

# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

Effective March 24, 2022, the City of Pensacola implemented a new two-step application process for the review of all the following residential permit types:

- Accessory structures** (ADUs, detached garages, sheds, decks, docks, retaining walls)
- Additions**
- House Moves**
- Manufactured Homes**
- Swimming Pools**
- New Residential Dwellings** (single family dwellings, duplexes, townhomes)

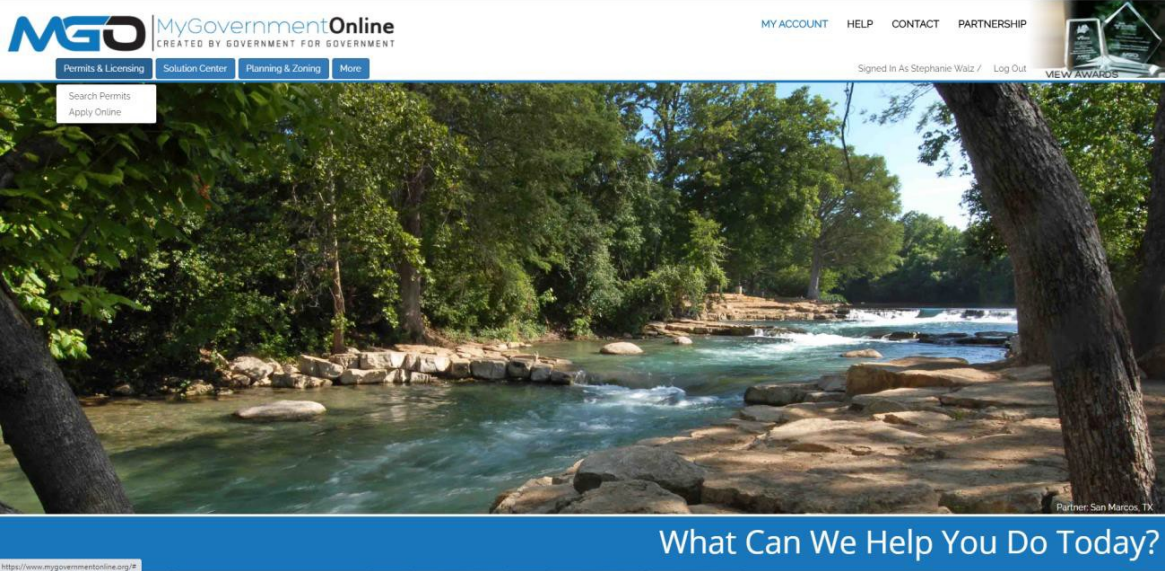
Prior to the building permit review, contractors must now submit a Zoning and Site Review Permit Application.

Once Planning and Engineering approve their reviews, a building add-to-existing permit application must be submitted for Building Inspections to complete their review.

See below for step-by-step-instructions.

## Submitting a Zoning and Site Review Permit

1. Log into <http://www.mygovernmentonline.org>



# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

2. Click on "Apply Online" under the "Permits & Licensing" option in the navigation bar



3. Choose Pensacola as your jurisdiction

## Apply Online

**Jurisdiction and Request Type \***

Some jurisdictions do not accept online applications.  
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: \*  State: \*

Jurisdiction: \*

Project Type: \*

# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

4. Choose "Get Started on a New Application"

## Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Get Started on a New Application

Add a permit to an existing project

5. Choose "Zoning and Site Review Application" as your application type

## Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Select an Application Type: \*

- Select an Option - ⓘ Please select an option

[Click here if you would like to preview the application questions prior to beginning the online application. The applicant submit the application preview document to the jurisdiction. When you are ready to proceed, click the "Next" button to](#)

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# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

6. Input the job address and click "Next"

**Physical Address or Location\***

Please provide the physical address or location of your project.  
or

My Project has been addressed by the Jurisdiction.

