

iMS -- How To Apply for a Mechanical Permit on iMS

1

Log into iMS

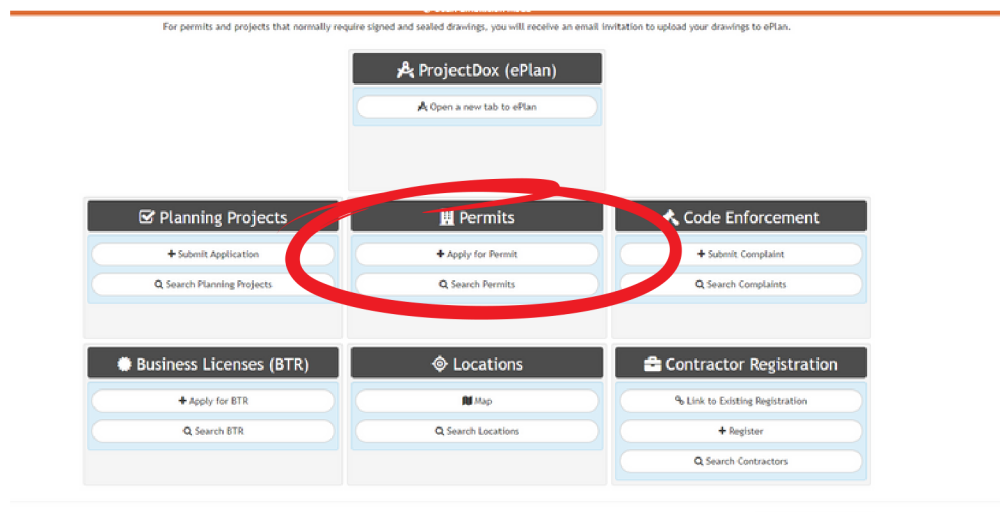
Go to iMS by either going to ims.lakelandgov.net or locating the CED Portal (iMS) link on our website (www.lakelandgov.net). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."

When you log in you will be taken to the homepage.

Complete the Permit Application:

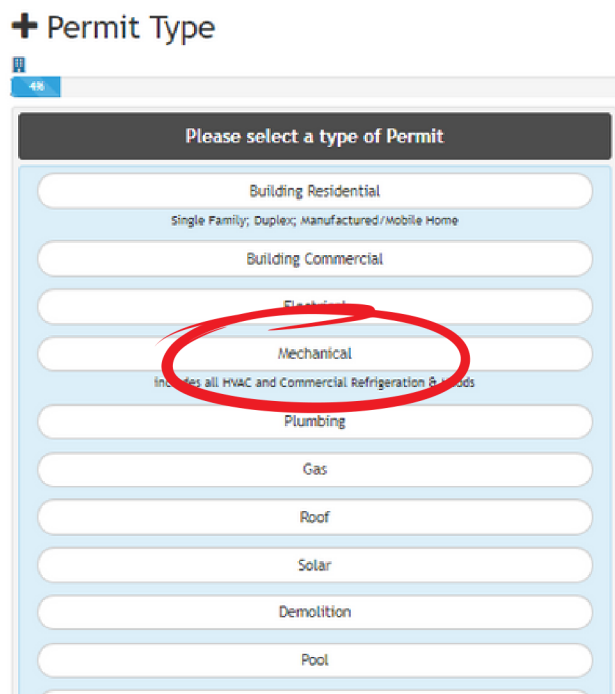
2

From there you select Apply for Permit.



3

From there you will choose your permit type. Choose Mechanical.



4

Choose which SubType. For this example we are choosing residential.

The screenshot shows the iMS interface with a 'Goto Record #' search bar and 'USER Emulation Mode' indicator. The main heading is '+ Record SubType'. Below it, a progress bar shows 'Mechanical' at 6%. A modal window titled 'Please select one' contains two radio button options: 'Commercial' and 'Residential'. The 'Residential' option is circled in red. Below the options, the text 'Single Family, Duplex, Manufacture, Mobile Home' is visible. A 'Discard' button is located at the bottom right of the modal.

4

Enter the address for the permit. You may want to enter just a partial address to make sure that you can find the address you are looking for. *Make sure that you pick the one with JUST the address and not anything that says "sgn", "wtr", etc. Once selected, click next.

