

JANUARY 11, 2021

TOWN OF LAKE PARK
BUILDING OFFICIAL AND INSPECTION SERVICES PROVIDED BY:
CAP GOVERNMENT, INC.

ELECTRONIC submittal and review process and NEW inspection procedure effective immediately.

All **NEW permit applications** (owner/builder or contractor initiated) are required to register through the CAP website if you are submitting a building permit application.

Please follow the steps provided below to register. Registering will also allow you to track the status of your individual application and schedule required inspections.

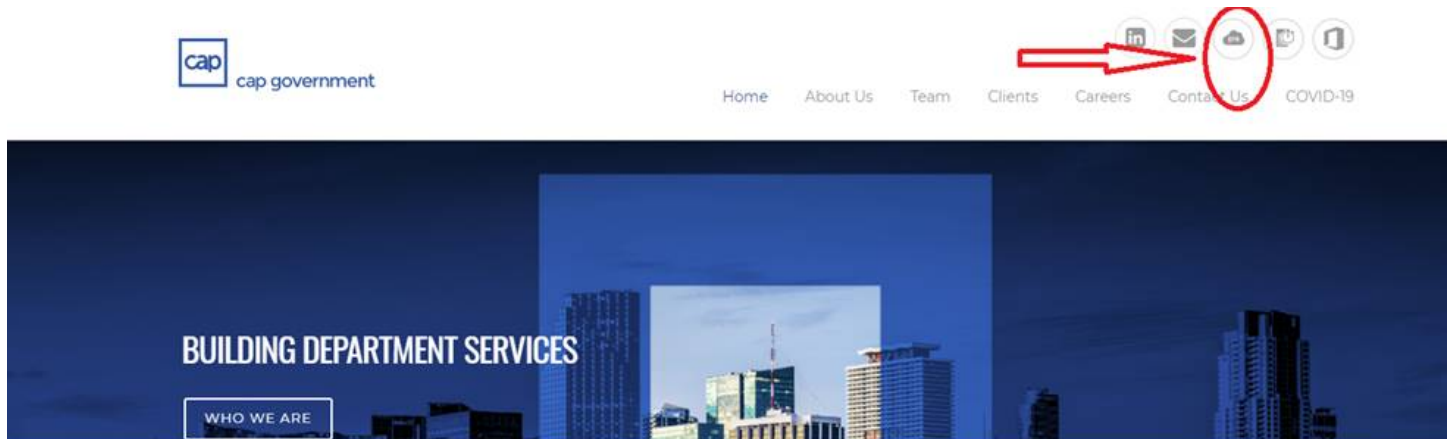
Additionally, permit applications may be submitted electronically by emailing the completed application and all associated documents to: permit@lakeparkflorida.gov. You will be contacted following receipt in order to make your payment (required to initiate review). If your application is incomplete, the application will be rejected and details as to why it is being rejected will be provided to you.

TO REGISTER: (WWW.CAPFLA.COM) = CAP GOVERNMENT

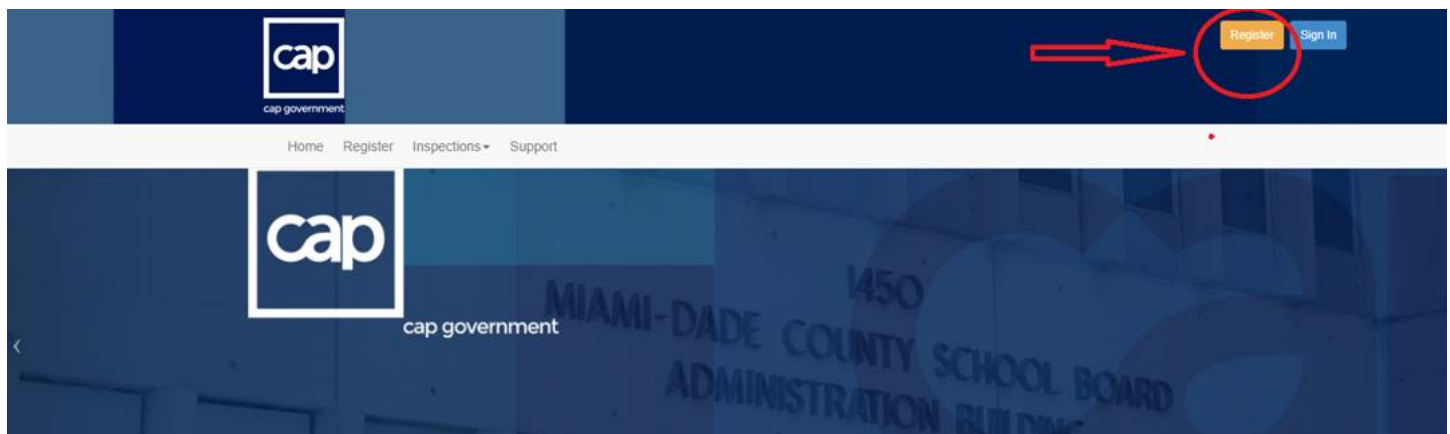
AT THE TOP RIGHT SELECT 3rd icon that is illustrated as a 'cloud' and titled EPR (see picture below):

