

# Brevard's Advanced Service Site (BASS)



## Registered User Guide

**Brevard's Advanced Service  
Site BASS  
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# *Registering An Account*



## *Brevard's Advanced Service Site (BASS)*

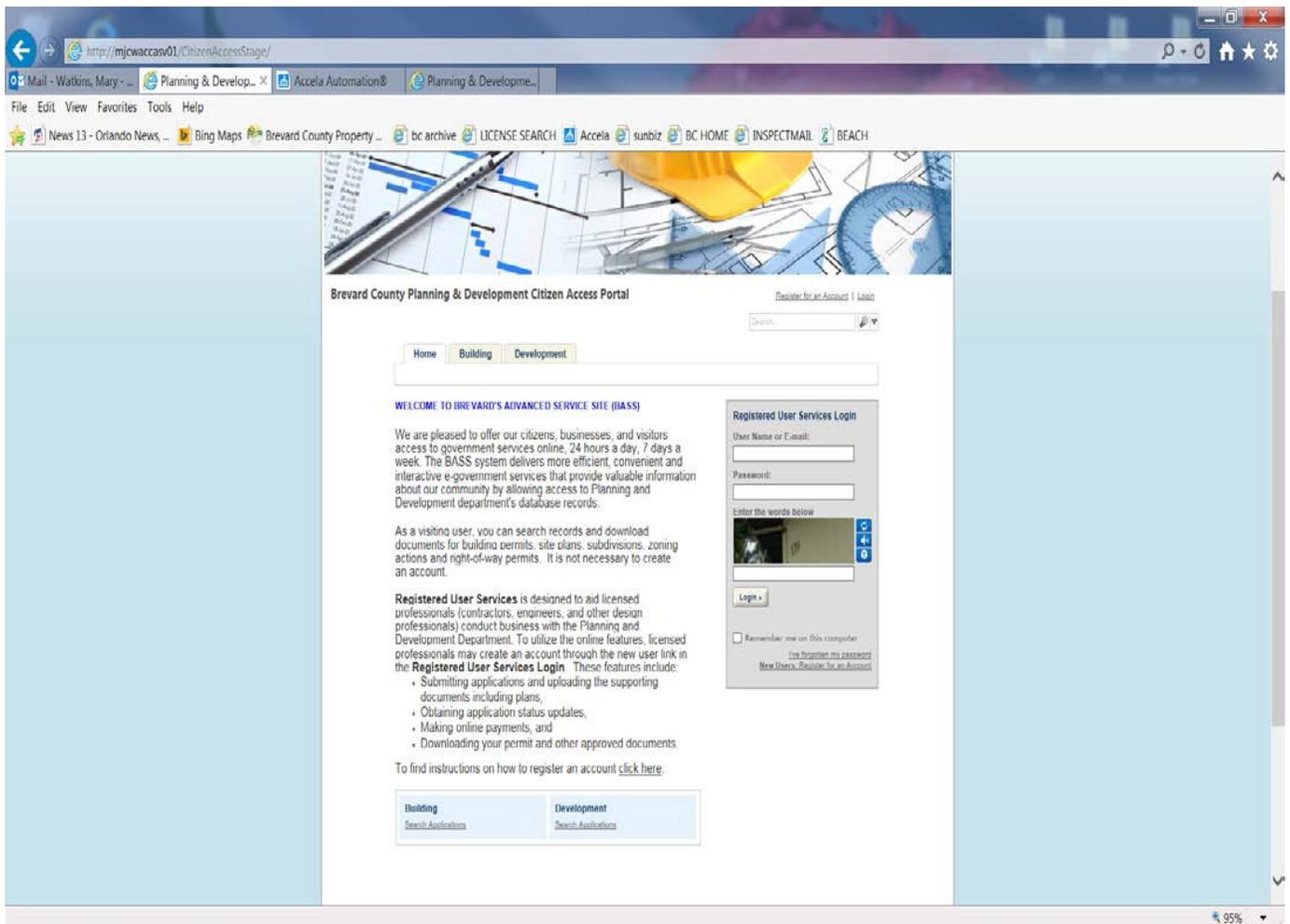
Brevard's Advanced Service Site User Guide serves as a customer reference manual for Brevard's Advanced Service Site (BASS). BASS will allow 24/7 access to resources and services with regard to Building and Land Development. This guide offers step-by-step examples to access those resources and services.

The BASS User Guide is posted on the Brevard County Website (web address) and will be updated as changes and upgrades become available. Each time a change or update is made to this guide, the month and year, located in the lower left-hand side of each page, will change as well.

In addition to the BASS User Guide on our website, several instructional videos will also be available at (web address).

Ready to get started? Let's begin by accessing:

<https://acaweb.brevardcounty.us/CitizenAccess/>



The screenshot shows a web browser window displaying the Brevard County Planning & Development Citizen Access Portal. The browser's address bar shows the URL <http://mjcwaccasv01/CitizenAccessStage/>. The page features a header with navigation tabs for 'Home', 'Building', and 'Development'. Below the header, there is a 'WELCOME TO BREVARD'S ADVANCED SERVICE SITE (BASS)' section. The main content area includes a 'Registered User Services Login' form with fields for 'User Name or E-mail', 'Password', and a CAPTCHA. A 'Login' button is located below the CAPTCHA. There are also links for 'Register for an Account' and 'Lost My Password'. At the bottom of the page, there are buttons for 'Building Search Applications' and 'Development Search Applications'. The browser's taskbar shows several open applications, including 'Mail - Watkins, Mary...', 'Planning & Develop...', 'Accela Automation', and 'Planning & Develop...'. The system tray at the bottom right shows the date and time as 9:56.

## *Registering an Account*

### How to Register an Account

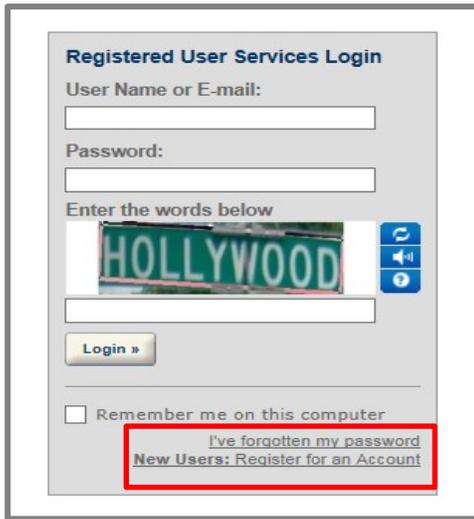
1. Confirm Licensed Contractor license information is current in the county database by visiting <http://web.brevardcounty.us/LicensedContractorSearch/>
  - If licensing information is listed online, proceed with registration
  - If information is not listed online, please contact Brevard County Contractor Licensing at 321-633-2058 (press 4, 6)
  
2. Complete and submit the BASS Online Permitting Registration Agreement:
  - Obtain form at <http://www.brevardcounty.us/PlanningDev/AppsFees/LicensingApps>
  - Form must be signed, dated, notarized and legible
  - Legible copy of Driver's License must be submitted with form
  - Copy of the Drivers' License and Registration form may be:
    - Emailed to [contractorlicensing@brevardcounty.us](mailto:contractorlicensing@brevardcounty.us) (in PDF format)
    - Mailed to: Licensing Regulation & Enforcement  
2725 Judge Fran Jamieson Way Bldg A-114  
Viera, Florida 32940
    - Hand delivered to the Customer Service Center, Bldg A-114

**NOTE: Faxes are not acceptable**

3. Delegates must register for a BASS account and be added as a delegate to a Licensed Professional after the Licensed Professional has created his/her account and has submitted an **Authorization Form**.
  
4. To register for a BASS account or as a Registered BASS User, visit the county web page at <https://acaweb.brevardcounty.us/CitizenAccess/>

The screenshot shows the Brevard County BASS website interface. At the top, there are navigation tabs for 'Home', 'Building', and 'Development'. Below the navigation is a search bar. The main content area is titled 'WELCOME TO BREVARD'S ADVANCED SERVICE SITE (BASS)'. It contains a welcome message, a description of the BASS system, and a list of features for registered users. On the right side, there is a 'Registered User Services Login' box with fields for 'User Name or E-mail' and 'Password', a CAPTCHA image, and a 'Login' button. Below the login box, there is a checkbox for 'Remember me on this computer' and a link for 'New Users: Register for an Account'. At the bottom, there are two buttons: 'Building Search Applications Create an Application' and 'Development Search Applications'.

5. Click **New Users: Register for an Account** in the Registered User Services Login box



**Registered User Services Login**

User Name or E-mail:

Password:

Enter the words below

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

6. Review and accept the terms of the General Disclaimer to continue:
- *Check box – I have read and accepted the above terms*
  - *Click Continue Registration*



**General Disclaimer**

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I have read and accepted the above terms.

**NOTE:** By *clicking* the Continue Registration button, you will be taken to the Account Registration screen. This screen is divided into three (3) parts:

- **Login Information**
- **Contact Information**
- **Security Encryption**

**At this time in the registration process, complete the first TWO parts: Login Information and Contact Information, as outlined in the following step.**

7. Account Registration requires the following information:
- **User Name** (Must be entered as **First.Last Name & 3 digit number**, such as: John.Smith123, must be unique for each registered user)
  - **Email address** (Must be unique for each registered user. Contractors must use the email address provided on the BASS Online Permitting Registration Agreement provided to Contractor Licensing )
  - **Password** (8-20 characters)
  - **Select a security question**
  - **Enter answer to security question** (max 20 characters)
  - *Click Add New* button

**NOTE: You may opt to save User Name and Password information for future reference.**

The screenshot displays the 'Account Registration: Enter Account Information' form. It is divided into two main sections: 'Login Information' and 'Contact Information'. The 'Login Information' section includes fields for 'User Name' (containing 'Bass.User123'), 'E-mail Address' (containing 'BASSRegUser@gmail.com'), 'Password' (masked with dots), 'Type Password Again' (masked with dots), 'Select a Security Question' (a dropdown menu with 'What is the brand of your first car?' selected), and 'Answer' (containing 'car'). The 'Contact Information' section features an 'Add New' button and a CAPTCHA area with the text 'Enter the words below' and a blurred image of the number '179'. A 'Continue Registration' button is located at the bottom of the form. Two red arrows point to the 'Login Information' and 'Contact Information' section headers.

**If you receive a message that the email address you entered is already in use, please contact Contractor Licensing at 321-633-2058 (press 4, 6).**

1 error(s) occurred on current page.  
Please click the specific error item below to navigate to the failed field and correct your input.

1.E-mail Address: Required The e-mail address entered is already in use. Please enter a different e-mail address.

Complete the required Login Information fields, then under Contact Information click Add New. After completing the Contact Information section, complete the security section by entering the words seen in the picture. These steps are required in order to continue registration.

**Account Registration:**  
**Enter Account Information** \* indicates a required field.

**Login Information**

\* User Name:  ?

\* E-mail Address: The e-mail address entered is already in use. Please enter a different e-mail address.

8. **Select Contact Type** from the \*Type dropdown menu; *click Continue:*

- **Applicant = Licensed Professional** (Contractor)
- **Contact = All others**, such as **Delegates**

**Select Contact Type** X

If you are a licensed professional and will associate your license to this account, please select 'Applicant'. All others, please select 'Contact'.

\* Type:  v

9. **Complete Contact Information** (\*indicates required fields) and *click Save and Close* button.

- Licensed Professional (Contractor) = enter name and business name as it appears on the contractor license
- Email = must be the same as provided on BASS Online Permitting Registration Agreement

**Contact Information** X

\* First:  Middle:  \* Last:

Name of Business:

\* Address Line 1:

\* City:  \* State:  v \* Zip:

\* Primary Contact Number  Secondary Contact Number

\* E-mail:

10. Contact information will be displayed with the message: **Contact added successfully**
- Contact information may be edited or removed at this point
  - *Enter the **encryption** characters as shown*
  - *Click **Continue Registration***

### Login Information

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Select a Security Question:

\* Answer:

### Contact Information

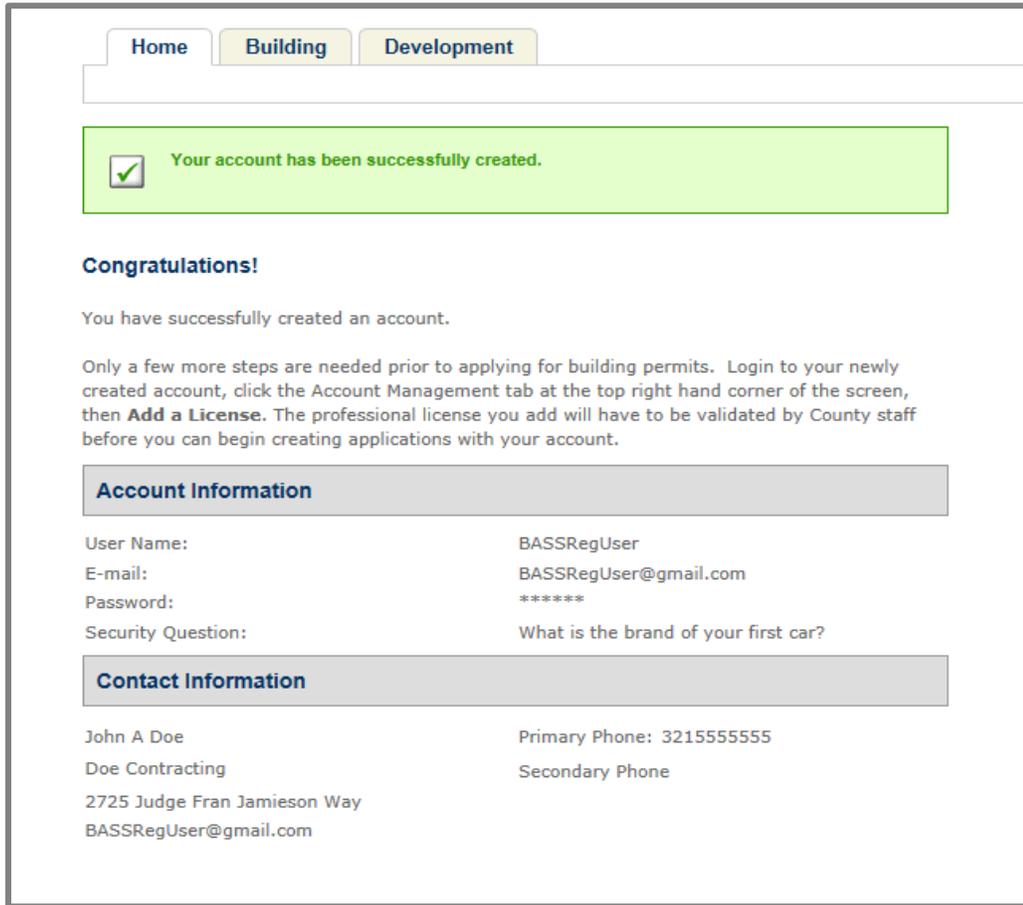
✔ **Contact added successfully.**

**John A Doe**  
**Doe Contracting**  
BASSRegUser@gmail.com  
Primary phone:3215555555  
Secondary Phone:  
2725 Judge Fran Jamieson Way  
Viera, FL 32940  
[Edit](#) [Remove](#)

Enter the words below

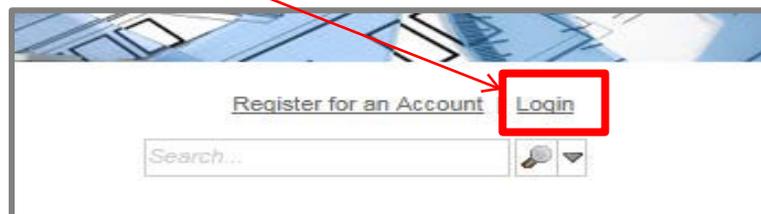


11. A confirmation will appear: **Your new account has been successfully created.**



12. You will receive two (2) emails from **noreply@brevardcounty.us**; if you do not receive an email, check your junk mail folder. You may wish to add **noreply@brevardcounty.us** as a contact to receive future email notifications.

