

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

1

Log into iMS

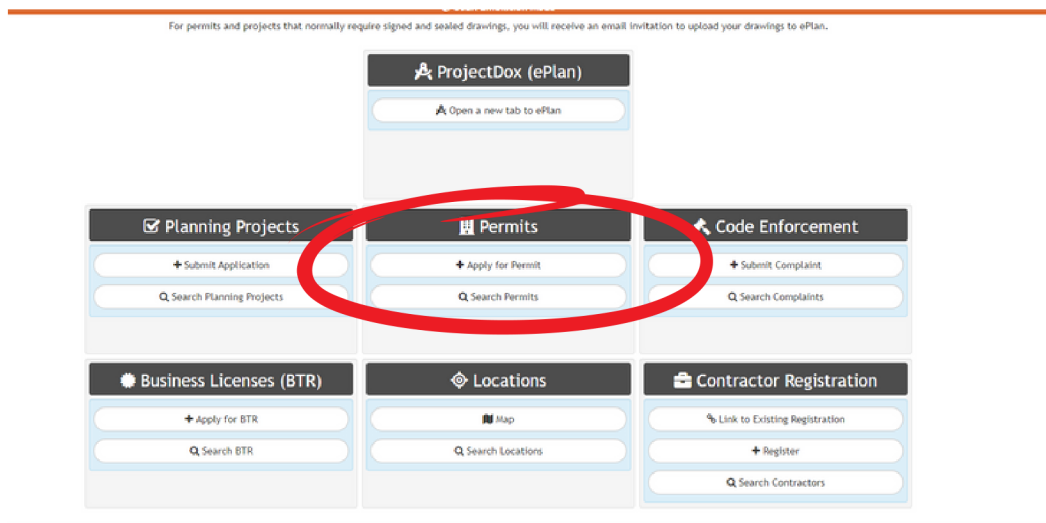
Go to iMS by either going to ims.lakelandgov.net or locating the CED Portal (iMS) link on our website (www.lakelandgov.net). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."

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

Complete the Permit Application:

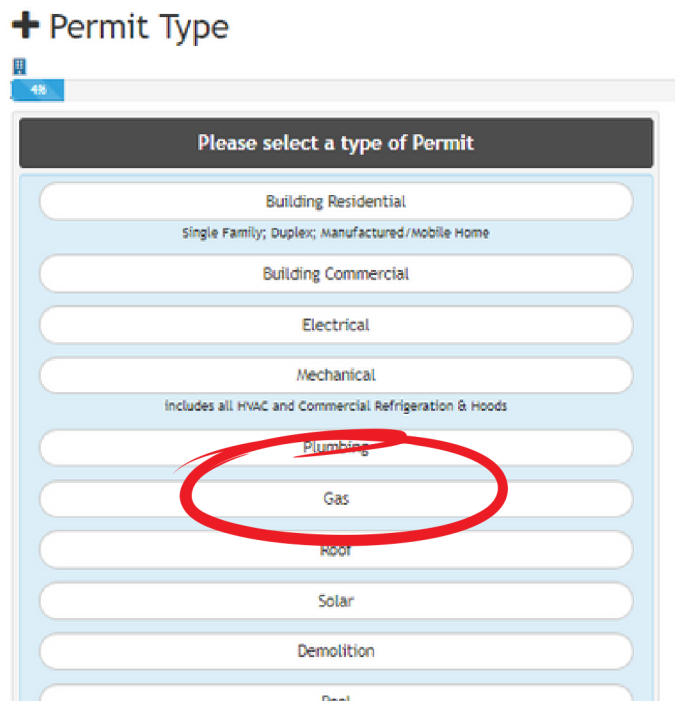
2

From there you select Apply for Permit:



3

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



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

+ Record SubType

Gas 6%

Please select one

Commercial

Residential

Single Family, Duplex, Manufactured/Mobile Home

Discard

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

Gas | Residential 10%

Enter the address for the permit

Use Map

Most accurate on a GPS-enabled device

Find Address

Begin Typing to search. Select a valid address from the dropdown.

111 LAKE HOLLINGSWORTH DR
LAKELAND, FL 33801

Discard Next

6 Enter a description and permit scope for your application.

📄 Permit Description

Gas | Residential 20%

Please enter a title and description for your application

Job Description **Install Gas Outlets**

Permit Scope **2 Gas Outlets to Water Heater & Stove**

Please enter a description of the work being performed

Discard Undo Next

7

Enter your permit information.

Permit Information

Gas | Residential

Please enter all required information

Application Information

Job Value	\$500.00
Structure Type	Single Family
Application	Appliance
Type of Appliance	Water Heater & Stove
# of Outlets	2
Number of Conversion Burners	2
Number of Floor Furnaces	4
Number of Incinerators	2
Number of Boilers	2
Number of Gas Central Heating Units	2
Number of Air Conditioning Units	1
Number of Venting Wall Furnaces	2
Number of Water Heaters	1

[Discard](#) [Undo](#) [Next](#)

8

Enter your contact information.

ims Goto Record # USER Emulation Mode John Smith

Contacts

Gas | Residential

Please complete any available contacts.

Contractor Search

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

Full Name		Applicant (John Smith)
AEC Number		Property Owner (FLORIDA SOUTHERN COLLEGE)
Street Address		
Address 2		
City		
State	--- SELECT ONE ---	
Zip		
Mobile Number	(863) 834-6000	
Email Address	JSmith2023@gmail.com	
Country		

[Discard](#) [Undo](#) [Next](#)

Select Language

9

Read and accept the Legal Acknowledgement.

Legal Acknowledgement

Gas | 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

I Accept

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Review your Application Summary. Upload necessary files.

Application Summary

Gas | Residential

Final Step - Confirm Details and Click Submit Below

Location & Permit Description

Location
111 LAKE HOLLINGSWORTH DR
LAKELAND, FL 33801
24281921200004030

Job Description

Gas Single Family
Permit Scope
\$500 Install 2 Gas Outlets to Water Heater & Stove

Permit Information

# of Outlets	2
Application	Appliance
Job Value	\$500.00
Number of Air Condition...	1
Number of Boilers	2
Number of Conversion B...	2
Number of Floor Furnace...	4
Number of Gas Central H...	2

More

Contacts

Applicant: John Smith | amantha Odom
Contractor:
Property Owner: FLORIDA SOUTHERN CO...

Files

Discard

Submit

Acknowledgements

Legal Acknowledgement 12/27/2023