



OSCEOLA COUNTY PUBLIC WORKS DIVISION

How-To Guide

Submitting a Right-of-Way Permit Application & Uploading Documents

1 Courthouse Square
Suite 3100
Kissimmee, FL 34741
Office: 407-742-0662

1. Log into your account on <https://permits.osceola.org>. If you do not have one, click on the link that says New Users: **'Register for an Account.'**

The screenshot shows the Osceola County Permit Center website. At the top left is the Osceola County logo. The main header features the text "OSCEOLA COUNTY Permit Center" and a navigation bar with links for "Citizen Portal", "Search", "New", "Schedule", "Help", "About Osceola", and "GovQA". Below the navigation bar, there are links for "Announcements", "Accessibility Support", "Register for an Account", and "Login". A search bar is located on the right side of the page. The main content area has a menu with "Home" (selected), "Building", "Dev Review", "Enforcement", "Fire", "Licenses", "Planning", "Public Works", and "Zoning". Below the menu is an "Advanced Search" section. The login form is highlighted with a red oval and contains the following fields: "E-mail:" with the value "user@osceola.org", "Password:" with a masked password, and a "Login >" button. Below the login form, there is a checkbox for "Remember me on this computer", a link for "I've forgotten my password", and a link for "New Users: Register for an Account" which is also highlighted with a red oval. Below the login form, there is a "Please Login" section with the text: "Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right." Below this is a "New Users" section with the text: "If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more." At the bottom of the page, there is a "Register Now >" button.



OSCEOLA COUNTY

Permit Center

Citizen Portal ▾ Search ▾ + New ▾ Schedule ▾ Help About Osceola GovQA

Announcements Logged in as: SLJ Permits Lists (0) Cart (0) Account Management Logout

Search... 

Home Building Dev Review Enforcement Fire Licenses Planning **Public Works** Zoning

Dashboard My Records My Account Advanced Search

Hello, SLJ Permits

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My List (0) [View Lists](#)

You do not have any collections right now.



- a. Click on the **Public Works** Tab to begin your Right-of-Way Permit Application.

2. Once you have selected the **Public Works** Tab, you will see the screen below.

Home Building Dev Review Enforcement Fire Licenses Planning **Public Works** Zoning

Create an Application Search Applications Schedule an Inspection

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day. For additional information on Public Works Record criteria, [click here](#).


Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms, I have also reviewed the additional information provided in the link above

Continue Application »

- 
- Click the link that reads, '[click here](#)' to view the Public Works Record Criteria. Review and print this information for your records.
 - Review the '*General Disclaimer*.'
 - Click on the small box below the '*General Disclaimer*' to '*acknowledge you have read and accepted the terms above.*' etc.
 - Click on the **Continue Application** box.

3. Once on the screens below, you will be asked to select a record type.

Home Building Dev Review Enforcement Fire Licenses Planning **Public Works** Zoning

Create an Application Search Applications Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▶ Applications



Home Building Dev Review Enforcement Fire Licenses Planning **Public Works** Zoning

Create an Application Search Applications Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼ Applications

Bond

Right of Way



- a. Click on the arrow that reads **Applications**.
- b. Select the type of application you are applying for (Right of Way)
- c. Click on **Continue Application**.

4. On the following screen you will be asked to provide the Applicant information.

Step 1: Contact Information > Contact Information * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

a. As you will have already setup an account at this point, click **Select from Account**.

Step 1: Contact Information > Contact Information * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact added successfully.**

SLJ Permits
samantha.jenkins@osceola.org
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Save and resume later](#) [Continue Application »](#)

b. Once your account information has generated, click on **Continue Application**.

Custom Fields

RECORD INFORMATION

*Type:

*Location:

PERMIT DETAILS

Description of Work:

FDOT Index for TTC's (temporary traffic control):

Number of directional Jack & bores?: Yes No

Please specify how many 'Number of directional Jack & bores':

Open cuts on paved road?: Yes No

Please specify how many 'Open cuts on paved road':

Buried cable, conduit, trench distance?: Yes No

Please specify how many 'Buried cable, conduit, trench distance':

Curb cut?: Yes No

Please specify how many 'Curb cut':

Set grade, check forms?: Yes No

Please specify how many 'Set grade, check forms':

Save and resume later

Continue Application >



5. When arriving at the following screen, you will need to fill in ALL the applicable information regarding your permit application. We do ask that at a minimum, you fill in the following:

- a. **Type:**
- b. **Location:**
- c. **Description of Work:**

6. Once completed, click on **Continue Application.**

Step 3: Review

Save and resume later

Continue Application »

Please review all information below. Click the 'Edit' buttons to make changes to sections or 'Continue Application' to move on.