Create a User Name and Password using this icon. All updates and alerts will be sent to the registered email address.

First Screen



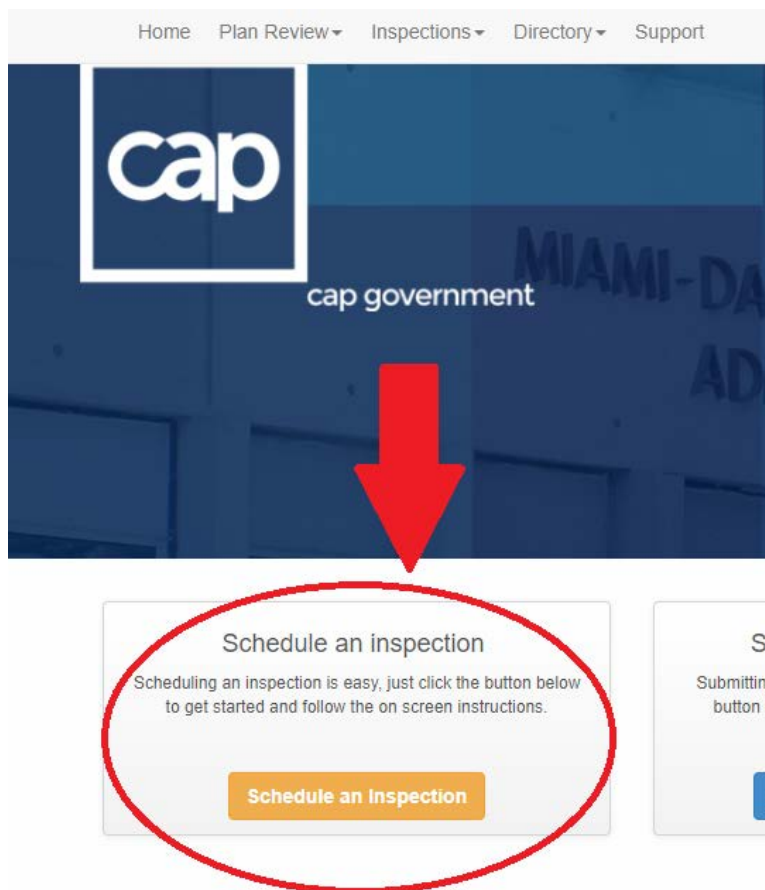
Second Screen



INSPECTIONS:

(Once registered and a permit has been issued) - TO SCHEDULE AN INSPECTION:

- Access the CAP website (www.capfla.com) and click on the 'cloud' EPR icon.
- Sign-in using your username and password
- Select the yellow tab at the bottom of page (see picture below) – 'Schedule Inspection'
- Complete requested information form
- **NOTE: a permit number is needed.** There is a box at the bottom of the inspection form - please indicate what type of inspection you are requesting. Examples: tin tag, sheathing, AC changeout, electric rough, etc.



Scheduled Inspection Timeframe and Follow-up: Please call (561)486-0477 the morning of your scheduled inspection. Once your inspection is completed, you will receive an email with the details on the outcome of your inspection. If your inspection fails, or if additional items are needed, the assigned inspector will provide details onsite using an *Inspection Report Form*, along with their name and contact number should you have any questions. The Building Division number (561)881-3318) will also be included to pay any applicable re-inspection fees.