



**Department of Planning,
Zoning & Building**

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DATE: August 26, 2019

TO: Industry Stakeholders

FROM: Doug Wise 
Building Division Director

RE: **New! Online Submittal for All No-Fee Sub Permit Applications!**

In continuation of our commitment to improve our services to our customers and implement online Web-based permitting processes, we are pleased to announce that **effective September 1st, 2019, all No-Fee Sub Permit applications may be submitted via your Web browser through our online portal.** By submitting your application through our online portal, you will be able to print your permit immediately, saving a trip while facilitating shorter waiting times for your fellow customers at the Permit Center.

Contractors must register in advance online using the following link <https://www.pbcgov.org/ePZB.Admin.WebSPA/#/login> in order to apply for the No-Fee Sub Permits electronically, but there is no charge for using this service. All contractors currently registered and utilizing the Pre-Approved eSub Permit program are encouraged to re-register using the online portal as soon as possible as the legacy system will be shut down on October 1, 2019.

Division staff is continuing to work to streamline our application and submittal procedures to better serve our customers. We plan to add additional simple permit types to our on line application system. We thank you for your cooperation and understanding as we work to better serve you.

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