- First email verifies your email address: **Your New BASS Account Email Verification**; *follow* the instructions in the email; *click* the link provided to validate your account.
- Second email confirms account has been validated: **BASS Account Registration Successful**; *click* **Login** at the top right corner of the screen to continue the registration process.



13. Use your newly created registration **Login:**

- *Enter* **User Name** or **Email**
- *Enter* **Password**
- *Enter* **Encryption** characters
- *Click* **Login**



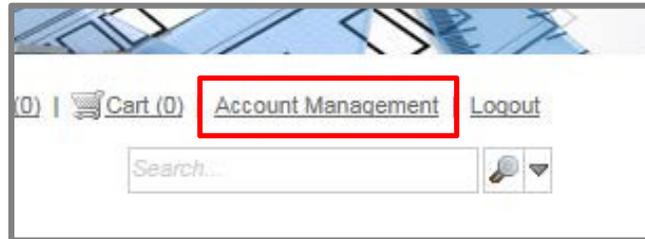
The screenshot shows a login form titled "Registered User Services Login". It contains the following elements:

- User Name or E-mail:** A text input field containing "BASSRegUser".
- Password:** A text input field with masked characters (dots).
- Enter the words below:** A CAPTCHA image showing a license plate with the number "545". To the right of the image are three blue icons: a refresh icon, a speaker icon, and a magnifying glass icon.
- 545:** A text input field containing the number "545".
- Login »:** A button with the text "Login »".
- Remember me on this computer**
- [I've forgotten my password](#)
- [New Users: Register for an Account](#)

**To complete the Registration process as Contractor or Delegate, you will need to add a valid Contractor License through Account Management, prior to submitting permit applications.**

## Linking a Contractor License to an Account

1. To associate your license with your registered User Account *click Account Management* located in the upper right hand corner of the screen



2. Account Management will allow you to edit your information, associate a license with your account, and add delegates to an account. As the Licensed Professional (Contractor) you will be required to associate your State Certified License or Brevard County Certificate of Competency License to your account prior to submitting permit applications, by *clicking Add a License*.

Logged in as: John Doe | Collections (0) | Cart (0) | **Account Management** | Logout

Search...

Home Building Development

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**  
Citizen Account

**Login Information** [Edit](#)  
User Name: BASSRegUser  
E-mail: BASSRegUser@gmail.com  
Password: \*\*\*\*\*  
Security Question: What is the brand of your first car?

**License Information** [Add a License](#)  
Licensed contractors need to associate their professional license to their registered account prior to applying for a building permit. Click **Add a License**. Your professional license will require validation by the county. Validation includes confirmation of the BASS Online Permitting Registration Agreement.  
Showing 0-0 of 0  

State License #	License Type	Issued On	Expired Date	Status	Action
No records found.					

**Contact Information** [Add a Contact](#)  
Showing 1-1 of 1  

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
John	A	Doe	Doe Contracting	Applicant	Approved	<a href="#">Actions</a> ▼

**Trust Account Information**  
Showing 0-0 of 0  
No records found.

**Delegates** [Add a Delegate](#)  
A Delegate is someone that you can assign to have access to work on your account based on the permissions you grant to them. The delegate must have already registered for an account with a unique e-mail address. If you want to name an authorized agent as a delegate click **Add a Delegate**.  
People who can access my account  
None  
People whose account I can access  
None

3. Add a License to your account:

- *Select **License Type*** from the dropdown menu (the correct license type associated with your license number must be selected).
- *Enter **License Number*** (State Certified License Number or Brevard County Certificate of Competency Number – **DO NOT** enter your State Registration Number)
- *Click **Find License***

**Home** **Building** **Development**

### Updating Your Account: Adding a License:

Your license must be valid and active to add it to your BASS account.

To look up your license, select a license type using the dropdown and enter a license number. Then click on the **Find License** button. If your license does not display, you will need to contact Contractor Licensing at 321-633-2058, press 4 then 6.

\* indicates a required field.

#### License Information

<b>* License Type:</b> Harv Unlimited ▼	<b>* License Number:</b> 10-HV-CU-00014
--	--

**Find License**

If the license does not display:

- *Click **Search Again*** to confirm the search action occurred and proper License Type has been selected
- If the license does not display, contact **Contractor Licensing** at 321-633-2058 (*press 4, 6*)

**Search Again »**

- Click your specific **License Number** to continue once the license is displayed

Home Building Development

Adding a License: \* indicates a required field.

**License Information**

**1 results found matching lookup criteria**  
 Your license information should appear below. If this is the correct license, please click on the license number to continue the process. If the search does not return the correct license number please click Search Again. If you are unable to find your license number, please contact Contractor Licensing, 321-633-2058, press 4 then 6.

Showing 1-1 of 1

License Number	License Expiration	Insurance Expiration	Type	Name	Business Name
10-HV-CU-00014	Valid	Valid	Harv Unlimited	John Doe	DOE CONTRACTING

Search Again »

- Click **OK** to associate the license to your account

Adding a License: \* indicates a required field.

**License Information**

**1 results found matching lookup criteria**  
 Your license information should appear below. If this is the correct license, please click on the license number to continue the process. If the search does not return the correct license number please click Search Again. If you are unable to find your license number, please contact Contractor Licensing, 321-633-2058, press 4 then 6.

Showing 1-1 of 1

License Number	License Expiration	Insurance Expiration
10-HV-CU-00014	Valid	Valid

Search Again »

Message from webpage

Do you want to associate this license to your account?

OK Cancel

- The license is now associated to your account and will require validation by **Contractor Licensing**. Validation includes confirmation of the BASS Online Permitting Registration Agreement available at: <http://www.brevardcounty.us/PlanningDev/AppsFees/LicensingApps>

The status of the license is **Pending** until approved by **Contractor Licensing**. Approval may take several days; approval notification will be sent by email.

**License Information** Add a License

Licensed contractors need to associate their professional license to their registered account prior to applying for a building permit. Click Add a License. Your professional license will require validation by the county. Validation includes confirmation of the BASS Online Permitting Registration Agreement.

Showing 1-1 of 1

State License #	License Type	Issued On	Expired Date	Status	Action
10-HV-CU-00014	Harv Unlimited		09/31/2018	Pending	Actions ▾

## Adding a Delegate to an Account

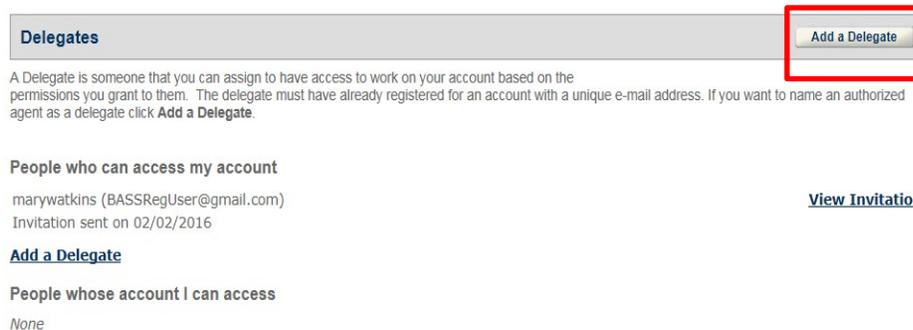
You may invite others, as delegates, to access your account. Delegates may be authorized to apply, pay or manage accounts/permits on your behalf in either the Building and/or Development environments. Delegates must also be Registered Users in BASS.

1. **Authorization Form** listing each Delegate must be provided by the Licensed Professional (Contractor). This form must be updated each time a Delegate is added, removed or when permissions are changed on your Registered User account in BASS.

<http://www.brevardcounty.us/PlanningDev/AppsFees/LicensingApps>

Each delegate must have their own unique email address.

2. On the bottom of the **Account Management** page the Delegate information is displayed;  
*Click Add a Delegate*



The screenshot shows a web interface for managing delegates. At the top, there is a header bar with the word "Delegates" on the left and a button labeled "Add a Delegate" on the right, which is highlighted with a red rectangular box. Below the header, there is a paragraph of text explaining that a delegate is someone you can assign to have access to work on your account based on the permissions you grant to them, and that the delegate must have already registered for an account with a unique e-mail address. Below this text, there are two sections: "People who can access my account" and "People whose account I can access". The first section lists a user named "marywatkins (BASSRegUser@gmail.com)" with an invitation sent on "02/02/2016" and a "View Invitation" link. Below this list is an "Add a Delegate" link. The second section is currently empty, showing "None".

3. Complete required fields:

- Name
- Email Address
- *Select* desired permissions; permission choices are:
  - ✓ **Create Applications in all categories** = Create and submit applications in Building or Development
  - ✓ **Manage Documents in all categories** = Add documents to applications
  - ✓ **Make Payments in all categories** = Make payments associated with applications, permits or inspections
  - ✓ The three remaining permissions are not linked at this time
- **Add Personal Note**, optional, this message appears in the Delegate's invitation
- *Enter* encryption
- *Click Invite a Delegate*

### Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

**\* Name**  **\* E-mail Address**

**Set Delegate Permission**  
*Delegates can view records across all categories unless you choose to restrict them to specific categories.*  
**View Records in all categories** ([Change](#))

*For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.*

Create Applications in all categories ([Change](#))

Renew Records in all categories ([Change](#))

Amend Records in all categories ([Change](#))

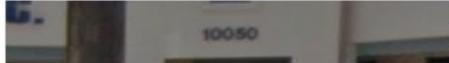
Manage Inspections in all categories ([Change](#))

Manage Documents in all categories ([Change](#))

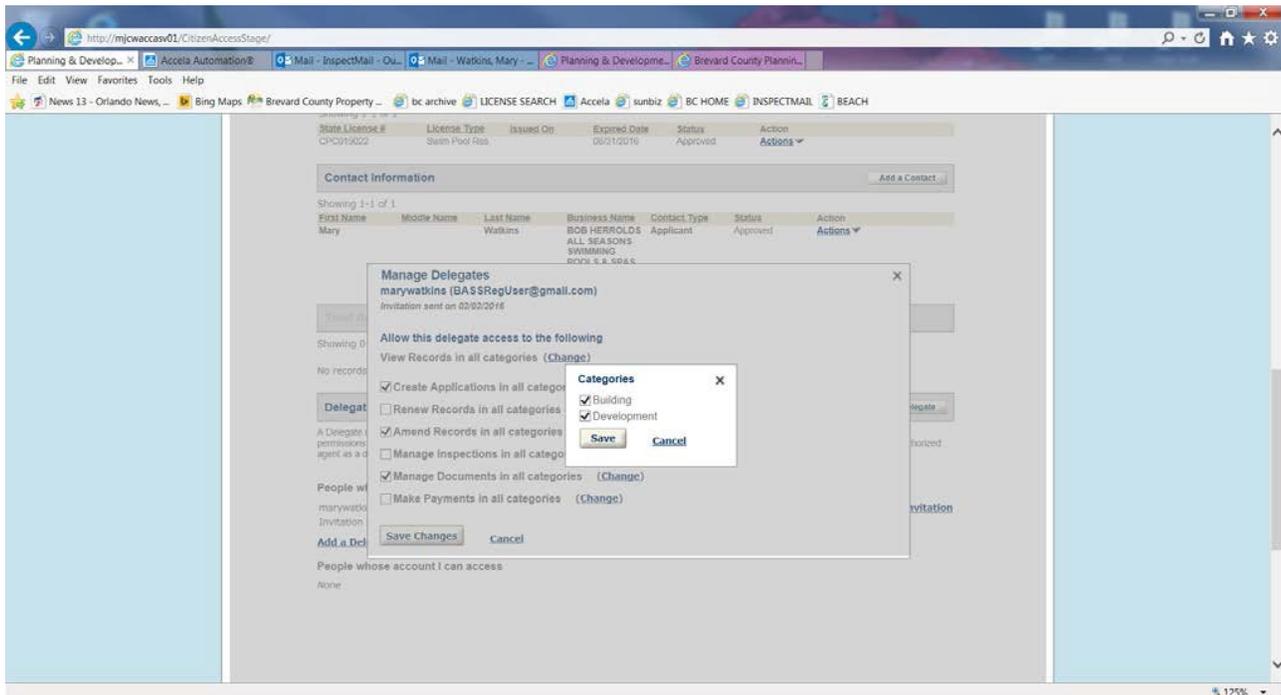
Make Payments in all categories ([Change](#))

**Add Personal Note**

Enter the words below



You may select to limit the delegate to only Building or Development access by selecting ([Change](#)) option



The screenshot shows a web browser window with a table of license records. A 'Manage Delegates' dialog box is open, showing a list of delegates. The delegate 'marywatkins (BASSRegUser@gmail.com)' is selected. The dialog box has a section for 'Allow this delegate access to the following' with several permissions checked. A 'Categories' sub-dialog is also open, showing 'Building' and 'Development' selected.

State License #	License Type	Issued On	Expired Date	Status	Action
CPC015022	Swim Pool Rls		06/01/2016	Approved	Actions

The delegate must accept the invitation in order to use BASS:

**Delegates** [Add a Delegate](#)

A Delegate is someone that you can assign to have access to work on your account based on the permissions you grant to them. The delegate must have already registered for an account with a unique e-mail address. If you want to name an authorized agent as a delegate click **Add a Delegate**.

**People who can access my account**  
None

**People whose account I can access**  
Mary Watkins (Mary.Watkins@brevardcounty.us)  
Invitation received on 02/02/2016

[Accept](#) [Reject](#)

Once the invitation has been accepted, you can edit by selecting **Actions** dropdown menu

**Delegates** [Add a Delegate](#)

A Delegate is someone that you can assign to have access to work on your account based on the permissions you grant to them. The delegate must have already registered for an account with a unique e-mail address. If you want to name an authorized agent as a delegate click **Add a Delegate**.

**People who can access my account**  
None

**People whose account I can access**  
Mary Watkins (Mary.Watkins@brevardcounty.us)  
Last accessed account on 02/02/2016

**Actions** ▼  
View Permissions  
Remove

**Remove** = removes delegate and all permission

**View Permissions** =

- For Licensed Professional list of permissions and ability to *edit* including removing a delegate

**Manage Delegates** X

**marywatkins (BASSRegUser@gmail.com)**  
Added on 02/02/2016  
Last accessed your account on 02/02/2016

Licensed Professional Example

**Permissions**  
This delegate currently has access to the following on your account

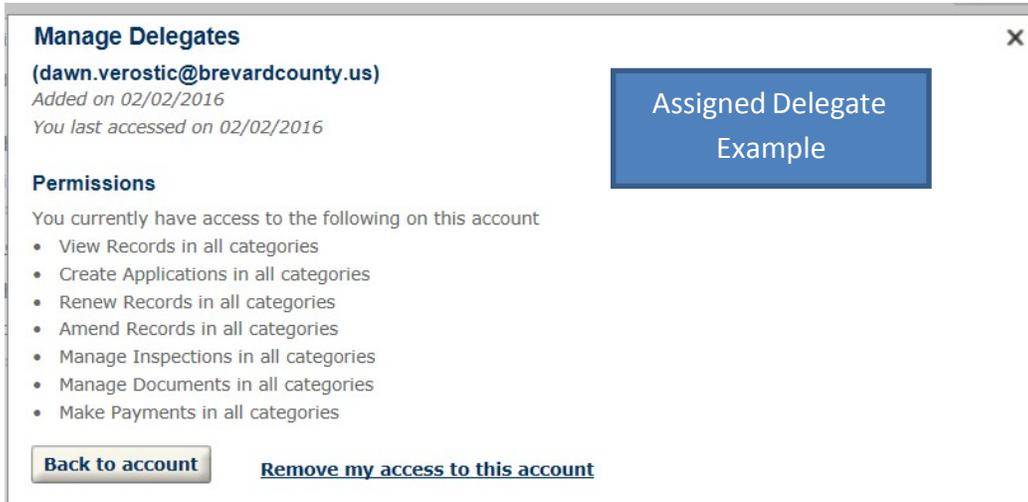
- View Records in all categories
- Create Applications in all categories
- Amend Records in all categories
- Manage Documents in all categories

[Edit these permissions](#)

[Back to account](#)     [Remove this delegate](#)

- Delegates can view a list of permissions that have been allowed
- Delegates have the ability to remove their access to an account through this screen

**NOTE: Delegates do not have the authority to change allowed permissions**



4. All delegates must add your license (see Linking a License to an Account pg 10) to their account and be approved by Contractor Licensing, prior to permitting. Approval for adding a license may take several days. Notification of approval will be sent by Email.

