



LauderBuild User Guide

City of Fort Lauderdale
Sustainable Development



Version ACA3.2
January 31, 2020

The LauderBuild Internet site, (also known as Accela Citizens Access or [https:// www.fortlauderdale.gov/LauderBuild](https://www.fortlauderdale.gov/LauderBuild)), is provided as a service to the citizens of Fort Lauderdale and to the general public. By accessing or using the Site, or information, materials and data contained within and for the Site, the user hereby accepts and agrees that they will not use the Site for any unlawful activity or use it in any way that would violate any of the terms and conditions in accordance to the Terms of Use and Legal Information found at:

City of Fort Lauderdale Website Policy
<https://www.fortlauderdale.gov/departments/city-manager-s-office/strategic-communications/website-policy>

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INTRODUCTION

This guide will introduce our Neighbors to the **City of Fort Lauderdale** (“City”) **LauderBuild** website. In this guide Neighbors will find instruction for tasks such as registering for a user account, navigating the LauderBuild site, searching property, case, and permit histories, searching and applying for permits, applying for and updating contractor registrations and making online payments. For more information, please visit:

<https://www.fortlauderdale.gov/LauderBuild>

Contact Information

For LauderBuild website assistance and technical support please contact the LauderBuild Acceleration Support Team. For Customer Service, assistance with processes or any questions or issues regarding Building Permits, Community Enhancement and Compliance, Urban Design and Planning, Zoning Verification or Setback Information, Alarms, etc. please contact the applicable department or division as listed.

<u>Division</u>	<u>Email</u>	<u>Phone</u>
Alarm Billing	AlarmUnit@fortlauderdale.gov	954 828-6429
Business Tax	BusinessTax@fortlauderdale.gov	954-828-5195
Community Enhancement-Code Enforcement	CommunityEnhancement@fortlauderdale.gov	954-828-5207, Option 2
Contractor Updates	ContractorUpdates@fortlauderdale.gov	954-828-6520, Option 1
Engineering Permits	DEngineeringAdmin@fortlauderdale.gov	954-828-5232
Fire Safety Inspections	FRescue@fortlauderdale.gov	954-828-5961
LauderBuild Acceleration Support Team	LauderBuild@fortlauderdale.gov	954-828-6520, Option 5
Special Events	Events@fortlauderdale.gov	954-828-6075
Permit Intake Customer Service	PermitIntake@fortlauderdale.gov	954-828-6520, Option 1
Transportation & Mobility	MOT@fortlauderdale.gov	954-828-3700
Urban Design & Planning (UDP)	Planning@fortlauderdale.gov	954-828-6520, Option 3

City of Fort Lauderdale

Department of Sustainable Development

700 NW 19 Avenue

Fort Lauderdale, FL 33311

Hours of Operation: Monday-Friday 8:00 am to 4:00 pm EST



LAUDERBUILD NAVIGATION

To access the **LauderBuild** website visit: <https://aca3.accela.com/FTL>. Upon accessing the portal, users will be presented with the welcome page.

NOTE: Neighbors may perform searches and view basic record information without creating an account. However, some search results may not be visible unless you are logged in and all other services will require a Citizen Access account. Please refer to the [Account Registration](#) section for the registration process.

Welcome Page



Main Navigation Menu

The top navigation bar contains links to the main portal features, as well as links to other departments and divisions of the City of Fort Lauderdale.

Top Navigation Bar





Navigation Bar Menus

- **Citizen Portal:** The Citizen Portal menu contains links for the dashboard and record information for registered users. (Requires account login.)

CITIZEN PORTAL
MY DASHBOARD
MY RECORDS



- **Search:** The Search menu provides access to all of the available record search modules (or departments) on the LauderBuild site.

SEARCH
APO
LICENSEE
ALARM BILLING
BUSINESS TAX
ENFORCEMENT
FIRE SAFETY
PERMIT
PLANNING
SPECIAL EVENTS
TRAFFIC AND PARKING

- **New Application:** The New Application menu provides the ability to create, manage and submit available applications (records) and permits. (Requires account login.)

NEW APPLICATION
ALARM BILLING
BUSINESS TAX
ENFORCEMENT
PERMIT
PLANNING
SPECIAL EVENTS
TRAFFIC AND PARKING

- **City Links:** This menu provides users direct links to pages of FTL offices and departments served on LauderBuild.

CITY LINKS
ALARM BILLING
BUILDING SERVICES
BUSINESS TAX
COMMUNITY & COMPLIANCE
FEE ESTIMATOR
FIRE RESCUE
SPECIAL EVENTS
SUSTAINABLE DEVELOPMENT DEPT
TRANSPORTATION AND MOBILITY
URBAN DESIGN AND PLANNING
RETURN TO CITY SITE

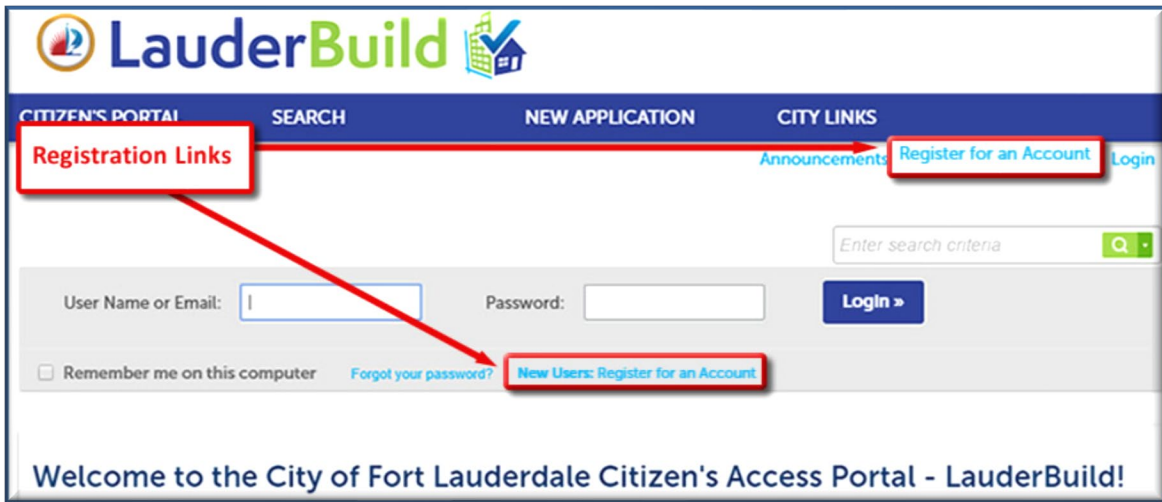


Other Navigation

Register

There are several links to take new users to the **Account Registration** pages, where they may create a Citizen Access account, as shown following. Refer to the [Account Registration](#) section for more details.

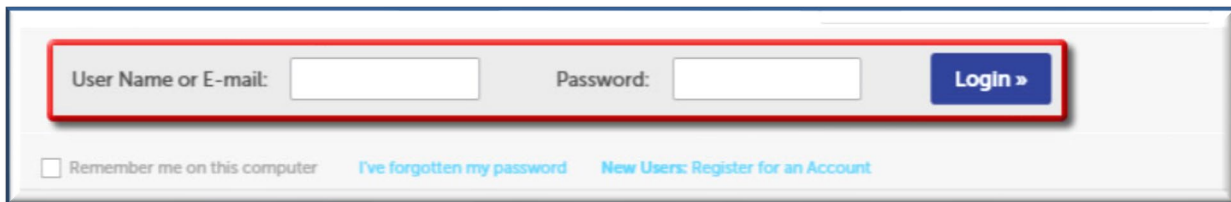
Account Registration Links



Login

Users who have already created an account may enter their login information to access their accounts.

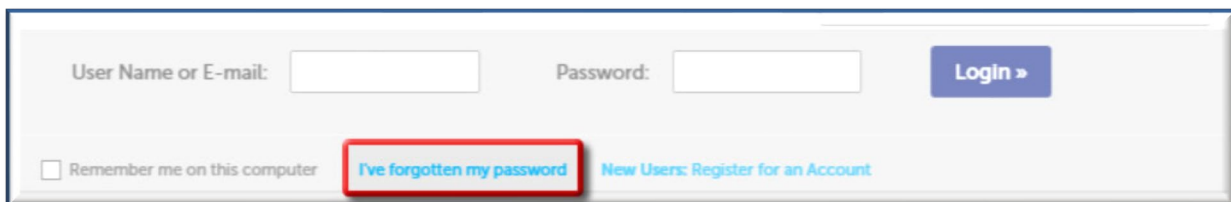
Account Login



Password Reset

The **I've Forgotten My Password** link allows existing users to submit a request to reset their passwords.

Password Reset Link





Remember Me

Checking the **Remember Me On This Computer** box will autofill the user’s login name when they visit the site.

Remember Me

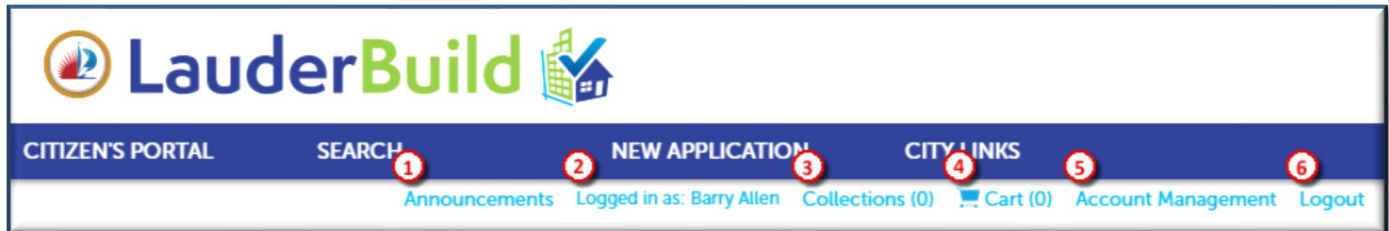
The screenshot shows a login form with two input fields: 'User Name or E-mail' and 'Password'. To the right of the password field is a blue 'Login >' button. Below the input fields is a checkbox labeled 'Remember me on this computer', which is highlighted with a red rectangular box. To the right of the checkbox are two links: 'I've forgotten my password' and 'New Users: Register for an Account'.

Activity Menu

Users who have created an account will see an **Activity Menu** at the top of every page. This section displays the following:

1. **Announcements:** Displays important notices from the City (if applicable).
2. **Logged in as:** Displays the user name currently logged in.
3. **Collections:** Provides a link to view the collection record details for the account.
4. **Cart:** Shows any records with fees to be paid that have been saved to the cart.
5. **Account Management:** Takes users to the [Account Management](#) section.
6. **Logout:** Allows users to immediately end their LauderBuild session.

Activity Menu





ACCOUNT REGISTRATION AND LOGIN

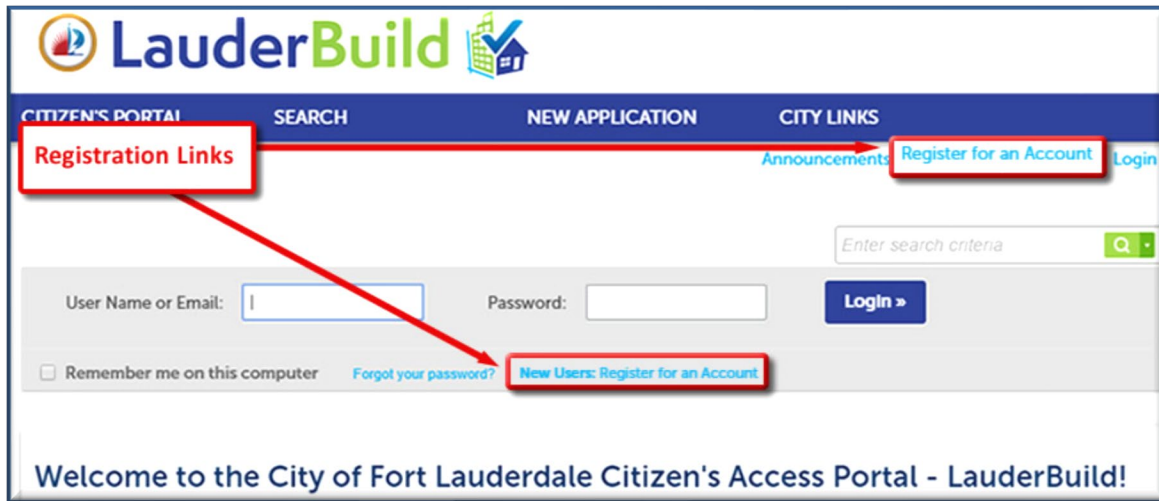
The LauderBuild login page allows users to log in to the Citizen Portal to conduct searches for property information, licensing, permits and other records and open applications for services such as alarm registration, business taxes, permits, park events.

