

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

1

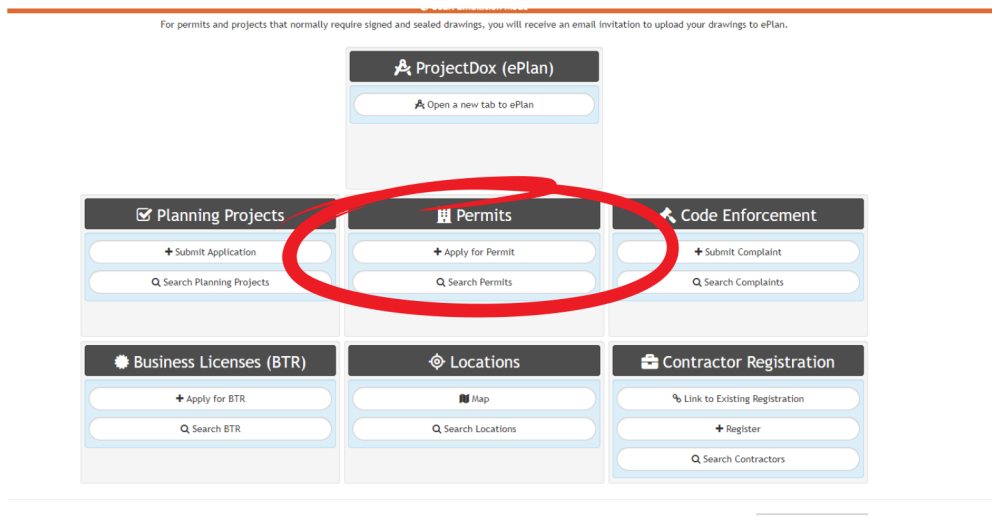
Log into iMS

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.

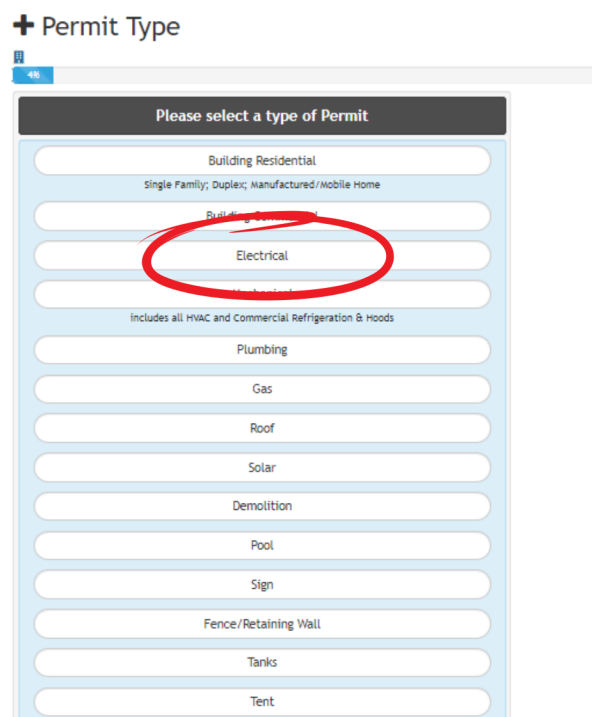
2

From there you select Apply for Permit:



3

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



4

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

The screenshot shows the iMS application interface. At the top, there is a header with the iMS logo, a 'Goto Record #' search bar, and a 'USER Emulation Mode' indicator. Below the header, the main heading is '+ Record SubType'. A progress bar indicates 'Electrical' at 6%. The central form has a dark header that says 'Please select one'. Below this, there are two radio button options: 'Commercial' and 'Residential'. The 'Residential' option is circled in red. Underneath 'Residential', there is a list of sub-options: 'Single Family', 'Duplex', 'Manufactured', and 'Mobile Home'. At the bottom right of the form, there is a 'Discard' button.

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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 'Permit Location' screen in the iMS application. The header includes the iMS logo, 'Goto Record #' search bar, and 'USER Emulation Mode'. The main heading is 'Permit Location'. A progress bar indicates 'Electrical' at 10%. The central form has a dark header that says 'Enter the address for the permit'. Below this, there is a 'Use Map' button and a note: 'Most accurate on a GPS-enabled device'. A text input field contains '111'. Below the input field, there is a dropdown menu with the selected address: '111 LAKE HOLLINGSWORTH DR, LAKELAND, FL 33801'. At the bottom, there are 'Discard' and 'Next' buttons. At the bottom right, there is a 'Select Language' dropdown menu.

