


Permit Portal Application

- The first step in using the Permit Portal application is to go to the application login page, enter your email id and temporary password provided by Admin/Property Appraiser. When you press the Login button, the Application will then ask you to change your password.
- Login with your Email Id, new password and you will be able to view/enter your Municipality data. Each Municipality can only view their own data.

ADJUST FONT SIZE: + - RESET

 **DOROTHY JACKS**
CFA, AAS
Palm Beach County Property Appraiser

[PAPA Website](#)

Permit Portal

Welcome to the online Permit Portal Application. The purpose of this new application is to provide municipalities and Palm Beach County a way to track permits and ensure timely and accurate changes to the tax roll.

The application has a user friendly portal that can automate or assist with the collection of your permit information and transmit it to the Property Appraiser's Office with only a few clicks. This interactive system will guide you through the process. Our Permit Department staff is also available to assist you and answer any questions you may have.

Dorothy Jacks, CFA, AAS
Palm Beach County Property Appraiser

Log In Here

Email Id*

Password*

Login

[Forgot Password ?](#)

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Disclaimer: The information contained herein is for ad valorem tax assessment purposes only. The Property Appraiser exercises strict auditing procedures to ensure validity of any transaction received and posted by this office, but cannot be responsible for errors or omissions in the information received from external sources. Due to the elapsed time between transactions in the marketplace, and the time that those transactions are received from the public and/or other jurisdictions, some transactions will not be reflected. Information collected at this site, including email addresses, becomes public record and may be subject to inspection and copy by the public unless prohibited by exception or exemption in the law.

This site is designed to work best with the Internet Explorer 10 or higher and other proprietary browsers like Google Chrome, Mozilla Firefox and Safari. Please contact us if you need additional information or assistance with browser settings.

Type here to search

11:29 AM 3/21/2020

Permit Portal Application

- Now that you are logged into the application, you will see the routines available to you on the top bar and in the middle of the screen as well as any permits that have been entered today. Only today's permits can be modified prior to the Property Appraiser's nightly update job.

The screenshot displays a web browser window with the URL `pbcgov.com/PermitPortal/TransitPermit/PermitsInTransit`. The page header includes the logo for Dorothy Jacks, CFA, AAS, Palm Beach County Property Appraiser, and a navigation menu with options: Data Entry, Permits In Transit, Permit Search, CO Permits, and Reports. A user notification in the top right corner reads "Welcome Andrea | Logout JUPITER".

The main content area is titled "Permits In Transit" and shows "Permits Submitted Today As of 9/21/2020 12:42:04 PM". A table lists the following permit:

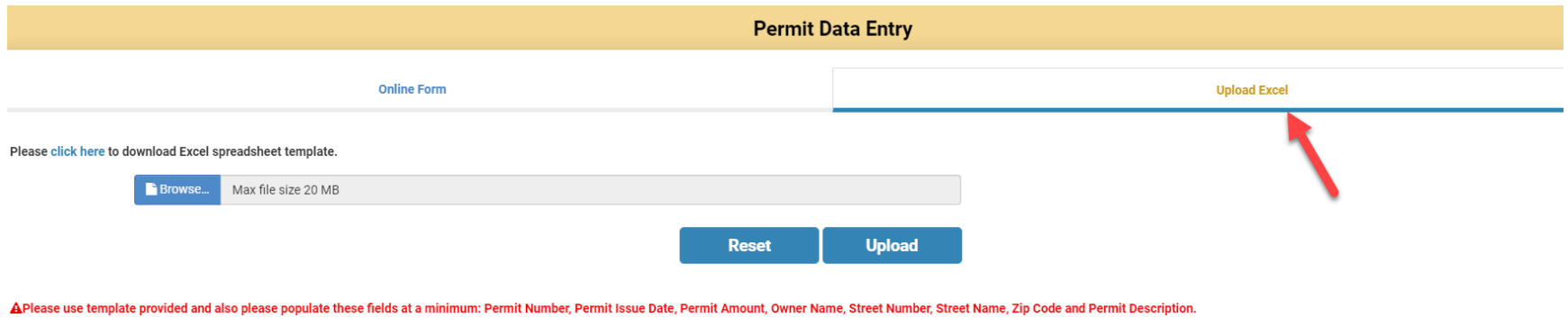
Permit Number	Parcel Control Number	Issue Date	Owner Name	Permit Amount	Status	
B1	30434108060020000	09/21/2020	TEST	\$20.00	Submitted	View Edit