NOTE: It is recommended to create a Citizen Access account as many of the services available on LauderBuild require registration.

Account Registration

As previously mentioned, users may initiate the account creation process from any of several links.

Account Registration Links



Create an Account

1. From the home page, select one of the **Register** options.
2. Read the **Terms of Use** for online services and click the checkbox to accept.
3. Click the **Continue Registration** button.
4. Complete the required **Login Information** registration fields.
5. Click the **Add New** button to add your profile contact information.



Account Registration – Terms of Use

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

Terms of Use

By visiting the Official Site of the City of Fort Lauderdale, Florida, users agree that they will not use the Site for any unlawful activity or use it in any way that would violate any of the terms and conditions stated in this Terms of Use and Legal Information.

Linking to the City of Fort Lauderdale Website

I have read and accepted the above terms.

Continue Registration >

Account Registration – Login

**Account Registration Step 2:
Enter/Confirm Your Account Information**

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

Add New

Continue Registration >

6. In the **Select Contact Type** popup, select your contact type from the dropdown menu, then click the **Continue**.

Account Registration – Contact Type

Select Contact Type

* Type:

--Select--

--Select--

Alarm Monitoring Company

Board Member

Business

Individual

License Holder

Organization

Park

- **Alarm Monitoring Company:** Provide services to monitor burglar, fire, and residential alarm systems.
- **Business:** Second most common user type. Business contacts may also use LauderBuild to submit applications, submit payments and schedule inspections.
- **Individual:** Most common user type. Individual users access the system to apply for and pay for permits, schedule inspections, and find information. Neighbors should select **Individual**.
- **License Holder:** May be selected to designate the user as a licensed professional.



NOTE: Registering a LauderBuild account as "License Holder" is NOT the same as registering as a Licensed Professional (or Contractor) with the City. That requires users to go through the regular process of completing a Contractor Registration Application.

- 7. The next page will be **Contact Information**. Complete the required fields and click **Continue**.

Account Registration – Contact Information

Contact Information

* First: Rodan Middle: G. * Last: Godzilla

Name of Business:

* Address Line 1: 65 Fathoms Deep

Address Line 2:

* City: Hollywood * State: CA * Zip: 90210

* Work Phone: 1112223333 Mobile Phone:

* E-mail: RodanG@stomp.net

Continue Clear Discard Changes

- a. If the contact is not in the system, you will get a window that says "The information you entered is not found". In this case, click **Continue**.

Account Registration – Contact Confirmation 1

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue Cancel



- b. If the user contact information is already in the system, you will get a **Contact Detail** window showing the related information. Check the box to confirm this is the correct contact and click **Confirm**.

Account Registration – Contact Confirmation 2

- 8. You will get a confirmation that the contact was added successfully. Click **Continue Registration**.


Account Registration – Contact Confirmation 3

- 9. You will see a notification that your account has been successfully registered. The process is complete and you may now login with your new account information.

NOTES: 1. Required fields are marked with a red asterisk (*).
2. Passwords must be at least eight (8), but not more than 21 characters.



Account Registration – Success Confirmation

 Your account is successfully registered! Please log in to begin using LauderBuild.

Congratulations. You have successfully registered an account.

Account Information

User Name:	MuvieMonster
E-mail:	RodanG@stomp.net
Password:	*****
Security Question:	Favorite atomic lizard

Contact Information

Rodan G. Godzilla	Work Phone: 1112223333
Tokyo Productions	Mobile Phone:
65 Fathoms Deep	
RodanG@stomp.net	

[Login Now](#)

Login and Dashboard

Login

Once users have created an account they may log in directly upon each visit.

1. Enter **User Name** or **Email**.
2. Enter **password**.
3. Click the **Login** button.

NOTE: You may select the “Remember me on this computer” option to save your User Name.

Account Login

User Name or E-mail: Password: [Login >](#)



My Dashboard

Once logged in, the **My Dashboard** home page is displayed.

My Dashboard is a snapshot of your projects. Following are the three main sections of the dashboard. View the [engaged My Dashboard](#) section for more details.

- **Saved in Cart:** Displays any records with fee payments due that are saved in the shopping cart. You may click on **View Cart** from the link in this section, or from the activity menu links, to see items saved to the cart.
- **My Collection:** Displays at-a-glance **Collections** that you have set up for your account. You may click on **View Collections** from the link in this section, or from the activity menu links, to see collection record details. (Refer to the [Collections](#) section for further details.)
- **Work in Progress:** Displays a list of the most recent 10 current records or applications that have not been submitted (i.e. incomplete applications). You may click on **View All Records** from the link in this section or select **Citizen Portal > My Records** from the main navigation menu, to see all user-associated records.

My Dashboard

The screenshot shows the 'My Dashboard' interface. At the top, there are navigation tabs: DEPARTMENTS, CITIZEN PORTAL, SEARCH, and NEW APPLICATION. Below these, it says 'Logged in as: Carol Danvers' with links for 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. A search bar is present. The main content area says 'Hello, Carol Danvers' and features three highlighted sections:

- Saved in Cart (0)** with a **View Cart** link. Below it, a message states: 'There are no items in your shopping cart right now.'
- My Collection (0)** with a **View Collections** link. Below it, a message states: 'You do not have any collections right now.'
- Work in progress** with a **View All Records** link. Below it is a table with the following structure:

Record Name	Record ID	Module	Creation Date	Action
No records found				

NOTE: Users may access their dashboard or records list from any page by clicking on the Citizen Portal menu.



As you create Collections, initiate and save applications and save fees to your cart, your dashboard will reflect these items at-a-glance.

My Dashboard - Engaged

CITIZEN'S PORTAL SEARCH NEW APPLICATION CITY LINKS

Logged in as: Barry Allen Collections (2) Cart (2) Account Management Logout

Enter search criteria

Hello, Barry Allen

Saved in Cart (2) [View Cart](#)

Residential Pool-Spa-Fountain... BLD-RPSF-19120001 <small>12/10/2019</small>	\$105.00
Alarm Monitoring Company Re... 19TMP-001336 <small>11/25/2019</small>	\$100.00
Cart Total	\$205.00

My Collection (2) [View Collections](#)

3
Records

FBC Roof Permits
Last Updated 12/11/2019

6
Records

KGhidrah
Last Updated 12/11/2019

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Alarm Monitoring Company Registration	19TMP-001336	AlarmBilling	11/25/2019	Resume Application
Resident/Business Alarm Registration	19TMP-001313	AlarmBilling	10/29/2019	Resume Application
Electrical Services Permit	19TMP-001258	Permits	10/11/2019	Resume Application
Electrical Services Permit	19TMP-000996	Permits	8/6/2019	Resume Application

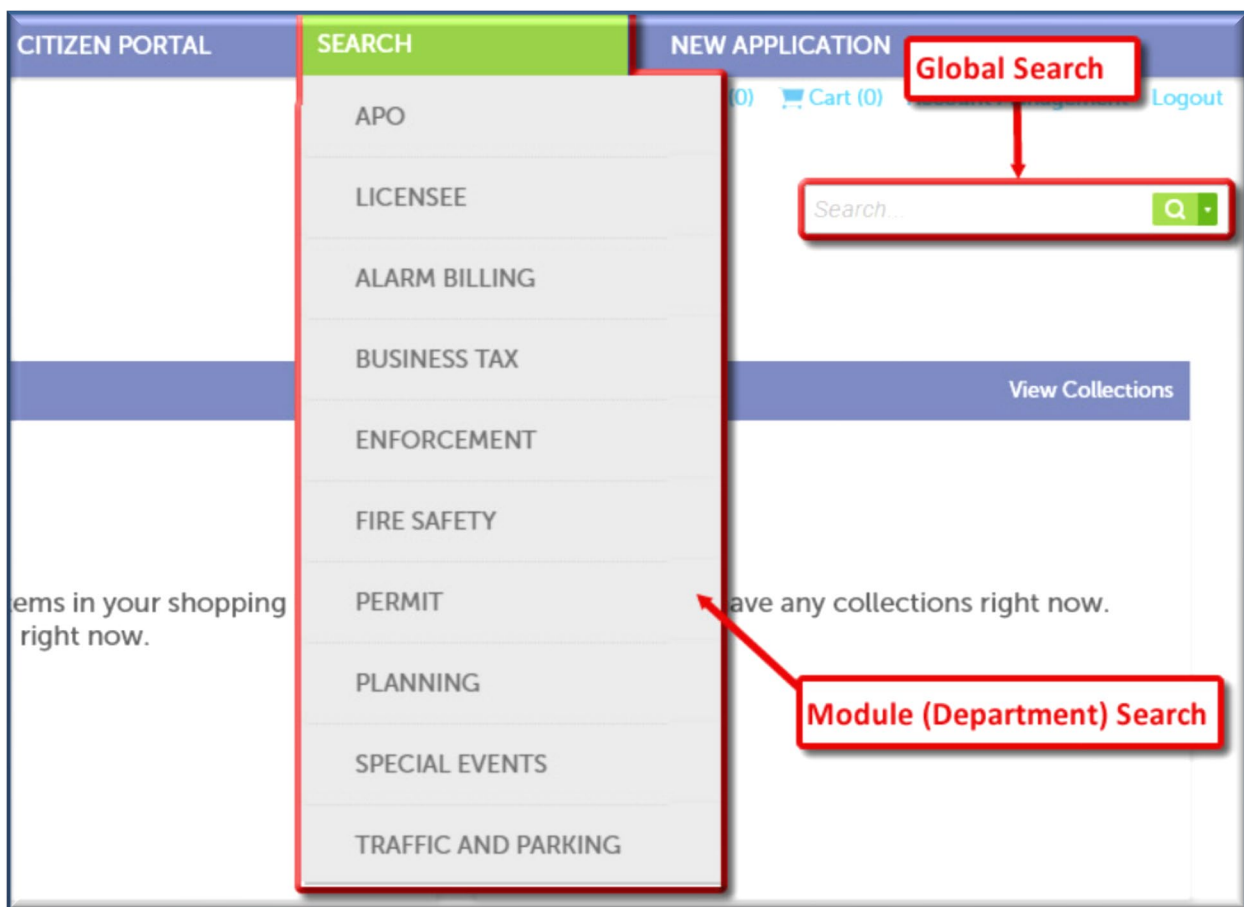


SEARCHES

The LauderBuild site refers to transactional items as **Records**. A record may be a building permit, an application, a license, code case, event permit, alarm account, business tax application, etc. All site visitors may perform a basic record search without creating an account. This section will show users how to perform searches. For more information on the results, please refer to the [Record Details](#) section.

There are two methods of performing searches in LauderBuild: you can perform a Module (Department) search or a global search.

Search Functions



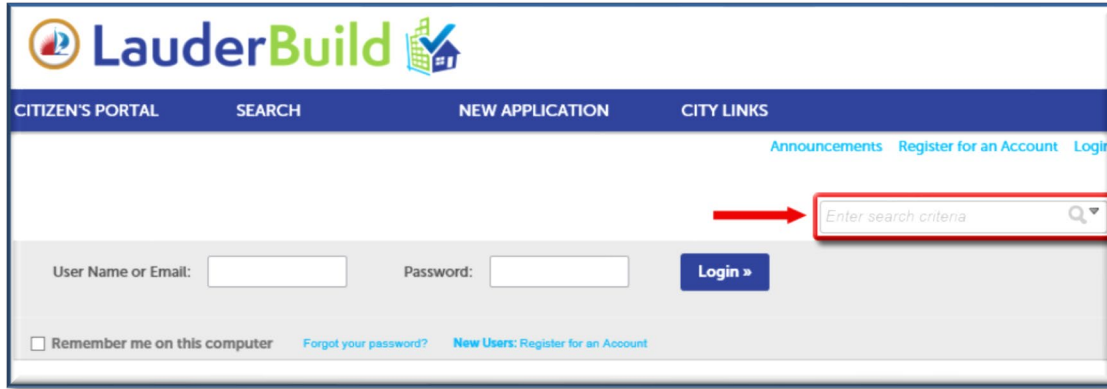
Global Search Field

There is a **Global Search** field on every page. Users may enter any search term or partial term into this field, including record / permit numbers, enforcement record numbers, street names, folio numbers or licensed professional (contractor) names. You may use the **Global Search** box for a broader range of records or if you're not sure what



category the record might be in. The **Global Search** is the easiest and recommended method to perform a lookup if you have a record number

Global Search Field



NOTE: When entering the full record or permit numbers into any LauderBuild search field, please include any dashes in the number, e.g., "MEC-RES-19030028" or "PM-19030028".