Address or Location: \*  City: \*  Zipcode: \*

7. Input the **Owner Contact Information**. Choose "Next"

**Contact Information**

First Name  Last Name  Suffix  Business Name

**Mailing Address**

Address  City  State  Zipcode

Email   Notify

Cell Phone (  )    Notify

Home Phone (  )    Notify

Work Phone (  )    Notify

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8. Enter your **Applicant Contact Information** and choose "Next"

Applicant's Contact Information

Contact Information

Search the Jurisdiction's Contacts Database

First Name: Stephanie  
Last Name: Walz  
Suffix: - Suffix -  
Business Name:

**Mailing Address**  
Address:  
City:  
State: Florida  
Zipcode:

Email: senewman21@gmail.com  Notify

Cell Phone ( 000 ) 000 0000  Notify

Home Phone ( 850 ) 449 1336  Notify

Work Phone ( 000 ) 000 0000  Notify

Back Next

9. Repeat this step for **Contractor Information**

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10. Fill out all required entry boxes on the **Application Questionnaire**

**Note:** If you do not fill out all spaces marked with a red asterisk (\*), the application will not be submitted to our application queue.

**Application Questionnaire**

**Zoning and Site Review Application**

Address Unit / Apt / Suite #: \*   
Enter unit or suite number. N/A if not applicable.

Residential - Specific Permit Type \*   
Please select the applicable specific permit type.

Description of Work (Scope) \*   
Please provide a description/scope of work. 4000 char(s) available.

11. Attach all necessary submittal documents under **Files Upload** and hit “Next”

**Files Upload**

If you are attaching any files to this application, click “Upload Files”, select the file(s), and please wait for the If you are expected to include files with your application, a notice will appear below these instructions to info

**- Files**

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12. On the **Review** section, hit “Save”

**Review**

To save your current progress and complete your application another time, please press save before exiting.

[Back](#) [Save](#)

13. On the **Application Created And Saved Confirmation** pop-up, Click “Review Application”

**Review**

To save your current progress and complete your application another time, please press save before exiting.

[Back](#) [Save](#)

14. Click Submit

**Application Actions**

This Application is ready to be submitted to the jurisdiction.

[PRINT](#) [SUBMIT](#) [SAVE](#) [DELETE](#)

# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

Once you click the Submit button, your application will now be in review with Engineering and Planning Services. When they complete their respective reviews, you will receive one of two emails:

If corrections need to be made, you will receive a **Plan Review Letter** with comments on all items needing to be addressed.

If no corrections are needed, you will receive a **Site & Zoning Compliance Certificate**



## SITE & ZONING CERTIFICATE OF COMPLIANCE

City of Pensacola Development Services  
(850) 436-5600

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PERMIT NUMBER: 22-04-2893

DATE APPLIED:

PERMIT TYPE:

DATE ISSUED:

SITE ADDRESS: 3840 FLINTWOOD RD PENSACOLA, FL 32504

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Your project has been granted a Site & Zoning Certificate of Compliance.

Receipt of this Certificate of Compliance DOES NOT constitute permission to commence your project.

This Certificate DOES authorize the applicant to begin the next step towards the issuance of a Building Permit.

To proceed, select "ADD A PERMIT TO AN EXISTING PROJECT" using the PERMIT NUMBER above.

**\*\* Please note, you will NOT be required to upload your plans again to continue with the review process. \*\***

Property Owner's Name & Address:

Contractor's Name & Address:

Project Description:

NEW SFD

Total Fees:

Total Payment:

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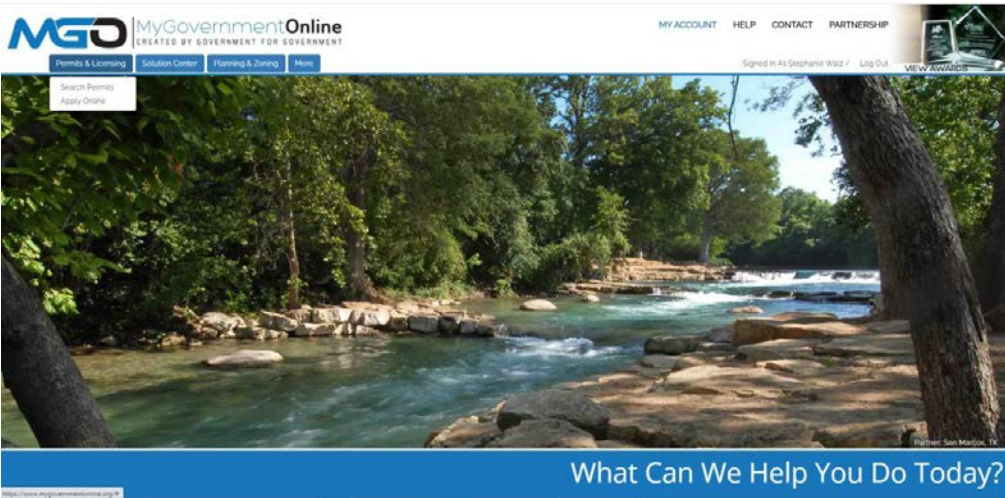


# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

## Submitting an Add-to-Existing Application

Once you have received your Zoning & Site Compliance Certificate, you are ready to submit for the Building Plan Review. To do so, you will need to apply as an add to existing permit attached to your Zoning permit. See steps below.

