3/2024 3:13:31 PM		
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				<u>Development Se</u> Growth Mgmnt Onli Planni	rvice Online Tech (Residential) ne Tech (Muilti-Family - Comercial) ing Online Tech (Sign)				

3. To submit a new clearance sheet application, click Add Clrsht.



. The below input

screen will appear. Method of Payment is a drop down list. Credit Card will be the only option unless the customer has an escrow account. Select appropriate method of payment (no charge will be applied at this time. Prop Use (Proposed Use) is also a drop down list. Please select the appropriate proposed use for the clearance sheet you are submitting. Enter a Proposed Desc (Description). The parcel field must be typed in with no dashes. (Do not copy and Paste). The system will automatically place the dash. Press the tab key, and the system should auto-fill the remaining information.

Note: Review the Email field since this is the email address that will be used as the contact for the clearance sheet. The system will autofill whatever email address is listed in the user account profile. Change the email addresse, if needed, to the appropriate contact person email address for this application.

Method Payment Type Proposed Desc		Prop Use
Parcel		Proj Addr
Legal		
Owner Phone City/State/Zip		Phone
Applicant Addr City/State/Zip	DEBBIE WILLIS 4040 LEWIS SPEEDWAY ST. AUGUSTINE ST. AUGUSTINE FL V 32084	Phone 904 209-0609 Email will468@bellsouth.net

4. Click Save. The system will return to the main page, and the clearance sheet you just saved will be listed. Click the ReqId for the clearance sheet you are working on. There should now be a section to upload documents. Any Document Type high-lighted in yellow is a required Document Type.

Application Supporting Documents Site Plan
elect Document to Upload: Choose File No file chosen
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inter Document Description: Upload
reviously Oploaded Documents:
o Documents Uploded

Click Upload. You will receive a pop-up notification that your document was uploaded.

Your Document was Successfully Uploaded.

<u>Note:</u> Do not use special characters, such as . or -, when naming the documents to upload into the system. Documents with special characters in the name may not upload.

5. Click Submit to submit the completed clearance sheet application to St. Johns County.

**Note:** Applicants who utilize an e-mail verification system will need to add the following St. Johns County departmental e-mail addresses to their white list: <a href="mailto:plandept@sjcfl.us">plandept@sjcfl.us</a>, <a href="mailto:gmdev@sjcfl.us">gmdev@sjcfl.us</a>, <a href=