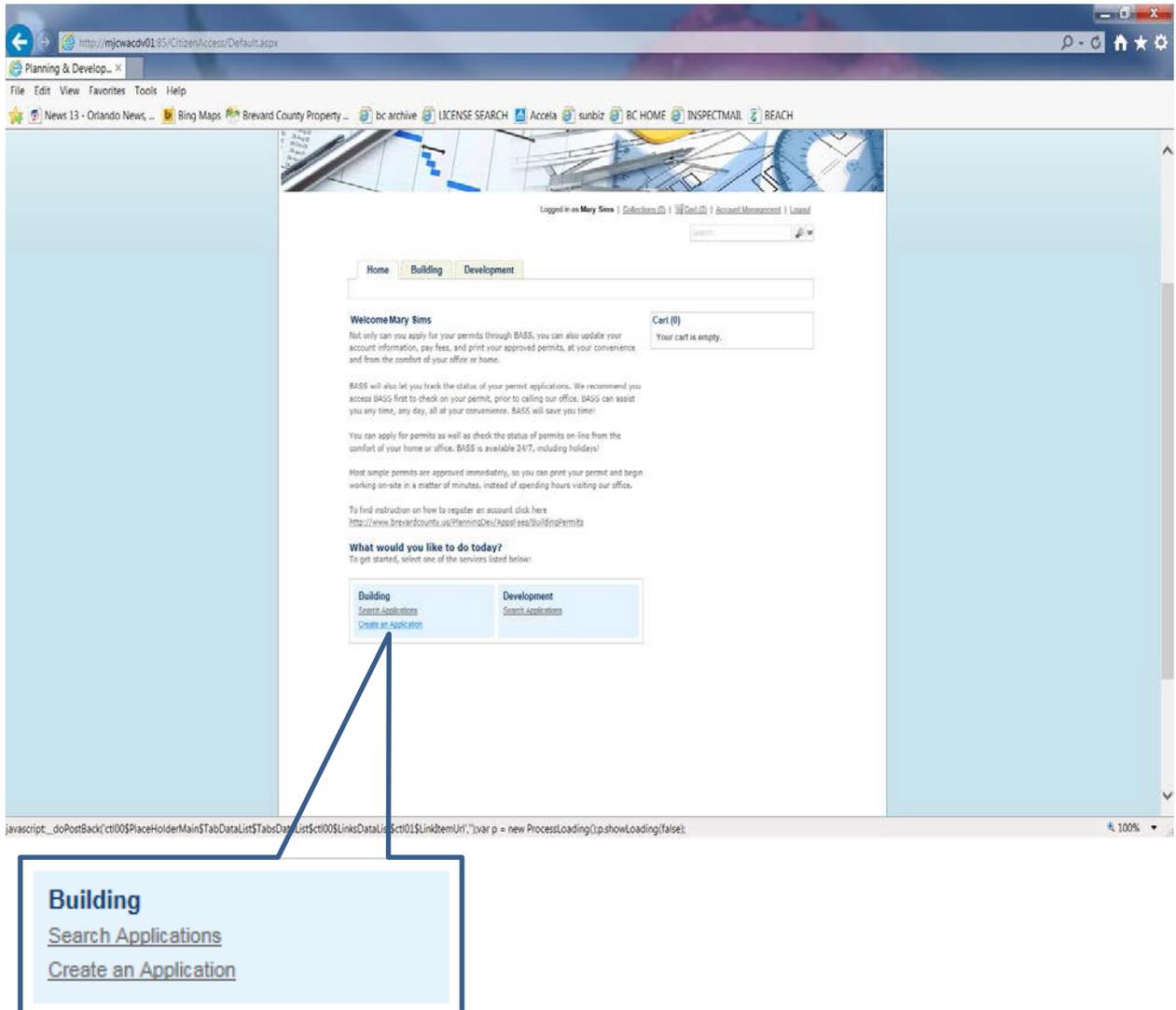
# *Submitting Applications*



## Submitting Applications

### Submitting Applications/Building Permits

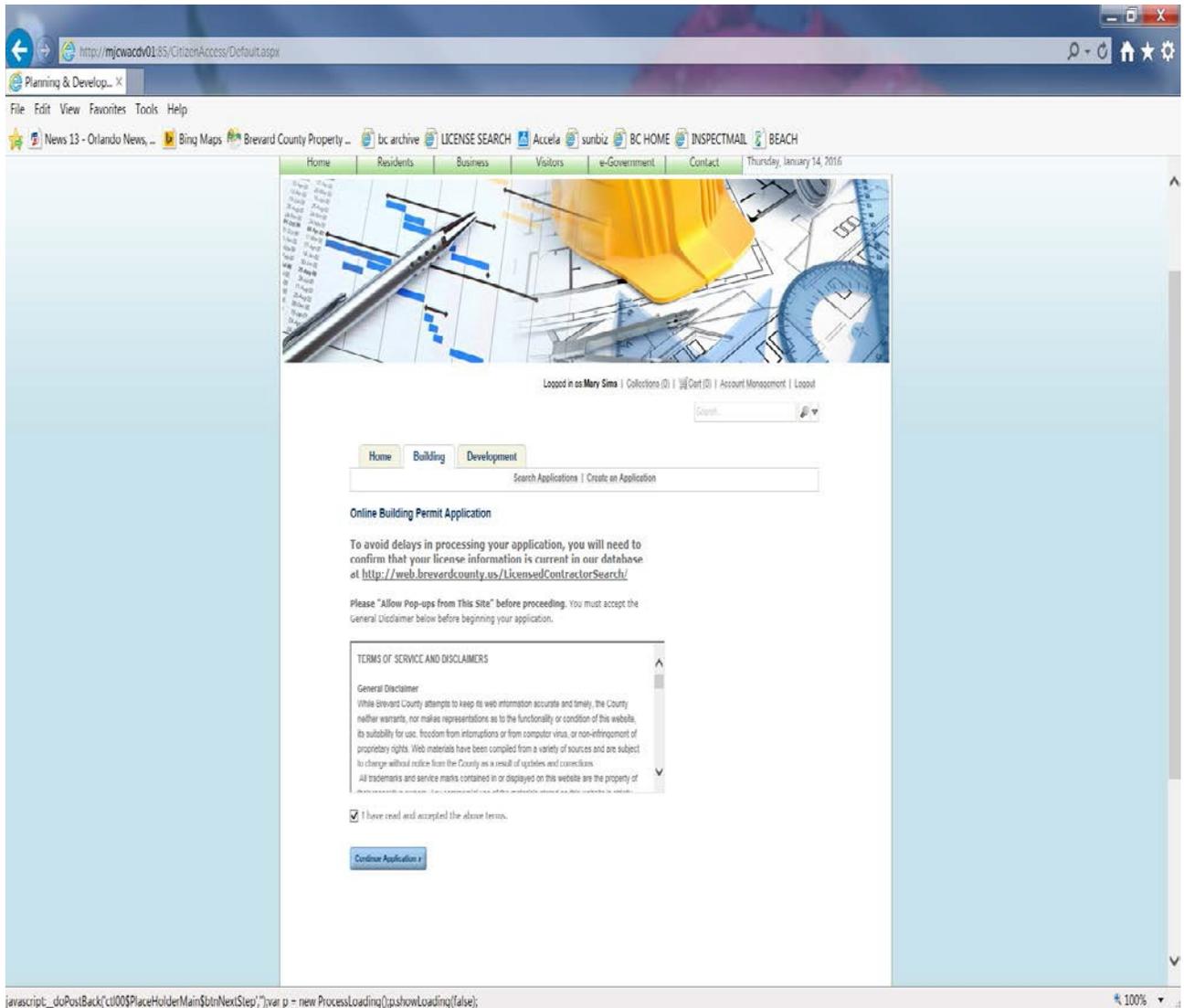
Applications can be submitted online 24/7 from any computer. Simply login to BASS using your unique login name/password, and *selecting* the **Create an Application** link, located at the bottom of the Web page.



The screenshot shows a web browser window displaying the BASS (Building and Safety) application. The user is logged in as Mary Sims. The interface includes a navigation menu with 'Home', 'Building', and 'Development' tabs. Below the navigation, there is a 'Welcome Mary Sims' section with a 'Cart (0)' indicator. The main content area features a 'What would you like to do today?' section with two buttons: 'Building' and 'Development'. The 'Building' button is highlighted with a blue box, and a callout box points to the 'Create an Application' link within it. The callout box contains the following text:

**Building**  
[Search Applications](#)  
[Create an Application](#)

Selecting the **Create an Application** link opens the **Terms of Service and Disclaimers** page.



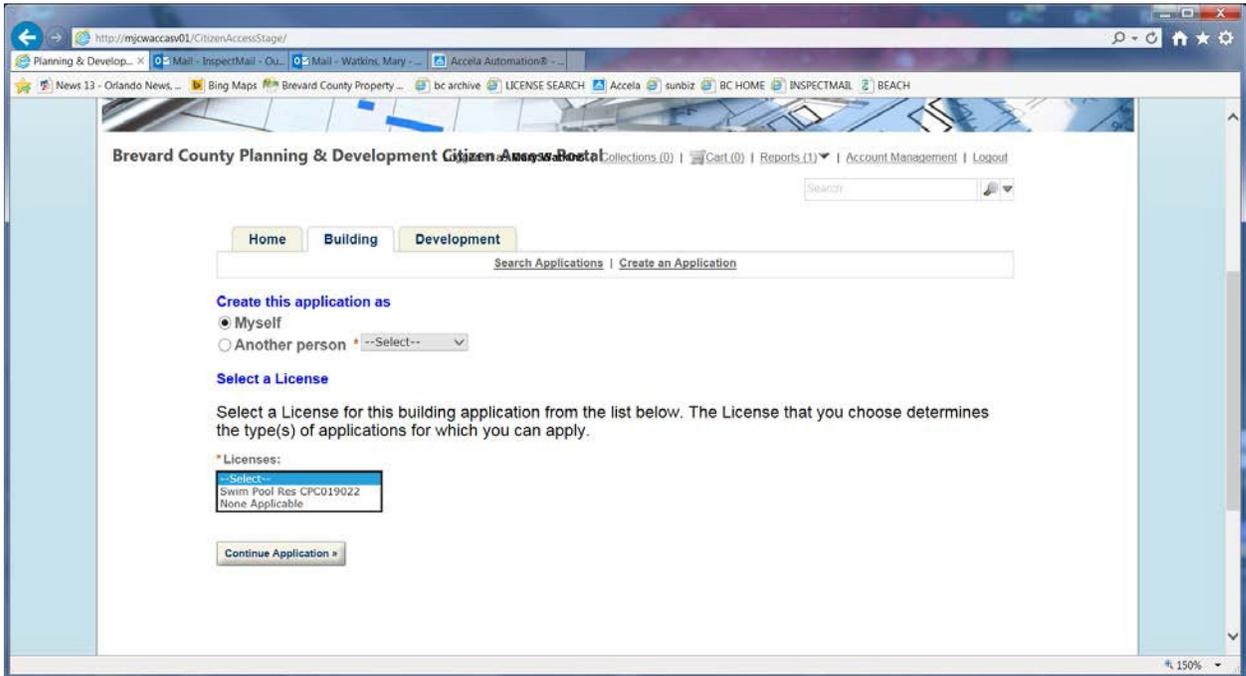
Click box for accepting terms

Clicking **Continue Application** will advance the screen, allowing you to begin the **Create this Application** process

**Create this application as** identifies the person entering the application, either as the Licensed Professional (Contractor) or as a named Delegate.

Select choice from **Create this application as** radio button/dropdown menu

**Select a License** by using the dropdown menu. Once selected, the registered contact information including address, phone/fax numbers and license type/number, will appear; verify this information and *select Continue Application*



Select a Permit Type from the available list and *click Continue Application*

Home Building **Development**

[Search Applications](#) | [Create an Application](#)

**Select a Permit Type**

Choose one of the following available permit types.

For more information about the permits and application requirements [click here](#).

- Residential Demolition
- Residential Fences
- Residential Generator
- Residential HVAC Mechanical-Change Out
- Residential Pool Resurfacing
- Residential Pools
- Residential Reroof

**Continue Application »**

Seven (7) Arrowed Navigation Tabs will now appear to help you navigate through the application process:

- **Site** = Site and Address Information for this permit application
- **Job Details** = Detailed Description, Job Value and Project Information
- **Contacts** = (Optional) Licensed Professional, Owner or others to be added to this permit application
- **Attach Documents** = Documents that correspond to this permit application such as recorded Notice of Commencement, proof of ownership, surveys, plans, to name a few
- **Review** = Summary of information entered for review/confirmation
- **Pay Fees** = Allows online payment to include credit card and eCheck
- **Submittal** = Allows additional documents to be added to an existing permit application prior to permit issuance

1. Site

## Site and Address Information

The screenshot shows a web browser window with the URL <http://mjcwacsv0135/CitizenAccess/Default.aspx>. The page title is "Residential HVAC Mechanical-Change Out". The navigation tabs are: 1. Site (selected), 2. JOB DETAILS, 3. CONTACTS, 4. ATTACH DOCUMENTS, 5. REVIEW, 6. T. The "Step 1: SITE > Site Address" section is active. It contains an "Address" section with fields for Street No. (2725), Direction (--Select--), Street Name (Ju), Street Type (--Select--), Unit No., City, Name, and Zip. Below this is a "Parcel" section with fields for Tax Account Number, City Code, and Mortgage Code. A red error message at the bottom reads: "Please verify that the name and address of the owner selected is consistent with the owner name and address on the Notice of Commencement."

Enter the site street number and the first few letters of the street name. **Select Search**

Street No.:	Direction:	Street Name:	?
2725	--Select--	Ju	

If there are multiple address results found, *select* the desired address from the list by *selecting* the desired address:

**5 search results returned matching your address**

Click only on the first entry listed that matches your job site address.

Showing 1-5 of 5

Address	Owner
<a href="#">2725 JUDGE FRAN JAMIESON WAY, BLDG A, MELBOURNE FL 32940</a>	BREVARD COUNTY
<a href="#">2725 JUDGE FRAN JAMIESON WAY, BLDG B, MELBOURNE FL 32940</a>	BREVARD COUNTY
<a href="#">2725 JUDGE FRAN JAMIESON WAY, BLDG C, MELBOURNE FL 32940</a>	BREVARD COUNTY
<a href="#">2725 JUDGE FRAN JAMIESON WAY, BLDG D, MELBOURNE FL 32940</a>	BREVARD COUNTY
<a href="#">2725 JUDGE FRAN JAMIESON WAY, BLDG E, MELBOURNE FL 32940</a>	BREVARD COUNTY

This action will automatically populate the **Parcel** and **Owner** sections in the appropriate panes.

