

iMS -- How To Apply for a Window/Door Permit

1

Log into iMS

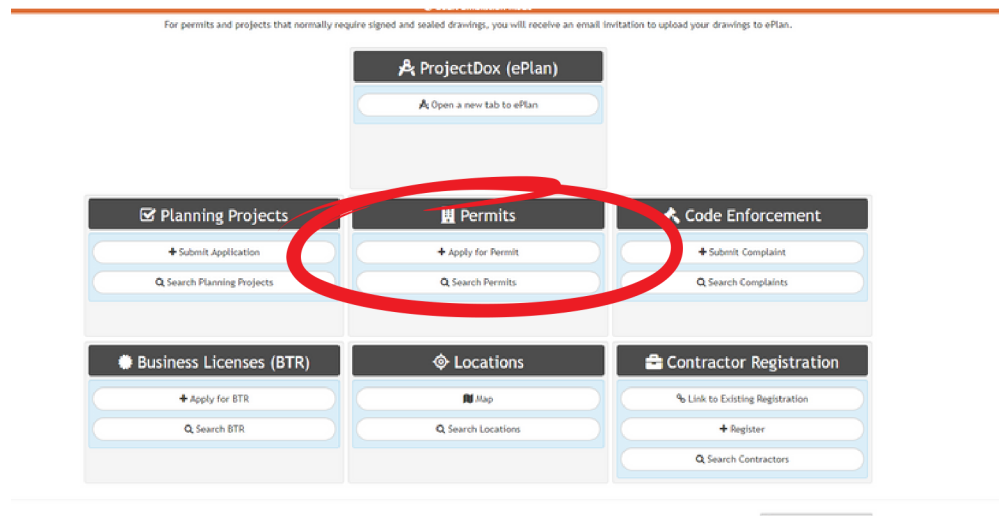
Go to iMS by either going to ims.lakelandgov.net or locating the CED Portal (iMS) link on our website (www.lakelandgov.net). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."

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 Building Residential.

+ Permit Type

The screenshot shows a 'Permit Type' selection screen. The title is '+ Permit Type'. Below the title is a progress indicator showing '4%' completion. The main heading is 'Please select a type of Permit'. The screen lists several permit types in a list of rounded rectangular buttons: 'Building Residential' (highlighted with a red circle), 'Building Commercial', 'Electrical', 'Mechanical' (with a sub-note: 'includes all HVAC and Commercial Refrigeration & Hoods'), 'Plumbing', 'Gas', 'Roof', 'Solar', and 'Demolition'.

4

Choose which SubType. Choose SubType Windows & Doors.

The screenshot shows the 'Record SubType' form in the iMS system. The form is titled 'Record SubType' and is for 'Building Residential'. The form is titled 'Please select one' and lists the following options:

- New Single Family
Construction of complete new single family home
- New Duplex
Construction of complete new duplex/triplex
- Accessory Dwelling Unit
Dwelling unit detached from primary structure
- Mobile/Manufactured Home Setup
- Accessory Structure
Non-dwelling unit including sheds & detached garages
- Driveway
- Remodel/Alteration
includes work being completed under existing roof
- Addition
includes pool cage, screen enclosures, attached carport, and glass room
- Windows & Doors
If NOT sized for size, select Remodel/Alteration

A red circle highlights the 'Windows & Doors' option. A 'Discard' button is located at the bottom right of the form.

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.

The screenshot shows the 'Permit Location' form in the iMS system. The form is titled 'Permit Location' and is for 'Residential'. The form is titled 'Enter the address for the permit' and shows a search bar with the address '111 LAKE HOLLINGSWORTH DR, LAKE LAND, FL 33801' entered. A 'Next' button is located at the bottom right of the form.

6

Enter a title and description for your application:

Permit Description
Building Residential | Windows & Doors

Please enter a title and description for your application

Job Description: Change out windows

Permit Scope: 5 windows size for size on north and eastern sides of home

Please enter a description of the work being performed

Buttons: Discard, Undo, Next

7

Enter your permit information:

Permit Information
Building Residential | Windows & Doors

Click Here for DBPR Product Approval Search

Application Information

Job Value: \$5,000.00

Window Installation? Yes

Number of Windows: 5

All Windows Size-for-Size? Yes

Door Installation: Yes

Number of Doors: 2

All Doors Size-for-Size? No

Product Approval Number(s): #5444,1

Buttons: Discard, Undo, Next

8

Enter your contact information.

Contacts
Roof | Residential

Please complete any available contacts.

Contractor Search

Applicant: (John Smith)

Property Owner: (FLORIDA SOUTHERN COLLEGE)

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

Full Name: []

AEC Number: []

Street Address: []

Address 2: []

City: []

State: --- SELECT ONE ---

Zip: []

Mobile Number: (863) 834-6000

Email Address: JSmith2023@gmail.com

Country: []

Buttons: Discard, Undo, Next

Select Language

9

Read and accept the Legal Acknowledgement.

Legal Acknowledgement

Roof | Residential

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

10

Review your Application Summary. Upload necessary files.

Application Summary

Roof | Residential

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>Job Description</p> <p>shingle tear off reroof Permit Scope 2,4000</p>	<p>Applicant John Smith</p> <p>Contractor FLORIDA SOUTHERN CO...</p> <p>Property Owner</p>	<p>Screenshot 2023... 12/27/2023</p>
<p>Permit Information</p> <p>Florida Product Approval... 5444.1</p> <p>Installation Type * Tear Off</p> <p>Job Value * \$2,400.00</p> <p>Number of Squares * 26</p> <p>Roof Type * Shingle</p> <p>Structure Type * Single Family</p>	<p>Acknowledgements</p> <p>Legal Acknowledgement 12/27/2023</p>	

Discard Submit

Select Language