

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:

Clearancesheet Login

LogName:

Password:

[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](#) 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	hcvbv fgjvfgd8fnj
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		
000297	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, jivn
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
 Type Residential Sign MultiFamily Comercial Solar
 Prop Use
 Proposed Desc
 Parcel Proj Addr
 Legal
 Owner
 Phone
 City/State/Zip AL
 Applicant DEBBIE WILLIS
 Addr 4040 LEWIS SPEEDWAY ST. AUGUSTINE
 City/State/Zip ST. AUGUSTINE FL 32084
 Phone 904 209-0609
 Email will468@bellsouth.net
 Save 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.

Application Supporting Documents Site Plan
 Select Document to Upload: Choose File No file chosen
 Pick Document Type:
 Enter Document Description: Upload
 Previously Uploaded Documents:
 No Documents Uploped

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

Your Document was Successfully Uploaded.

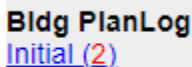
Note: Do not use special characters, such as . or -, when naming the documents to upload into the system. Documents with special characters in the name may not upload.

5. Click to submit the completed clearance sheet application to St. Johns County.
6. If you have comments during the site review portion of the clearance sheet, please refer to the "Clearance Sheet Electronic Response To Comments System Explanation For Applicant" on page four (4) of this document for help to navigate the submittal management process.
7. Once all comments have been addressed and your clearance sheet fees have been paid, your approved Site Review documents will be sent to you electronically, and a system email notification will

be sent to you to upload for Plan Review. *NOTE: Electronic Plan Review is in the initial implementation stage, and customers will be notified as this process is available. Please wait for this system notification to be sent to you before inquiring about the Electronic Plan Review process.*

8. Once that notification has been sent, you can also upload for Plan Review directly from your online user account. From your online account, your clearance sheet application will now be displayed in the Bldg PlanLog section. In the following example, there were two clearance sheet applications that had received Site Review approval and were ready for the initial plan review submittal.

Click on the [Initial](#) link to view your applications that are ready for plan review.



Bldg PlanLog
[Initial \(2\)](#)

9. Once plan review has been approved, and permit fees have been paid, your approved Permit documents will be sent to you electronically.

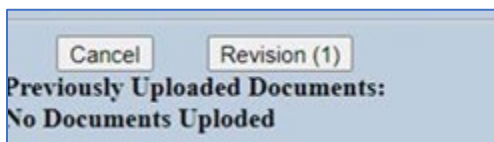
Permit Revisions

Permit Revisions can also be handled via your online user account, as follows:

1. From your online User Account, click on the ReqID for the permit you need to submit the permit revision for. In this example, I clicked on ReqID [001009](#).

001009	R	R2015-000295*002	12407228	066921-0110	153 MUIRFIELD DR	MC KINNEY D
001007	R	R2023-002199*001		070502-0390	673 PALM CREST DR	ROEDDER LU
000982	R	R2015-000295*002		066921-0110	153 MUIRFIELD DR	MC KINNEY D

2. The next screen will include a Revision tab. In the below example Revision (1) indicates that this will be your first permit revision.



3. When you click on the Revision (1) tab, the next screen will include a tab for Revision Plan Log Submit and Revision Site Review Submit. See below snapshot.

The screenshot shows a web form interface with a light blue background. At the top, there are three buttons: 'Cancel', 'Revision Plan Log Submit', and 'Revision Site Review Submit'. Below these buttons is a large text input field labeled 'Revision Reason'. Underneath the text field, there are three sections: 'Select Document to Upload:' with a 'Choose File' button and the text 'No file chosen'; 'Pick Document Type:' with a dropdown menu; and 'Enter Document Description:' with a text input field and an 'Upload' button.

4. If the permit revision needs to go back through site review, you will upload your documents, complete the Revision Reason section, and click the Revision Site Review Submit tab. This will initiate a new site review submittal.
5. Once the revised site review documents are sent to you, you will go back into the Revision tab, upload your plan review documents, complete the Revision Reason section, and click the Revision Plan Log Submit tab. This will initiate a new Plan review permit revision submittal.
6. Once the plan review has been approved, the approved revised permit documents will be sent to you electronically.

Clearance Sheet
Electronic Response To Comments System
Explanation For Applicant

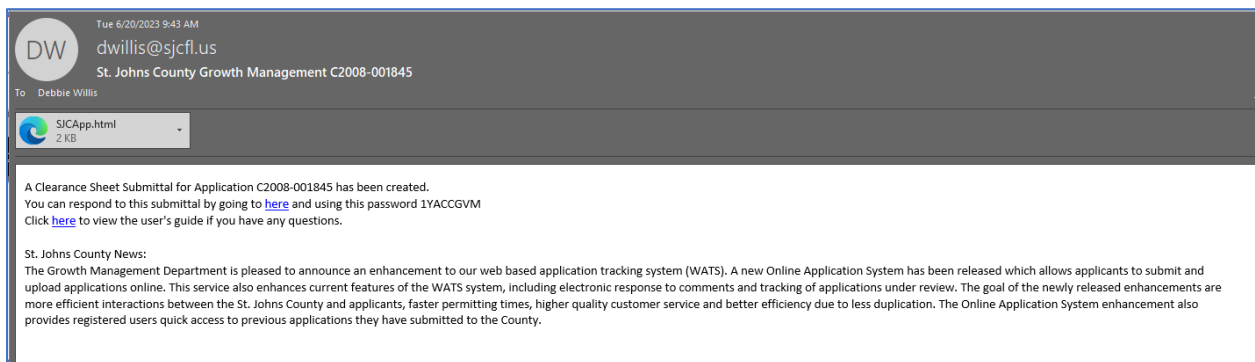
An electronic response to comments system has been implemented to allow an efficient interaction between the St. Johns County WATS system and Clearance Sheet Applicants.