**NOTE: The name and address of the owner selected must match the owner name and address on the Notice of Commencement.**

The screenshot shows a web application interface for a residential HVAC mechanical change-out. The interface is divided into several sections:

- Home** | **Building** | **Development**
- Search Applications | Create an Application
- Residential HVAC Mechanical-Change Out
- Progress bar: 1 SITE (selected), 2 JOB DETAILS, 3 CONTACTS, 4 ATTACH DOCUMENTS, 5 REVIEW, 6, 7
- Step 1 - SITE > Site Address
- Address field: \* Indicates a required field.
- Instructions: If "No Records Found", try your search again to be sure you have entered your information correctly, try using less search criteria (only street number and street name with no designations like street or drive). If address still not found, Please call P&D Accela IT Support 321-633-2187 or send a screen shot via email to webmin@brevardcounty.us with the subject line: P&D Accela IT - No Records Found. To start a new search, click the Clear button.
- Search fields: Street No., Direction, Street Name, Street Type, Unit No., City, State, Zip.
- Buttons: Search, Clear
- 2 search results returned matching your address. Click only on the first entry listed that matches your job site address. Showing 1-2 of 2
- Table of search results:

Address	Owner
<a href="#">155 HIGHWAY A1A, ATELLITE BEACH FL 32937</a>	BREVARD COUNTY
<a href="#">155 HIGHWAY A1A, ATELLITE BEACH FL 32937</a>	BREVARD COUNTY

Buttons: Search, Clear

**Parcel**

\* Tax Account Number: [Field] City Code: [Field] Millage Code: [Field]

Buttons: Search, Clear

**Owner**

Please verify that the name and address of the owner selected is consistent with the owner name and address on the Notice of Commencement.

Owner Name: [Field]

Address Line 1: [Field]

P.O. [Field]

City: [Field] State: [Field] Zip: [Field]

Buttons: Search, Clear

A red arrow points to the Owner Name field.

**NOTE: When more than one owner appears, verify the owner chosen allows the address to automatically populate appropriate fields. If the address does not appear, select the other owner.**

**Click Continue Application**

## 2. Job Details

### Detailed Description, Job Value & Project Information

Enter the description of work/scope of work in detail, the job value and the project information in the appropriate fields

The screenshot shows a web browser window with the URL <http://mjcwacdv0185/CitizenAccess/Default.aspx>. The page title is 'Planning & Develop...'. The browser's address bar shows the URL. The page content includes a navigation menu with 'Home', 'Building', and 'Development'. Below the navigation menu, there is a search bar and a 'Create an Application' button. The main content area is titled 'Residential HVAC Mechanical-Change Out' and has a progress bar with steps: 1 SITE, 2 JOB DETAILS (selected), 3 CONTRACTS, 4 ATTACH DOCUMENTS, 5 REVIEW, 6, 7. Below the progress bar, there is a section for 'Step 2: JOB DETAILS > Job Information'. The 'Detailed Description' field contains the text '15 SEER 3.5 Ton HVAC, no duct'. The 'Additional Information' section includes fields for 'Job Value(\$)' (4,580), 'Construction Type / Census Code' (dropdown), 'Housing Units', and 'Number of Buildings'. The 'Application Specific Information' section includes a question 'Does this job include ductwork?' with radio buttons for 'Yes' and 'No' (selected). A 'Continue Application' button is at the bottom.

#### \* Detailed Description:

15 SEER 3.5 Ton HVAC, no duct

#### \* Job Value(\$):

4,580

#### PROJECT INFORMATION

\* Does this job include ductwork?:  Yes  No

After completing appropriate fields for the description, job value and project information, *click Continue Application*

**NOTE: If you have selected Yes to the Project Information question (ductwork), then you need to submit this application in person**

For Reroofs there are dropdown choices available

The screenshot shows a table titled 'App Specific Info Tables' with a 'ROOF' section. The table has four columns: 'Roof Pitch', 'Roof Area(Number)', 'Roof Underlayment Material', and 'Roof Covering Material'. The 'Roof Pitch' dropdown menu is open, showing three options: '1:12 or less', '2:12 to 4:12', and 'Greater than 4:12'. There are 'Add' and 'Delete' buttons above the table.

### 3. Contacts

## Contacts

Click **Select from Account** under the Applicant gray bar to autofill your information

The screenshot shows a web application interface for a 'Residential HVAC Mechanical-Change Out'. At the top, there are navigation tabs for 'Home', 'Building', and 'Development'. Below these is a search bar and a 'Create an Application' link. A progress bar indicates the current step is '3 CONTACTS', with previous steps '1 SITE' and '2 JOB DETAILS' and future steps '4 ATTACH DOCUMENTS', '5 REVIEW', '6', and '7'. Below the progress bar, the text reads 'Step 3 : CONTACTS > Contacts'. There are two gray bars labeled 'Applicant' and 'Contact'. Under the 'Applicant' bar, there is a 'Select from Account' button. Under the 'Contact' bar, there are 'Select from Account' and 'Add New' buttons. At the bottom, there is a 'Continue Application' button with a dropdown arrow. A note indicates that an asterisk (\*) indicates a required field.

Select either the **Select from Account** option, **Look Up** option or **Add New** under the Contact gray bar

This screenshot shows the 'Look Up' search results. It features two buttons: 'Select from Account' and 'Look Up'. Below the buttons, it says 'Showing 1-1 of 1'. A table displays the search results:

License Number	License Type	Contact Name	Business Name
<a href="#">GC3161</a>	General	Jerry D Saunders	COMPLETE BUILDING SERVICE LLC

After selecting the correct licensed professional, **select Continue Application**. This screen will display the Applicant Information (based on the Licensed Professional chosen) and take you to the **Contacts** pane. You can select to add additional contacts or select from a list of associated contact information.

The screenshot shows a dialog box titled 'Select Contact from Account'. It contains the following text: 'Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step. Showing 1-4 of 4'. Below this is a table with columns for 'Category', 'Type', and 'Name':

Category	Type	Name
<input type="radio"/>	Associated Contact Contact	Mary Sims
<input type="radio"/>	Associated License General	COMPLETE BUILDING SERVICE LLC Jerry D Saunders General GC3161
<input type="radio"/>	Associated License General	NEW-TECH CONSTRUCTION CORPORATION Mary Sims General 13-GC-ST-01578
<input checked="" type="radio"/>	Associated Owner	BREVARD COUNTY

At the bottom of the dialog box, there are two buttons: 'Continue' and 'Discard Changes'.

Verify the information, be sure to include Primary Contact Number\* and E-mail\*; **select Save and Continue**

**Contact Information** X

\* First:  Middle:  \* Last:

Name of Business:

\* Address Line 1:

\* City:  \* State:  \* Zip:

\* Primary Contact Number:  Secondary Contact Number:

\* E-mail:

[Discard Changes](#)

The following screen will appear:

mandatory & required items

**Applicant**

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

**Mary Sims**  
P O Box 1543  
NOKOMIS, FL 34274  
Primary phone:9414858988  
Secondary Phone:  
[Edit](#) [Remove](#)

---

**Contact**

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

✔ **Contact added successfully.**

**mary BREVARD COUNTY**  
**BREVARD COUNTY**  
700 PARK AVE S  
TITUSVILLE, FL 32780  
Primary phone:3215551212  
Secondary Phone:  
[Edit](#) [Remove](#)

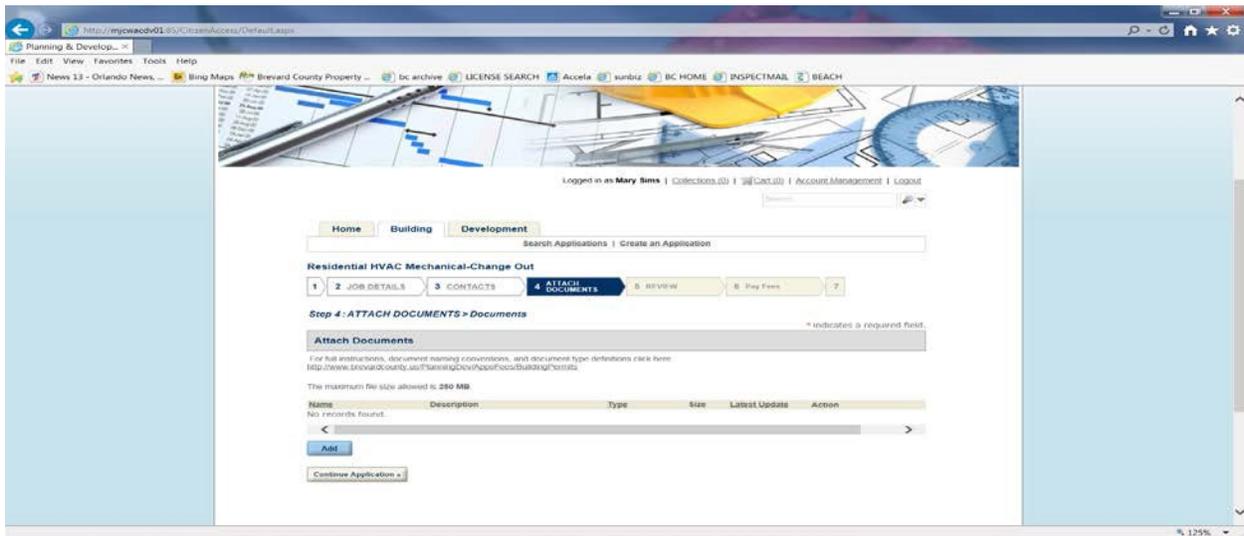
Click **Continue Application** to proceed to the next Navigation Tab:

## 4. Attach Documents

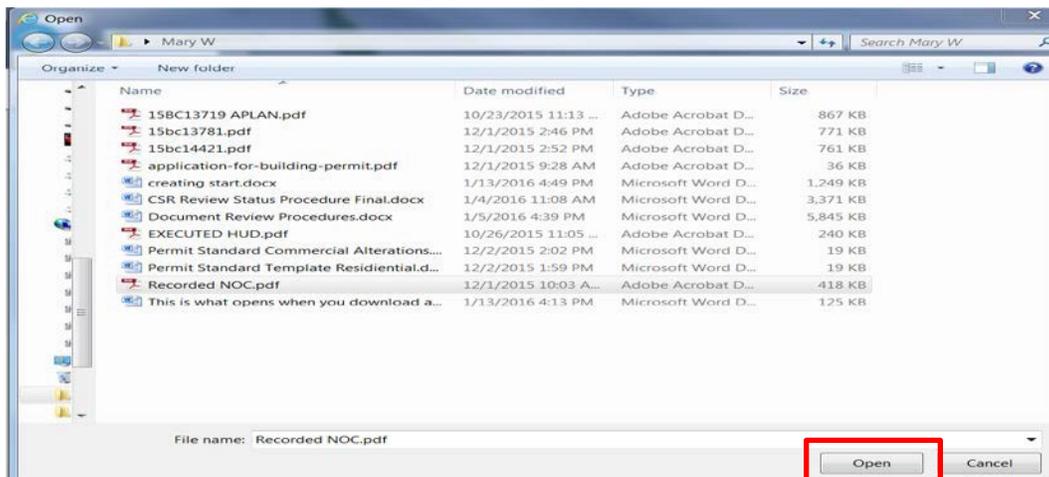
# Attach Documents

This step allows you to upload any document, such as plans, surveys, recorded Notice of Commencement or any other supporting documentation for this permit application.

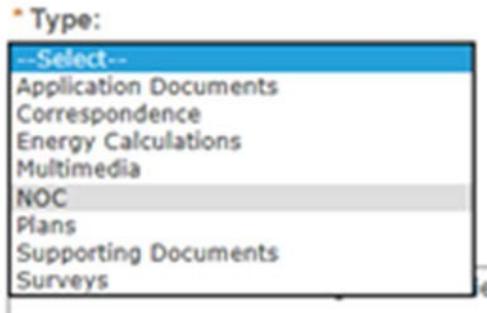
**NOTE: It will be beneficial to have your documents electronically saved in a PDF format to your computer. (Instructions are available as an appendix to this manual; refer to Electronic Submittal Instructions for formatting guidelines.)**



Click **Add**; a browser window will open to allow access to your documents  
Select the desired document(s) (such as NOC); click **Open**.



A dropdown menu will appear, select the \*Type of document being uploaded:



Complete the Description of the documents, using the Document Type/Name Guidelines (Guidelines are available as an appendix to this manual; refer to Document Type/Name Guidelines for descriptions for naming uploaded documents.)

Select **Save** (all documents are uploaded) or **Add** (for more documents). Once saved, a list with the document description will appear.

**Step 4 : ATTACH DOCUMENTS > Documents**

\* indicates a required field.

**Attach Documents**

For full instructions, document naming conventions, and document type definitions click here <http://www.brevardcounty.us/PlanningDev/AppsFees/BuildingPermits>

The maximum file size allowed is **250 MB**.

Name	Description	Type	Size	Latest Update	Action
<a href="#">Recorded NOC.pdf</a>	Recorded NOC for 2725 Judge Fran Jamieson Way	NOC	417.99 KB	01/14/2016	<a href="#">Actions</a> ▼

< >

**Add**

**Continue Application »**

Select **Continue Application** to proceed to the next Navigation Tab:

## 5. Review

## Review

Review and/or edit all information previously entered to this point. To change information, select **Edit**, located to the right of each sub-pane or gray area.

Permit Type  
Residential HVAC Mechanical-Change Out

Address [Edit](#)  
2725 JUDGE FRAN JAMIESON WAY  
BLDG 4  
MELBOURNE FL 32940

Parcel [Edit](#)  
Tax Account Number 2601292  
City Code: County  
Mileage Code: 4200

Owner [Edit](#)  
BREVARD COUNTY  
700 PARK AVE S  
TITUSVILLE FL 32780

Detail Information [Edit](#)  
Detailed Description: 15 ceer 3.5 ton hvac no duct

Additional Information [Edit](#)  
Job Value(\$): 4,560.00

Application Specific Information  
**PROJECT INFORMATION** [Edit](#)  
Does this job include No ductwork?: No

Licensed Professional List [Edit](#)  
Showing 1 of 1

License Number	License Type	Contact Name	Jurisdiction Name
682701	General	Jerry D. Saunders	COMPLETE BUILDING SERVICE, LLC

Applicant [Edit](#)  
Individual  
Mary Sims  
P O Box 1543  
NOVOMIS, FL, 31474  
Primary Contact Number: 9414850908  
E-mail: Mary.Walkers@brevardcounty.us

Contact [Edit](#)  
Mary BREVARD COUNTY  
Primary Contact Number: 3215551212

After reviewing all areas and completing necessary edits, read the Application Acknowledgement and click the box to acknowledge the certification.

**APPLICATION ACKNOWLEDGEMENT**

**Owner's Agent**  
By submitting this electronic permit application the Contractor acknowledges that he/she is acting as the owner's authorized agent and has been lawfully granted such authority by said owner.

**Permit Notice**  
In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county or that may be required from other governmental entities such as water management district, state agencies or federal agencies.

**Permit Expiration**  
Permits shall automatically expire and become void if:

By checking this box, I have read, acknowledge, and agree to the above certification.

Date: 01/14/2016

[Continue Application »](#)

Next, *Click Continue Application:*

## Pay Fees

You are now able to pay the fees associated with this permit application. *Review* the fees and *click Check Out*

Home
Building
Development

[Search Applications](#) | [Create an Application](#)

### Residential HVAC Mechanical-Change Out

1
2
3 CONTACTS
4 ATTACH DOCUMENTS
5 REVIEW
6 Pay Fees
7 SUBMITTAL

#### Step 6 : Pay Fees

Listed below are permit and/or application fees based upon the information you've entered.

Credit Card/Debit Card payments are processed through **Point & Pay**. **Point & Pay** charges a convenience fee/processing fee to utilize their service based on the fee total. **The maximum amount to be charged is \$750.00 per transaction.**

Please see the fee structure below.

