

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:

The image shows a login screen titled "Clearancesheet Login". It features two input fields: "LogName:" and "Password:". Below the "Password:" field is a "Login" button. At the bottom of the screen, there is a blue link that says "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 Profile] [Return to Public Query]

St. Johns County Building Department


An additional payment option is now available. You may pay for your permits using a credit card. Please note: Permits are not valid until the payment process is completed.

Add Clrsht
Dev Svc
All

Rec Cnt: 13 * All Development Service Building Dept Appl Not Submitted Appl Submitted

ReqId	Typ	Clrsht	PermitNo	ParcelNo	ProjAddr	Owner	CreatedDt	SubmitDt	RejectReason
000216	R			000100-0000	1096 OAKVALE RD	WILLIAMS BENJAMIN S IVLUANNE	3/11/2024 3:09:45 PM		
000440	N			000100-0000	1096 OAKVALE RD	WILLIAMS BENJAMIN S IVLUANNE	2/29/2024 6:17:35 PM		
000438	N	N2024-001164		000100-0000	1096 OAKVALE RD	WILLIAMS BENJAMIN S IVLUANNE	2/29/2024 5:33:13 PM	2/29/2024 5:47:32 PM	hcvtbv fgjvfgd8fmj
000400	R			072253-1510	69 COVERED CREEK DR	ANDERSON WALTER G,STACEY L*	2/26/2024 11:07:24 AM		test application
000200	S			023840-0010	10587 US HIGHWAY 1 N	SHOPPES OF VALLEY RIDGE LLC	2/1/2024 12:29:55 PM		
000287	S			000000-0000			2/1/2024 11:47:07 AM		
000296	S			000020-0030	103 CYPRESS LANDING	WEIGEL DAVID R,MARY MARGARET	2/1/2024 11:38:26 AM		
000295	R			000000-0000			2/1/2024 11:31:46 AM		
000233				000000-0000			1/12/2024 12:50:32 PM		
000232	S			000000-0000			1/12/2024 12:50:05 PM		
000227	R			000000-0000			1/11/2024 12:19:38 PM		
000198	R				69 COVERED CREEK DR	ANDERSON WALTER G,STACEY L	1/4/2024 4:15:10 PM		b, jlvn
000186	R	R2024-000034		000100-0000	1096 OAKVALE RD	WILLIAMS BENJAMIN S IVLUANNE	1/3/2024 3:10:18 PM	1/3/2024 3:13:31 PM	

Development Service Online Tech (Residential)
Growth Mgmt Online Tech (Multi-Family - Commercial)
Planning 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 address, if needed, to the appropriate contact person email address for this application.

Method Payment	<input type="text"/>	Prop Use	<input type="text"/>
Type	<input type="radio"/> Residential <input type="radio"/> Sign <input type="radio"/> MultiFamily <input type="radio"/> Comercial <input type="radio"/> Solar		
Proposed Desc	<input type="text"/>	Proj Addr	<input type="text"/>
Parcel	<input type="text"/>		
Legal	<input type="text"/>		
Owner	<input type="text"/>	Phone	<input type="text"/>
Phone	<input type="text"/>		
City/State/Zip	<input type="text"/> AL <input type="text"/>		
Applicant	DEBBIE WILLIS	Phone	904 209-0609
Addr	4040 LEWIS SPEEDWAY ST. AUGUSTINE	Email	will468@bellsouth.net
City/State/Zip	ST. AUGUSTINE FL 32084		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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.

<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Supporting Documents	<input checked="" type="checkbox"/> Site Plan
Select Document to Upload:	<input type="button" value="Choose File"/> No file chosen	
Pick Document Type:	<input type="text"/>	
Enter Document Description:	<input type="text"/>	<input type="button" value="Upload"/>
Previously Uploaded Documents:	No Documents Uploadd	

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

Your Document was Successfully Uploaded.

Note: 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 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: plandept@sjcfl.us, gmtranplan@sjcfl.us, gmdev@sjcfl.us in order to utilize the online application and also the response to comments system.

Please contact Debbie Willis at 904/209-0609 or dwillis@sjcfl.us if you have any questions, or need additional assistance.