The screenshot shows the iMS interface with a progress bar for 'Mechanical | Residential' at 10%. The heading is 'Permit Location'. A modal window titled 'Enter the address for the permit' contains a 'Use Map' button with a location pin icon and the text 'Most accurate on a GPS-enabled device'. Below this is a 'Find Address' input field with the instruction 'Begin Typing to search. Select a valid address from the dropdown.' A dropdown menu is open, showing the address '111 LAKE HOLLINGSWORTH DR LAKELAND, FL 33801'. At the bottom of the modal are 'Discard' and 'Next' buttons.

5

Enter a title and description for your application.

The screenshot shows the iMS interface with a progress bar for 'Mechanical | Residential' at 20%. The heading is 'Permit Description'. A modal window titled 'Please enter a title and description for your application' contains two text input fields. The first field, labeled 'Job Description', contains the text 'Change Out Condensor and Air Handler'. The second field, labeled 'Permit Scope', contains the text 'Replace 2 TON A/C unit'. Below the fields is the instruction 'Please enter a description of the work being performed'. At the bottom of the modal are 'Discard', 'Undo', and 'Next' buttons.

6 Enter your permit information.

Permit Information

Mechanical | Residential 35%

Please enter all required information

Application Information

Job Value

Structure Type

Air Handler Replacement Yes

New Air Handler Tonnage

Condenser Replacement Yes

New Condenser Tonnage

Duct Work Yes

7 Enter your contact information.

ims Goto Record # USER Emulation Mode John Smith

Contacts

Mechanical | Residential 50%

Please complete any available contacts.

Contractor

Please wait for list to populate, do not press enter.

Full Name

AEC Number

Street Address

Address 2

City

State

Zip

Mobile Number

Email Address

Country

Applicant (John Smith)

Property Owner (FLORIDA SOUTHERN COLLEGE)

Select Language

8 Read and accept the Legal Acknowledgement.

ims Goto Record # USER Emulation Mode John Smith

Legal Acknowledgement

Mechanical | Residential 15%

IT IS THE OWNERS RESPONSIBILITY TO COMPLY WITH THE PROVISIONS OF SECTION 469.003, FLORIDA STATUTES, AND TO NOTIFY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION OF HIS OR HER INTENTIONS TO REMOVE ASBESTOS, WHEN APPLICABLE, IN ACCORDANCE WITH STATE AND FEDERAL LAW. The 2020 Building Code is in effect.

Application is hereby made for a building permit to do the work as briefly described above and in consideration of the issuance of such Permit, I agree that this application is subject to being built as referenced to the applicable approved plans and in accordance to the Zoning Ordinance, Building Code, and other ordinances of the City of Lakeland and laws of the State of Florida applicable thereto. It is understood that any deviation from the information contained herein unless approved by the Building Inspector will render the building permit null and void. I agree that this property will not be occupied or used until any and all damage done to streets, curbs, sidewalks or other public or private property has been completely and satisfactorily repaired or replaced and all driveways will be completed under permit and approval from the Building Inspection Division. Also, the property will not be occupied until after a Letter of Completion or a Certificate of Occupancy is acquired upon completion of all applicable inspections. I hereby certify that the information set forth above is true and correct and that I am the property owner or lessee, or acting as the agent of either and have been authorized by them to make this application.

Select Language

Review your Application Summary. Upload necessary files.

Application Summary

Mechanical | Residential

60%

Final Step - Confirm Details and Click Submit Below

Location & Permit Description	Contacts	Files														
<p>Location</p> <p>111 LAKE HOLLINGSWORTH DR LAKELAND, FL 33801 242819212000004030</p>	<p>Applicant John Smith</p> <p>Contractor</p> <p>Property Owner FLORIDA SOUTHERN CO...</p>															
<p>Job Description</p> <p>Single Family Condenser and Air Handler Replacement</p> <p>Permit Scope</p> <p>\$3000 Change out 2 TON A/C Unit</p>																
Permit Information	Acknowledgements															
<table border="0"><tr><td>Air Handler Replacement</td><td>Yes</td></tr><tr><td>Condenser Replacement</td><td>Yes</td></tr><tr><td>Duct Work</td><td>Yes</td></tr><tr><td>Job Value</td><td>\$3,000.00</td></tr><tr><td>New Air Handler Tonnage...</td><td>2</td></tr><tr><td>New Condenser Tonnage</td><td>2</td></tr><tr><td>Structure Type</td><td>Single Family</td></tr></table>	Air Handler Replacement	Yes	Condenser Replacement	Yes	Duct Work	Yes	Job Value	\$3,000.00	New Air Handler Tonnage...	2	New Condenser Tonnage	2	Structure Type	Single Family	<p>Legal Acknowledgement 12/27/2023</p>	
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Discard Submit