

Building Department Helpful Resources

www.ci.palm-coast.fl.us

Palm Coast Info Alert System <http://infoalert.ci.palm-coast.fl.us/login.aspx>

The Palm Coast **InfoAlert** system enables citizens to receive specialized informational broadcasts by *Email, Phone, Fax*, and/or *TTY* for those with hearing disabilities. Users can now register to receive up-to-date news and information delivered automatically using one or many of these mediums. This is the fastest way to receive the latest changes/updates/information for the Building Department.

Online Permit Search <http://permits.ci.palm-coast.fl.us>

The Permit Search provides citizens & contractors access to detailed information on permits issued since January 1st, 2005. This site allows you to+ check the status of permits and view detailed information on fees, plan reviews, and more.

BuildingWorks [https://secure.ci.palm-coast.fl.us/BuildingInspections/\(S\(srmrapuutou4sb45sql5lsma\)\)/Default.aspx](https://secure.ci.palm-coast.fl.us/BuildingInspections/(S(srmrapuutou4sb45sql5lsma))/Default.aspx)

Web and phone based automated permitting and inspections system. BuildingWorks offers contractors and citizens an easier way to make payments and schedule inspections.

BuildingWorks offers features and functionality of online inspection scheduling up to 5 days in advance, playback of address location and inspection type for accurate verification, and ONLINE PAYMENTS using any major credit card.

Public Records Search <http://www.ci.palm-coast.fl.us/OnlineServices/OnBase>

OnBase is the Records Management application that The City of Palm Coast uses for digitizing and retaining all of its records. Through the OnBase application provided online you can search, save, and print public records pertaining to the City of Palm Coast. All permits issued are scanned within a few days and are available to you. Please note that plans are not available via the city website for security purposes. Staff can provide you with a complete copy of your permit package for \$1.00 on a CD OR, if the file is not too large, it can be emailed directly to you.

Contractor Database Search www.ci.palm-coast.fl.us/Government/Departments/Community_Development/ContractorSearch.aspx

The contractor search allows you to search the building department's database of contractors. The information will provide you the latest information in our database, check a status, and a link to check for complaints. This search allows you to view all permits obtained by a particular contractor.

Webpage www.ci.palmcoast.fl.us

Access the Building Department web page by scrolling down to the Building Insp. & Permits link – this will take you directly to our main page. Additional pages are available from the main page that offers helpful information, important building links and our latest updates.

Instant Notification

Permitting Software Cd Plus offers instant notification on certain permitting events. Currently, the following events are sent via fax or email. (It is strongly suggested to have an email address on file as this is much more accurate than fax machines)

- Permit is applied for
- Plan review is placed on hold
- Permit is ready for issuance
- Permit holds, inspection holds, etc.
- Permit status change. (ready, issued, hold, expired, cancelled, void)
- Permit Expiration warning notice
- Subcontractors are notified when they are listed on a permit application
- Contractor data expires (workers comp, liability, licenses, business tax receipts, etc.)
- Inspection requests
- Inspection results

These notifications are automatic and it is not necessary to sign up as long as you have provided an email or fax. A request is necessary if you do NOT want to receive these notifications.

NOTE: please note the online permit search link provides this information on a live time basis. There are times this service may go down.

Important Information

- **Permits are required to be issued PRIOR to the commencement of any work.**
- **Expired permit notices are mailed out as a courtesy. It is the applicant's responsibility to obtain all the required inspections or request an extension in writing if the project is not completed prior to the expiration of the permit.**
- **Violations of these will result in the applicant's appearance to the Flagler County Contractor Review Board for action.**