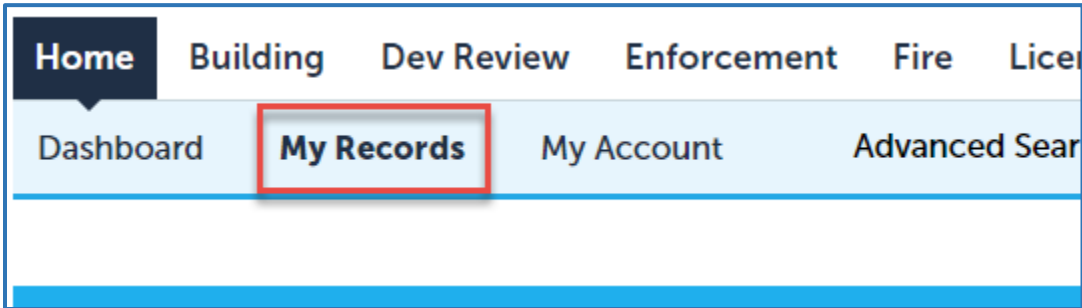


Osceola County Permit Center User Guide

Create Permit Collections

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

1. Login to your account. Click the **My Records** tab.



2. Checkmark the permits you want to group and click **Add to Collection**.

A screenshot of a table displaying permit records. The table has columns for Date, Record Number, Record Type, Project Name, Address, Status, Action, and Description. The first five rows have their checkboxes checked, and the 'Add to collection' link is highlighted with a red box. The table also includes pagination controls at the bottom.

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Exp
<input checked="" type="checkbox"/>	01/29/2018	A18-000016	Electrical Permit	Jeff Test Electrical	3 AMALFI, KIS 34758			Jeff Test Electrical	
<input checked="" type="checkbox"/>	01/26/2018	P18-000025	Building Permit		1 CALIFORNIA AVE, STC 34769	In Review	Pay Fees Due	tttttttt	
<input checked="" type="checkbox"/>	01/26/2018	P18-000024	Building Permit		1 AUGUSTA CIR, STC 34769	In Review	Pay Fees Due	t	
<input checked="" type="checkbox"/>	01/24/2018	P18-000020	Building Permit		15 WEST MARBRISA, KIS 34743	In Review		d	
<input checked="" type="checkbox"/>	01/24/2018	P18-000019	Building Permit		1 YORK CT, KIS 34758	Submitted		g	
<input type="checkbox"/>	01/23/2018	P18-000018	Building Permit		4 BRADFORD CT, KIS 34758	Revision After Issuance	Pay Fees Due	g	
<input type="checkbox"/>	01/17/2018	P18-000011	Building Permit	vacation montijo	1110 MURAT PL, KIS 34759	In Review		Bathroom rem	
<input type="checkbox"/>	01/17/2018	P18-000013	Building Permit	test permit	1 TROTTERS CIR, KIS 34743	In Review	Pay Fees Due	yes	
<input type="checkbox"/>	01/16/2018	A18-000011	Slab Only Permit	slab	1 CALIFORNIA AVE, STC 34769	In Review		on the water	
<input type="checkbox"/>	01/16/2018	P18-000010	Building Permit	ttttt	1 BOLTON CT, KIS 34758	In Review		yyyyy	

3. You can add the records to an **Existing List**, or **Create a New List**.

[Add to collection](#) | [Add to cart](#) | [Copy Record](#)

Add to Existing Lists
 --Select--

Create a New List
 *Name:
 Subdivision #2

Description:
 Subdivision #2

My List (2) [View Lists](#)

5

Subdivision #2

Records Last Updated 01/30/2018

2

Subdivision #1

Records Last Updated 01/30/2018

4. Click **View Lists** to see the records associated with each list.

Subdivision #2

Subdivision #2

Total Records: 5 (5 Building)

Inspections Summary: 7 (4 Scheduled, 3 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)

Fees Summary: \$2,740.15 Paid, \$361.92 Due

Building

[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-5 of 5 | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input type="checkbox"/>	01/29/2018	A18-000016	Electrical Permit	Jeff Test Electrical	3 AMALFI, KIS 34758					
<input type="checkbox"/>	01/26/2018	P18-000024	Building Permit		1 AUGUSTA CIR, STC 34769	In Review	Pay Fees Due			
<input type="checkbox"/>	01/26/2018	P18-000025	Building Permit		1 CALIFORNIA AVE, STC 34769	In Review	Pay Fees Due			
<input type="checkbox"/>	01/24/2018	P18-000019	Building Permit		1 YORK CT, KIS 34758	Submitted				
<input type="checkbox"/>	01/24/2018	P18-000020	Building Permit		15 WEST MARBRISA, KIS 34743	In Review				