1. Log into mygovernmentonline.org



2. Click on "Apply Online" under the "Permits & Licensing" option in the navigation bar



# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

- 3. Choose Pensacola as your jurisdiction

## Apply Online

**Jurisdiction and Request Type \***

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Country: \*  State: \*

Jurisdiction: \*

Project Type: \*

- 4. Choose "Add a permit to an existing project"

## Apply Online

**Jurisdiction and Request Type \***

**Online Permitting Application \***

# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

5. Choose your application type

## Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Select an Application Type: \*

- Select an Option - ⓘ Please select an option

Click here if you would like to preview the application questions prior to beginning the online application. The applicant must submit the application preview document to the jurisdiction. When you are ready to proceed, click the "Next" button to proceed.

[Back](#) [Next](#)

6. Search the project number (you **MUST** include the dashes) and click "Details"

## Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Search Project \*

In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise, [apply for a new application](#).

Project Number: 20-11-8101    Project Name:    Address:    Business Name:    First Name:    Last Name:

[Search](#)

Project Number: 20-11-8101    Project Name:    Address: 1102 E YONGE ST PENSACOLA FL 32503    [Details](#)

# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

- 7. Click “ + Select” on the menu that pops up, and it will allow you to fill out the application



- 8. Fill out the **Application Questionnaire**

Application Questionnaire

Residential New Dwelling Permit Application (Add to Existing)

Application Acknowledgment (Enter Your Initials) \*

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work separate permit may be required for all ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILER, SPRINKLER, ROOFING AND INSTALLATIONS, ETC.

Owner's Affidavit (Enter Initials) \*

OWNER'S AFFIDAVIT: I certify that the foregoing information is accurate and that all work will be done in compliance with all applicable codes and regulations.

Good Faith Statement (Enter Your Initials) \*

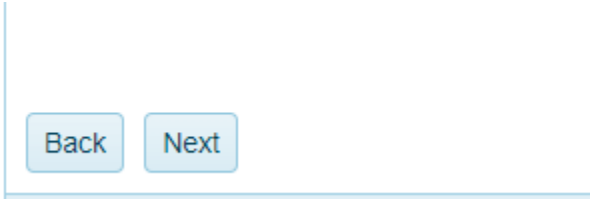
As applicant I promise in good faith that the statement provided by the Florida Department of Business and Professional Regulation is true and correct.

Warning to Owner (Enter Your Initials) \*

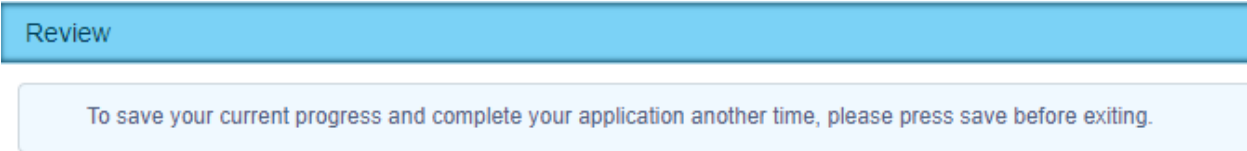
# How to Apply for Zoning and Site Permits and Add-to-Existing Building Permits on MyGovernmentOnline

9. Click “Next” under **Files Upload**

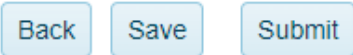
Note: You do not need to re-upload any documents unless you needed additional paperwork (insurance updates, etc.)



10. If all necessary fields have been completed, click “Submit”



Your application is ready to submit to the jurisdiction.



You should see the Application Created and Submitted Confirmation dialogue box. No further action is needed. Your application will go into review, and you will receive a Plan Review Comments Letter from Building Inspections if there are any building corrections needed. Otherwise, you will receive an invoice once review is completed.