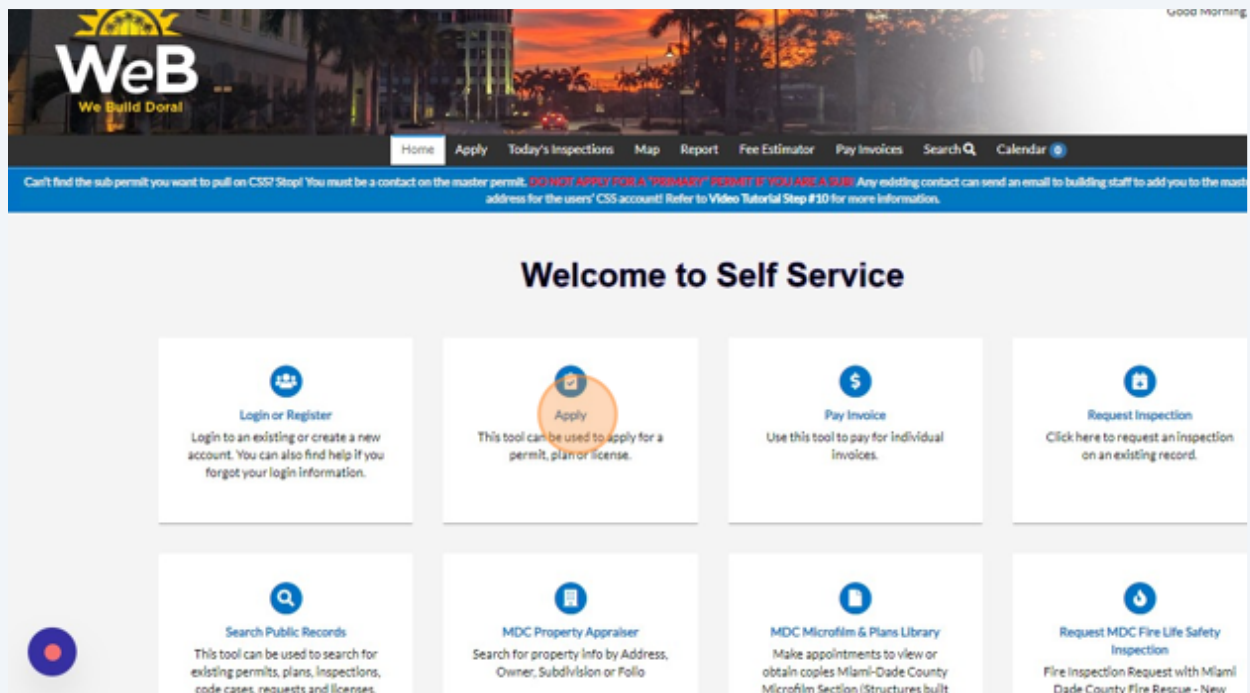


# How to Apply for a City of Doral Building Permit Revision

Step-by-step guide to apply for a commercial building permit revision from the CSS Portal

