

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

1

Log into iMS

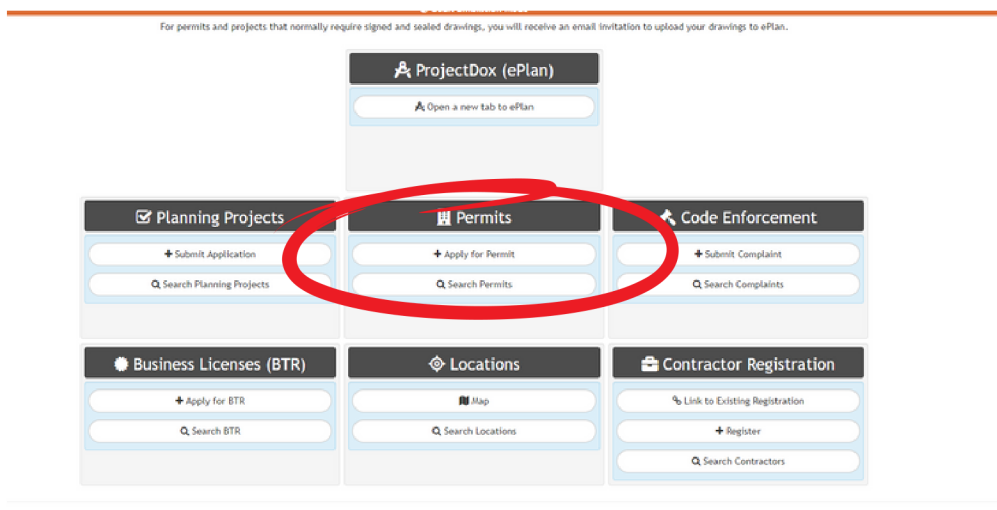
Go to iMS by either going to ims.lakelandgov.net or locating the CED Portal (iMS) link on our website (www.lakelandgov.net). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."

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

Complete the Permit Application:

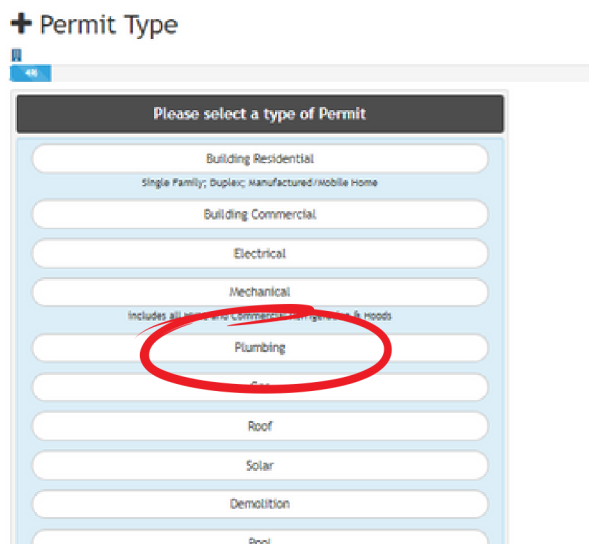
2

From there you select Apply for Permit:



3

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



4

Choose which SubType.

The screenshot shows the IMS application interface. At the top, there is a header with the IMS logo, a 'Goto Record #' field, and a 'USER Emulation Mode' indicator. Below the header, the main title is '+ Record SubType'. Underneath, there is a progress bar for 'Plumbing' at 6%. The main content area is a modal titled 'Please select one' with two radio button options: 'Commercial' and 'Residential'. The 'Residential' option is circled in red. Below the options, there is a note: 'Single Family; Duplex; Manufactured/Mobile Home'. At the bottom right of the modal, there is a 'Discard' button.

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.

Permit Location

The screenshot shows the 'Permit Location' screen. At the top, there is a header with 'Plumbing | Residential' and a progress bar at 10%. The main title is 'Enter the address for the permit'. Below the title, there is a 'Use Map' button and a note: 'Most accurate on a GPS-enabled device'. There is a 'Find Address' input field. Below the input field, there is a note: 'Begin Typing to search. Select a valid address from the dropdown.' Below this, the address '111 LAKE HOLLINGSWORTH DR LAKELAND, FL 33801' is displayed. At the bottom, there are 'Discard' and 'Next' buttons.

6

Enter a description and permit scope for your application:

Permit Description

The screenshot shows the 'Permit Description' screen. At the top, there is a header with 'Plumbing | Residential' and a progress bar at 20%. The main title is 'Please enter a title and description for your application'. Below the title, there are two input fields: 'Job Description' with the value 'Shower Pan Replacement' and 'Permit Scope' with the value 'Replace Shower Pan eastern side of home'. Below the input fields, there is a note: 'Please enter a description of the work being performed'. At the bottom, there are 'Discard', 'Undo', and 'Next' buttons.

7

Enter your permit information:

Permit Information

Plumbing | Residential

35%

Please enter all required information

Application Information

Job Value * \$500.00

Structure Type * Single Family

Type of Work * Shower Pan Replacement

Discard

Undo

Next

8

Enter your contact information.

ims Goto Record # USER Emulation Mode John Smith

Contacts

Plumbing | Residential

35%

Please complete any available contacts.

Contractor Search

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 J.Smith2023@gmail.com

Country

Applicant (John Smith)

Property Owner (FLORIDA SOUTHERN COLLEGE)

Discard Undo Next

Select Language

9

Read and accept the Legal Acknowledgement.

Legal Acknowledgement

Plumbing | 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.

Discard

Accept

Application Summary

Plumbing | 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>Applicant: John Smith</p> <p>Contractor</p> <p>Property Owner: FLORIDA SOUTHERN CO...</p>	
<p>Job Description</p> <p>Plumbing Single Family Shower Pan Replacement</p> <p>Permit Scope</p> <p>\$500 Replace Shower Pan Only</p>		
Permit Information	Acknowledgements	
<p>Job Value: \$500.00</p> <p>Structure Type: Single Family</p> <p>Type of Work: Shower Pan Replacement</p>	<p>Legal Acknowledgement: 12/27/2023</p>	

[Discard](#) [Submit](#)