Global Search

To perform a basic global search:

1. Enter the desired criteria (e.g. permit or record number, a street name, a parcel or folio number, a name, etc.) into the Global Search field.
2. Click the magnifying glass or hit "Enter" on your keyboard.
3. Click on the applicable link (in blue) to open the record details.

Depending upon your criteria, you may receive results for general **Records** as well as for **Licensed Professionals**. If you receive multiple results you may need to scroll to find your record or you might try to narrow your **Records** search by selecting the module-specific dropdown menu to narrow the results to a specific department.

Sample Search Results



Search Results
 Your search for 'B-CNTY-COMMERCIAL POOL' returned the following results.
 Explore by Category: [Records\(100+\)](#) [Licensed Professionals\(22\)](#)

Records

Showing 1-10 of 100+ | [Download results](#)

Date	Record Number	Record Type	Project Name	Description	Address
04/05/2019	19TMP-000479	Residential Alteration Permit	test cross 0405		700 SW 17 FORT LAUDERDALE, 333151609 Residential 01 - Residential - Single Family
04/03/2019	ELE-ALR-19040004	Alarm Label Request	sdfsd		Issued
04/03/2019	ELE-ALBL-19040020	Alarm Label	Alarm Label		Open
04/03/2019	ELE-ALBL-19040019	Alarm Label	Alarm Label		Open
04/03/2019	ELE-ALBL-19040018	Alarm Label	Alarm Label		Open
04/03/2019	ELE-ALBL-19040017	Alarm Label	Alarm Label		Open
04/03/2019	ELE-ALBL-19040016	Alarm Label	Alarm Label		Open
04/03/2019	ELE-ALBL-19040015	Alarm Label	Alarm Label		Open
04/03/2019	ELE-ALBL-19040014	Alarm Label	Alarm Label		Open
04/03/2019	ELE-ALBL-19040013	Alarm Label	Alarm Label		Open

< Prev **1** 2 3 4 5 6 7 8 9 10 ... Next >

Licensed Professionals

Showing 1-10 of 22 | [Download results](#)

License Number	License Type	Licensed Professional Name	Business Name
0411265SPX	B - CNTY - COMMERCIAL POOL	STRAMANDINOLI,JOSEPH	POOL-X-PERTS-SOUTH, INC
06CPC13478	B - CNTY - COMMERCIAL POOL	KUDISH,GARY	ROCK SOLID POOLS INC
08SP15516	B - CNTY - COMMERCIAL POOL	JONES,MAL E	ATLANTIC COASTAL SERVICES

Module (Department) dropdown menu

- All Records
- Alarm Billing
- Business Tax Enforcement
- Fire Safety Permits
- Planning Special Events
- Traffic and Parking

NOTES: 1. Search terms are not case sensitive, but you do need to add any included dashes.
 2. Applications that have not been completed and submitted will not have a clickable link.

If you do not get results from a search:

- Ensure the record information is entered correctly.
- If entering the full record number, ensure any dashes are included (e.g.,BLD-01-0000001).
- Try expanding your search further by doing a partial search. E.g. if searching for "BLD-CRA-19030028", try "%19030028".



- To search for a record that was created prior to the October 4, 2019 conversion, please prefix your record number as follows:
 - For **Alarm Billing** records, prefix your number with "AB-" (e.g., AB-10000000)
 - For **Business Tax** records, prefix your number with "BL-" (e.g., BL-10000000)
 - For **Enforcement** records, prefix your number as applicable: "CE" (Code - e.g., CE10000000), "VIO-CE" (Violation - e.g., VIO-CE10000000), "VRR-" (Vacation Rental - e.g., VRR-10000000)
 - For **Fire Safety** records, prefix your number with "FS-" (e.g., FS-10000000)
 - For **Permit** records, prefix your number with "PM-" (e.g., PM-10000000)
 - For **Planning** records, prefix your number with "PL-" (e.g., PL-10000)

NOTE: If you cannot find a record you are sure exists, please [contact the Acceleration Support Team](#).

Advanced Searches

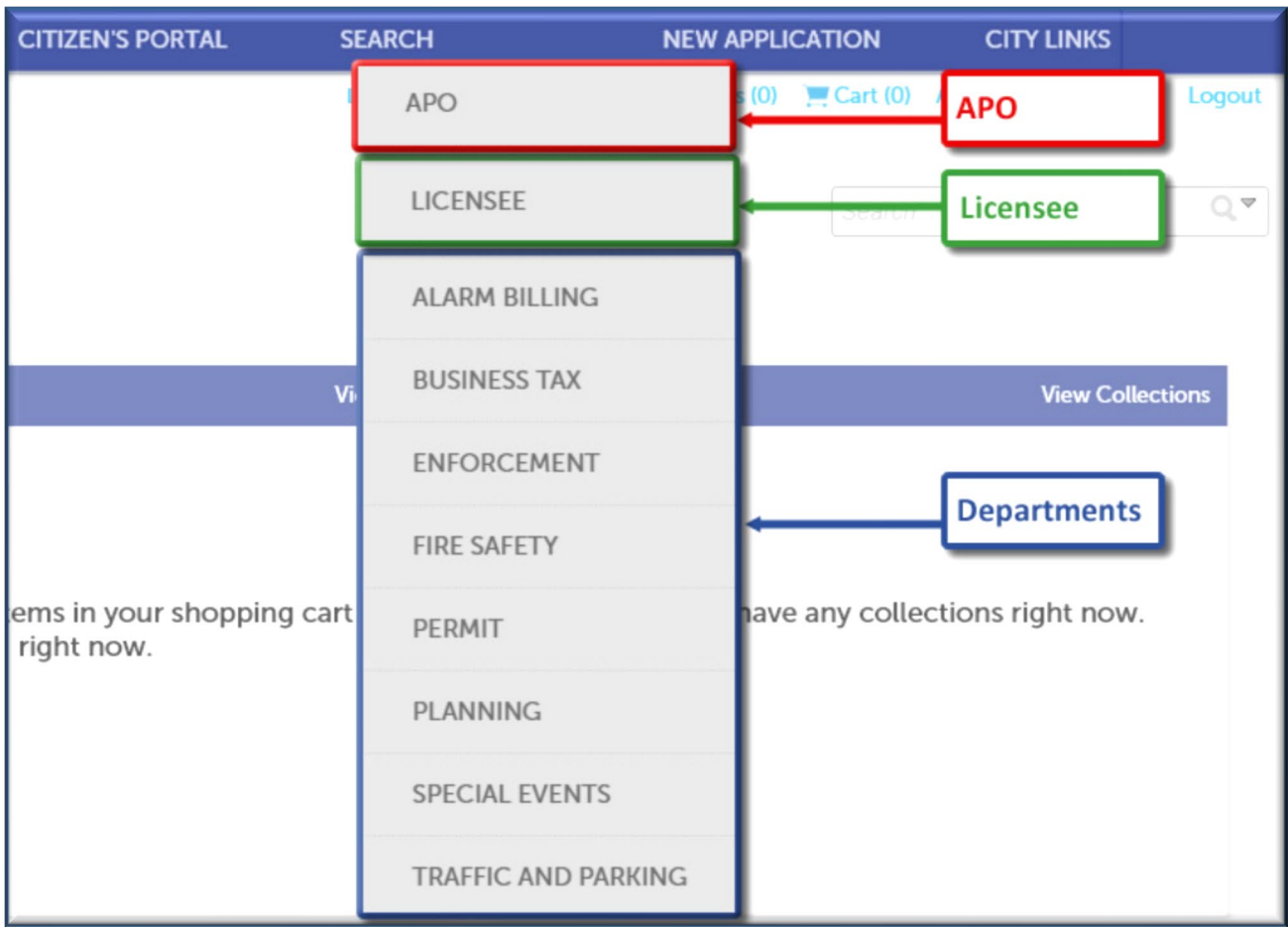
Searches are also organized by Module, or department, within the **Search** menu, with specific search pages provided for **APO** (address, parcel, owner), **Licensee** (licensed professionals / contractors), **Alarm Billing**, **Business Tax**, **Enforcement**, **Fire Safety**, **Special Events**, **Permit**, **Planning** and **TAM** (Transportation and Mobility) records.

You may select a more precise search from the Search menu options to narrow their search down to only those types of records. Here you may select options to fine-tune searches by entering additional fields. Advanced searches may be accessed through the **Search menu**. While each search is specific to a particular set of information or City departments, there are three main **Advanced Search** types:

- **APO (Address, Parcel, and Owner):** Allows users to search property information by address, folio number (or parcel) or by owner.
- **Licensee:** Allows users to search for licensed professionals (contractors).
- **Module-Specific:** Allows users to search for records related to a specific department or record type from the Alarm Billing, Business Tax, Enforcement, Fire Safety, Special Events, Building Permits, Planning, Traffic and Parking departments.

NOTE: Please be aware that while advanced searches give users the option to fill in more search fields, this also allows for more places for error. If ONE field has the wrong information you will not get results. If using the Advanced Searches, less information will provide better results.

Advanced Search Menu



APO Search

To search property information:

1. Select **Search > APO**.
2. The default search option is by **Address**. You may use the dropdown menu on the right to select other parameters such as, by parcel (folio) number or owner.
3. Enter search criteria and click **Search**.
4. Click on the applicable link (in blue) to open the record details.

APO Search



Look Up by Address Selection dropdown menu Look Up by Address

Street Number: Direction: Street Name: Street Type: Unit No:

From - *To* --Select-- --Select--

Search Clear

Look Up by Address
Look Up by Parcel Information
Look Up by Owner

Sample APO Results

Multiple Results

100+ results found matching lookup criteria
Click any of the results below to view more details.

Showing 1-10 of 100+ | [Download results](#)

Address	Action
2455 E SUNRISE BLVD, CU4A, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4B, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4C, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4D, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4E, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4F, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4G, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4H, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4I, FORT LAUDERDALE 33304	Retrieve Parcel Info
2455 E SUNRISE BLVD, CU4J, FORT LAUDERDALE 33304	Retrieve Parcel Info

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Direct Match

1 results found matching lookup criteria
Click any of the results below to view more details.

Showing 1-1 of 1 | [Download results](#)

Address	Action
2455 E SUNRISE BLVD, CU4F, FORT LAUDERDALE 33304	Retrieve Parcel Info

Associated Parcels at 2455 E SUNRISE BLVD, CU4F, FORT LAUDERDALE 33304

Showing 1-1 of 1 | [Download results](#)

Parcel Number	Subdivision
494236CA0400	Coral Ridge Association Inc.

Associated Owners of Parcel 494236CA0400

Showing 1-1 of 1 | [Download results](#)

Name	Address
INTERNATIONAL SUNRISE, PARTNERS LLC	2455 E SUNRISE BLVD SUITE AR-1 FORT LAUDERDALE FL 33304

Licensee Search

To search license information:

1. Select **Search >Licensee**.
2. Enter search criteria and click the **Search** button.
3. Click on the applicable link (in blue) to open the record details.

NOTE: The Licensee search does not have additional search parameter options.

Licensee Search



Search for Licensee

License Type: State License Number:

First Name: Middle Initial: Last Name:

Business Name:

Address1:

City: State: Zip:

Sample Licensee Results

Multiple Results

6 results found matching Licensee criteria.
Click any of the results below to view more details.