1 Navigate to [www.cityofdoral.com/permitting](http://www.cityofdoral.com/permitting)

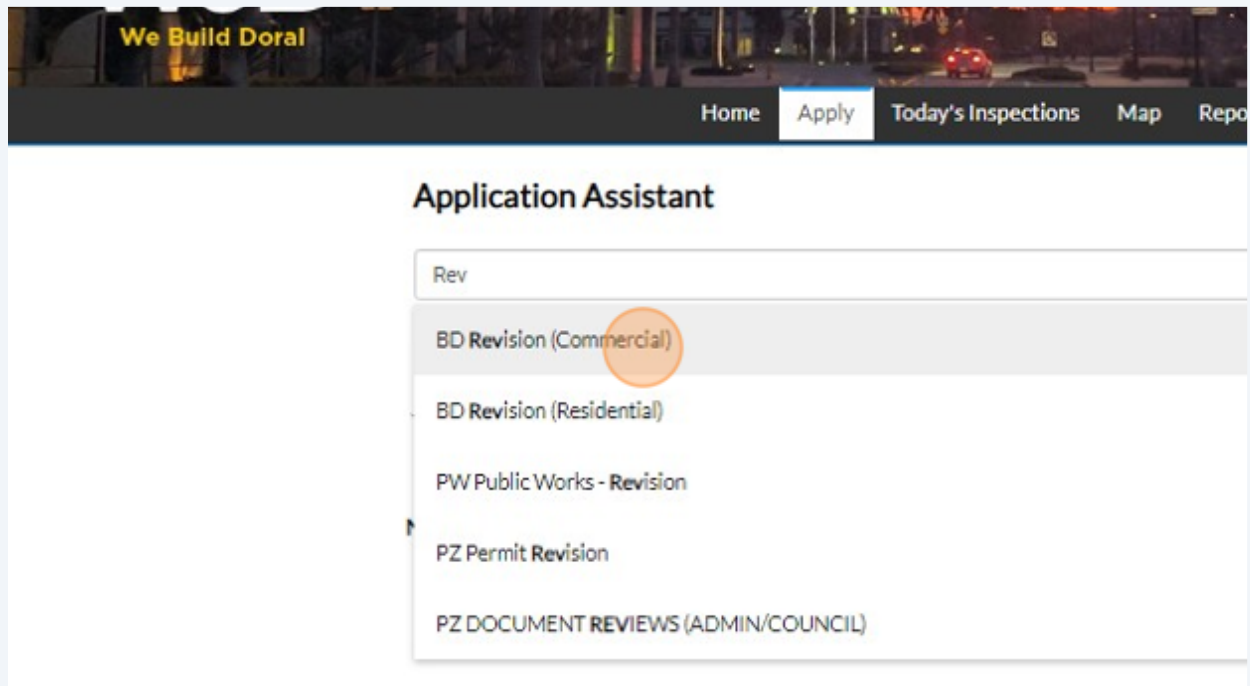
2 Click "Apply"



3 Type "Rev"

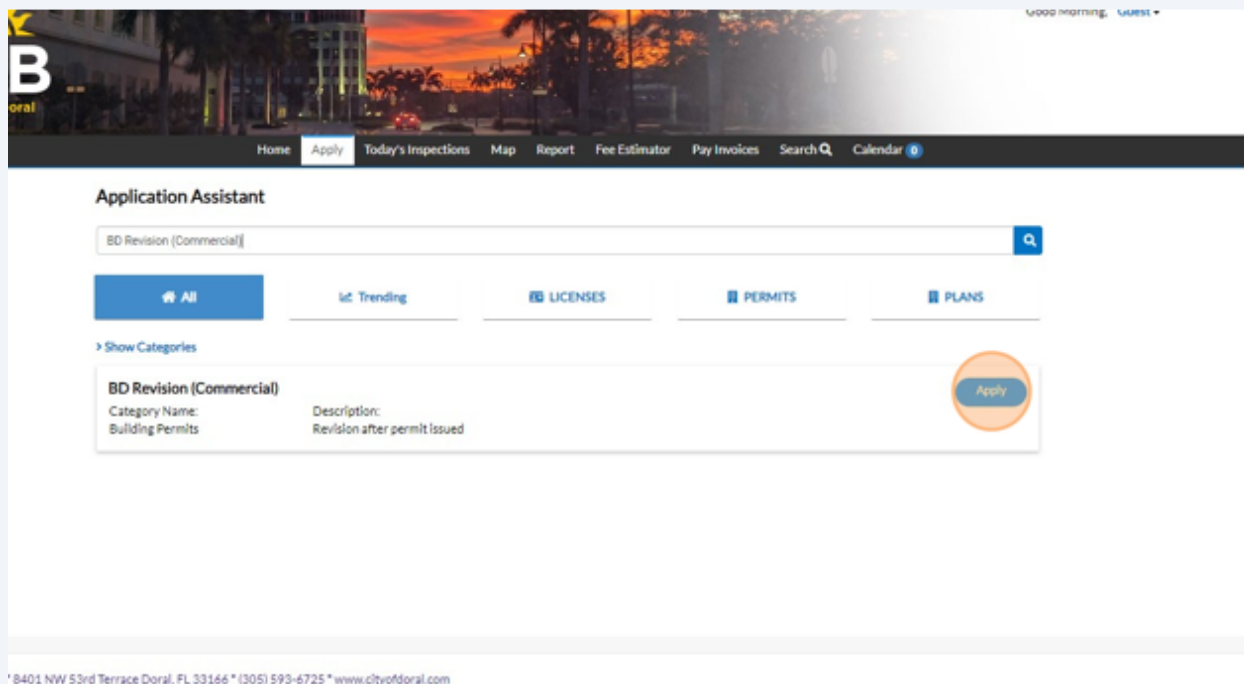
4

Select the type of revision you wish to apply for from the list displayed. For this example, we will click "BD Revision (Commercial)"