<u>Payment Amount</u>	<u>Fee</u>
\$.01 - \$50.00	\$ 2.00
\$50.01 - \$100.00	\$ 2.95
Each additional \$100	\$ 2.00

**Point & Pay** charges a convenience/processing fee of \$2.00 per electronic check with no maximum amount to be paid.

#### Application Fees

Fees	Qty.	Amount
Building - Residential Permit	1	\$88.00
Florida State Surcharge	1	\$4.00

**Note: Convenience/Processing fee is not included in amount shown.**

**\$92.00**

Check Out »

This action will take you to a **cart** for the **Point-and-Pay** process. You also have the option to **Continue Shopping** which will allow you to enter additional permit applications.

1 Select Item to Pay

Cart



Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

2725 JUDGE FRAN JAMIESON WAY, BLDG A, MELBOURNE FL 32940

1 Application(s) | \$92.00

▶ Residential HVAC Mechanical-Change Out 16TMP-000142	\$92.00	<a href="#">Edit</a>	<a href="#">Save for later</a>	<a href="#">Remove</a>
--	---------	----------------------	--------------------------------	------------------------

**Total amount to be paid: \$92.00**

Note: This does not include additional fees which may be assessed later.

[Checkout »](#) [Continue Shopping »](#)

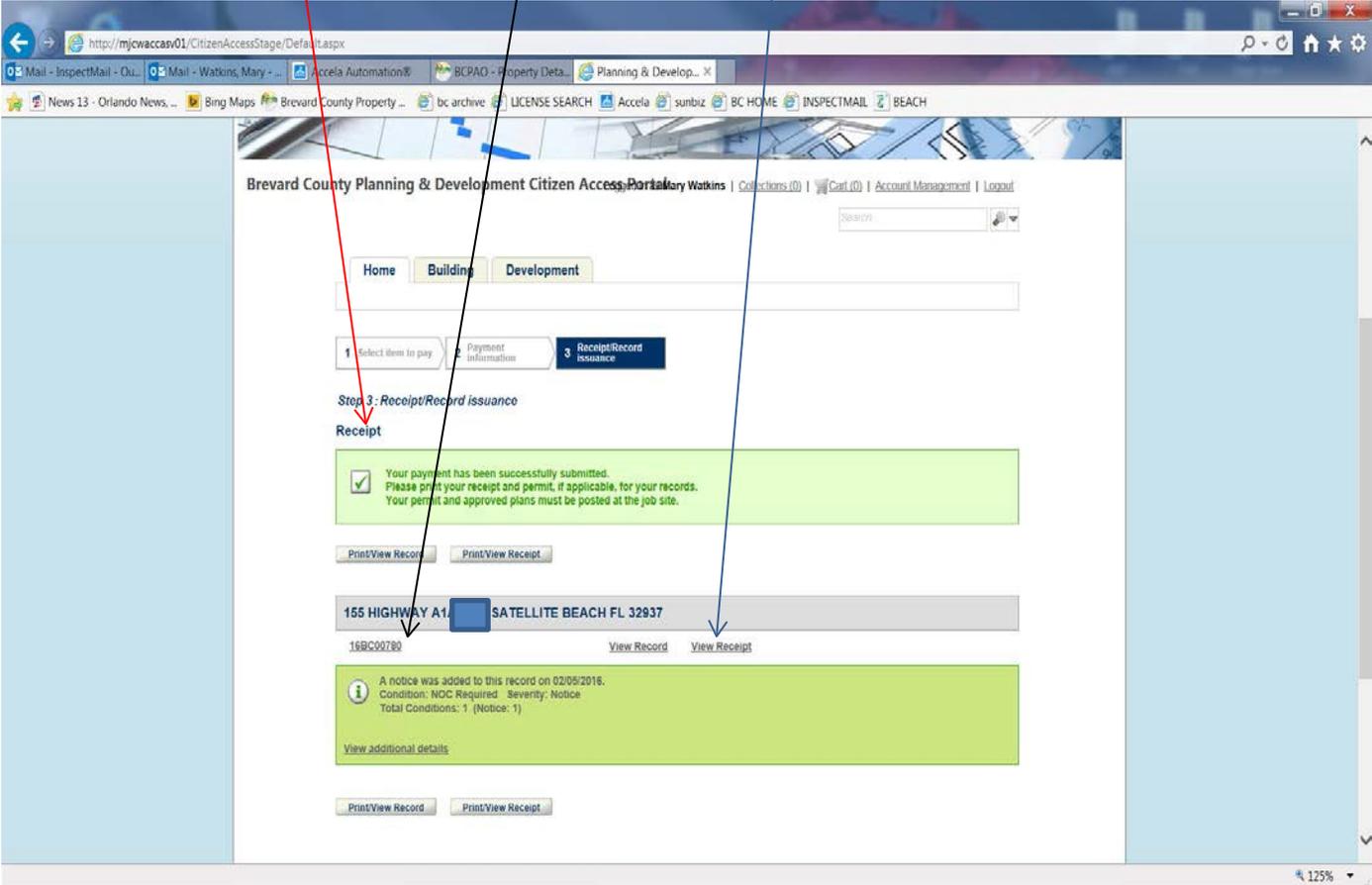
**Checkout** will re-directed you to a payment page to pay by Credit/Debit Card or by electronic check (the screen will change according to type of payment selected).

Enter required information and **select Continue:**



3. Receipt/Record Issuance

Verification of application submittal, the permit number and receipt



## Printing the permit

When the permit has been issued, an Email will be sent and the **permit** can be printed from the Web link located just above the Fees pane in the permit details pane.

The screenshot shows a web browser window displaying a building permit details page. The browser's address bar shows the URL: [http://mjcwaccasv01/CitizenAccessStage/Report/ShowReport.aspx?Module=Building&reportType=PRINT\\_](http://mjcwaccasv01/CitizenAccessStage/Report/ShowReport.aspx?Module=Building&reportType=PRINT_). The page is titled "BUILDING PERMIT" and is part of the "Planning & Development Building Code Division" website. The left sidebar contains several sections: "Application Details", "Fees", "Inspections", "Upcoming", "Completed", and "Processing Status". The "More Details" section is highlighted with a red box, and the "Print/View Record" button is also highlighted. The main content area displays the following information:

**PERMIT#** 16BC00819 **Issue Date:** February 19, 2016

**Site Address:** 2725 JUDGE FRAN JAMIESON WAY BLDG E MELBOURNE, FL 32940

**Owner:** BREVARD COUNTY

**Contractor:** BOB HERROLDS ALL SEASONS SWIMMING POOLS & SPAS INC

**Description of Work:** Wading pool document and email test

**NOTICE:** In addition to the requirements of this permit there may be additional restrictions applicable to this property that may be found in the public records of Brevard County or that may be required from other governmental entities such as water management district, state agencies, or federal agencies.

**Inspection:** Construction work is subject to inspection by the County and the permit holder is responsible to schedule required inspections and to ensure the work is exposed and accessible for inspection. All permits require a final building inspection.

**Permit Time Limits/Expiration:** Permit shall automatically expire and become null and void if:

# *Managing Applications*



## Managing Applications

### Searching Applications

To check the status of your applications, access the **Login** page of BASS; *click* the **Building** tab for building permits or the **Development** tab for site plans, subdivisions and right-of-way permits. Selecting **Search Applications** at the bottom of the screen will give you the option to Search Applications

**Home** **Building** **Development**

**Welcome tad test** **Cart You**

Not only can you apply for your permits through BASS, you can also update your account information, pay fees, and print your approved permits, at your convenience and from the comfort of your office or home.

BASS will also let you track the status of your permit applications. We recommend you access BASS first to check on your permit, prior to calling our office. BASS can assist you any time, any day, all at your convenience. BASS will save you time!

You can apply for permits as well as check the status of permits on-line from the comfort of your home or office. BASS is available 24/7, including holidays!

Most simple permits are approved immediately, so you can print your permit and begin working on-site in a matter of minutes, instead of spending hours visiting our office.

To find instruction on how to register an account click here  
<http://www.brevardcounty.us/PlanningDev/AppsFees/BuildingPermits>

**What would you like to do today?**  
To get started, select one of the services listed below:

**Building**  
[Search Applications](#)  
[Create an Application](#)

**Development**  
[Search Applications](#)

Either Tab will take you to a screen that displays a list all of your applications and contains a general search feature.

**Building**

Showing 1-10 of 29 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/> Application Number	Action	Status	Application Type	Application Name	Date
<input type="checkbox"/> 16BC00264		Awaiting Client Feedback	Residential Pools	mwtcmn tof pg 29	01/19/2016
<input type="checkbox"/> 16BC00245		Submittal Received	Residential Pools	pool mlw-ij-dv	01/15/2016
<input type="checkbox"/> 16BC00262		Issued	Residential Reroof		01/15/2016
<input type="checkbox"/> 16BC00261		Issued	Residential Reroof	Reroof test for sj-mlw	01/15/2016
<input type="checkbox"/> 16BC00252		Issued	Residential HVAC Mechanical-Change Out		01/15/2016
<input type="checkbox"/> 16BC00246		Received	Residential Pools	mlw pool dv-ij	01/15/2016
<input type="checkbox"/> 16BC00242		Issued	Residential HVAC Mechanical-Change Out		01/14/2016
<input type="checkbox"/> 16BC00197		Final	Residential Pool Resurfacing	mlw pool resurface	01/13/2016
<input type="checkbox"/> 16BC00216		Review In-Progress	Residential Pools		01/13/2016
<input type="checkbox"/> 16BC00215	<a href="#">Pay Fees Due</a>	Issued	Residential Reroof	reroof test of failed inspection and scheduling of final with fees due	01/13/2016

< Prev 1 2 3 Next >

The general search can be used by entering the permit number or the street number and a few letters of the street name.

**General Search** General Search ▾

Search my permits only

Application Number:  Application Type:

Start Date:   End Date:

License Type:  License Number:

First:  Last:  Name of Business:

Street No.:  Direction:  Street Name:  Street Type:  Unit No.:

City:  State:  Zip:

The list identifies the **Action** and **Status** of your application. These are key items in managing your applications.

Application Number	Action	Status	Application Type	Application Name	Date
<input type="checkbox"/> 16BC00729		Document Review In-Progress	Residential Fences	Loon Fence	01/26/2016
<input type="checkbox"/> 16TMP-000054	<a href="#">Resume Application</a>		Residential HVAC Mechanical-Change Out		01/26/2016
<input type="checkbox"/> 16BC00736		Submittal Received	Residential Demolition	sub rec	01/26/2016
<input type="checkbox"/> 16BC00735		Awaiting Client Feedback	Residential Pools	awaiting Client feed	01/26/2016
<input type="checkbox"/> 16BC00733	<a href="#">Pay Fees Due</a>	Awaiting Payment	Residential Generator	A Payment mlw	01/26/2016
<input type="checkbox"/> 16BC00732		Received	Residential Fences		01/26/2016
<input type="checkbox"/> 16BC00725		Issued	Residential Pools	Pool Take 2 mlw	01/25/2016
<input type="checkbox"/> 16BC00728		Review In-Progress	Residential Fences	wad pool test	01/25/2016
<input type="checkbox"/> 16BC00686		Final	Residential Pool Resurfacing	pool resurface mlw	01/22/2016

- **Actions** depict and pinpoint a task; provide a shortcut to the specific pages of the software to complete the identified task. The possible Actions are:
  - **Resume Application** = Links back to application in process
  - **Pay Fees Due** = Links to **Check Out** of that specific application
- **Status** generally identify where the application in the process and what needs to be done to keep it moving through the process. Some possible Statuses are:
  - **Awaiting Client Feedback** = indicates that we are waiting for you to resubmit a document. Click on the Application Number of the specific application and look under the Conditions to determine which document(s) needing resubmittal. Follow the steps for uploading a revised or new document (SEE **Attach Documents, page 25**).
  - **Review In-Progress** = lets you know that the plan reviewers are working on your application and you should hear from us soon.
  - **Received** = tells you that we have received your application.
  - **Submittal Received** = indicates that we have received your new or revised document.
  - **Awaiting Payment** = review complete, ready for payment/permit issuance.
  - **Document Review In Progress** = *(for future use)*
  - **Issued** = Permit has been issued.
  - **Final** = All Inspections complete, permit is closed.

Click on the specific **Application Number** or enter the **Application Number** in the General Search to get more information about an application; a record detail page will open. Areas on the detail page will guide you to the next steps in the application process. Click on any arrow (▶) to expand and view the details in that specific area as seen below:

▶ Application Details

▼ Fees

**Paid:**

Date	Invoice Number	Amount	
01/19/2016	364811	\$290.50	<a href="#">View Details</a>
01/19/2016	364811	\$9.47	<a href="#">View Details</a>
01/19/2016	364811	\$75.00	<a href="#">View Details</a>
01/19/2016	364811	\$75.00	<a href="#">View Details</a>
01/19/2016	364811	\$36.00	<a href="#">View Details</a>

< Prev Additional Results: 1 2 Next >

**Total paid fees: \$510.97**

The following choices appear:

**Building 16BC00142:  
Residential Fences**

 This record was locked by REQUIREMENT on 01/11/2016.  
Condition: NOC Required Severity: Required  
Total Conditions: 1 (Required: 1)

- ▶ Conditions
- ▶ Location:
- ▶ Application Details
- ▶ Fees
- ▶ Inspections
- ▶ Processing Status
- ▶ Attachments
- ▶ Related Buildings

**Conditions** alert you of missing or deficient submittal documents (such as; Notice of Commencement, warranty deed...) which will prevent us from issuing a permit or scheduling inspections.

**Building 16BC00142:  
Residential Fences**

 This record was locked by REQUIREMENT on 01/11/2016.  
Condition: NOC Required Severity: Required  
Total Conditions: 1 (Required: 1)

▼ Conditions

Showing 1-1 of 1

**Notice** - 1 Applied  
**BUILDING**  
**NOC Required**

*A recorded Notice of Commencement must be submitted prior to scheduling any inspection.*  
Applied | Required | 01/11/2016

The **Location** provides the address of the site listed on the application:

▼ **Location:**

2725 JUDGE FRAN JAMIESON WAY  
BLDG A  
MELBOURNE FL 32940

The **Application Details** lists the Applicant, Licensed Professional, Owner and Description of the work:

▼ **Application Details**

**Applicant:**

Individual  
Mary Sims  
P O Box 1543  
NOKOMIS, FL, 34274  
Primary Contact Number:9414858988  
Mary.Watkins@brevardcounty.us

**Licensed Professional:**

Jerry D Saunders  
COMPLETE BUILDING SERVICE LLC  
1565 DALBORA ROAD  
MERRITT ISLAND, FL, 32953  
Primary Phone:3218634356  
General GC3161

**Description:**

15 seer 3.5 ton hvac no duct

**Owner:**

BREVARD COUNTY  
700 PARK AVE S  
TITUSVILLE FL 32780

**Fees** show date, invoice numbers and amounts:

▼ **Fees**

***Paid:***

Date	Invoice Number	Amount	
01/14/2016	364757	\$88.00	<a href="#">View Details</a>
01/14/2016	364757	\$4.00	<a href="#">View Details</a>

***Total paid fees: \$92.00***

## Processing Status

**Processing Status** indicates where the permit is in the review process. The **completed** green check mark  indicates this step of the Processing Status is complete. The hourglass  indicates this status is active and the processing step is still in review or waiting scheduling of Inspection. The star  indicates the status has been previously active.

**Processing Status**

-  ▶ Intake / Distribution
-  ▶ Natural Resources Review
-  ▶ Building Review
-  ▶ Land Review
-  ▶ Zoning Review
-  ▼ Review Status
  - Marked as Approved - fees due on 01/20/2016

---

  - Marked as Approved w/ Comments - fees due on 01/19/2016
-  ▶ Permit Issuance
-  ▼ Inspections
  - Marked as Document Accepted on 01/20/2016

---

  - Marked as Pending Document Review on 01/20/2016

The **Attachments** provide a list of documents relative to the permit. There is also an **Add** option for attaching responses to deficiencies and other required documents such as recorded Notice Of Commencement.