Navigation controls for the table show "1" of "10" items. A status message at the bottom of the table reads: "Submitted: Permit data is in transit to the Property Appraiser's Office, it should arrive by the next business day."

The footer contains navigation links for "PAPA WEBSITE", "CONTACT US", and "RECORDS CUSTODIAN", along with a disclaimer and a Windows taskbar at the bottom showing the time as 12:42 PM on 9/21/2020.

Permit Portal Application

- Upload Permit data using the “Upload Excel feature”: Click on the “Upload Excel” tab as shown in screen shot.



- Download the excel template.
- Use the template downloaded and populate these required fields: Permit Number, Permit Issue Date, Permit Amount, Owner Name, Street Number, Street Name, Zip Code and Permit Description and any other you deem necessary.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	* - Required Fields															
2	Property Control Number	Permit Number *	Permit Issue Date *	Permit Amount *	Owner Name *	Street # *	Street Direction	Street Name *	Building #	Apartment #	Street Suffix	Street Post Direction	Zip *	Permit Description *	Permit Type Code	Contractor Name
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																

- After entering data in the excel document, Click on the “Browse” button, select the excel document and click the “Upload” button.
- Use the “Reset” button, if any issues occur while uploading the excel file and try again.

Permit Portal Application

- The CO Data Entry screen allows the user to finish the permit process by either data entry or Uploading an Excel document. Both methods will provide the same results.

The screenshot shows a web browser window with the URL `pbcgov.com/PermitPortal/DataEntry/SearchPermit`. The page header includes the logo for Dorothy Jacks, CFA, AAS, Palm Beach County Property Appraiser, and a navigation menu with options: Data Entry, Permits In Transit, Permit Search, CO Permits, and Reports. A user greeting 'Welcome Andrea | Logout JUPITER' is visible in the top right.

The main content area is titled 'CO Data Entry' and features two input methods: 'Search Permit & Update CO Data Online' and 'Upload Excel'. Below these are two input fields: 'Permit Number' and 'Parcel Control Number', with a 'Search' button between them.

A table with the following columns is displayed: Permit No, PCN, Issue Date, Owner Name, Amount, Cert. of Occupancy Date, Cert. of Completion Date, Renewal Date, Cancel Date, and Inactive Date. The table currently shows 'No Records Found'.

At the bottom of the page, there are links for 'PAPA WEBSITE', 'CONTACT US', and 'RECORDS CUSTODIAN'. A disclaimer is provided: 'Disclaimer: The information contained herein is for ad valorem tax assessment purposes only. The Property Appraiser exercises strict auditing procedures to ensure validity of any transaction received and posted by this office, but cannot be responsible for errors or omissions in the information received from external sources. Due to the elapsed time between transactions in the marketplace, and the time that those transactions are received from the public and/or other jurisdictions, some transactions will not be reflected. Information collected at this site, including email addresses, becomes public record and may be subject to inspection and copy by the public unless prohibited by exception or exemption in the law. This site is designed to work best with the Internet Explorer 10 or higher and other proprietary browsers like Google Chrome, Mozilla Firefox and Safari. Please contact us if you need additional information or assistance with browser settings.'

The Windows taskbar at the bottom shows the system clock at 1:03 PM on 9/21/2020.

Permit Portal Application

- The Permit Search option allows you to view a permit entered into the application by PCN, Permit Number, Issue Date and Submitted Date.

The screenshot shows a web browser window with the URL `pbcgov.com/PermitPortal/Permit/SearchPermit`. The page header includes the logo for Dorothy Jacks, CFA, AAS, Palm Beach County Property Appraiser, and a navigation menu with options: Data Entry, Permits In Transit, Permit Search (highlighted), CO Permits, and Reports. A user greeting 'Welcome Andrea | Logout JUPITER' is visible in the top right.