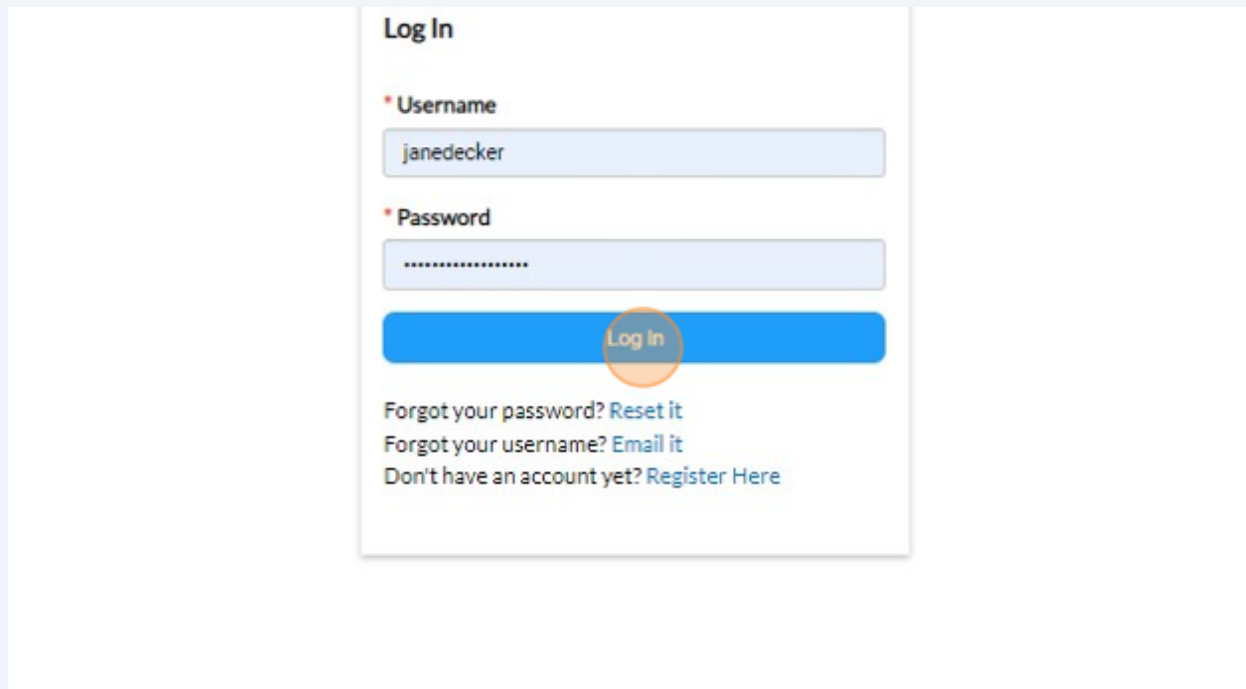
5

Then Click "Apply"



6

The System will ask the applicant to log in. Click "Register Here" if you have not yet setup your CSS account. Click "Log In"