Showing 1-6 of 6 | [Download results](#)

License Number	License Type	Business Name	Business License #	First Name	Address	License Expiration Date	Insurance Expiration Date
SCCO49526	BISPECSTR	J WEBSTER CONTRACTING INC	BROWARD CO 9/10		3811 NE 12 AVE J WEBSTER CONTRACTING INC POMPANO BEACH FL 33064	08/31/2008	09/12/2015
SCCO50660	BISPECSTR	ROYAL PALM ALUMINUM INC	P BEACH CO 9/12		321 RAILROAD AVE ROYAL PALM ALUMINUM INC BOYNTON BEACH FL 334353801	08/31/2016	04/01/2019
SCCO50681	BISPECSTR	ABCA SEAMLESS RAINGUTTERS	BROWARD CO 9/17		2405 N 21 AVE ABCA SEAMLESS RAINGUTTERS HOLLYWOOD FL 33020	08/31/2018	09/11/2017
SCCO56729	BISPECSTR	EXPERT INSTALLATION SERVICE			9108 NW 105 WAY EXPERT INSTALLATION SERVICE MEDLEY FL 33178	08/31/2004	10/30/2004
SCCO56741	BISPECSTR	COMPLETE SCREENING INC	BROWARD CO 9/07		1207 W CROOKED LAKE PL COMPLETE SCREENING INC EUSTIS FL 32726	08/31/2008	10/01/2007
SCCO56771	BISPECSTR	ABCO STORM SHUTTERS MFG INC	BROWARD CO 9/18		1577 SW 1 WAY # E-8 ABCO STORM SHUTTERS MFG INC DEERFIELD BEACH FL 33441	11/10/2018	01/27/2019

Direct Match

Licensed Professional Information:
E - CNTY - TV & RADIO CONT 19511977

Licensee Detail

License Type: E - CNTY - TV & RADIO CONT Type:

State License Number: 19511977 Name: Mark Carnel

License State: FL Title:

Licensing Board: Address: FORT LAUDERDALE FL

Business Name: KNIGHTS FATHER & SON Phone 1:

Business License Number: Phone 2:

Business License Expiration Date: FAX:

License Issue Date: E-mail: markcarnel@tatooino.gov

License Expiration Date:

Business Name 2:

Insurance Company:

Insurance Policy:

▶ Related Records

▶ Public Documents



Module Search

To search information from specific modules or departments:

1. Select **Search** and the desired module. We will use **Permit** in the example here.
2. Enter search criteria and click the **Search** button.
3. Click on the applicable link (in blue) to open the record details.

Department Search – General

General Search

To search for a Permit created prior to 10/4/2019, please prefix your record number with "PM-"

Search All Records ?

Record Number: ? Record Type: --Select--
Old Permit 'PM-'

License Type: --Select-- State License Number:

First: Last: Name of Business:

Street No.: Direction: ? Street Name: ? Street Type: Unit No.: ?
From - To --Select-- --Select--

City: State: Zip:

Parcel No.:

Search **Clear**

When doing a module-specific search, you can also enable the following options:

1. **Search My Records Only***: Select this checkbox to further drill down your search to only your records.
2. **Search All Records**: Select this checkbox to expand your search across all module records.

Other Search Options

1 Search my records only

2 Search All Records

***NOTE: The My Records Only option is only available for logged in account users.**



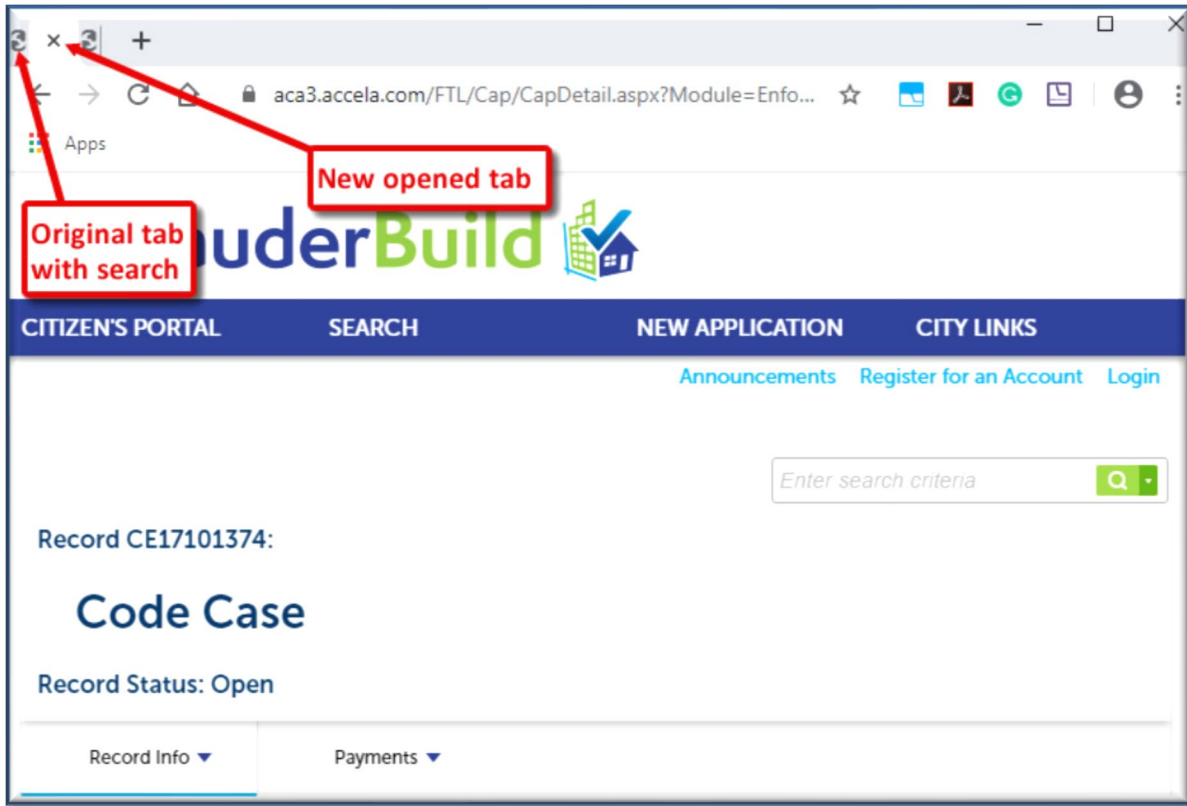
Sample Permit Module Results

The screenshot displays two panels. The left panel, titled "Multiple Results", shows a search results table with columns for Date, Record Number, Record Type, Project Name, Description, Address, and Status. The right panel, titled "Direct Match", provides a detailed view of a specific permit: Record BLD-RPSF-19040003, Residential Pool-Spa-Fountain Permit. It includes fields for Record Status (Open), Expiration Date (04/11/2019), Work Location (700 SW 19 ST, FORT LAUDERDALE, FL 33332052), Record Details (Applicant: Bill Shuttner, Licensed Professional: Braden Goodale), Project Description, and Owner (GALTA, CARRIE).

HOT TIP: Viewing Search Results

When you have multiple results and you don't want to lose your search, right-click on the link and select "Open link in new tab". This will open the item in a new page. You can open multiple pages and you can click the tabs to go back and forth.

This screenshot shows a search results page with 19 results. A right-click context menu is open over the record number "CE17020966". A red box highlights the "Open link in new tab" option, with a red arrow pointing to it from another red box containing the text "Select 'Open link in new tab'". The search interface includes "Search" and "Clear" buttons, a "Showing 1-10 of 19" indicator, and pagination controls at the bottom.





RECORD DETAILS

The **Record Detail** page is where users may find more information about the record such as the record number, the address, any attachments (such as pictures or documents), and/or any related licensed professionals, fees, permits or other records. You may access this type of information by performing a search for or by selecting your own records from the **My Records** page.

The main **Record Detail** page shows a quick summary of the record. The type of information found on this page will depend on the type of record. In this example we will review a building **Permit** record. Here you will see:

1. Record number
2. Record type
3. Status (and expiration if applicable)
4. Work or violation location address
5. Application contact(s)
6. Related licensed professional (contractor(s))
7. Project description
8. Associated property owner

Permit Record Details Example

The screenshot shows a web interface for a permit record. At the top, the record number 'BLD-RPSF-19040003' is highlighted with a red box and a circled '1'. Below it, the title 'Residential Pool-Spa-Fountain Permit' is highlighted with a red box and a circled '2'. The status 'Record Status: Open' and 'Expiration Date: 04/11/2019' are highlighted with a red box and a circled '3'. A 'Record Info' dropdown menu is visible. The 'Work Location' section is highlighted with a red box and a circled '4', showing the address '700 SW 19 ST, FORT LAUDERDALE 333152052'. The 'Record Details' section contains two columns of information. The 'Applicant' section is highlighted with a red box and a circled '5', listing 'Bill Shatneer' and contact information. The 'Licensed Professional' section is highlighted with a red box and a circled '6', listing 'Rodan Godzilla' and contact information. The 'Project Description' section is highlighted with a red box and a circled '7', stating 'Build a pool with fountain in center'. The 'Owner' section is highlighted with a red box and a circled '8', listing 'GLISTA, CARRIE' and the address.



More Details

This list, on the main results page, may be expanded to show further case detail of **Related Contacts** and additional **Application** and **Parcel** information. You may use the arrows and plus signs to expand and view more information.

By expanding the details on this page users may see information such as **Contract / Job Value** (or cost of project), **Parcel Information** and other project details.

More Record Details

The screenshot shows a user interface for viewing record details. A red callout box on the left contains the text "Arrows and + signs expand to show more details". Three red arrows point from this box to the following elements:

- The top-level "More Details" dropdown menu, which is currently expanded to show "Related Contacts", "Application Information", and "Parcel Information".
- The "Related Contacts" section, which is expanded to show contact information for the Designer of Record and the Authorized Agent / Owner.
- The "Application Information" section, which is expanded to show various permit and information categories.

The expanded "Application Information" section contains the following data:

GENERAL INFORMATION	
Contract Value:	50000
PXA1-Permit by Affidavit (Inspection Only):	No
PXA2-Permit by Affidavit (Inspection and Plan Review):	No
LANDSCAPE INFORMATION	
Landscape Installation Permit:	No
Landscape Tree Removal-Relocation Permit:	No
Specimen Tree Removal:	No
Specimen Tree Relocation:	No
ENGINEERING INFORMATION	
Site Plans Attached:	No
Survey Attached:	No
FLOOD INFORMATION	
Storm Related:	No



Record Info

The **Record Info** menu shows additional details about the **Processing Status** and **Related Records** and allows users to view and manage **Attachments** and **Inspections**.

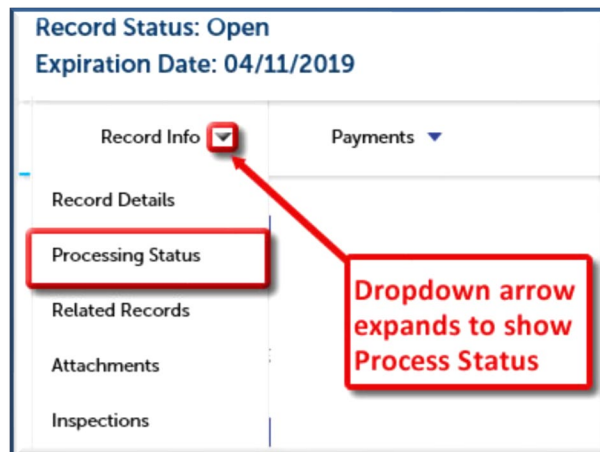
Record Info Menu



Processing Status

The **Processing Status** page displays the full business processes of the record. The steps in the business process will differ based on record type.

Processing Status Menu





Status Icons

The status icons show activity on a particular process. You can click on the arrow to expand these to show further details such as due dates, approvals, etc.

Green Checkmark: Marks that the step has been completed.

Hourglass: Means that the step is currently active / pending;

Orange Asterisk: This notation will be seen on cases that were created prior to the LauderBuild system. It means that this step was once active but has now been completed.

NOTE: Please be aware that the Green Checkmark only means that the task is Completed. IT DOES NOT DESIGNATE WHETHER THAT TASK HAS BEEN ACCEPTED, APPROVED, PASSED, ETC. Please expand the details for more information.