Record Type

Right of Way

Applicant

Edit

Organization
SLJ Permits
1234 the Courthouse
Kissimmee, FL, 34741
E-mail: samantha.jenkins@osceola.org

Custom Fields

RECORD INFORMATION

Edit

Type: Utility
Location: Location Way c/s Name Street

PERMIT DETAILS

Edit

Description of Work: Water leak repair.
FDOT index for TTC's (temporary traffic control): 601
Number of directional jack & bores?: Yes
Please specify how many 'Number of directional jack & bores?': 1
Open cuts on paved road?: Yes
Please specify how many 'Open cuts on paved road?': 1
Buried cable, conduit, trench distance?:
Please specify how many 'Buried cable, conduit, trench distance':
Curb cut?:
Please specify how many 'Curb cut':
Set grade, check forms?:
Please specify how many 'Set grade, check forms':

Save and resume later

Continue Application »

7. Once you have completed the application information, you will see a summary of the information you have provided for your review.

8. After you have thoroughly reviewed the information provided, click on **Continue Application** to submit your application.



Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

No Address

U18-000036



9. The following screen will provide you with a permit number.

a. You will not be invoiced for your permit until the permit application has been reviewed and applicable fees have been applied.

b. Click on the **permit number** to move to the following screen.

Record U18-000036:

Right of Way

Add to cart
Add to My Lists
Like 0 Tweet

Record Info Payments

Work Location

Record Details

Applicant:
Organization
SLJ Permits
1234 the Courthouse
Kissimmee, FL, 34741
samantha.jenkins@osceola.org

More Details
Application Information

Upload Plans

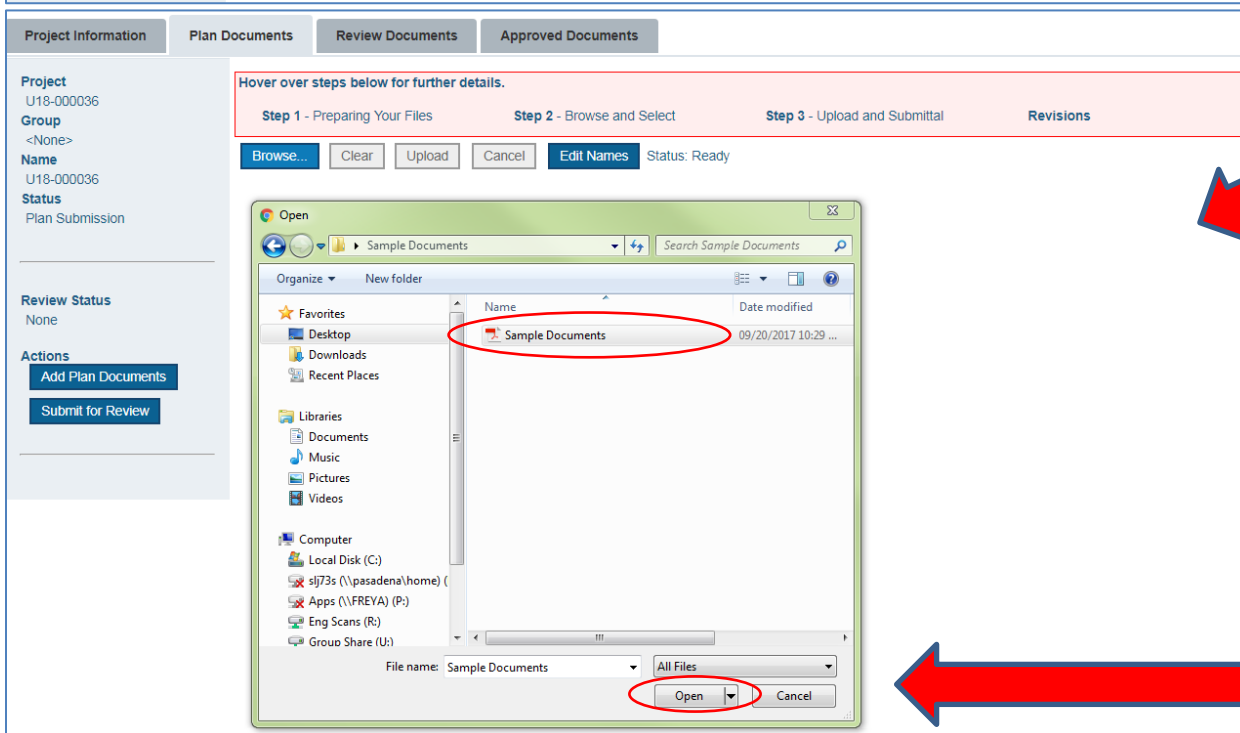
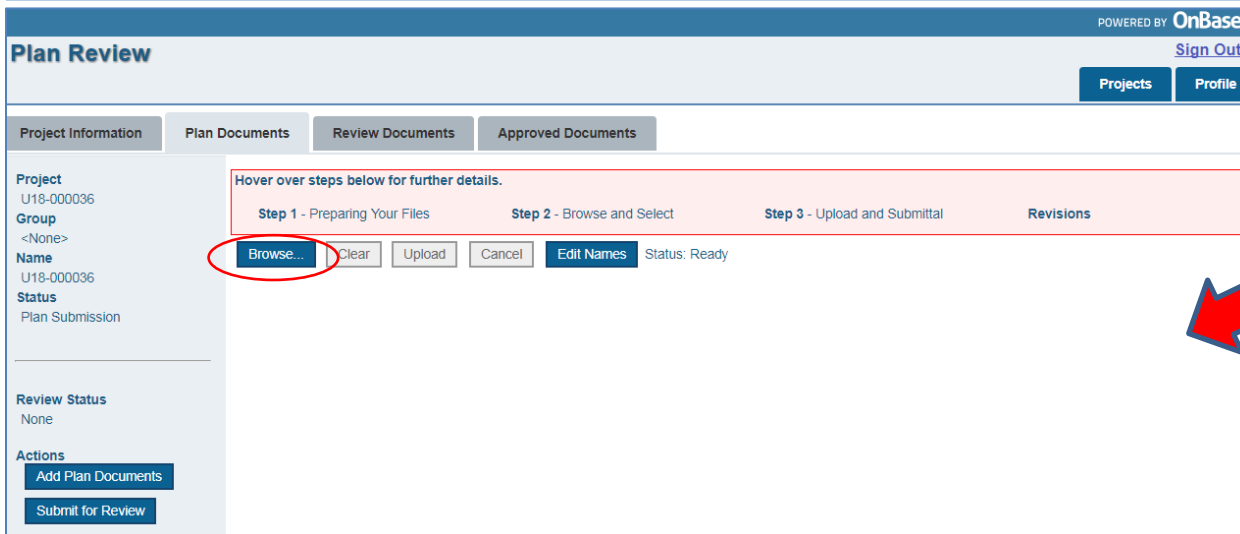
Please CLICK HERE to upload your plans.