Below is a brief explanation of the processes involved in this system.

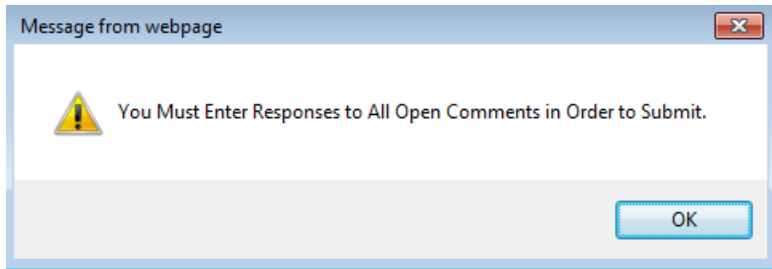
The initial application is submitted, routed, and reviewed by the various departments as they always have been.

Once all departments have reviewed the submittal and comments are ready to go out, an e-mail is automatically sent to the e-mail address that was designated within the Applicant/Representative section of the Application to receive comments. Included in this e-mail, as an attachment, is the report of the compiled comments in the event the Applicant does not want to utilize the new electronic response process. *NOTE: If the clearance sheet was submitted via the clearance sheet online user portal, the response to comments is accessible directly from the online user account.*

Within the e-mail, the Applicant will receive a pass-word to allow them to electronically enter their response to comments directly into WATS. See below example:



The input form looks similar to an interactive .pdf input form in that there are input boxes displayed for each comment that requires a response. If the Applicant attempts to submit the Response To Comments back to St. Johns County with a blank input box, the Applicant will receive the below message:



Additionally, the Applicant has the ability to upload .pdf and .jpg supporting documents into this electronic response to comment. 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. If there are additional documents that will need to be submitted that are not .pdf or jpg format, there is a check box for the Applicant to indicate that additional documents will be forthcoming. When the Applicant checks this box, they receive a message informing them that a resubmittal will not be generated until the additional documents are received. See below snapshot:

Information Only: Planning and Zoning Division Reviewer: Kim Daniels, Application Review Technician (904) 209-0675 kdaniels@sjcfl.us

Please add the statement - Setbacks shall be measured per the St. Johns County Land Development Code.

Supporting Documents

Please use the following guidelines when uploading your Supporting Documents:

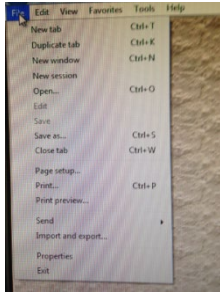
1. Upload a signed application form as one of your Supporting Documents.
2. Select the appropriate document type from the drop down list for each Supporting Document.
3. Documents that are required to be signed and sealed by a Florida Registered Professional must be digitally signed and sealed through a Third Party Certificate Authority (CA). Scanned copies of signed and sealed documents submitted in electronic format are not an accepted electronic submittal method. Please click here for general [Electronic Plan Submittal guidelines](#).
4. Applications that require signed and sealed Construction Plans will require four (4) physical signed and sealed plan sets in addition to the Electronic Submission of the digitally signed plans. These additional plan sets must be received within two (2) business days of the submission of the online application package to avoid delay in staff review response time.
5. Do not use special characters in the file name for documents being uploaded. An error message will appear stating they are not .pdf file type.
6. Forms required to be completed by the St. Johns County Utility department can be uploaded for review, however, the original must be submitted to the Utility Dept. Please include the application number and project name with the original document. Once the original is received, reviewed, and accepted by the Utility Dept., the related open comment requesting the original document will be signed off.

I have Supporting Documents.

There additional documents that need to be submitted as part of this Response To Comments other than the .pdf documents submitted above. If, "yes", please be aware that a new submittal will not be generated until all additional documents are received by St. Johns County.

Note: If the Applicant clicks the "Save" button, any images they have uploaded are viewable by St. Johns County.

To print the Response To Comments prior to submitting, use the File drop down menu from your internet browser and select Print. See below snapshot:



Once the Applicant clicks the “Submit To County” button, an e-mail will be generated to the appropriate department that there is a Response To Comments

One final feature is the ability for St. Johns County to reject the resubmittal, which will generate an e-mail back to the Applicant that the submittal has been rejected, along with a short explanation.

The Applicant will be able to revise the responses, accordingly, and resubmit.

Once the Response To Comments has been deemed adequate and all supporting documentation have been received, St. Johns County staff generates a new submittal.

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: gmclearancesheet@sjcfl.us, plandept@sjcfl.us, gmdevelopment@sjcfl.us, bldcodes@sjcfl.us in order to utilize the electronic 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.