The main content area is titled 'Permit Search' and features a search form with the following fields:

PC.N	Permit Number	Issue Date	Submit Date
Parcel Control Number: *			
<input type="text"/>			
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Below the search form is a table with the following columns: Permit Number, Parcel Control Number, Issue Date, Owner Name, and Permit Amount. The table currently displays 'No records to display.' and 'Displaying items 0 - 0 of 0'.

The footer contains navigation links for PAPA WEBSITE, CONTACT US, and RECORDS CUSTODIAN, along with a disclaimer and a system tray at the bottom showing the date and time as 1:12 PM on 9/21/2020.

Permit Portal Application

- The CO Permits allows you to view the completion information of the permit by PCN, Permit Number, Issue Date and Submitted Date.

The screenshot shows a web browser window with the URL `pbcgov.com/PermitPortal/COPermits/Index`. The page header includes the logo for Dorothy Jacks, CFA, AAS, Palm Beach County Property Appraiser, and a navigation menu with options: Data Entry, Permits In Transit, Permit Search, CO Permits, and Reports. A user greeting 'Welcome Andrea | Logout JUPITER' is visible in the top right.

The main content area is titled 'CO Permits' and features a search form with the following fields:

PC.N	Permit Number	Issue Date	Submit Date
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Below the search form, there is a text input field labeled 'Parcel Control Number: *' and two buttons: 'Search' and 'Reset'.

Below the search form, there is a table with the following columns: Permit Number, Parcel Control Number, Issue Date, Certificate of Occupancy, Certificate of Completion, Renewal Date, Cancel Date, and Inactive Date. The table currently displays 'No records to display.' and 'Displaying items 0 - 0 of 0'.

The footer contains three main links: PAPA WEBSITE, CONTACT US, and RECORDS CUSTODIAN. A disclaimer is provided below these links, and a Windows taskbar is visible at the bottom of the browser window.

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- The report only lists Permits that are awaiting PCN's and have not been transmitted to the Property Appraiser.

9/21/2020

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Permit Applications Submitted JUPITER


<u>PCN</u>	<u>Permit No</u>	<u>Date</u>	<u>Amount</u>	<u>Status</u>	<u>Owner</u>	<u>Situs Address</u>
30999999999999999999	30-1		120.00	Pending	Test	3 Main Ter Bldg #: Apt #: Zip Code:
Contractor:		Description: POOL		Submitted By:	on 06/19/2020	
30999999999999999999	1		50.00	Pending	Test	353 S Us Highway 1 Bldg #:2223 Apt #: Zip Code:
Contractor:		Description: TEST		Submitted By:	on 05/20/2020	
30999999999999999999	32112		1,111.00	Pending	Test	1212 Test Bldg #: Apt #: Zip Code: 11111
Contractor:		Description: 3132123		Submitted By:	on 07/09/2020	
30999999999999999999	123456		111.00	Pending	Test	123 Test Bldg #: Apt #: Zip Code: 11111
Contractor:		Description: DZASF		Submitted By:	on 07/09/2020	
30999999999999999999	1111111		12,123.00	Pending	545646	21323 3223423 Bldg #: Apt #: Zip Code: 32423
Contractor:		Description: 3243242		Submitted By:	on 07/06/2020	
30999999999999999999	19-037411-ACF		2.00	Pending	Gralak	Test Street Rd Bldg #:1234567890 Apt #: abcdefghij Zip Code: 33401
Contractor:		Description: TEST		Submitted By:	on 03/30/2020	

Pending: Permit data has been submitted to ISS without a valid PCN. It will not be transmitted to Property Appraiser until PCN is recorded .

Permit Portal Application

- **Change Password:** To change your password, click on forgot password link on the login page and then enter your email Id and press the submit button on the Forgot password page. You will receive an email with further instructions.

ADJUST FONT SIZE: + - RESET

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Email Id*

Password *

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