Processing Status Page

Processing Status

- Application Submittal
- Initial Zoning Review
- Initial Airport Review
- Initial HP Review
- Building Enforcement Review
- Plans Distribution
- ATF Review
- Electrical Review
- Engineering Review
- Fire Review
- Flood Review
- Historic Preservation Review
- Landscape Review
- Mechanical Review
- Plumbing Review
- Zoning Review
- Business Tax Review
- Building Review**
 - Due on TBD, assigned to rabif
 - Marked as Approved on 01/16/2018 by rabif
 - Due on TBD, assigned to rabif
 - Marked as Approved on 01/29/2019 by rabif
 - Comment:**

```

Frank Rabinowitz: Structural/Plans/Examiner - City of Fort Lauderdale Building Services - 780 NW 15th Avenue | Fort Lauderdale FL 33311 - P: 954-350-2575 | FRabinowitz@fortlauderdale.gov - PBC 30725-42-AND-44 OCCUPANCY GROUP AND REQUIRED FIRE SEPARATIONS - DISCLOSE THE EXISTING EXISTING WALL WITH ILL - DESIGNATED FIRE RATING BETWEEN ASSEMBLY AND ADJACENT TENANT. - DISCLOSE OCCUPANCY OF EACH ADJACENT TENANT. - Frank Rabinowitz: Structural/Plans/Examiner - City of Fort Lauderdale Building Services - 780 NW 15th Avenue | Fort Lauderdale FL 33311 - P: 954-350-2575 | FRabinowitz@fortlauderdale.gov - ***** (P: 2 REVIEW 2020)
- COMMENT COMPLETED TENANT EXISTING WALL WITH ILL - DESIGNATED FIRE RATING BETWEEN ASSEMBLY AND ADJACENT TENANT. - DISCLOSE OCCUPANCY OF EACH ADJACENT TENANT.

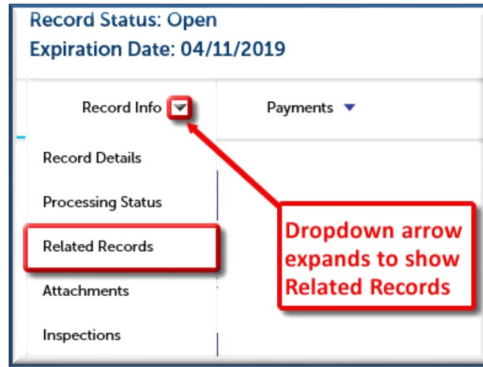
```
 - Due on TBD, assigned to josep
 - Marked as Approved on 09/24/2019 by josep
 - Comment:** REVISION IS TO CORRECT THE ADA RESTROOM DIMENSIONS --REQUIRED
- Park Impact Review
- Plans Coordination
- Permit Issuance**
 - Due on TBD, assigned to hogap
 - Marked as Issued on 03/01/2018 by hogap
- Inspection
- Certification



Related Records

The **Related Records** page is where you can view a record's "genealogy". Related Records are records that share common cause with the active record.

Related Records Menu

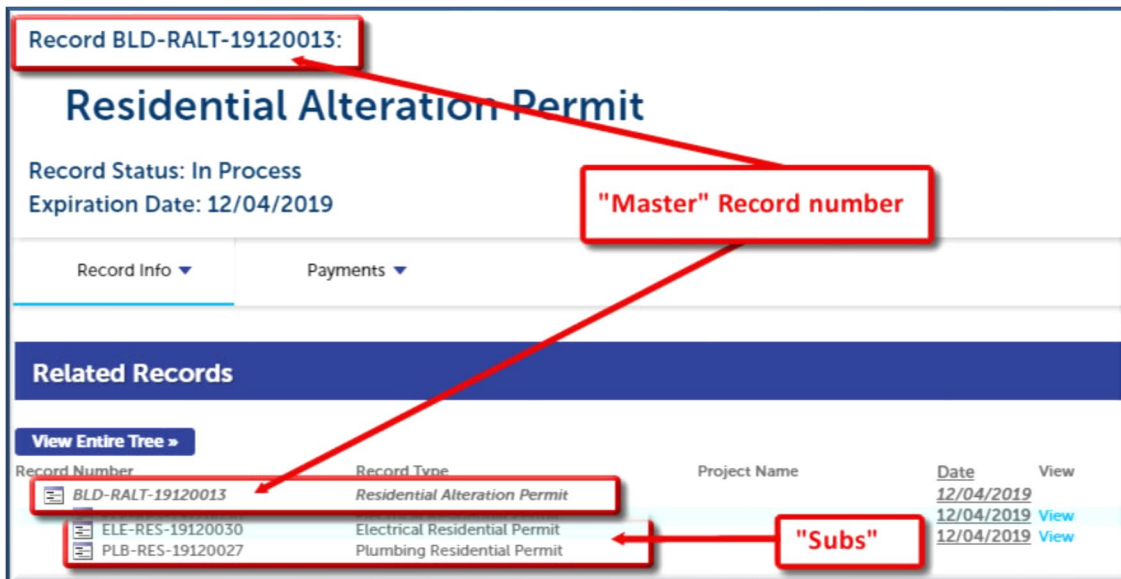


Related Records Page



The main record, which will show at the top of the record list or "Tree", may be referred to as a **Parent** or "**Master**" record, while the associated records underneath are referred to as the **Child** or "**Sub**". The active record will be shown as bold and italicized.

Related Records – Parent/Master





Related Records – Child/Sub

Record PLB-RES-19120027:

Plumbing Residential Permit

Record Status: In Process
Expiration Date: 12/04/2019

Record Info ▾ Payments ▾

Related Records

[View Entire Tree >](#)

Record Number	Record Type	Project Name	Date	View
BLD-RALT-19120013	Residential Alteration Permit		12/04/2019	View
PLB-RES-19120027	Plumbing Residential Permit		12/04/2019	View

In the following example, the *Residential Alteration Permit* is the parent has a related child record for *Plumbing Residential*. Click on the **View** link to see the details of the child record.

Related Records – View Other Records

Related Records

[View Entire Tree >](#)

Record Number	Record Type	Project Name	Date	View
BLD-RALT-19120013	Residential Alteration Permit		12/04/2019	View
ELE-RES-19120030	Electrical Residential Permit		12/04/2019	View
PLB-RES-19120027	Plumbing Residential Permit		12/04/2019	View

NOTE: Use the [Viewing Search Results HOT TIP](#) to open additional records in new tabs so you can keep the original record open.



Attachments

The **Attachments** page shows documents, pictures and other files that are related to the specific record. You can upload, view and print record attachments here.

Attachments Page

The maximum file size allowed is 250 MB.

Attachment Name	ID	Type	Category	Size	Date	Actions	Record Title
Report_24_last_page_full_reporting_period.jpg	PM-15060828	Residential Demolition Permit	Record	Miscellaneous	48.32 KB	03/18/2019 Actions ▼ View Details	Residential Demolition Permit - PM-15060828
Proposed Hat.jpg	PM-15060828	Residential Demolition Permit	Record	Broward County Certificates	26.59 KB	03/18/2019 Actions ▼	Residential Demolition Permit - PM-15060828
Report_24_First_page_Month_Graph_Percent_completed.	PM-15060828	Residential Demolition Permit	Record	Broward County Permits	69.25 KB	03/18/2019 Actions ▼	Residential Demolition Permit - PM-15060828

< Prev **1** 2 Next >

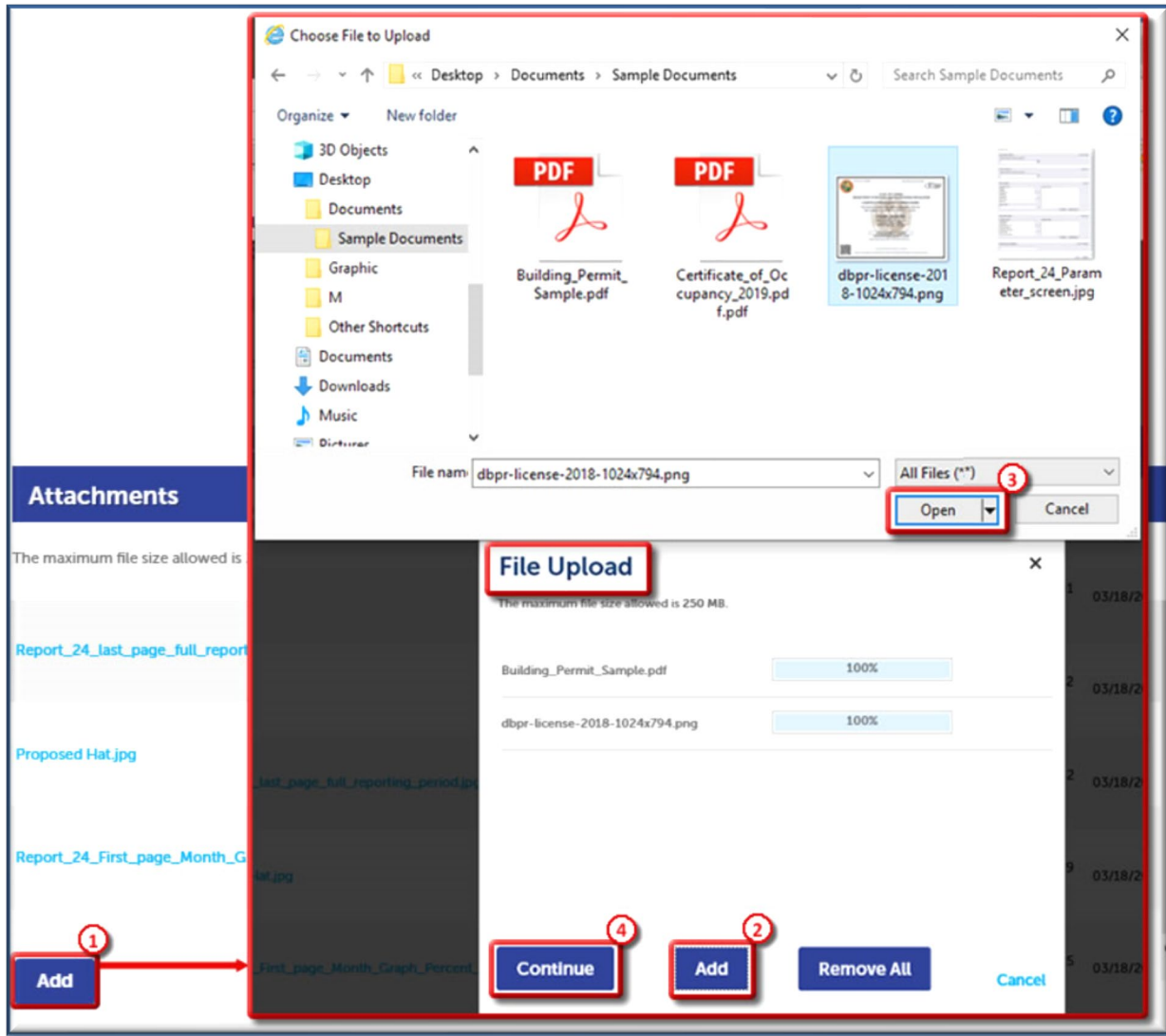
Add

- **Download and View Attachments:** Click on the highlighted attachment name.
- **View Attachment Details:** Click **Actions** > **View Details** to see information such as status, type, size, and upload, status and update dates.

Add an Attachment

1. Click the **Add** button on the **Attachment** page.
2. Click the **Add** button in the **File Upload** popup page.
3. Browse to applicable file and click **Open**. Repeat steps 2 and 3 to add multiple attachments. If you need to start over, you can click **Remove All** to reset the uploads.
4. Once you have selected all of your files, click **Continue**.

Upload Attachments



5. Select the attachment **Type** from the dropdown list and add a brief **Description** for each attachment.
6. Click **Save**. You'll see a confirmation that the attachments have been successfully added.

Attachments Type and Description



Type:

- Select--
- Approved Plans
- Asbestos Form
- Broward County Certificates
- Broward County Permits
- Miscellaneous
- NOA / Product Approval

Description:

Type:

--Select--

File:
dbpr-license-2018-1024x794.png
100%

Description:

Save **Add** **Remove All**

Attachment Upload Confirmation

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Record PM-15060828:

Residential Demolition Permit

NOTES: 1. The maximum attachment file size is 250 MB and HTML files, of any type, are not allowed.
 2. Once Save is clicked documents cannot be deleted through LauderBuild.
 3. Users who are not logged in will not be able to see or add attachments.

[View/Print an Attachment](#)



1. Click the **Add** button on the **Attachment** page.
2. Click the **Add** button in the **File Upload** popup page.

View Code Case Record Details

The next example is a code case, but the icons and where to find information is the same for all types of records.