**Attachments**

The maximum file size allowed is 250 MB.

Action	Name	Document Status	Type	Latest Update	Size	Description
<a href="#">Actions</a> ▼	test fence plan.pdf	Deficiency	Plans	01/12/2016	548.48 KB	test plans
<a href="#">Resubmit</a>	not approved.pdf	Uploaded	Plans	01/12/2016	555.56 KB	test plans
<a href="#">Actions</a> ▼						
<a href="#">Actions</a> ▼	test fence app.pdf	Deficiency	Application Documents	01/12/2016	826.40 KB	test app doc
<a href="#">Resubmit</a>	def test 2.pdf	Uploaded	Application Documents	01/12/2016	832.52 KB	test app doc
<a href="#">Actions</a> ▼						
<a href="#">Actions</a> ▼	14BC10026 testSURVEY.pdf	Uploaded	Surveys	01/13/2016	1.44 MB	
<a href="#">Actions</a> ▼	BASS MFEN 15bc15150.pdf	Uploaded	NOC	01/13/2016	69.58 KB	
<a href="#">Actions</a> ▼	BC Agency review Letter new 20151228 082918510293.pdf	Uploaded	Application Documents	01/13/2016	16.94 KB	

The Actions [Actions](#) ▼ allow the viewing of the details of the document.

### Document Details X

<b>File Name:</b> /BuildingPermit_20160114_151530.pdf	<b>File Size:</b> 250.68 KB
<b>Entity:</b> Residential HVAC Mechanical-Change Out - 16BC00242	<b>Entity Type:</b> Record
<b>Document Status:</b> Uploaded	<b>Status Date:</b> 01/14/2016
<b>Record Number:</b> 16BC00242	<b>Record Type:</b> Residential HVAC Mechanical-Change Out
<b>Upload Date:</b> 01/14/2016	<b>Last Updated:</b> 01/14/2016
<b>Document Type:</b> Supporting Documents	
<b>Virtual Folders:</b>	
<b>Description:</b>	

**NOTE: No documents may be attached while the permit is in any active Review status.**

When additional documents need to be uploaded using **Add**, follow directions for **Attach Documents**, page 25.

**Inspections** list any upcoming or completed inspections. **Actions** dropdown allows you to view the details of the Upcoming inspection.

**Inspections**

**Upcoming (1)**

01/15/2016 Scheduled Pool Deck [Actions](#) ▼

**Completed (1)**

Pass - 1

Pass Ground Steel [View Details](#)

Result Date: 01/14/2016 at 04:46 PM

**View Details** of the Completed inspections shows the details of the inspection(s).

### Ground Steel (478033, Optional) X

73 WEST BAY DR  
COCOA BEACH FL 32931 [Print](#)

<b>Status</b>	<b>Details</b>	
Pass <b>1/14/2016 4:46 PM</b> Desired Date: TBD  <i>Last updated</i> Mary Watkins 1/14/2016 4:46 PM <a href="#">View Status History</a> <a href="#">View Result Comments</a>	<b>Record</b> 16BC00174 Residential Pools	<b>Contact</b> Mary Watkins

**Related Inspections**

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

# *Responding to County Reviews/Comments*



## Responding to County Reviewers

### Understanding County Reviews/Comments

When the review status of a permit is complete, you will receive an Email stating what is needed:

- **additional information/submittal needed**
- **for payment/printing of an approved permit**

### Checking application with completed Review Status

- Upon receipt of the review status email; *login* on the BASS system to access your account.
- **Select Search Applications** (see **Managing Applications, page 34**)
- Find the application number noted in the email notification from the displayed list of applications
- *Click* the appropriate application number to open the reviewed application
- The application page will open with various information panes.

**NOTE:** A colored text box may display to indicate that conditions have been placed on the application and may require attention in order to complete the application review and permit issuance process.

- *Click* the arrow in the ➤ **Conditions** pane to see any conditions such as missing information or deficient documents for your application.

---

#### Building 16BC00822: Residential Pools

 A notice was added to this record on 02/22/2016.  
Condition: NOC Required Severity: Notice  
Total Conditions: 1 (Notice: 1)

#### ▼ Conditions

Showing 1-1 of 1

**Default** - 1 Applied

**BUILDING**

**NOC Required**

*A recorded Notice of Commencement must be submitted prior to scheduling any inspection.*

Applied | Notice | 02/22/2016

- To check the review status of your application *click* the arrow in the **Processing Status** pane; then *click* the arrow next to **Review Status** to display the review results.

▼ **Processing Status**

- ✓ ▶ Intake / Distribution
- ✓ ▶ Building Review
- ✓ ▶ Land Review
- ✓ ▶ Natural Resources Review
- ✓ ▶ Zoning Review
- ✓ ▼ Review Status
  - Marked as Approved w/ Comments - fees due on 02/25/2016
  - Marked as **Deficiency on 02/16/2016**
- ⌚ Permit Issuance
- Inspections

The **Review Status** results will display as one of following:

- Marked as **Deficiency** on mm/dd/yyyy
- Marked as **Approved – fees due** on mm/dd/yyyy
- Marked as **Approved w/Comments – fees due** on mm/dd/yyyy

**Review Status:** Marked as **Deficiency** on mm/dd/yyyy

- If the **Review Status** is marked as **Deficiency** on mm/dd/yyyy, *click* the arrow in the ➤ **Attachments** pane to open the attachments list

Action	Name	Document Status	Type	Latest Update	Size	Description
<b>Actions</b> ▼	15BC11075 DEED.pdf	Approved	Supporting Documents	02/16/2016	1.14 MB	HUD Settlement
<b>Resubmit</b>	Deficient NOC.pdf	Uploaded	NOC	02/16/2016	517.31 KB	Recorded NOC
<b>Actions</b> ▼	15BC15067 NOC.pdf	Deficiency	NOC	02/16/2016	808.18 KB	Recorded NOC
<b>Actions</b> ▼	Permit Application: 16BC00807	Uploaded	Correspondence	02/16/2016	1015 bytes	
<b>Actions</b> ▼	Defic...-1455634798359.eml					
<b>Actions</b> ▼	Approved NOC.pdf	Uploaded	NOC	02/16/2016	814.57 KB	Corrected NOC
<b>Actions</b> ▼	15BC15067 NOC.pdf	Approved	NOC	02/16/2016	808.18 KB	Corrected NOC
<b>Resubmit</b>	Deficient Survey.pdf	Uploaded	Surveys	02/16/2016	535.56 KB	Fence plans
<b>Actions</b> ▼	16BC00807 FENCe.pdf	Deficiency	Surveys	02/16/2016	516.13 KB	Fence plans
<b>Actions</b> ▼	Permit application: 16BC00807	Uploaded	Correspondence	02/25/2016	1.02 KB	
<b>Actions</b> ▼	Accep...-1456436249829.eml					

- In the first (Action) column find all documents showing **Resubmit** that also have a status date matching the date of the marked as **Deficiency on mm/dd/yyyy**
- *Click* on the Document Name to open the **Resubmit** attachments. The reviewed document(s) will open showing all reviewer comments and stamps placed on the document by the reviewers; including any deficiency comments that require response.
- New documents and/or revised plans as a response to the reviewer comments can be uploaded as new attachments (see **Attach Documents, page 25**).

**Review Status:** Marked as **Approved – fees due** on mm/dd/yyyy, or Marked as **Approved w/Comments – fees due** on mm/dd/yyyy

- *Pay* all fees due (see **Pay Fees, page 28**), then *print* the permit (see **Printing Permit, page 33**).
- *Click* the ➤ **Attachments** arrow to open the attachments list.

Find all approved documents, such as **Approved Plans, Approved Plot Plan, Approved Energy Calculations**. The word **Approved** indicates those documents needed for the job site. These documents will also be stamped **Approved for Construction** and will need to be printed and have readily available on-site.



**NOTE: All printed pages must have the **Approved for Construction** stamp.**

BASS User Guide is posted on the Brevard County Website (web address) and will be updated as changes and upgrades become available. Each time a change or update is made to this guide, the month, date and year, located in the lower left-hand side of each page, will change as well.

Pending Updates...  
2. Uploading additional/revised documents...

# *Appendices*



## BASS Document Type/Name Guidelines

Documents Type Name	Description
Application Documents	Proof of Ownership/Deed: <i>For Walk In only; Paper application with details of permit type, address ...</i>
Correspondence	Correspondence received from or sent to customer and emails
Energy Calculations	Florida Energy Calculation forms, ACCA Manual J and Manual S forms, Energy calculations submitted with application, typically for new construction
Multimedia	Pictures or videos submitted in PDF
NOC	Notice of Commencement; must be recorded with the Clerk of Courts to be valid; must be presented by the customer/contractor prior to scheduling the first inspection
Plans	Construction plans, drawings, specifications, truss engineering and drawings, Product approvals. Any type of plans as part of the permit application, ie construction plans, fire plans, engineering plans, truss plans
Supporting Documents	Any document(s) provided or submitted after the initial permit application. Supplemental forms and other agency permits to include: Septic permit, FDEP permit, Land clearing/landscape form, FEMA Elevation Certificate, etc.
Survey	Document indicating where work is to be done. Surveys such as; Foundation survey, Form Board survey, As Built survey, plot plans, site drawings, drainage plans



## BREVARD'S ADVANCED SERVICE SITE ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES

**1.0 Electronic Plans And Submittal Guidelines: Documents presented in manner other than what is noted will be marked as Deficient and will need to be resubmitted in the proper format and orientation.**

While entering your on-line applications through BASS, you will be prompted to upload your surveys, plans, specifications, and any other supporting documentation. You may also upload any revisions as submittals; however, submittals must be complete sets of documents, not just a page with corrections..

Please read the following instructions carefully as improperly formatted documents and/or plans will delay the review process for your project.

- All files must be legible and in PDF format
  - Portable Document Format (PDF) is the current industry standard for electronic plans. Brevard County is using Adobe Acrobat Pro version 11 for upload and review of electronic documents. **Link to Adobe Acrobat:**  
<https://acrobat.adobe.com/us/en/products/acrobat-pro.html>
  - All PDF document files must be compatible with Adobe Acrobat Pro version 11 and must be properly formatted
- Multiple layers will not be accepted; layers must be merged or flattened
- Maximum file size is 125 megabytes (MB) with 300 pixels per inch (PPI) and Monochrome (1-bit)
- Pages must be in order and oriented for viewing
  - Plans (to scale) must be set to landscape, oriented so that **NORTH always appears** at the top of the monitor.
  - Document files may be oriented as landscape or portrait view so the top of the page always appears at the top of the monitor.
- Documents prepared by design professionals must be digitally signed and have third party Certificate Authority signature verification.
- PDF files must have permissions set to allow Annotations, Form Fill and signing by County staff



## BREVARD'S ADVANCED SERVICE SITE ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES

Portable Document Format (PDF) is the current industry standard for electronic plans. Brevard County is using Adobe Acrobat Pro version 11 for upload and review of electronic documents.

**Link to Adobe Acrobat** - <https://acrobat.adobe.com/us/en/products/acrobat-pro.html>

**1.1 PDF File format Requirements:** All PDF document files must be compatible with Adobe Acrobat Pro version 11 and must be properly formatted as follows

### 1.2 Document Upload Standards:

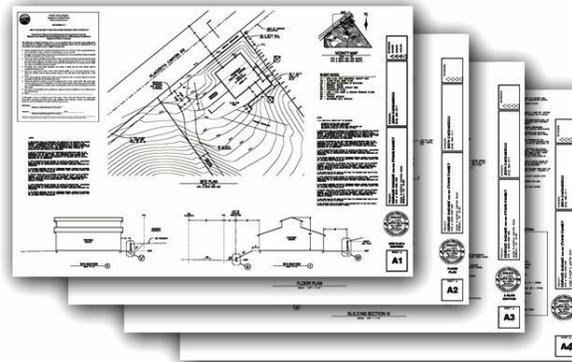
- Upload Construction plans as a single multi page document. Do not submit individual sheets as separate PDF documents.
- For large plans sets exceeding the maximum file size, you may provide separate PDF documents for the different portions of the plans and named accordingly, such as ARCHITECTURAL PLANS, STRUCTURAL PLANS, MECHANICAL PLANS, ELECTRICAL PLANS, PLUMBING PLANS, etc.
- Documents prepared by design professionals **must be digitally signed** and have third party Certificate Authority signature verification.
- All document types should be submitted as a combined multi page file, unless 1 page (see examples on next page).
- Name all plans and document files clearly describing the contents, i.e., CONSTRUCTION PLANS, ENERGY CALCULATIONS, TRUSS DRAWINGS, PRODUCT APPROVALS, etc.
- Plans must be generated to scale (e.g. 1/4" = 1', 1/8" = 1', or 1:10)

**NOTE: Documents with a raised seal must be presented to our office and not uploaded through BASS**



## BREVARD'S ADVANCED SERVICE SITE ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES

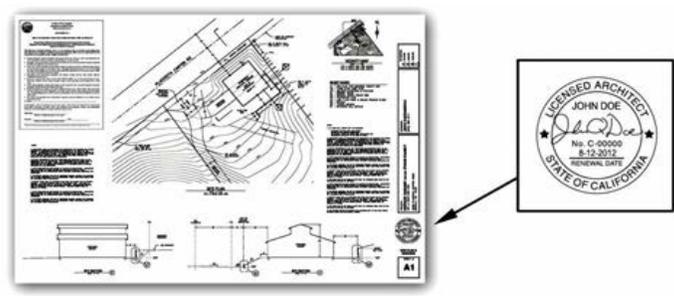
### 1.2.1 Examples of Acceptable Documents/Plans:



plans.pdf (multiple sheets)

Plans prepared by professional engineers or architects must be digitally signed and sealed in accordance with Florida Statutes, laws and Rules governing digital signatures.

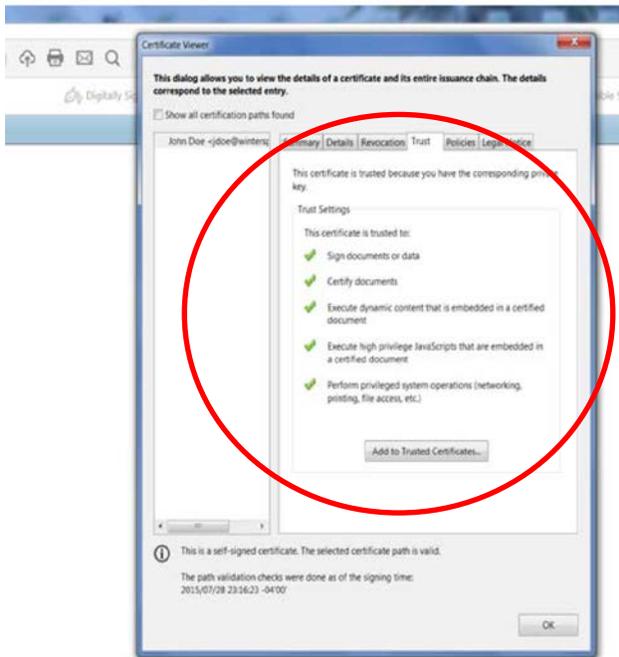
**NOTE:** The specific requirements an engineer has to meet for a digital signature are found in the Florida Administrative Code 61G15-23 and for an architect they are found at 61G1-16.



