iMS -- How To Apply for an Electrical Permit on iMS

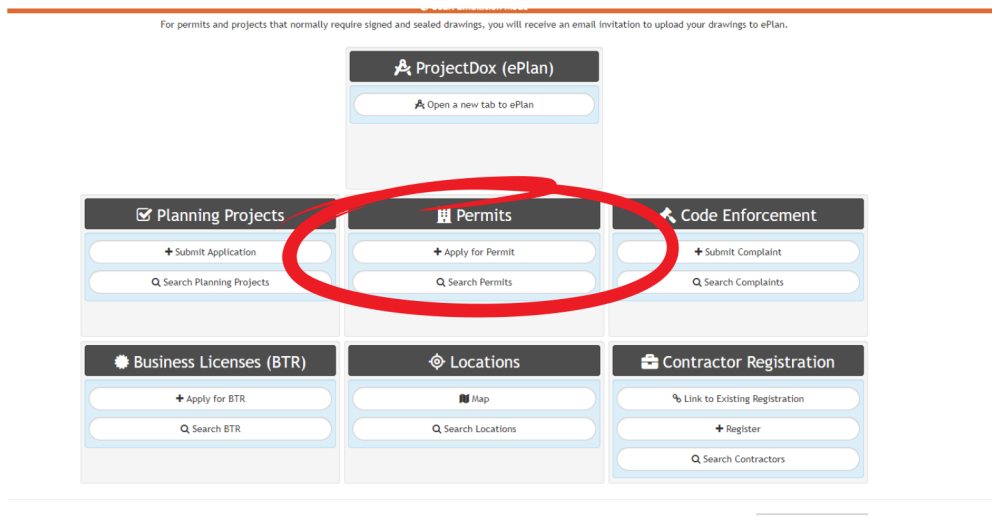**1** **Log into iMS**
Go to iMS by either going to ims.lakelandgov.net or locating the CED Portal (iMS) link on our website (www.lakelandgov.net). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."

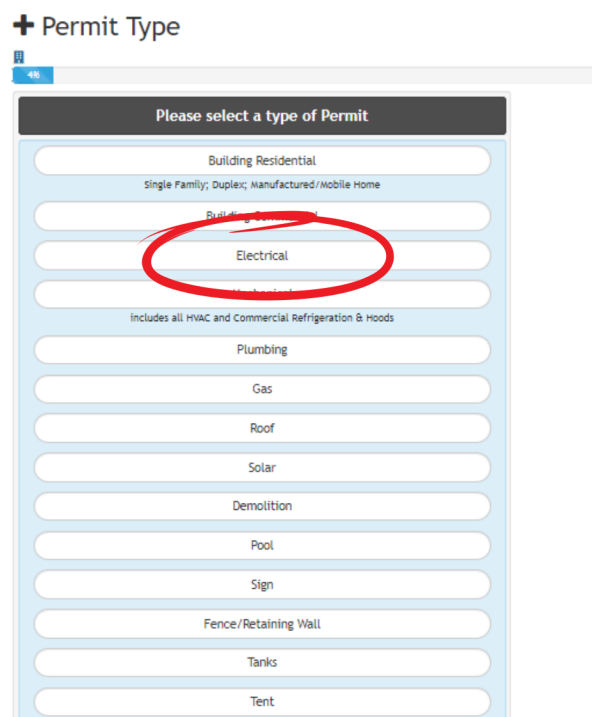**When you log in you will be taken to the homepage.**

2 From there you select Apply for Permit:

For permits and projects that normally require signed and sealed drawings, you will receive an email invitation to upload your drawings to ePlan.

ProjectDox (ePlan)
Open a new tab to ePlan

☑ Planning Projects	**🏢 Permits**	**🔧 Code Enforcement**
+ Submit Application	+ Apply for Permit	+ Submit Complaint
Q Search Planning Projects	Q Search Permits	Q Search Complaints

🏵 Business Licenses (BTR)	**◈ Locations**	**💼 Contractor Registration**
+ Apply for BTR	📖 Map	⚲ Link to Existing Registration
Q Search BTR	Q Search Locations	+ Register
		Q Search Contractors

3 From there you will choose your permit type. Choose Electrical.

+ Permit Type

4%

Please select a type of Permit
Building Residential
Single Family; Duplex; Manufactured/Mobile Home
Building Commercial
Electrical
Mechanical
Includes all HVAC and Commercial Refrigeration & Hoods
Plumbing
Gas
Roof
Solar
Demolition
Pool
Sign
Fence/Retaining Wall
Tanks
Tent

4 Choose which SubType. For this example, we're choosing residential.

5 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.

6 Enter a title and description for your application:

7 Enter your permit information:

Permit Information

Electrical | Residential

35%

Please enter all req

Application Information	
Job Value	$3,500.00
Structure Type	Single Family
Type of Work	Service Upgrade

8 Enter your contact information

Contacts

Electrical | Residential

50%

Please complete any available contacts.

Applicant ✏ Me

Full Name *	John Smith
Street Address *	111 Lake Hollingsworth Dr
Address 2	
City *	Lakeland
State	FL
Zip	33801
	Just 5 digit zip please
Mobile Number	
Email Address *	JSmith@gmail.com
Country	
Other Info	

Property Owner ✏ Me

Full Name	John Smith
Name 2	
Street Address	111 LAKE HOLLINGSWORTH DR
Address 2	
City	LAKELAND
Township	
State	FL
Zip	33801
	Just 5 digit zip please
EmailAddress	JSmith@gmail.com
Country	
Other Info	

Contractor [Search]

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

9 Upload your notice of Commencement:

TMS Goto Record # John Smith

⊘ USER Emulation Mode

File Requests

Electrical | Residential

60%

Pending - File Requests

⬆ Notice of Commencement

🗑 Discard   ▶ Next

10 **Read and accept the Legal Acknowledgement**

11 **Review your Application Summary. Upload necessary files.**