Code Case Record Sample

Record CE19091764:

Code Case

Record Status: Closed

Record Info ▾ Payments ▾

Record Details

Project Description:
BOCA ISLAND LLC % TUYEN DO
OVERFLOWING TRASH CARTS, LEAVING TRASH OUTSIDE
THE, TRASH CARTS & RECYCLE BINS IS OUT BEFORE
PICKUP

Owner:
BOCA ISLAND LLC % TUYEN DO
110 3 AVE 1B
NEW YORK NY 10003

▼ **More Details**

Application Information

CASE INFORMATION

Description:
OVERFLOWING TRASH CARTS, LEAVING TRASH OUTSIDE THE, TRASH CARTS & RECYCLE BINS IS OUT BEFORE PICKUP

Application Information Table

VIOLATIONS

Violation Date:	10/01/2019
Violation Code:	TRASH
Citation:	CE19091764

Parcel Information



Record CE19091764:

Code Case

Record Status: Closed

Record Info ▾ Payments ▾

Processing Status

- ✓ ▾ Initial Investigation
 - Due on TBD, assigned to CREATE
 - Marked as Schedule Inspection on 09/30/2019 by CREATE
- ✓ ▾ Reinspection
 - Due on TBD, assigned to TBD
 - Marked as Complied on 10/17/2019 by Manuel Garcia
 - Comment: Closed by IRSA
- ⌵ Special Magistrate
 - City Commission
 - Broward County Records

Click the arrow and "+" to expand for more details

Record CE19091764:

Code Case

Record Status: Closed

Record Info ▾ Payments ▾

Related Records

[View Entire Tree >](#)

Record Number	Record Type	Project Name	Date	View
CE19091764	Code Case	BOCA ISLAND LLC % TUYEN DO	09/30/2019	
VIO-CE19091764_1	Violation-CODE Hearing	BOCA ISLAND LLC % TUYEN DO	09/30/2019	View

Click the "View" link to see Related Records

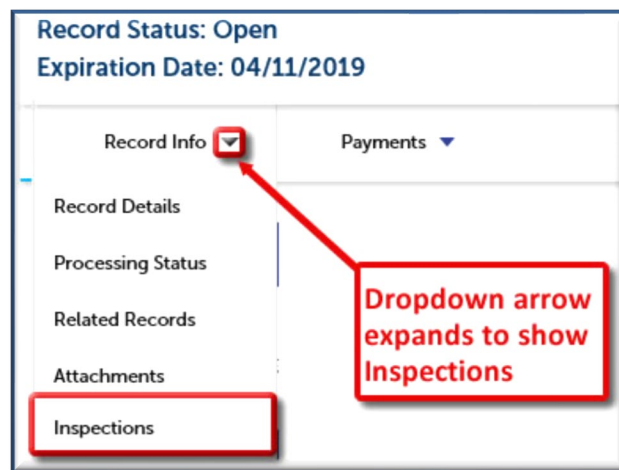


INSPECTIONS

The **Inspections** page is where users can schedule, reschedule, cancel and view the results for inspections for the associated record. You can see completed inspection details, view and modify upcoming inspections or schedule a new inspection.

NOTE: Any user may view inspection status and details, but in order to schedule inspections online you must be logged in as a registered LauderBuild user AND be a contact on the record. You may also call Customer Service at 954-828-6520 if you are unable to schedule inspections online.

To get to the **Inspections** page, select **Record Info > Inspections**.



The main Inspections page shows a summary of the inspection activity for record. Here you will see:

1. **Upcoming** – Allows users to schedule a new inspection and shows list of pending and scheduled inspections.
2. **Actions** – Dropdown menu to view more details or reschedule or cancel an inspection.
3. **Pagination Bars** – The main page will show the first five (5) items. More items will continue on into additional pages.
4. **Completed** – Shows completed inspections and the status and count. "Completed" includes inspections that are resulted (passed, failed, partially done), cancelled, had been rescheduled or were not required.
5. **View Details** – Shows the history of the inspection and any applicable comments.



Inspections Page

Inspections

1

Upcoming (7)
[Schedule an Inspection](#)

Click the link above to schedule or request one.

<p>12/19/2018 Pending MEC-CEILING ROUGH (26865436) Inspector: INSPECTOR'S NAME</p> <p>12/24/2018 Pending MEC-CEILING ROUGH (28748970) Inspector: <i>unassigned</i></p> <p>12/24/2018 Pending MEC-CEILING ROUGH (27369403) Inspector: <i>unassigned</i></p> <p>01/25/2019 Pending MEC-CEILING ROUGH (26468790) Inspector: INSPECTOR'S NAME</p> <p>01/10/2020 Scheduled ENG-PARTIAL C/O (31107629) Inspector: <i>unassigned</i></p>	2 <p>Actions ▼</p> <p>Actions ▼</p> <p>Actions ▼</p> <p>Actions ▼</p> <p>Actions ▼</p>
---	--

3

< Prev 1 2 Next >

4

Completed (600)
Cancelled - 6; Fail - 19; Not Required - 1; Partial - 536; Pass - 1; Reschedule - 37

<p>Reschedule MEC-MECHANICAL FINAL (26509890) Result by: INSPECTOR'S NAME on 09/30/2019 at 12:00 AM</p> <p>Partial MEC-CEILING ROUGH (26594030) Result by: INSPECTOR'S NAME on 09/30/2019 at 12:00 AM</p> <p>Partial MEC-MECHANICAL FINAL (26552359) Result by: INSPECTOR'S NAME on 09/28/2019 at 12:00 AM</p> <p>Partial MEC-MECHANICAL FINAL (27073633) Result by: INSPECTOR'S NAME on 09/27/2019 at 12:00 AM</p> <p>Partial MEC-CEILING ROUGH (26369148) Result by: INSPECTOR'S NAME on 09/27/2019 at 12:00 AM</p>	5 <p>View Details</p> <p>View Details</p> <p>View Details</p> <p>View Details</p> <p>View Details</p>
---	---

3

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >



Schedule an Inspection

Records that are available for inspection scheduling will have a **Schedule an Inspection** link.

1. From your record, click the dropdown arrow next to **Record Info** and select **Inspections**.
2. Click **Schedule an Inspection**.

Schedule Inspection - Main

3. You may uncheck **Show optional inspections** to show only the required inspections for your project, if desired. Select the inspection type from the choices and click **Continue**.

Schedule Inspection – Inspection Options

4. Use the calendar to select the desired date for the inspection, then select **All Day** and click **Continue**.



NOTE: Eligible dates will be blue. Dates that are greyed out are not eligible for inspections (typically weekends, holidays or more than 6 weeks in advance). Please be aware that inspection requests are scheduled based on availability and inspection times will not be guaranteed.

Schedule Inspection – Inspection Calendar

Schedule an Inspection [Close]

Inspection type: BLD-FLOOD JOB CHECK

To continue, select an appointment date by clicking a day on the calendar (available dates will be shown in blue) then select "All Day".

Dec 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

« Prev Next »

All Day

Continue Back Cancel

Select date and click "All Day"



- 5. Verify the location and contact information. To specify another contact from the record contacts or someone just for this inspection click **Change Contact** and modify accordingly. You must click **Submit** before you select Continue, otherwise your changes will not be saved. Click **Continue** when done.

Schedule Inspection – Inspection Contacts

Schedule an Inspection

Inspection type: BLD-FLOOD JOB CHECK

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
3908 SW 12 PL
FORT LAUDERDALE FL 33312

Contact
Danvers Carol
6467656033

Change Contact ▾

- Select an existing contact**
Danvers Carol (6467656033) ▾
Danvers Carol (6467656033)
Mecha Godzilla
- Specify another person (for this inspection only)**
 - * First Name Middle Name * Last Name
 - * Phone Number

Submit Cancel

Continue Back Cancel

- 6. You may select **Include Additional Notes**, such as meeting place or calling instructions, if you would like to include any comments or special instructions for the inspector.
- 7. Click **Finish** to confirm and schedule the inspection.



Schedule Inspection – Inspection Confirmation

Schedule an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

BLD-FLOOD JOB CHECK
05/24/2019
3908 SW 12 PL
FORT LAUDERDALE FL 33312
Mecha Godzilla

Include Additional Notes

Optional Comments or Instructions for your Inspector:
Mecha Godzilla may be at lunch in Tokyo from Noon-1:30pm so please call him at 777-888-9999 before coming.

(Please include an alternate phone number if different from the contact information provided in your application.)

Finish Back Cancel

Modify Upcoming Inspections

Users have several options to manage **Upcoming** scheduled or pending inspections. You may select the **Actions** dropdown menu to

- **View Details** – To see the Status History or view any comments on the selected inspection.
- **Reschedule** – This will take you back through the scheduling steps.
- **Cancel** – To cancel the selected inspection; only available on scheduled inspections.



View Details – Modify Pending Inspections

Listed under the upcoming inspections are scheduled inspections and pending inspections. Pending inspections might be set to inform both the City and the Neighbor about the inspections that need to occur before the record can continue processing. They may also include inspections that are outside of the standard inspection types for the particular record, which allows for any necessary special circumstance inspections after the initial submission.

You can view details, reschedule or cancel scheduled inspections and view details or schedule pending inspections. To see options, select **Actions > View Details**. If the inspection is scheduled, you will have **Reschedule** and **Cancel** options as well as the option to **Print** this page. If the inspection is pending, you will have **Schedule** and **Print** options.

View Scheduled or Pending Inspection Details

The screenshot shows the 'Inspections' interface. Under 'Upcoming (7)', there is a list of inspections. One inspection is highlighted with a red box: '12/19/2019 Scheduled MEC-MECHANICAL FINAL (30997136)'. A red arrow points from this inspection to an 'Actions' dropdown menu. The menu options are 'View Details', 'Reschedule', and 'Cancel'. Another red arrow points from 'View Details' to a detailed view window.

The detailed view window for 'MEC-MECHANICAL FINAL (30997136, Optional)' shows the following information:

- Address: 100 E LAS OLAS BLVD, FORT LAUDERDALE FL 33301
- Buttons: Reschedule, Cancel Inspection, Print
- Status: Scheduled
- Record: PM-16081996, Mechanical HVAC New Install Permit
- Contact: Contact Name 9995551234
- Estimated Arrival Time: TBD
- Desired Date: TBD
- Last updated: CM, 12/13/2019 1:27 PM
- View Status History
- View Result Comments

The 'Status History' section shows a table with the following data:

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Scheduled	12/19/2019 8:00 AM	Joe Jonas	12/13/2019 1:27 PM	CM	
Scheduled	12/19/2019 8:00 AM	Joe Jonas	12/13/2019 1:22 PM	CM	
Pending	TBD	Joe Jonas	12/13/2019 1:19 PM	CM	

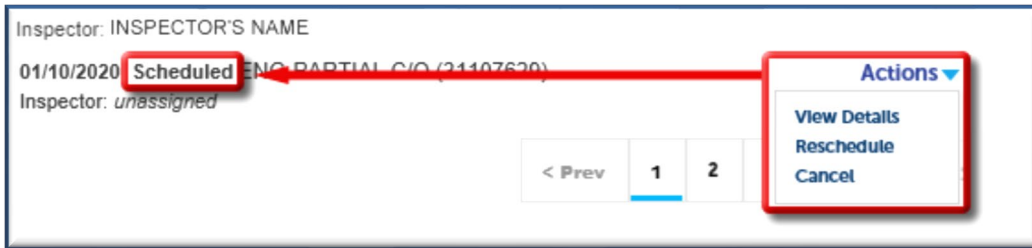


Cancel Inspections

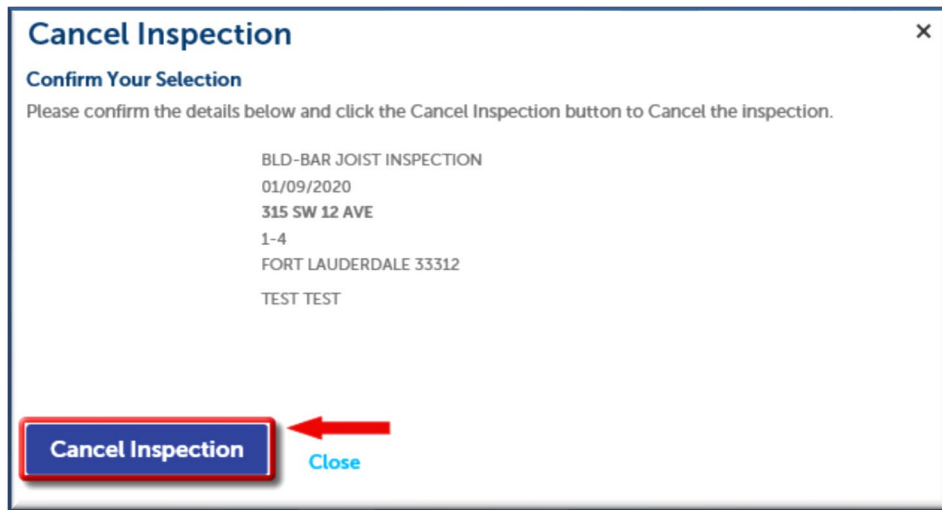
Inspections may need to be cancelled on occasion and may be cancelled and rescheduled as needed. Although the Cancel option is available until the inspection has been resulted, it's best practice to cancel no later than one day prior to the scheduled date.