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Enter a title and description for your application:

The screenshot shows the 'Permit Description' screen in the iMS application. The header includes the iMS logo, 'Goto Record #' search bar, and 'USER Emulation Mode'. The main heading is 'Permit Description'. A progress bar indicates 'Electrical | Residential' at 20%. The central form has a dark header that says 'Please enter a title and description for your application'. Below this, there are two text input fields: 'Job Description' with the value 'Update House Wiring' and 'Permit Scope' with the value 'Rewire House to Code'. Below these fields, there is a note: 'Please enter a description of the work being performed'. At the bottom, there are 'Discard', 'Undo', and 'Next' buttons. At the bottom right, there is a 'Select Language' dropdown menu. The footer includes the City of Lakeland logo and the text '© 2023 - Intuitive Municipal Solutions'.

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Enter your permit information:

Permit Information

Electrical | Residential 35%

Please enter all req

Application Information

Job Value	<input type="text" value="\$3,500.00"/>
Structure Type	<input type="text" value="Single Family"/>
Type of Work	<input type="text" value="Service Upgrade"/>

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Enter your contact information

Contacts

Electrical | Residential 50%

Please complete any available contacts.

Applicant Me

Full Name *	<input type="text" value="John Smith"/>
Street Address *	<input type="text" value="111 Lake Hollingsworth Dr"/>
Address 2	<input type="text"/>
City *	<input type="text" value="Lakeland"/>
State	<input type="text" value="FL"/>
Zip	<input type="text" value="33801"/>
<small>Just 5 digit zip please</small>	
Mobile Number	<input type="text"/>
Email Address *	<input type="text" value="JSmith@gmail.com"/>
Country	<input type="text"/>
Other Info	<input type="text"/>

Property Owner Me

Full Name	<input type="text" value="John Smith"/>
Name 2	<input type="text"/>
Street Address	<input type="text" value="111 LAKE HOLLINGSWORTH DR"/>
Address 2	<input type="text"/>
City	<input type="text" value="LAKELAND"/>
Township	<input type="text"/>
State	<input type="text" value="FL"/>
Zip	<input type="text" value="33801"/>
<small>Just 5 digit zip please</small>	
EmailAddress	<input type="text" value="JSmith@gmail.com"/>
Country	<input type="text"/>
Other Info	<input type="text"/>

Contractor Search

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

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Upload your notice of Commencement:

TMS Goto Record # USER Emulation Mode John Smith

File Requests

Electrical | Residential 60%

Pending - File Requests

+ Notice of Commencement

Discard
Next

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Read and accept the Legal Acknowledgement

The screenshot shows the IMS application interface. At the top, there is a navigation bar with the IMS logo, a search field for 'Goto Record #', and a user profile for 'John Smith'. Below the navigation bar, the page title is 'Legal Acknowledgement'. The main content area contains a legal disclaimer and a paragraph of text. At the bottom of the content area, there are two buttons: 'Discard' and 'Accept'. A 'Select Language' dropdown menu is visible at the bottom right of the page.

Legal Acknowledgement

Electrical | Residential

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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.

Discard Accept

Select Language

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Review your Application Summary. Upload necessary files.

The screenshot shows the IMS application interface for step 11: Application Summary. The page title is 'Application Summary'. The main content area is divided into several sections: 'Location & Permit Description', 'Contacts', 'Requested Files', 'Files', 'Permit Information', and 'Acknowledgements'. At the bottom of the content area, there are two buttons: 'Discard' and 'Submit'. A 'Select Language' dropdown menu is visible at the bottom right of the page.

Application Summary

Electrical | Residential

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Final Step - Confirm Details and Click Submit Below

Location & Permit Description

Location
111 LAKE HOLLINGSWORTH DR
LAKELAND, FL 33801
24281921200004030

Job Description
Electrical Single Family Service Upgrade
Permit Scope
3,5000 Rewire House to Code

Contacts

Applicant: John Smith
Contractor
Property Owner: FLORIDA SOUTHERN CO...

Requested Files

Notice of Commencement

Files

Permit Information

Job Value: \$3,500.00
Structure Type: Single Family
Type of Work: Service Upgrade

Acknowledgements

Legal Acknowledgement: 12/27/2023

Discard Submit

Select Language