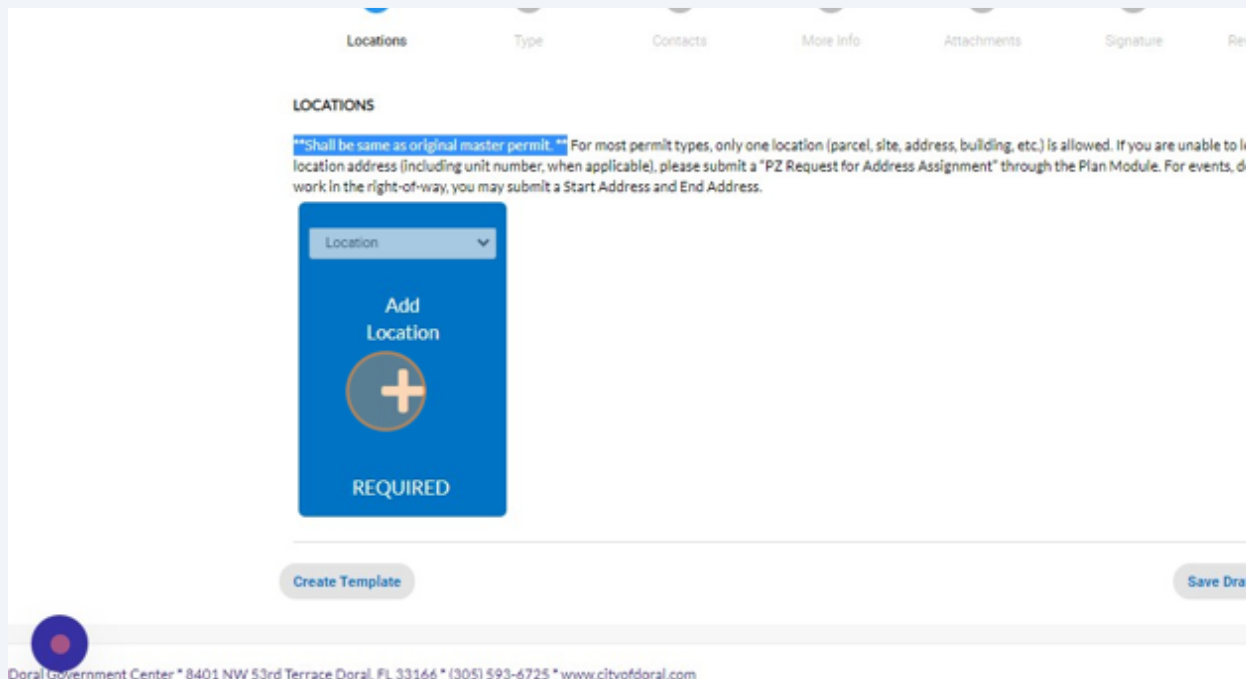


The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- \* Username** (Label) with a text input field containing 'janedecker'.
- \* Password** (Label) with a password input field containing masked characters.
- Log In** (Blue button) with an orange circle highlighting the text.
- [Forgot your password? Reset it](#)
- [Forgot your username? Email it](#)
- [Don't have an account yet? Register Here](#)

7

Use the "+" sign to ADD the LOCATION. Please note: Location shall be the same as the master permit. Use simple address technique. Example: 8401 NW 53 TER, 6100 NW 99 AVE. No suffix on the numbers and three-letter street designation.



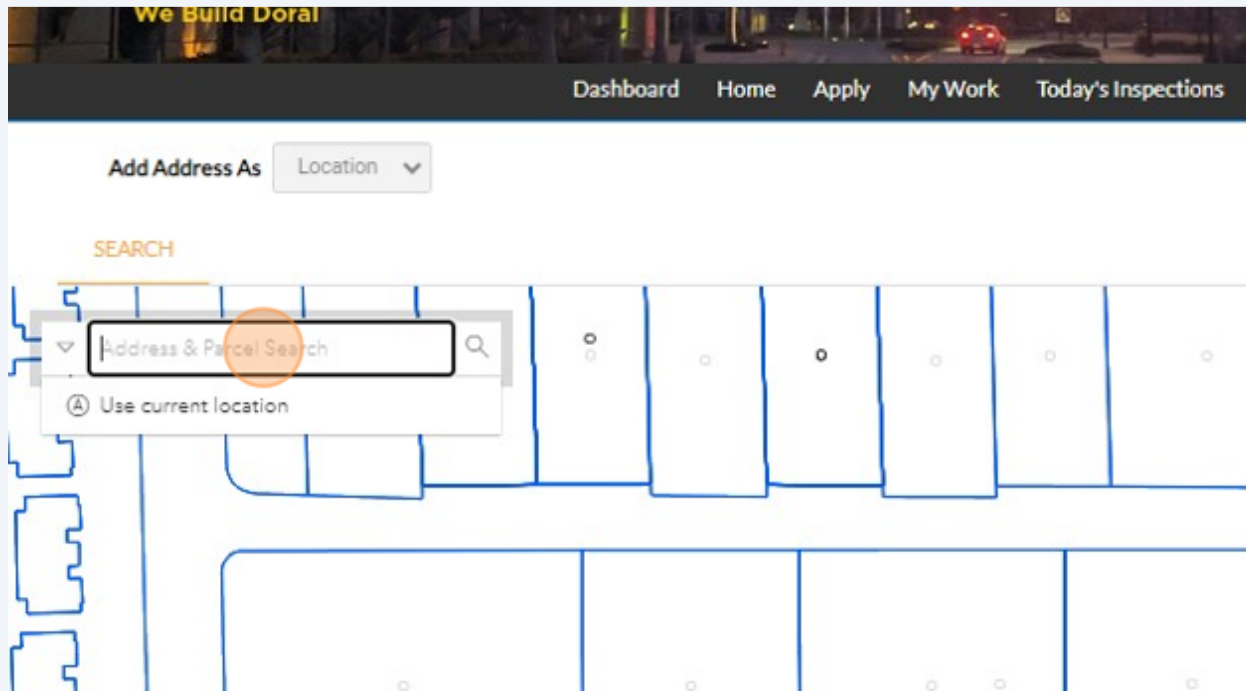
The screenshot shows the 'Locations' section of the application with the following elements:

- Locations** (Section Header)
- LOCATIONS** (Section Header)
- Location** (Dropdown menu)
- Add Location** (Text)
- +** (Blue button with a white plus sign)
- REQUIRED** (Text)
- Create Template** (Button)
- Save Draft** (Button)

Footnote: \*\*\*Shall be same as original master permit.\*\*\* For most permit types, only one location (parcel, site, address, building, etc.) is allowed. If you are unable to locate the location address (including unit number, when applicable), please submit a "PZ Request for Address Assignment" through the Plan Module. For events, development work in the right-of-way, you may submit a Start Address and End Address.

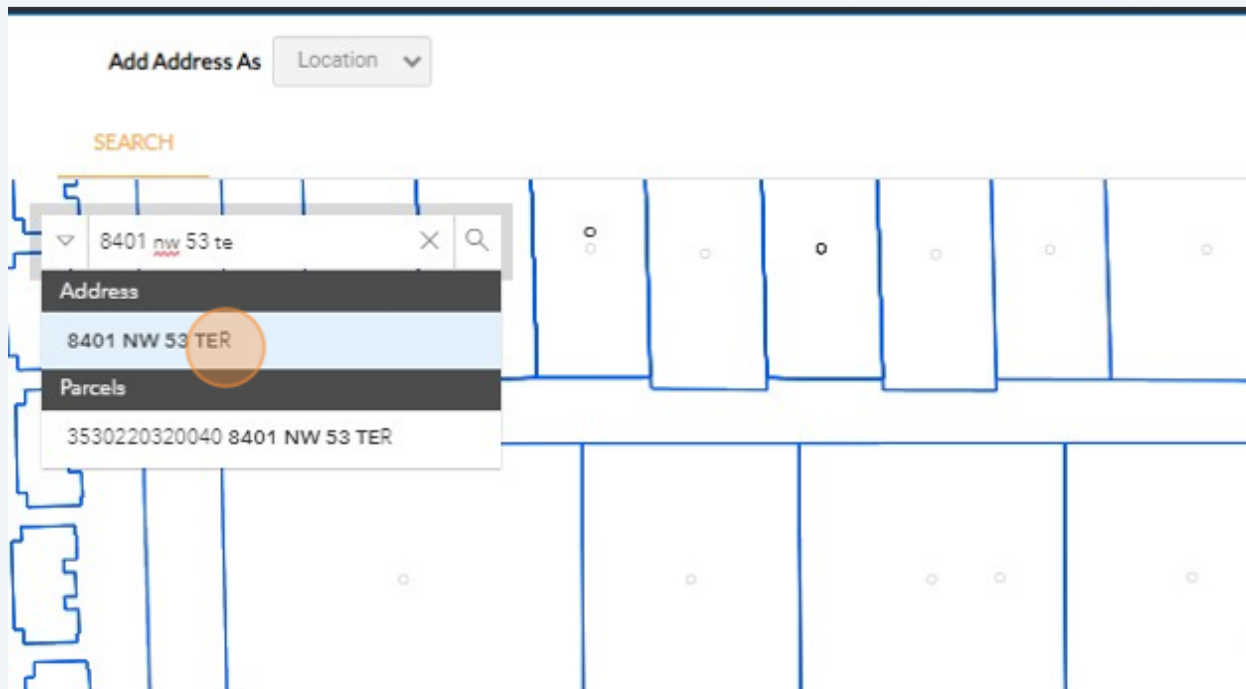
Footer: Doral Government Center \* 8401 NW 53rd Terrace Doral, FL 33166 \* (305) 593-6725 \* www.cityofdoral.com

- 8 Click the "Address & Parcel Search" field to start typing the address.