To cancel an inspection:

1. Select **Actions > Cancel**.



2. Click **Cancel Inspection**.



View Completed Inspection Details

For **Completed Inspections**, you may select to **View Details** to see more information about the inspection, such as the status, history and applicable comments. You may also print the history and comments from this page.

NOTE: When printing from the View Details page, you must click on View Status History and/or View Result Comments and expand any comments so that they are showing if you wish to print them with the rest of the details.



View Inspection Details

01/10/2020 Scheduled ENG-PARTIAL C/O (31107629) Actions ▾
 Inspector: *unassigned*

prev **1** 2 Next >

Completed (600)

Cancelled - 0; Fail - 19; Not Required - 1; Partial - 536; Pass - 1; Reschedule - 37

Reschedule MEC-MECHANICAL FINAL (26509890) View Details
 Result by: INSPECTOR'S NAME on 09/30/2019 at 12:00 AM

Partial MEC-CEILING ROUGH (26594030) View Details
 Result by: INSPECTOR'S NAME on 09/30/2019 at 12:00 AM

Partial MEC-MECHANICAL FINAL (26552359) View Details

Inspection Details Page

BLD-JOB CHECK (30920827, Optional)
 315 SW 12 AVE
 1-4
 FORT LAUDERDALE 33312

Print ← **Print option**

Status	Details
Pass 1/2/2020 12:00 AM Desired Date: TBD Last updated Commenter Name 1/8/2020 1:38 PM View Status History View Result Comments	Record MEC-HVCHG-19100030 Mechanical HVAC Changeout Permit Contact Commenter Name

Click on the View Status History or View Result comments links to see or print the details

Status History

Showing 1-2 of 2

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Pass	1/2/2020 12:00 AM	ADM	1/8/2020 1:38 PM	Commenter Name	This inspection was passed. Ty... read more
Pending	TBD	ADM	12/3/2019 9:33 AM	Commenter Name	

Result Comments

Showing 1-1 of 1

Commenter Name (1/8/2020 1:38 PM)
 This inspection was passed. Typically there are no notes when an inspection passes.

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			



Expand Inspection Comments

Status	Date/Time	Inspector	Update Time	Updated by	Result Comments
Pass	1/2/2020 12:00 AM	ADM	1/8/2020 1:38 PM	Commenter Name	This inspection was passed. Typically there are no notes when an inspection passes. collapse

Click links to see all of the details

This inspection was passed. Typically there are no notes when an inspection passes. [read more](#)

This inspection was passed. Typically there are no notes when an inspection passes.



APPLICATIONS (RECORDS)

LauderBuild allows our public users to be able to create various applications, or records, themselves. You can create records such as:

- Alarm Registration and Payments
- Business Taxes and Licenses
- Code Enforcement Reporting
- Parks - Event Permits
- Building Permits
- Urban Design and Planning Applications
- Parking Analysis and Traffic Study

NOTE: The Permits module has a limited selection of E-Permits that will be available for Neighbors to start themselves.

Create an Application

This section will show you how to create an application. Each application will have its own unique fields and requirements, but we will create a building permit application in the following example.

1. Click New Application and select the module for the type of application you wish to create.
2. Read the disclaimer and check the box to accept the terms. Click Continue Application.
3. Choose the type of application from the available options. You can use the dropdown arrow to expand the options or you can start typing an application name in the filter field and click Search. Click Continue Application.
4. Complete the location information by searching on Address, OR Parcel OR Owner. Select the correct location from the Search Results List. Click Continue Application. (You may also click Save and resume later at any point in the application if you need to come back to the application later.)

NOTE: Choose one section to search on and the search will automatically populate fields with existing database data for the other address, parcel (folio) and owner (APO) fields.

5. Add required application contacts. You may add from contacts on your account or you can add new contacts. Click Continue Application.
6. Add a Licensed Professional (Contractor) to the application. You may add a contractor from your account or you can add a new one. Click Continue Application.



7. The next section contains information that is specific to the application such as job costs, trades, zoning district, etc. It starts with a Project Name and Description. Review each section and complete all of the required fields. Click Continue Application.

NOTE: Nemo-Q numbers are ONLY for applications created and submitted directly at the Department of Sustainable Development offices.

8. If you have any documents, such as a contract, you may upload them to your application. Click Continue Application.
9. Review your application entries and make any edits, if necessary. Check the box to agree that everything is true and correct. Click Continue Application to complete the submission.



FEES AND PAYMENTS

LauderBuild users may also pay their fees online. Users may get fees generated after submitting an application. In that case, you will be presented with the option to pay the fees at that time. You can save the fees to the cart or elect to pay them later (please note that paying fees at a later time may delay the processing of the record). If fees have been generated automatically through the processing of the application, applicants will get a notification and will see an option to pay when logged in to your LauderBuild account.

Pay Fees Upon Application Submission

Upon successful submission of applications, fees may be generated. Click **Check Out** to add to the **Shopping Cart**. View the [Shopping Cart](#) section for more information on managing the cart and completing the payment.

Final Application Step – Pay Fees

Resident/Business Alarm Registration

1 2 Contact Information 3 Detail Information 4 Review 5 Pay Fees 6 Record Issuance

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Alarm Registration Application Fee	1	\$50.00

TOTAL FEES: \$50.00
 Note: This does not include additional fees which may be assessed later.

Check Out »



Pay Fees from My Records

If additional fees have been generated by the application process, you may access the option to pay from My Records. Select **Citizen’s Portal > My Records** to view your records. Here you will see the **Pay Fees Due** link on any records that have a balance.

My Records Page

The screenshot shows the 'My Records' page with a table of permits. The 'MY RECORDS' menu item is highlighted in green. A search bar is visible on the right. The table lists several permits, with 'Pay Fees Due' links highlighted in red boxes. A red callout box with arrows points to these links, containing the text 'Click to add fees to shopping cart'.

Date	Record Number	Record Type	Status	Action	Project Name	Description	Expiration Date
01/03/2020	PLB-COM-20010003	Plumbing Commercial Permit	Issued	Amendment		CHANGE EXISTING 1" DOMESTIC METER TO IRRIGATION	07/01/2020
01/03/2020	FIR-SSA-20010008	Sprinkler System Aboveground	Issued	Pay Fees Due Amendment		CHANGE EXISTING 1" DOMESTIC METER TO IRRIGATION	01/10/2020
01/03/2020	LND-INST-20010005	Landscape Installation Permit	Issued	Pay Fees Due Amendment		CHANGE EXISTING 1" DOMESTIC METER TO IRRIGATION	01/10/2020
12/27/2019	ELE-SERV-19120047	Electrical Services Permit	Awaiting Client Reply	Amendment	Electrical Service Change TEST	Electrical Service Change	12/27/2019
12/10/2019	19TMP-002537	Plumbing Water Heater Exact		Resume Application	Instll	install	

View and Pay Fees from Record

You can also pay fees and view payment history directly from the **Record Details** page. Select the **Payments** dropdown arrow, which brings you to the **Fees** page. Here you may view outstanding fees and see the history of paid fees. Click the **View Details** link to view and print receipts. To pay outstanding fees, click **Pay Fees** to add to the **Shopping Cart**.



Record Payments Page

Record BLD-RPSF-19040003:

Residential Pool-Spa-Fountain Permit

Record Status: Open
Expiration Date: 04/11/2019

Record Info ▾ Payments ▾

Fees

Outstanding:

Date	Invoice Number	Amount
04/15/2019	622953	\$105.00

Total outstanding fees: \$105.00

Paid:

Date	Invoice Number	Amount
12/06/2019	1186686	\$840.00
12/04/2019	1186067	\$315.00
11/18/2019	1182361	\$840.00
11/15/2019	1182009	\$840.00
11/01/2019	1178264	\$420.00

Total paid fees: \$96,968.45

< Prev Additional Results: 1 2 3 4 5 6 Next >

Annotations:
 - Dropdown arrow expands to show Fee info
 - Click to add fees to shopping cart
 - Click to view and print receipts

Shopping Cart

The **Shopping Cart** allows users to manage and pay fees. Clicking **Continue Shopping** will save the fee to your Cart. To pay the fee, click **Check Out**.

LauderBuild Shopping Cart

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click the arrow next to the application type to display additional fee information. Click Edit Cart to modify items or to remove them from the cart.

PAY NOW

700 NW 19 AVE, FORT LAUDERDALE 33311
 1 Application(s) | \$50.00
 Resident/Business Alarm Registration 20TMP-000045 Total due: \$50.00

Total amount to be paid: \$50.00
 Note: This does not include additional fees which may be assessed later.

Check Out » **Edit Cart »** **Continue Shopping »**



You will be directed to the payment system. Complete the required information and click **Pay**. Click **Cancel** to return to LauderBuild.

LauderBuild Payment Screen

Billing Information

* Required field

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

Country/Region *

State/Province *

Zip/Postal Code *

Phone Number *

Email *

Your Order

Total amount \$50.00

Payment Details

Card Type *

VISA Visa Mastercard Amex

Card Number *

Expiration Date *

CVN *

This code is a three or four digit number printed on the back or front of credit cards.

Click Pay to finalize payment.

Click Cancel to return to LauderBuild.



Upon successful payment, you will receive an emailed receipt from the payment system, as well as a LauderBuild receipt. You may also print the LauderBuild receipt from the confirmation page. Click the **View Receipt** link (or the Print buttons) to view and print receipt.

LauderBuild Payment Confirmation Page

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Thank you for your payment!
Please keep a copy of this receipt for your records.

Print/View Receipt

2718 NE 21 TER, FORT LAUDERDALE 33306

ALM-REG-20010009

View Receipt

Print/View Receipt

Click View Receipt to view or print



RECORD MANAGEMENT

As discussed in the previous section, the Citizen Portal links to pages that contain application and record information for registered users.

My Records

Neighbors with a LauderBuild account can select **My Records** to view and manage all of the records they have created or for which they are listed as a Contact. Any incomplete applications (TMP) that have been saved will also be shown here.

My Records

CITIZEN'S PORTAL SEARCH NEW APPLICATION CITY LINKS

Logged in as: Barry Allen Collections (2) Cart (1) Account Management Logout

MY DASHBOARD **My Records** Enter search criteria Q

Alarm Billing

Showing 1-4 of 4 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Action
<input type="checkbox"/>	11/25/2019	19TMP-001336	Alarm Monitoring Company Registration		Resume Application
<input type="checkbox"/>	10/29/2019	19TMP-001313	Resident/Business Alarm Registration		Resume Application
<input type="checkbox"/>	07/30/2019	19TMP-000973	Resident/Business Alarm Registration		Resume Application
<input type="checkbox"/>	07/29/2019	ALM-REG-19080001	Resident/Business Alarm Registration	Active	

Enforcement

Special Events

Permits



Collections

While related records are tied to each other because they are all part of one permit, **Collections** allow you to group records in other meaningful ways. Users can create collections based on a specific customer, a particular address, project phase, subdivision or any way you like. You can remove records from the collections, delete collections, rename them and more.

Set Up a Collection

1. Do a search the records you would like to group.
2. Use the checkboxes to select the files you wish to add to a collection.
3. Click **Add to Collection**.

Create a Collection

Search Clear

100+ Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 100+ | Download results Add to collection Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Action
<input checked="" type="checkbox"/>	12/06/2019	BLD-RMASTER-19120002	Residential Master Permit	In Process	Pay Fees Due
<input checked="" type="checkbox"/>	12/06/2019	BLD-R...	Residential Permit	Open	
<input checked="" type="checkbox"/>	12/06/2019	PLB-R...	Permit	Open	
<input checked="" type="checkbox"/>	12/06/2019	MEC-R...	Mechanical Residential Permit	Open	
<input type="checkbox"/>	12/06/2019	ELE-RES-19120002	Electrical Residential Permit	Open	
<input type="checkbox"/>	12/06/2019	MEC-RES-19120004	Mechanical Residential Permit	Open	
<input type="checkbox"/>	12/03/2019	BLD-WIN-19120003	Window and Door Permit	Open	
<input checked="" type="checkbox"/>	12/02/2019	BLD-ACC-19120001	Accessory Structure Permit	In Process	Pay Fees Due Amendment
<input checked="" type="checkbox"/>	11/27/2019	BLD-WIN-19110016	Window and Door Permit	In Process	Amendment
<input type="checkbox"/>	11/27/2019	BLD-ACC-19110013	Accessory Structure Permit	In Process	Pay Fees Due Amendment

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

4. You can choose to add these records to an existing Collection or you can create a new one. If creating a new one, type a name for the collection and enter a description (up to 255 characters), if desired.
5. Click **Add**.



