

Osceola County Permit Center User Guide

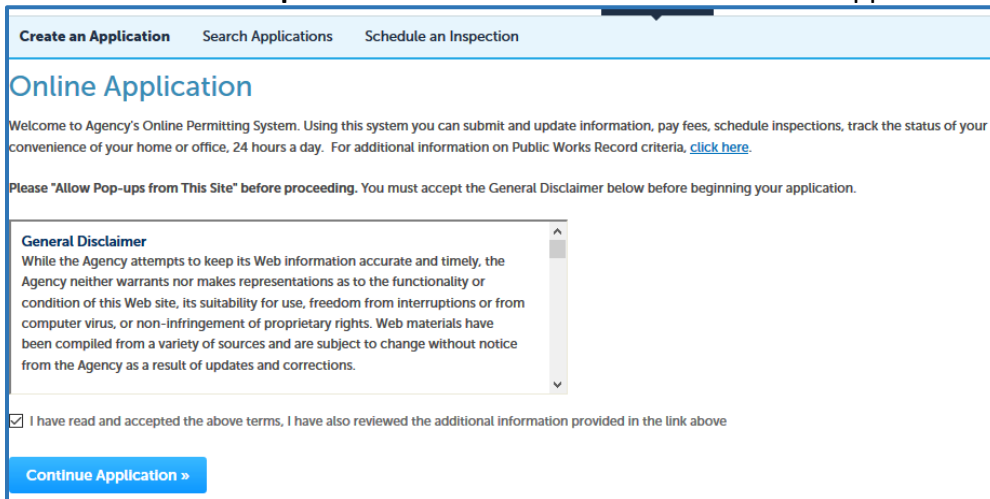
Apply for a New Permit

Permit Center URL: <https://permits.osceola.org>

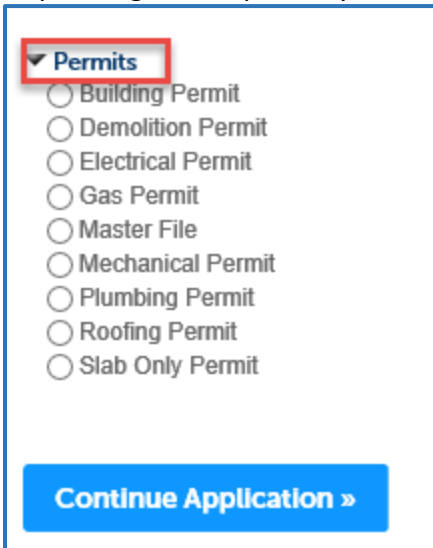
1. Login your account and hover over the **New** button.
Select the type of permit application you want to start.



2. You will have to **Accept the General Disclaimer** to Continue the application



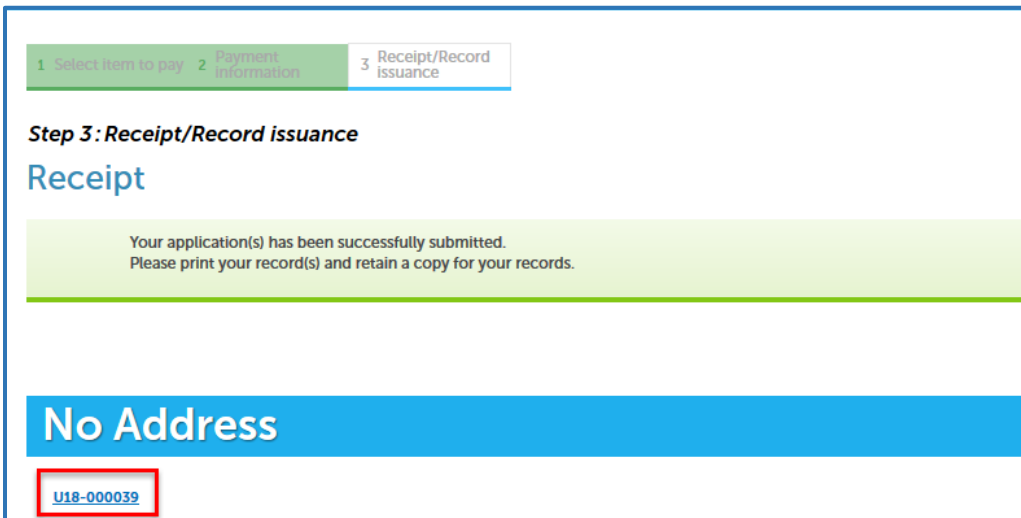
3. Depending on the permit you select, you will have to specify the type. Press **Continue**.



A screenshot of a web application interface. At the top, there is a dropdown menu labeled 'Permits' with a downward arrow, which is highlighted with a red box. Below the dropdown, there is a list of permit types, each preceded by an unselected radio button: Building Permit, Demolition Permit, Electrical Permit, Gas Permit, Master File, Mechanical Permit, Plumbing Permit, Roofing Permit, and Slab Only Permit. At the bottom of the menu, there is a blue button with the text 'Continue Application »'.

4. Complete the required fields (required fields will change depending on the type of permit you select)
- **Important:** It is required that you input an **Applicant Contact** to be associated with your permit.
 - Depending on the type of permit, you may be prompted to pay fees once finished.
 - Once completed you will instantaneously receive a **permit number**.

5. Refer to your newly generated Permit Number to access your new record from here on out.



A screenshot of a receipt page. At the top, there is a progress bar with three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance'. The third step is highlighted. Below the progress bar, the text 'Step 3: Receipt/Record issuance' is displayed. Underneath, the word 'Receipt' is written in a large blue font. A green box contains the text: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' At the bottom, there is a blue banner with the text 'No Address'. Below the banner, a red box highlights the permit number 'U18-000039'.