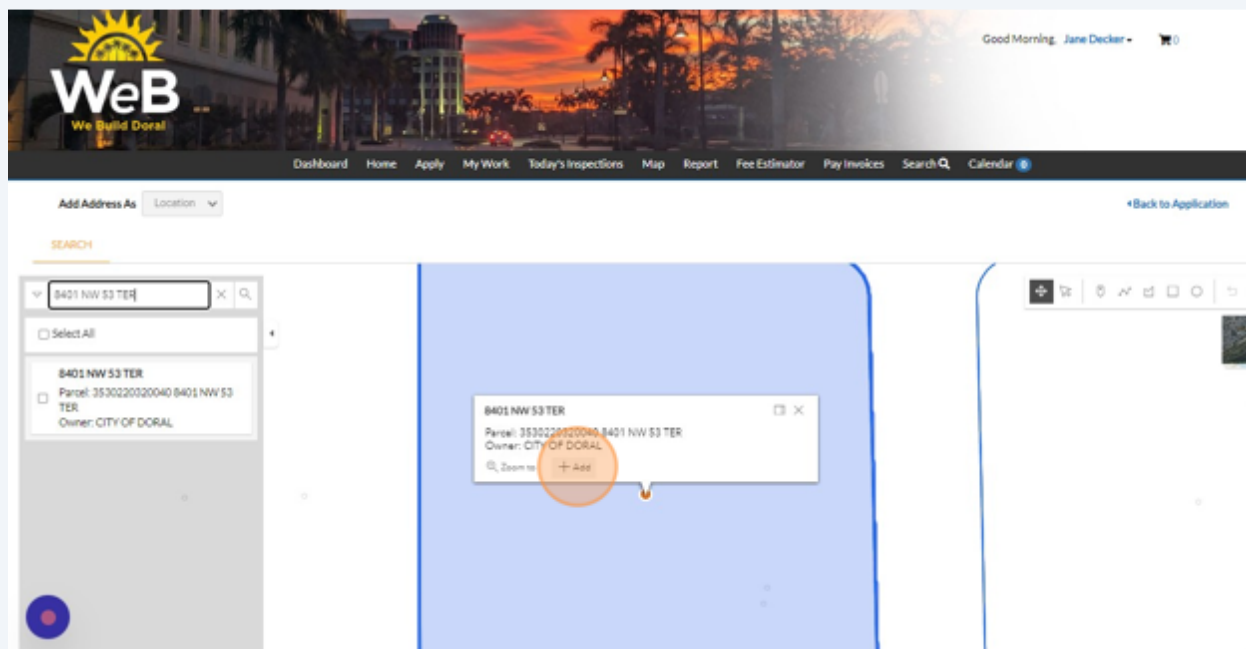


- 9 Example: Type "8401 nw 53 te"

- 10 Select the address from the drop-down menu that appears.



- 11 Select "Add"



## 12 Click "Next"

Apply for Permit - BD Revision (Commercial) \*REQUIRED

1 2 3 4 5 6 7  
Locations Type Contacts More Info Attachments Signature Review and Submit

**LOCATIONS**

\*\*\*Shall be same as original master permit.\*\*\* For most permit types, only one location (parcel, site, address, building, etc.) is allowed. If you are unable to locate the correct location address (including unit number, when applicable), please submit a "PZ Request for Address Assignment" through the Plan Module. For events, demonstrations, or work in the right-of-way, you may submit a Start Address and End Address.

Type: Location  
8401 NW 53 TER, Doral, FL,  
33166-4534

Main Address ☒

Parcel Number  
3530220320040 8401 NW  
53 TER  
Main Parcel ☒

Remove

Location

Add Location

+

Create Template

Save Draft Next

\* 8401 NW 53rd Terrace Doral, FL 33166 \* (305) 593-6725 \* www.cityofdoral.com

## 13 In the Description Box, Type "REVISION TO [PERMIT NUMBER]" and include a brief description of the changes here. Enter a whole dollar value for the changes or "0" if none. Click "Next".

WeB  
We Build Doral

Good Morning, Jane Decker

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Pay Invoices Search Calendar

Apply for Permit - BD Revision (Commercial) \*REQUIRED

1 2 3 4 5 6 7  
Locations Type Contacts More Info Attachments Signature Review and Submit

**PERMIT DETAILS**

All fields marked as required must be filled out to move forward in the application process.