You can quickly find your Collections by clicking the **Collections** link in the **Activity Menu** at the top of the page or by viewing your dashboard.

NOTE: Click the dropdown arrow to view your collection list.

View Collections

View Collections from your dashboard or from the Collections link in the Activity Menu

Record Name	Record ID	Module	Creation Date	Action
-------------	-----------	--------	---------------	--------



Viewing and Managing Collections

To view and manage a collection, click the link next of the collection name. You may also remove a collection from this page by clicking Delete.

Collections Page

Collections
This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-2 of 2

Date Modified	Name	Description	Number of Records	
12/11/2019	FBC Roof Permits	Roof permits for FBC	3	Delete
12/11/2019	KGhidrah	Records for King. You can put up to 255 text characters here as you need. Lorem	6	Delete

Note: A red arrow points to the 'KGhidrah' link with a callout box that says 'Click the link to view a collection'.

The **Collection Management** Page shows useful statistical data such as fees paid, fees due, how many inspections are scheduled, approved, denied, pending, etc. Following are the features of collections.

1. **Total Records:** Shows how many records are in the collection.
2. **Inspections Summary:** Lists number of inspections and the statuses.
3. **Fees Summary:** Shows totals of paid and due fees.
4. **Rename / Delete:** Allows you to rename or remove a collection.
5. **Move / Copy / Remove:** Allows you to move, copy or remove record(s) from the collection.
6. **Actions:** Provides you with the same options for the record that you would see in My Records.

Collection Management Page

FBC Roof Permits
Roof permits for FBC

1 **Total Records: 3 (3 Permits)**

2 **Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)**

3 **Fees Summary: \$460.73 Paid, \$1,110.00 Due**

4 **Rename Collection | Delete Collection**

Permits

5 **Move to... | Copy to... | Remove**

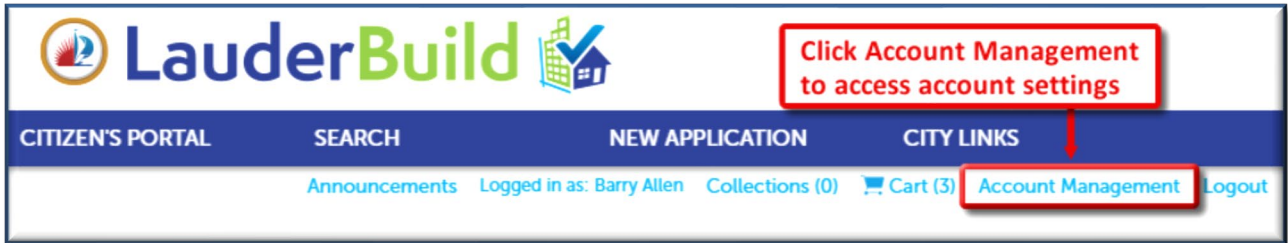
Showing 1-3 of 3 | [Download results](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	6 Action
<input type="checkbox"/>	12/05/2019	BLD-ROOF-19120001	Re-Roof Permit	Open	Pay Fees Due Amendment
<input type="checkbox"/>	10/12/2019	BLD-ROOF-19100010	Re-Roof Permit	In Process	Amendment
<input type="checkbox"/>	10/11/2019	BLD-ROOF-19100009	Re-Roof Permit	In Process	Pay Fees Due



ACCOUNT MANAGEMENT

Any changes that need to be made to your account can be done through the **Account Management** page.



The **Account Management** page allows users to modify account settings and contacts, such as:

- **Login Information** (e.g. login email, password)
- **License Information** (LPs can link their LP profile with their LauderBuild account)
- **Contact Information** (add contacts for their records or modify their own info)
- **Delegates** (allow other people to access their account and record info)

Account Management Page

Manage Your Account
Your current account information is shown below. Here you can modify contacts and general account information, add licenses or assign delegates.

Account Type

Citizen Account

Login Information Edit

User Name: inaf1ash99
 Email: BAllen@superrito.com
 Password: *****
 Security Question: Favorite dog?

License Information Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	First Name	Last Name	Issued On	Expired Date	Status	Action
No records found.							

Contact Information Add a Contact

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Address Line 1	City	State	ZIP Code	Status	Action
Barry		Allen		Individual	Star Labs	Central City	DC	20202	Approved	Actions ▾



Login Information

Neighbors may edit their login information for LauderBuild from the Account Management page. To make changes, go to the **Login Information** section and click **Edit**.

Login Information Section

Login Information		Edit
User Name:	inaflash99	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Click Edit to make changes to Login Info </div>
Email:	BAllen@superrito.com	
Password:	*****	
Security Question:	Favorite dog?	

Login Information Edit – Popup

Login Information

- * User Name: ?
- * Email Address:
- * Old Password: ?
- * New Password: ?
- * Confirm Password:
- * Enter Security Question: ?
- * Answer: ?

[Back to Account Management](#)

NOTES: 1. You cannot change your username.
 2. Passwords and security question answers ARE CASE SENSITIVE.



License Information

Professionals who are licensed with the City of Fort Lauderdale may connect their City license to their LauderBuild account. This will allow you to view and manage records that are under that license number. At this time, Accela has a known issue with the ability to connect through LauderBuild, so please contact the Acceleration Support Team to get your license added to your account.

NOTE: Registering on LauderBuild as a "license holder" does not mean you are registered with the City as a licensed professional (contractor). That process requires completing the Contractor Registration process.

Contact Information

Neighbors may also edit their contact information or add additional contacts to their LauderBuild account. To make changes, go to the **Contact Information** section. To modify your existing details, click **Actions > View**. Edit as necessary and click **Save**.

Contact Information Section

Contact Information										Add a Contact
First Name	Middle Name	Last Name	Business Name	Contact Type	Address Line 1	City	State	ZIP Code	Status	Action
Barry		Allen	Star Labs	Individual	Star Labs	Central City	DC	20202	Approved	Actions ▾ View



Contact Information Edit – Popup

Manage Your Account
View Contact Detail

Validate and update your contact information at this page.

Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

Address Line 2:

* City: * State: * Zip:

Work Phone: Fax:

Email:

Save [Back to Account Management](#)

To add an additional contact, click **Add a Contact**. Follow the steps to a contact, as outlined when registering an account.

Add a Contact

Contact Information

Showing 1-1 of 1 | [Download results](#)

Click Add a Contact to add an additional one → **Add a Contact**

First Name	Middle Name	Last Name	Business Name	Contact Type	Address Line 1	City	State	ZIP Code	Status	Action
Barry		Allen	Star Labs	Individual	Star Labs	Central City	DC	20202	Approved	Actions ▼ View



Delegates

A **Delegate** is someone outside your organization you wish to perform certain actions on your behalf like schedule inspections, apply or pay online.

Account Management Page – Delegates

Delegates		Add a Delegate
People who can access my account	None	
People whose account I can access	None	

NOTE: Delegates must be registered users in LauderBuild.



APPENDIX A: LAUDERBUILD FREQUENTLY ASKED QUESTIONS

What is LauderBuild?

LauderBuild is the City of Fort Lauderdale's new Accela Citizen Access portal (ACA) where our Neighbors, businesses, and visitors can access government services online, 24 hours a day, 7 days a week!

Need to get a building permit? Want to register your alarm system? Looking to apply for a special event permit? Need to apply for and pay your business taxes? Want to report garbage or debris on a vacant lot? Or right-of-way obstructions? Now you don't have to make a trip to City Hall and wait in lines. Save time by making your submissions online at your convenience!

How do I search records on LauderBuild?

Visit LauderBuild at <https://aca3.accela.com/FTL>. Type your criteria into the Global Search bar on the main page or select a specific search type from the Search dropdown menu. When doing a search all search criteria entered must match the record data. A broader search often works best. To search for records that were created prior to October 4, 2019 please use the following prefixes before the old record number:

- **Alarm Billing** prefix your record number with "AB-" (e.g., AB-10000000)
- **Business Tax** prefix your record number with "BL-" (e.g., BL-10000000)
- **Enforcement** prefix your record number, as applicable: Code - "CE" (e.g., CE10000000), Violation - "VIO-CE" (e.g., VIO-CE10000000), Vacation Rental - "VRR-" (e.g., VRR-10000000)
- **Fire Safety** prefix your record number with "FS-" (e.g., FS-10000000)
- **Permit** prefix your record number with "PM-" (e.g., PM-10000000)
- **Planning** prefix your record number with "PL-" (e.g., PL-100000)

How do I register for an online account?

Visit the LauderBuild website at aca3.accela.com/FTL. Just click on the **Register for an Account** link and follow the prompts!

Do I have to register for an account?

Unregistered users can use LauderBuild to search and view records and report code violations. Registered users will have additional access to apply for building and event permits, schedule inspections, renew licenses, pay fees and more! Creating an account is free and easy! Visit the LauderBuild website at aca3.accela.com/FTL. Just click on the **Register for an account** link and follow the prompts.

Can I get an estimated permit cost?

If you would like to get an estimate of the fees for your permit, you can use our Fee Estimator. Click the Fee Estimator link under the LauderBuild City Links menu. Please be aware that this tool will only give you an estimate and it might not reflect other related costs and factors for the final permit fee.



How do I apply for a permit?

You can apply for permits by visiting the LauderBuild website and registering an account. Select New Application to create your permit application. You can also view the City of Fort Lauderdale Building Permit FAQs for additional answers.

Why am I having so much trouble finding my address when creating an application?

If there is too much information entered and any piece of that information is incorrect, LauderBuild will not be able to find the property. Try entering only the street number and the first three or four letters of the street name, then hit search. The less information you put into the system, the better results you will get. If there are multiple options for the information you enter, LauderBuild will give you those options to choose from.

Do I still need to fill out the Broward County Uniform Permit Application?

No, you no longer need to fill out this form.

Can I upload documents for my application? What type?

Yes, you may upload any documents or files that are pertinent to your application. Files must be less than 250 MB and can be in any format EXCEPT bat, dll, config, cs, exe, htm, html, js, jsp, mht, mhtml or msi.

How do I check my application status?

Log in to your LauderBuild account and search for your record or click on My Records to view the status of your available permits.

Can I start work if I entered my permit online?

You may NOT start work until AFTER your permit is issued. If you applied for your permit online, you will receive a notification once your permit is issued or you can check the status in your account at any time.

How do I fully pay for my permit once it is approved?

When your permit is ready to be issued, you will receive a fee invoice email. Once you receive that email, you can log in to LauderBuild to pay your balance. You may also check your account and if you see a Pay Fees Due link on your record, you can click on the link to pay.

How do I schedule an inspection?

Log in to your LauderBuild account and search for your record or click on My Records to view your available permits. Click on the record for which you'd like to schedule an inspection, select Inspections from the Record Info dropdown menu, then click Schedule an Inspection.



How do I renew my City Alarm Registration?

Login to your **LauderBuild** account, go to **My Records** and click the **Renew Application** link on your Alarm Billing record. Please contact the [Alarm Unit](#) if you have billing questions regarding your account.

NOTE: Please contact [LauderBuild Technical Support](#) if you do not see your Alarm record and/or renewal link in your records.

How do I submit a Vacation Rental Certificate application?

Log in to LauderBuild and select New Application > Enforcement. Agree to the Terms of Use, then search for or select the Vacation Rental Registry application to start your submission.

How do I manage my records?

Log in to your LauderBuild account and click on My Records under your Citizen Portal to view and modify your available records. You can do tasks such as view details, attach documents, pay fees, schedule inspections and more.

Do all applications have to be submitted online? Can I still come down to the office?

Yes, you can still visit our offices, but submitting applications online at LauderBuild lets you skip the line! Online is quicker and you can submit and check application statuses 24/7/365!

How can I find historical information?

Neighbors may search record history in LauderBuild using the methods as described in the Searches section. LauderBuild contains about ten years of historical records (though there could be some older records if the record was still open at the date of the conversion). Neighbors who wish to get older data may contact Customer Service for assistance or come down to the Department of Sustainable Development Property Records to utilize our computers to get further history.