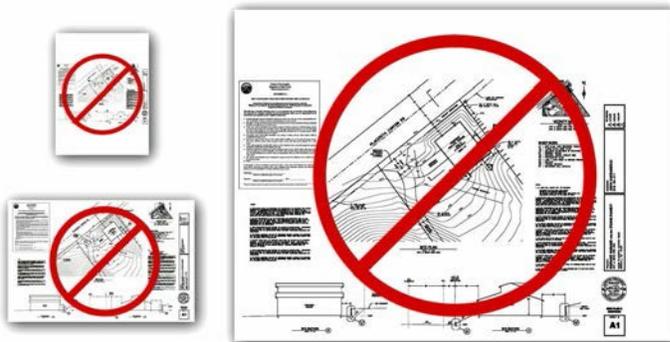


## BREVARD'S ADVANCED SERVICE SITE ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES

**1.2.2 When setting up the Certificate Authority for digital signature, please be sure to set the Trust Settings as shown below:**



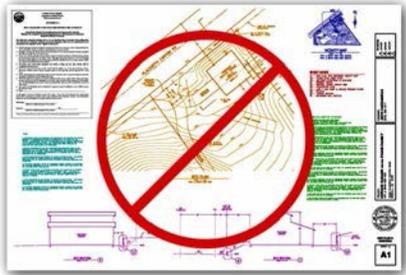
**1.2.3 Examples of Unacceptable Documents/Plans:**



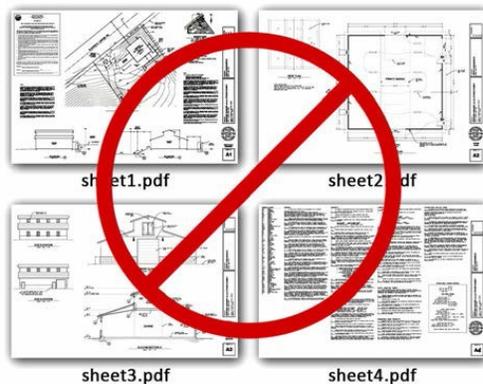
**Incorrect sheet size,  
scale or margins**



## BREVARD'S ADVANCED SERVICE SITE ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES



**Color plans**



**Individual files  
for each sheet  
of the plans**

### 1.3 PLAN REVISIONS

**1.3.1** When responding to review comments, upload complete sets of revised plans and documents, including sheets that have not been altered, revised, or changed.

**For example:** An original set of construction plans is submitted for review that has 15 sheets total. The review is completed and deficiency comments are noted on the plans indicating code deficiency issues on sheet #2 and sheet #5. The customer must resubmit a complete full set of the revised construction plans (all 15 sheets), not just revised sheets #2 and #5.

### 2.0 DIGITAL SEAL AND SIGNATURES

Electronically submitted plans, specifications, reports or other documents prepared by design professionals (Florida Registered-Architects and Interior Designers, Professional Engineers, and Professional Surveyors) must utilize digital signatures to electronically sign and seal such documents in accordance with Florida Statutes, Laws, and Rules.



## BREVARD'S ADVANCED SERVICE SITE ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES

### Reference Links to Florida Statutes and Rules concerning electronic seals:

#### Florida Statute Chapter 668.001-688.006 Electronic Signatures

- [F.S. Chapter 688](#)

#### Professional Engineers

- [F.S. Chapter 471.025](#)
- [61G15-23.005](#)

#### Architects and Interior Designers

- [F.S. Chapter 481.221](#)
- [61G1-16.005](#)

#### Surveyors and Mappers

- [F.S. Chapter 472.025](#)
- [SJ-17.062](#)

### 2.1 Digital Signature

Digital signatures are an online equivalent of a notarized signature. A Certificate Authority (CA) serves as the notary in terms of verifying your identity while a trusted timestamp verifies the date and time the signature was applied. Digital signatures allow users to keep their entire workflow online. Individuals can certify and sign drawings and documents as needed right from the comfort of their computers.

#### 2.1.1 Digital Signatures are made up of several components:

##### A. Adobe Acrobat – Digital Signatures are built using the Adobe platform.

- Step one creates the digital certificate.
- Step two involves scanning a professional's seal and saving the j-peg file on the computer hard drive. Acrobat lets you import it into the digital signature.
- Step three will add the Certificate Authority (CA) file, token key or serial number to the digital signature as verification of the professional Engineer's identity.

##### B. Digital Certificate - A way of proving your identity in online transactions and is unique to you when signing a document. The typical digital certificate includes your full name, email address and your professional



## BREVARD'S ADVANCED SERVICE SITE ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES

qualifications for signing.

- C. **Certificate Authority (CA)** - A third party verification entity that certifies your identity. They will use software or send you a Token Key on a Smart Card or USB drive that will attach to the digital certificate in Adobe Acrobat. Some companies require background checks or others ways to verify identity.
- D. **Secure Hash** - When the design professional clicks "sign" in Adobe Acrobat, a unique digital fingerprint (called a hash) of the document is created using a mathematical algorithm. This hash is specific to this particular document; even the slightest change would result in a different hash. The hash is encrypted using the professional's private key from the digital certificate. The encrypted hash and public key are combined into a digital signature, which is applied to the document.
- E. **Professional's Seal** - Scan the wet stamp of the professional's seal into a 2" square j-peg file on the computer hard drive. It can then be integrated with your digital certificate using the Adobe software.

### 2.2 How does it work?

When you apply a digital signature on a drawing, a cryptographic operation binds the digital certificate and the data being signed such as a PDF or other drawing file into one unique descriptor. Any change to the drawing will remove your unique descriptor and will be indicated when opened in Adobe. A Signature Invalid warning will display, "This Document has been modified".

Authentication – Since a third-party validated certificate was used to apply the signature, recipients can easily verify the validity of the drawing. A right click on the digital signature displays a pop up screen to validate the signature, show the Summary, Certificate Authority, Revocation, Trust, Date/Time, Signature Properties and Policies. When the drawing is opened in Adobe it will ask the recipient to validate the signature.

Data integrity – when the signature is verified, it checks that the data in the document matches what was in the hash when the signature was applied. Even the slightest change to the original document results a fail.



## BREVARD'S ADVANCED SERVICE SITE ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES

### 2.3 Certificate Authority

As mentioned earlier you must have a third party company verify your identity via an added digital certificate. Each company will vary in the way they verify your identity and how you receive the digital certificate. Most will have you either download software or send you the certificate on a smart card or USB drive to attach to the computer you will be using. Each will show you how to attach the CA's digital certificate to your digital seal and signature combo.

The required digital certificate will be similar to those used by FDOT such as an Access Certificate for Electronic Services (ACES). This type will meet the Laws & Rules set by the State of Florida for signing and sealing documents that are delivered electronically. While we cannot recommend which third party company to use we have narrowed the list to the following companies that meet the requirements for signing construction plans and are already in use by other local design professionals.

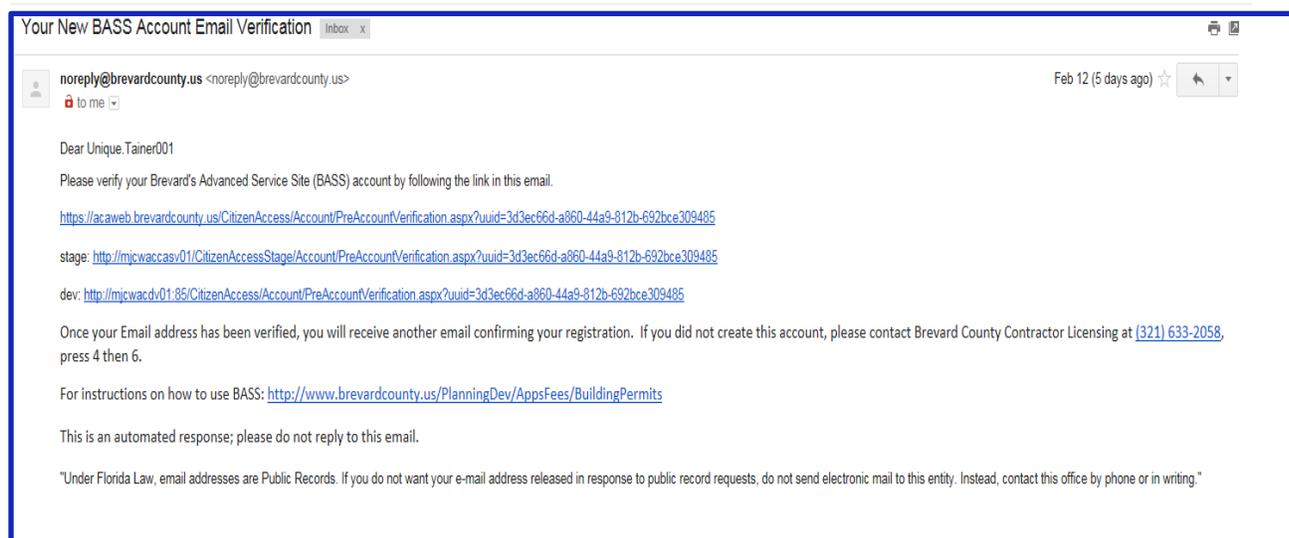
#### Approved Certification Authority Companies

- Identrust – <http://identrust.com/fdot/>
- Cosign – <http://www.arx.com/digital-signature/>
- Globalsign – <https://www.globalsign.com/en/digital-signatures/>

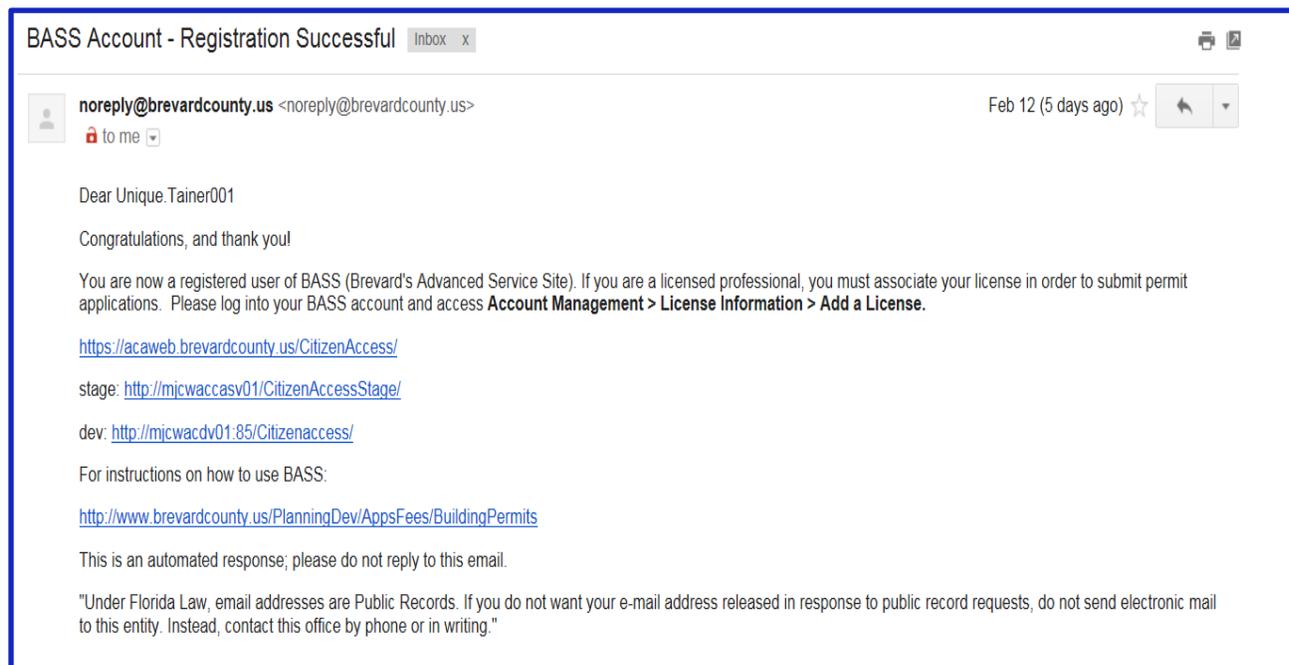
## Emails

### ***Associated with Account Registration***

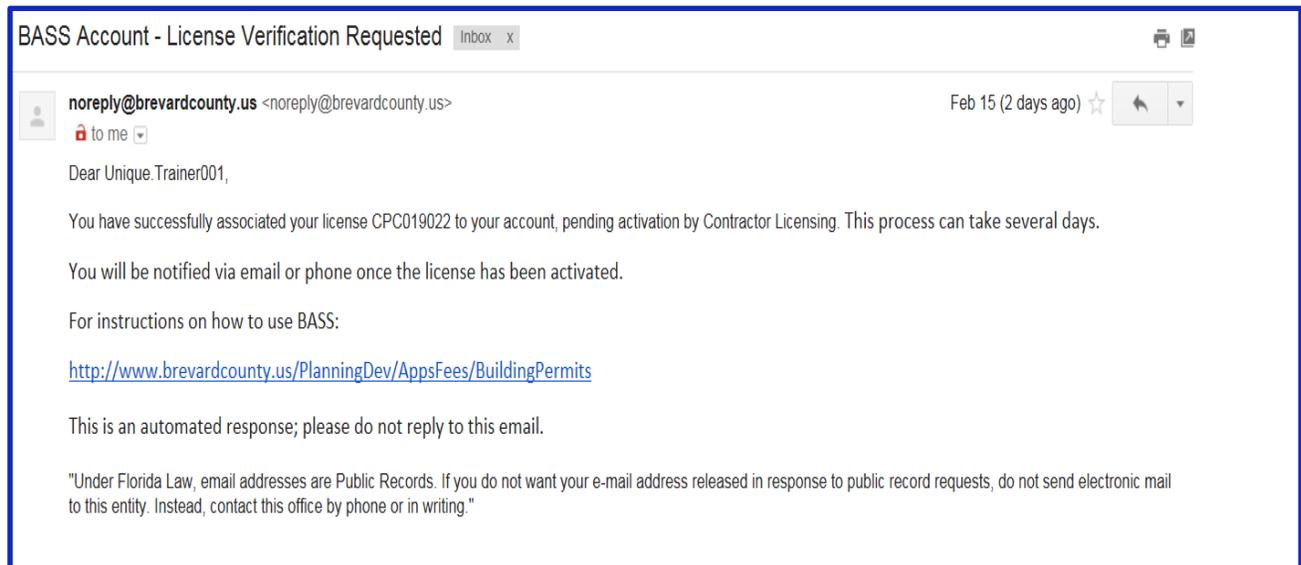
1. You will receive the following email when you initially establish your account: **New BASS Account Email Verification**. Following the instructions in the email to authenticate your email address; please do not reply to the email as it is an unattended email box.



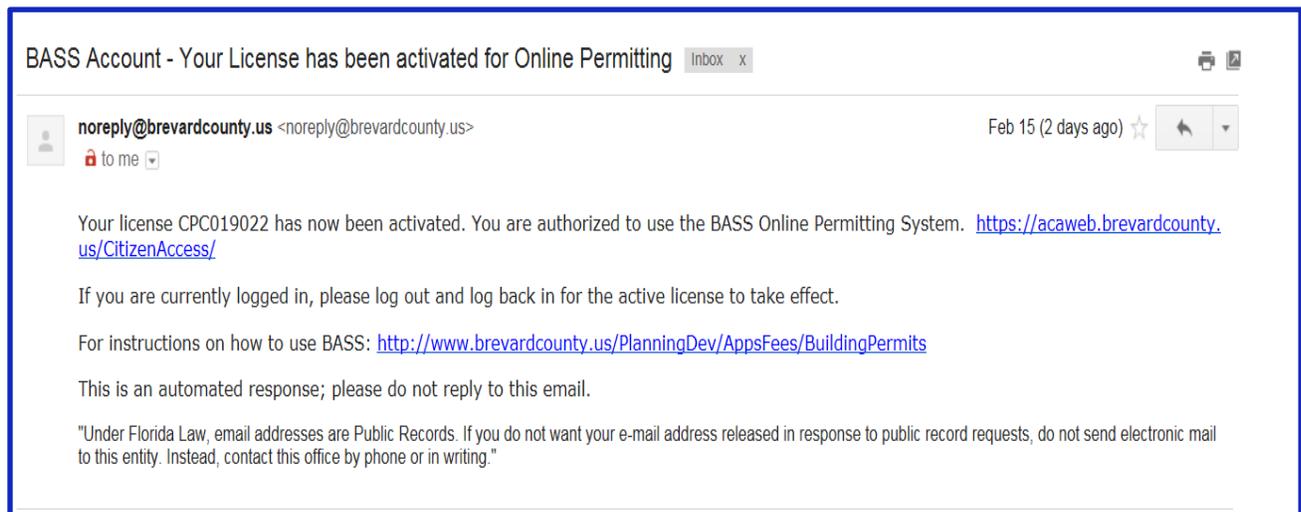
2. Once your registration is complete, the following email will be sent: **BASS Account-Registration Successful** to acknowledge account registration



3. The **BASS Account-License Verification Requested** email confirms that a request to link a license to a BASS account has been received and will be reviewed for activation by Contractor Licensing.

