

Private Provider Registration Process

Step 1. You must log into your Accela Citizens Access account first. From there you will choose “**Private Provider Application**”.

If you wish to apply for a Permit, pay a fee or schedule an inspection, you must first register for an account and add your license to that Register for an Account link at the top of the page to register or click the Login link to login to Citizen Access.

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Step 2. You must check the **General Disclaimer** box before proceeding, then click **Continue Application**.

Online Application

Welcome to County's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final permit all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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☒ I have read and accepted the above terms.

[Continue Application »](#)

Step 3. If you already have an account with us, you will choose **None Applicable** in the License drop down, then **Continue Application**. If you do not, this step will not appear and you should be directed to step 4.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

--Select--

--Select--

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None Applicable

Continue Application »

Step 4. This next step is where you will choose **Add New** and fill out the required fields. If you already had a portal account prior to this, you may already have Applicant info saved and if that is the case, you will pick **Select from Account** instead. Then pick yourself to be added as the applicant.

Private Provider

1 Step 1	2 REVIEW
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Step 1 : Step 1 >

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Step 5. This is where you will fill out the custom fields pertaining to your private provider license. If there is a * present, you must fill in the info.

Custom Fields

PRIVATE PROVIDER

* Business Name:

* Business Street Address:

* Business City:

* Business State:

* Business ZIP Code:

* Business Phone:

* Business Email:

* Name of Qualifier:

* Qualifier License Number:

* Please attach ☐
the following documents: -
Copies of professional licenses -
Certificates of insurance:

* Private ☐
Providers are responsible for
keeping registration records
current, and update within
five days of any change to the
provider's or firm's contact
information, licensure, or
insurance coverage.:

* Electronic Signature:

* Date: 

Step 6. Next you can add a **Duly Authorized Agent** to your account, if you have one. If not, you can skip this step.

REPRESENTATIVES

Showing 0-0 of 0

Authorized Representative Name	Florida License Number(s)
No records found.	
Add a Row	Edit Selected Delete Selected

REPRESENTATIVES

Authorized Representative Name:

Florida License Number(s):

[Submit](#) [Cancel](#)

Step 7. Then you will upload your **Certificate of Insurance** and **DBPR Professional State License**, click **Add** and a pop up will appear, click **Add** again and upload the documents. Click on **Continue Application**.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#)

[Continue Application »](#)

Step 8. This is where you will review your application before clicking **Continue Application**.

Step 9. After you click **Continue Application**, you should see the screen below. The office staff will be notified that you have applied. Staff will review the application to be sure all the required information was submitted. If they need additional information you will be notified.

Private Provider

1 Step 1	2 REVIEW	3 Record Issuance
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Step 3 : **Record Issuance**



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is PP-26-00012.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#)

(You must post the record in the work area.)