10. The next screen will provide you with an option to "Upload Plans" or any documents that may be applicable to your permit application submission. You can also view application information for your permit on this screen.

a. Click on **CLICK HERE** to be taken to OnBase Plan Review screen.

11. Once you've been taken to the Plan Review screen, proceed to uploading any documents that may be applicable to your permit application submission.




To Begin:

a. Click on the button that reads **Browse...**

b. Select the document you want to upload from the location you saved it.

c. Once your document is selected, click on **Open**.

12. Once you have opened your documents:

- Put a check in the box to the far left below the down arrow. 
- Select the drop down box that reads **Discipline** and select the appropriate option related to your document.
- Select the drop down box that reads **Sheet Type** and choose the applicable option related to your document.
- Below **Description** enter what best describes the document being uploaded.
- Then click the box that reads **Upload**.

POWERED BY **OnBase** [Sign Out](#)

Plan Review

[Projects](#) [Profile](#)

Project Information | **Plan Documents** | Review Documents | Approved Documents

Project
U18-000036
Group
<None>
Name
U18-000036
Status
Plan Submission

Review Status
None

Actions
[Add Plan Documents](#)
[Submit for Review](#)

Hover over steps below for further details.

Step 1 - Preparing Your Files **Step 2** - Browse and Select **Step 3** - Upload and Submittal Revisions

[Browse...](#) [Clear](#) [Upload](#) [Cancel](#) [Edit Names](#) Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status
<input checked="" type="checkbox"/>	Sample Documents	Documents	Utility	MOT	New	Pending Upload

Plan Review POWERED BY OnBase [Sign Out](#)

[Projects](#) [Profile](#)

Project Information | **Plan Documents** | Review Documents | Approved Documents

Project: U18-000036
Group: <None>
Name: U18-000036
Status: Plan Submission

Review Status: None

Actions: [Add Plan Documents](#), [Submit for Review](#)

Hover over steps below for further details.

Step 1 - Preparing Your Files | Step 2 - Browse and Select | **Step 3 - Upload and Submittal** | Revisions

[Browse...](#) [Clear](#) [Upload](#) [Cancel](#) [Edit Names](#) Status: Ready

To perform a complete review of an uploaded file copy, the Reviewing Body requires permission to repurpose the file copy contents. By uploading a file copy, you give the Reviewing Body permission to repurpose the file copy for the purpose of reviewing your submission.

[Yes](#) [No](#)

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status
<input checked="" type="checkbox"/>	Sample Documents	Documents	Utility	MOT	New	Pending Upload

13. After proceeding to click on the **Upload** button, you will be asked to give permission to repurpose the file copy contents.

a. Click on the **Yes** button.

Plan Review POWERED BY OnBase [Sign Out](#)

[Projects](#) [Profile](#)

Project Information | **Plan Documents** | Review Documents | Approved Documents

Project: U18-000036
Group: <None>
Name: U18-000036
Status: Plan Submission

Review Status: None

Actions: [Add Plan Documents](#), [Submit for Review](#)

Hover over steps below for further details.

Step 1 - Preparing Your Files | Step 2 - Browse and Select | **Step 3 - Upload and Submittal** | Revisions

[Browse...](#) [Clear](#) [Upload](#) [Cancel](#) [Edit Names](#) Status: Done

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	Sample Documents	Documents	Utility	MOT	1	Success	✖ ↶ ↷

14. Your documents/plans have now been uploaded. You will see **'Success'** under the **Upload Status** section. Should you need to view your uploaded documents/plans, make your selection under the **Actions** field.

15. Lastly, click the **Submit for Review** button to complete the document/plan submitting process.