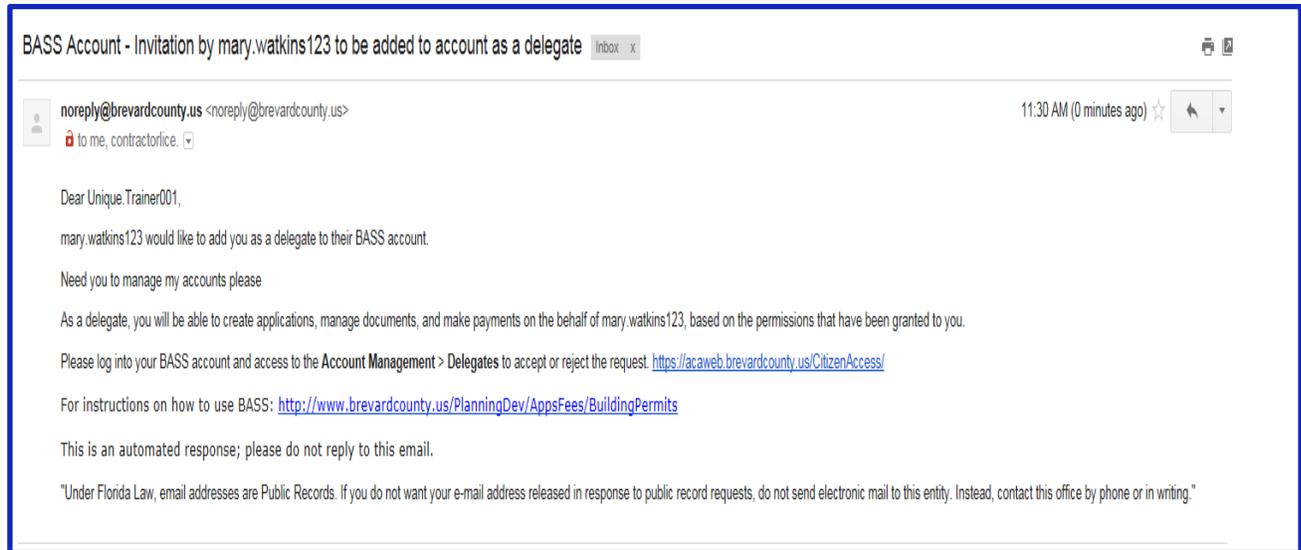


4. Once Contractor Licensing has reviewed and approved your license and information, you will receive another email: **BASS Account-Your license has been activated for Online Permitting**. This email confirms activation of a license number to a BASS account.



## Delegate Emails

As a delegate, you will receive an invitation from a **Licensed Professional** allowing you to access the Licensed Professional's BASS account:



Follow instructions in the email, *click* the link in the email to login to your account; Accept or Reject the invitation

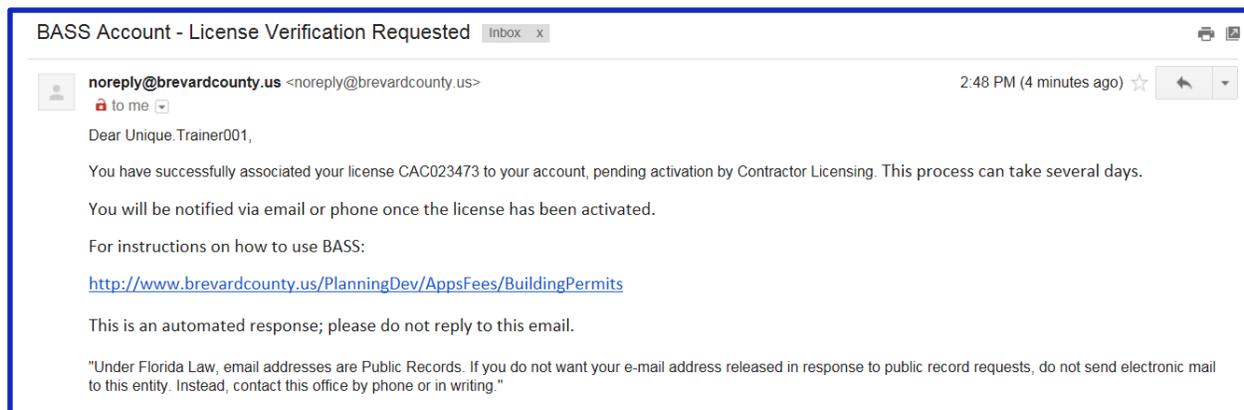
The screenshot shows the 'Delegates' management page with the following elements:

- Section: **Delegates** with an **Add a Delegate** button.
- Text: A Delegate is someone that you can assign to have access to work on your account based on the permissions you grant to them. The delegate must have already registered for an account with a unique e-mail address. If you want to name an authorized agent as a delegate click **Add a Delegate**.
- Section: **People who can access my account** (indicated by a blue arrow pointing to the section header).
- Entry: mary.watkins123 (Mary.Watkins@brevardcounty.us) Last accessed account on 02/15/2016. Includes an **Actions** dropdown menu.
- Section: **Add a Delegate**
- Section: **People whose account I can access**
- Entry: Mary Watkins (Mary.Watkins@brevardcounty.us) Invitation received on 02/18/2016. Includes **Accept** and **Reject** buttons.

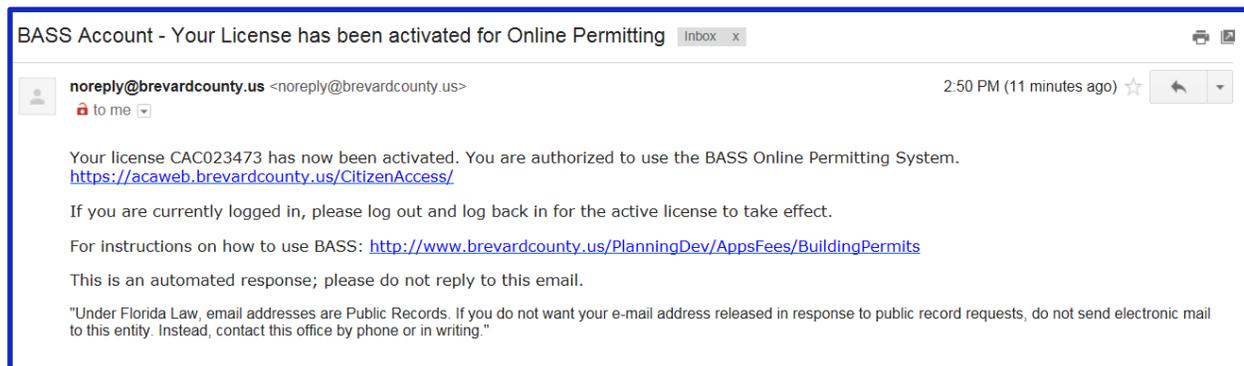
For a **Licensed Professional** to determine if a Delegate has accepted, access BASS's Account Management tab; review the Delegate's pane

The Delegate will need to link your license to his/her account, by following the link a license instructions.

The Delegate will receive the following email:



When the license has been activated by Contractor Licensing;

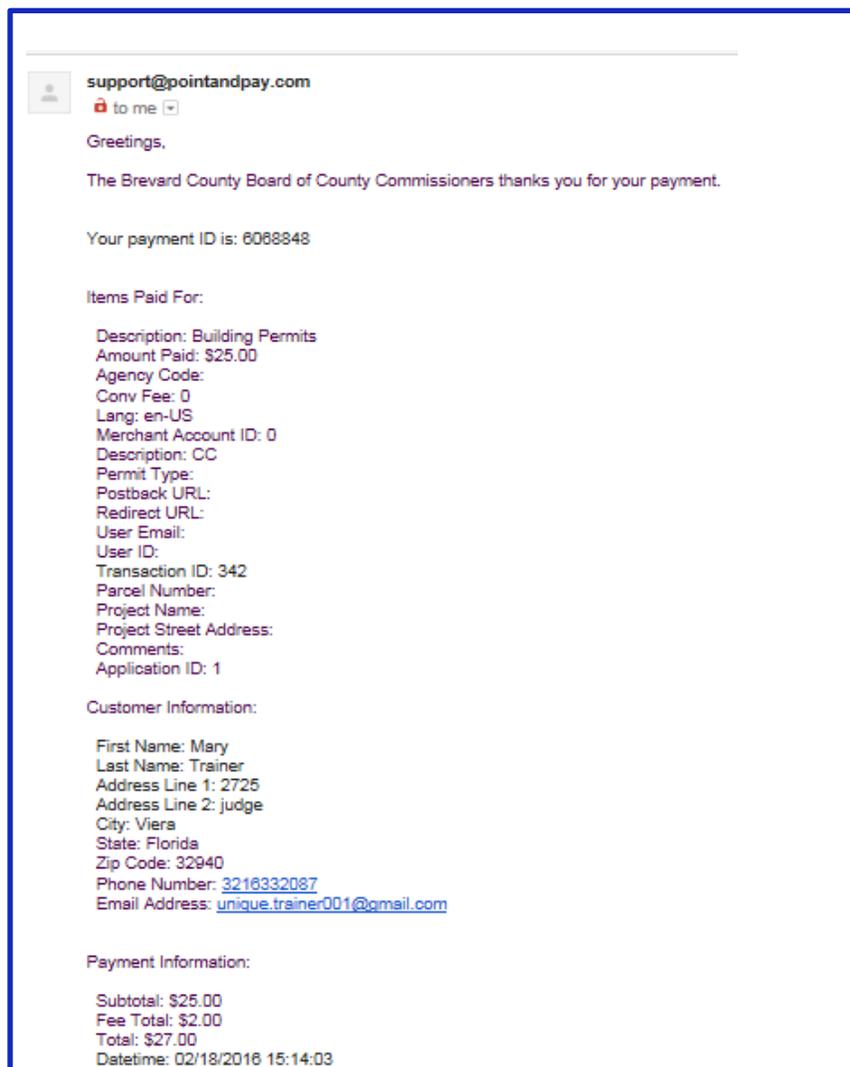


## ***Submitting Applications Emails***

After completing and paying for an application the following emails will occur:

- 1. Your Receipt-payment confirmation**
- 2. File submission successful for ##BC####-name**
- 3. Documents accepted and submitted for Plans Examiner's review**
- 4. Review process complete-action needed**
- 5. Review process complete-payment due**
- 6. Permit Issued**
- 7. Inspections**

### 1. Receipt email:



## 2. File submission email for documents uploaded:

File submission successful for 16BC00817 - Pool plans.pdf Inbox x

**AccelaDocumentService@accela.com** 3:14 PM (20 minutes ago) ☆

 to me ▾

Your recent file upload has been successfully submitted to:  
ADS.

The following is the summary of the file uploaded:  
File name: Pool plans.pdf  
File size: 653555 bytes  
Case/Application/Permit/Entity ID: 16BC00817  
Entity Type: CAP  
Uploaded date/time: 02/18/2016 15:14  
Last status date/time: 02/18/2016 15:14  
Uploaded By: PUBLICUSER1895 (Id: PUBLICUSER1895)  
Agency/Organization: BREVARD COUNTY  
Document name: Pool plans.pdf  
Document description: Pool plans  
Document type: BUILDING/application/pdf/Plans

\*\*\*\*\*

This is an automated email notification. Please do not reply to this email.  
"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

## 3. After application documents have been checked and submitted for Plans Examiners review:

Permit application: 16BC00817 Accepted Inbox x

**NO\_reply\_Abiz@brevardcounty.us** 8:55 AM (25 minutes ago) ☆

 to me ▾

Your application has been successfully submitted  
Application number: 16BC00817  
Site Address - 2725 JUDGE FRAN JAMIESON WAY, BLDG D MELBOURNE, FL 32940

Please reference this number on all future correspondence. To track your application's status utilize our online system.  
<https://acaweb.brevardcounty.us/CitizenAccess/>

For instructions on how to use our online system.  
<http://www.brevardcounty.us/PlanningDev/AppsFees/BuildingPermits>

This is an automated response, please do not reply to this email.  
"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

4. Plans examiners have completed reviews and there is action needed by you:

Permit Application: 16BC00819 Deficiency

 NO\_reply\_Abiz@brevardcounty.us ↻ Reply all | ▾  
To: Watkins, Mary; ✕ Fri 2/19/2016 10:01 AM

An action has been taken on your application.  
Application number: 16BC00819  
Application status: Awaiting Client Feedback

Please check your status and review the agency's comments by utilizing our electronic permit system.  
<https://acaweb.brevardcounty.us/CitizenAccess/>

For instructions on how to use our online permitting system.  
<http://www.brevardcounty.us/PlanningDev/AppsFees/BuildingPermits>

This is an automated response, please do not reply to this email.

5. Plans examiners have completed reviews and payment is due:

Permit Application: 16BC00819 Approved w/ Comments - fees due ⤴

 NO\_reply\_Abiz@brevardcounty.us ↻ Reply all | ▾  
To: Watkins, Mary; ✕ Fri 2/19/2016 10:29 AM

An action has been taken on your application.  
Application number: 16BC00819  
Application status: Awaiting Payment

Please check your status and review the agency's comments by utilizing our electronic permit system.  
<https://acaweb.brevardcounty.us/CitizenAccess/>

For instructions on how to use our online permitting system.  
<http://www.brevardcounty.us/PlanningDev/AppsFees/BuildingPermits>

This is an automated response, please do not reply to this email.

6. Permit Issued:

Permit Application: 16BC00819 Issued

 NO\_reply\_Abiz@brevardcounty.us  
To: Watkins, Mary; 

  Reply all | 

Fri 2/19/2016 2:19 PM

 | Action Items 

An action has been taken on your application.  
Application number: 16BC00819  
Application status: Issued

Please check your status and review the agency's comments by utilizing our electronic permit system.  
<https://acaweb.brevardcounty.us/CitizenAccess/>

For instructions on how to use our online permitting system.  
<http://www.brevardcounty.us/PlanningDev/AppsFees/BuildingPermits>

This is an automated response, please do not reply to this email.

7. Sample Inspection emails:

16BC00819 has been inspected 

 NO\_reply\_Abiz@brevardcounty.us  
To: Watkins, Mary; 

  Reply all | 

Fri 2/19/2016 3:11 PM

Brevard County Inspection Results for the following application number are:

16BC00819  
Building/Residential/Pool/NA  
[2725 JUDGE FRAN JAMIESON WAY, BLDG E MELBOURNE, FL 32940](#)  
Wading pool document and email test  
Ground Steel  
Fail  
no permit

16BC00819 has been inspected



**NO** NO\_reply\_Abiz@brevardcounty.us

To: Watkins, Mary; ↕

Reply all | ▾

Fri 2/19/2016 3:43 PM

Brevard County Inspection Results for the following application number are:

16BC00819

Building/Residential/Pool/NA

2725 JUDGE FRAN JAMIESON WAY, BLDG E MELBOURNE, FL 32940

Wading pool document and email test

Building Final

Pass