



## PROCEDURE FOR ELECTRONIC PERMIT SUBMITTAL

### The Following Permit Types Can Be Applied For Electronically:

- Electrical scope permit - **Residential Only**.
  - Electrical service change **under 800 AMP**.
  - Mechanical scope residential/commercial - **Change out Only**.
  - Plumbing scope permit - **Residential Only**.
  - Roofing permit - **Residential Only**.
  - Siding/Soffit/Fascia {**Must include a Wall Sheathing Inspection (107)**}.
  - Passive solar pool heating.
  - Demo scope - **Interior Residential Only**. (If demo is part of an alteration or addition no electronic permitting is allowed)
  - Windows/Exterior doors/Garage doors - **Residential Only (excludes Multi-Family)**.
1. Forms and applications are fillable electronically.  
[http://www.cityofbradenton.com/index.asp?Type=B\\_BASIC&SEC={06AAFB8A-F90D-4FE2-80A9-9E4B3C4D9914}](http://www.cityofbradenton.com/index.asp?Type=B_BASIC&SEC={06AAFB8A-F90D-4FE2-80A9-9E4B3C4D9914}). **THE CONTRACTOR SECTION ON PAGE 1 MUST BE COMPLETED WITH LICENSE NUMBER AND SIGNATURE AND PAGE 2 OF APPLICATION MUST BE NOTARIZED.**
  2. Create an email and send permit application to [permitting@cityofbradenton.com](mailto:permitting@cityofbradenton.com)  
In the subject line of the email only include address, parcel ID and type of submittal you are sending. **Example: 101 12<sup>th</sup> ST – W - 3294300003 Electrical residential application.** **If your submittal contains multiple pages please combine and attach a single multi-page pdf. file type to the email. Please do not attach .jpeg, .tiff, .dwg, .dxf or other types of images files.**
  3. Once we have entered the application into MUNIS permitting software, your permit technician will then email you an invoice. The invoice will include the dollar amount and your permit number.
  4. Payment can then be made electronically at [www.cityofbradenton.com](http://www.cityofbradenton.com).
  5. Please Email payment confirmation to [permitting@cityofbradenton.com](mailto:permitting@cityofbradenton.com). In the subject line only include permit number and type of submittal. **Example: Permit# 150000 –payment confirmation.** **We will email your permit card.**

For help with online submittal or payment process please call permitting at 941-932-9423