\* Permit Type BD Revision (Commercial)

\* Description  
REVISION TO BDCY-YMM-NNNN  
-includes scope of work change (insert brief description here)

\* Valuation 15000

Back Create Template

Save Draft Next

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The user signed into the portal is automatically assigned as the applicant. You may add additional contacts using the "+" sign. When done, click "Next".

Apply for Permit - BD Revision (Commercial) \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

**CONTACTS**

A contact is a person authorized to view this plan or permit. A required contact must be attached to the plan or permit prior to submittal. Each work class may have one or more required contacts.

**Applicant**  
Jane Decker (You)  
8401 NW 53rd Terr, 2nd Floor  
Doral, FL, 33166

**Applicant**  
DRY RUN  
DRY RUN  
3655 NW 82 AVE, Doral, FL,  
33166-6624

Applicant  
Add Contact  
+

Back Create Template Save Draft **Next**

Doral Government Center \* 8401 NW 53rd Terrace Doral, FL 33166 \* (305) 593-6725 \* www.cityofdoral.com

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Enter the "\*Master Permit #" in the required field and click "Next".

Apply for Permit - BD Revision (Commercial) \*REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

**MORE INFO**

Fields found in this section may be required or optional. All required fields must be filled out prior to submittal and will be verified by the review team.

**Admin**

\*Master Permit #

Master Permit # is required.

Back Create Template Save Draft **Next**

Doral Government Center \* 8401 NW 53rd Terrace Doral, FL 33166 \* (305) 593-6725 \* www.cityofdoral.com



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A permit application, plans/drawings, and a narrative are the minimum required documents. Select the drop-down menu to add other types of attachments. Be sure to select the trades affected by the revision on the application. Current Permit Application is available at [www.cityofdoral.com/all-departments/building/fo...](http://www.cityofdoral.com/all-departments/building/fo...) Select "Next" when done.

The screenshot shows the 'Attachments' step in a multi-step process. The progress bar at the top indicates steps: Locations (1), Type (2), Contacts (3), More Info (4), Attachments (5, active), Signature (6), and Review and Submit (7). Below the progress bar, the 'Attachments' section contains a text block explaining that revision applications and forms are available in electronic, PDF-fillable format from the department's web page at [www.cityofdoral.com](http://www.cityofdoral.com). It also mentions following Miami-Dade County naming guidelines and not locking PDFs for editing. Below this text are four blue boxes, each with an 'Add Attachment' button and a plus icon. The first three boxes are labeled 'Application', 'Plans & Drawings', and 'Rework/Revision Narrative', each with a 'REQUIRED' label at the bottom. The fourth box is a dropdown menu labeled 'Select Type' with a plus icon and a list of supported file types: .jpg, .png, .jpeg, .sft, .doc, .docx, .xls, .xlsx, .txt, .dwg, .cav, .rtt, .dxf, .dwfx, .pdf. At the bottom of the form are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

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**IMPORTANT NOTE:** If you have attached files and click "SAVE AS DRAFT", you will receive an error. Your work will be saved up until that point but all of your files will disappear. This is the last step before signature and submit.

The screenshot shows the 'Apply for Permit - BD Revision (Commercial)' page. A success message overlay is displayed in the center, stating 'Success' and 'Save has been successful. Note: Attachments cannot be saved in a draft.' The background shows the 'Locations' section with a form for 'Type: Location' and 'Main Address'. The form includes fields for 'Location' (a dropdown menu), 'Add Location' (a plus icon), 'Main Address' (a checkbox), 'Parcel Number' (a text field), and 'Main Parcel' (a checkbox). The page also features a navigation bar at the top with links like 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Fee Estimator', 'Pay Invoices', 'Search', and 'Calendar'. The user's name 'Jane Decker' is visible in the top right corner.



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When done attaching files for your revision, click "Next" to move to signature page and then to "Submit" page. A clerk will process the submission and queue it for review. **IMPORTANT NOTE:** Some revisions will require review by outside agencies such as Miami-Dade Fire or DERM. You may reach out to our building reviewers for more information. Do NOT close out your revision at the County until you are confident that you have addressed your reworks for BOTH the city and the county. This completes the revision submittal process.

Save Draft

Next