

## iMS -- How To Apply for a Roofing Permit

1

### Log into iMS

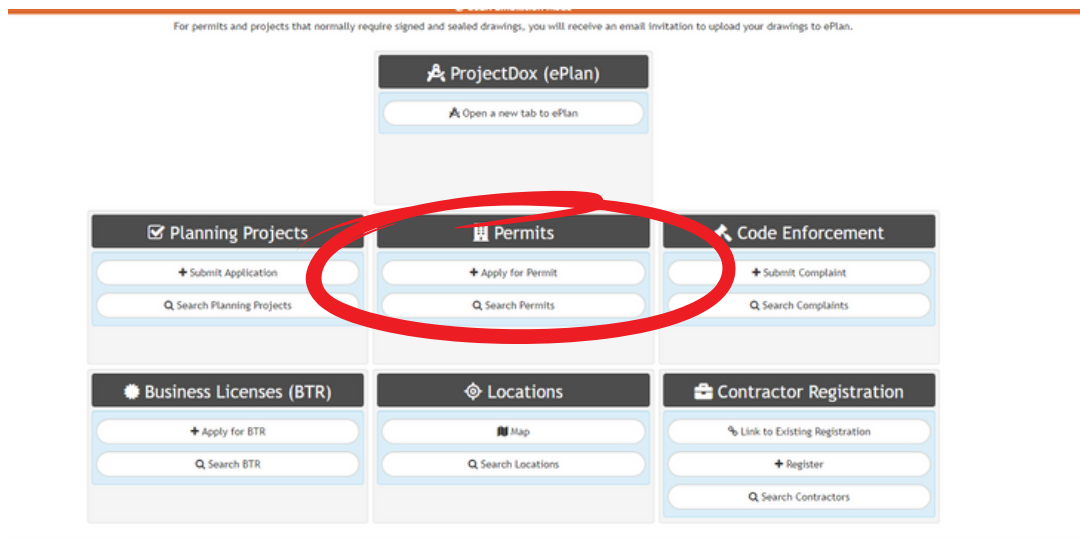
Go to iMS by either going to [ims.lakelandgov.net](https://ims.lakelandgov.net) or locating the CED Portal (iMS) link on our website ([www.lakelandgov.net](http://www.lakelandgov.net)). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."

When you log in you will be taken to the homepage.

### Complete the Permit Application:

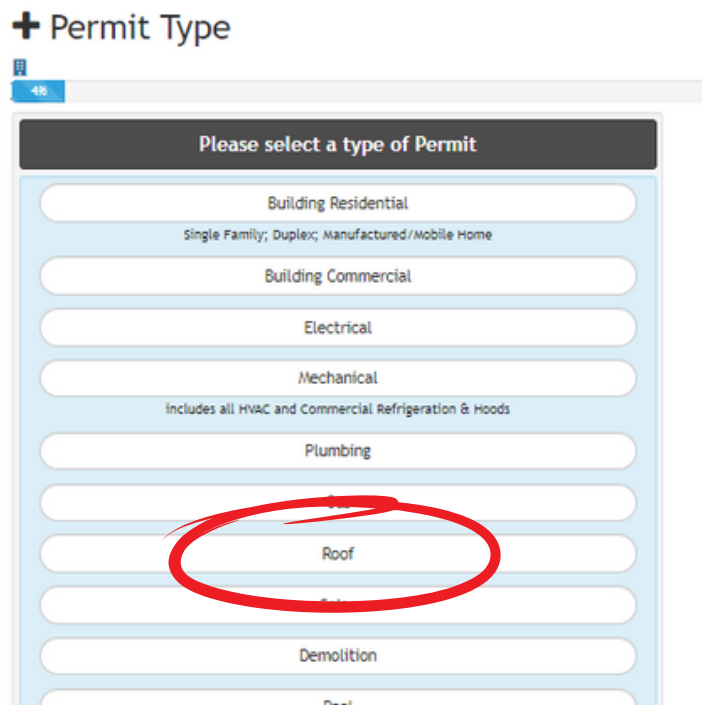
2

From there you select Apply for Permit:



3

From there you will choose your permit type. Choose Roof.



4 Choose which SubType. For this example, we're choosing residential.

OSER Emulation Mode

### + Record SubType

Roof 6%

Please select one

Commercial

**Residential**

Single Family; Duplex; Manufactured/Mobile Home

Discard

5 Enter the address for the permit. You may want to enter just a partial address to make sure that you can find the address you are looking for. \*Make sure that you pick the one with JUST the address and not anything that says "sgn", "wtr", etc. Once selected, click next.

Permit Location

Roof | Residential 10%

Enter the address for the permit

Use Map

Most accurate on a GPS-enabled device

111

Begin Typing to search. Select a valid address from the dropdown.

111 LAKE HOLLINGSWORTH DR  
LAKE LAND, FL 33801

Discard Next

Select Language

6 Enter a title and description for your application:

Permit Description

Roof | Residential 20%

Please enter a title and description for your application

Job Description Reroof

Permit Scope Tear off all shingles

Please enter a description of the work being performed

Discard Undo Next

7

## Enter your permit information:

### Permit Information

Roof | Residential 35%

[Click Here for DBPR Product Approval Search](#)

**Application Information**

Job Value \*

Structure Type \*

Roof Type \*

Number of Squares \*   
One square is 10' by 10'

Installation Type \*

Florida Product Approval Number(s) \*

Discard Undo Next

8

## Enter your contact information

ims Goto Record # USER Emulation Mode John Smith

Roof | Residential 50%

Please complete any available contacts.

**Contractor**

Please wait for list to populate, do not press enter.

Full Name

AEC Number

Street Address

Address 2

City

State

Zip

Mobile Number

Email Address

Country

**Applicant** (John Smith)

**Property Owner** (FLORIDA SOUTHERN COLLEGE)

Discard Undo Next

[Select Language](#)

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## Read and accept the Legal Acknowledgement

**Legal Acknowledgement**

IT IS THE OWNERS RESPONSIBILITY TO COMPLY WITH THE PROVISIONS OF SECTION 469.003, FLORIDA STATUTES, AND TO NOTIFY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION OF HIS OR HER INTENTIONS TO REMOVE ASBESTOS, WHEN APPLICABLE, IN ACCORDANCE WITH STATE AND FEDERAL LAW.  
The 2020 Building Code is in effect.

Application is hereby made for a building permit to do the work as briefly described above and in consideration of the issuance of such Permit, I agree that this application is subject to being built as referenced to the applicable approved plans and in accordance to the Zoning Ordinance, Building Code, and other ordinances of the City of Lakeland and laws of the State of Florida applicable thereto. It is understood that any deviation from the information contained herein unless approved by the Building Inspector will render the building permit null and void. I agree that this property will not be occupied or used until any and all damage done to streets, curbs, sidewalks or other public or private property has been completely and satisfactorily repaired or replaced and all driveways will be completed under permit and approval from the Building Inspection Division. Also, the property will not be occupied until after a Letter of Completion or a Certificate of Occupancy is acquired upon completion of all applicable inspections. I hereby certify that the information set forth above is true and correct and that I am the property owner or lessee, or acting as the agent of either and have been authorized by them to make this application.

Select Language

10

## Review your Application Summary. Upload necessary files. Click submit when done.

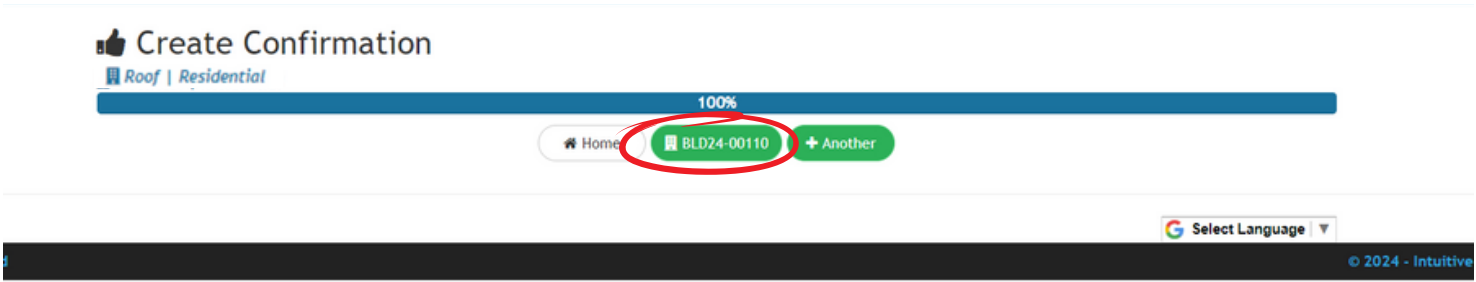
**Application Summary**

Final Step - Confirm Details and Click Submit Below

<p><b>Location &amp; Permit Description</b></p> <p><b>Location</b> 111 LAKE HOLLINGSWORTH DR LAKELAND, FL 33801 24281921200004030</p> <p><b>Job Description</b> shingle tear off reroof Permit Scope 2,4000</p>	<p><b>Contacts</b></p> <p>Applicant: John Smith Contractor: FLORIDA SOUTHERN CO... Property Owner:</p>	<p><b>Files</b></p> <p>Screenshot 2023... 12/27/2023</p>
<p><b>Permit Information</b></p> <p>Florida Product Approval... 5444.1 Installation Type: Tear Off Job Value: \$2,400.00 Number of Squares: 26 Roof Type: Shingle Structure Type: Single Family</p>	<p><b>Acknowledgements</b></p> <p>Legal Acknowledgement 12/27/2023</p>	

Select Language

- 11 Once you're at this screen, click the permit number button to view the submitted permit.



- 12 Your permit is submitted.

The screenshot displays the permit details for BLD24-00110, submitted on 01/18/2024. The page is organized into a grid of sections:

- Location & Permit Description:** Location: 111 LAKE HOLLINGSWORTH DR, LAKELAND, FL 33801, 24281921200004030. Job Description: Update House Wiring, Permit Scope: Rewire house to code.
- Charges:** Total Charges: \$31.50, Balance Due: \$31.50.
- Contacts:** Applicant: John Smith, Contractor: John Smith, Property Owner: John Smith.
- Reviews:** BUILDING: Pending, Permit Tech Intake: Pending.
- Inspections:** ELECT Final: Unscheduled, ELECT Rough: Unscheduled, ELECT Temp Power Pole: Unscheduled, ELECT Underground: Unscheduled.
- Requested Files:** Notice of Commencement (checked).
- Permit Information:** Zone Code: RA-1,RB-1, Historic District: No, Affordable Housing: No, Age Restricted: No, Bathrooms, Bedrooms, Block: PI, BT Officer: Maria Boothby.
- Acknowledgements:** Legal Acknowledgement: 01/03/2024.
- Flags, SMS Text Log, and Email Log:** These sections are currently empty.

At the bottom center, there is a 'Home' button.