



City of Longwood

Building Division

Online Portal Narrative

First you will need to login into: <https://ci-longwood-fl.smartgovcommunity.com>

1. Once on the home screen, click on “Sign Up”.

Historic LONGWOOD Florida

Longwood, FL

support: 407-260-3486
Building@LongwoodFL.org

My Portal
View your applications and inspection results
GO »

Contact Us
Request information or report a concern
GO »

Public Notices
Find and review public notice announcements
GO »

Parcel Search
Find and review parcel information
GO »

NOTE: All information submitted through this portal is considered public record, and is subject to release upon request pursuant to Florida Law. **NOTE:** Information provided on this site may not reflect actual events, or correct information. The City of Longwood takes no responsibility for incorrectly submitted information.

Other services



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2. You will then be directed to Create your Portal Account



1 Account 2 Contact 3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

3. You will need to provide an email address.

NOTE: Please make sure to utilize a common email address for your company, as this will be utilized for all auto-alert notifications.

4. Then create a password, make sure to make note of your new password as we will not have access to this later.
5. Then confirm new password.



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NOTE: As part of your initial registration, the system will auto generate an Access Code. This code will be provided later in the process.

NOTE: Your Access Code will be vital for accessing historical data. Please make sure to make note of this code.

6. Click Next
7. You will then be prompted to provide detailed contact information. All red asterisk noted details are required.



1 Account

2 Contact

3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Zip Code: * e.g. 12345 or 12345-6789

Phone #: * e.g. (555) 555-5555

Phone Type: *

← PREVIOUS

NEXT →



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8. Once all information has been updated, you will be prompted to review, please make sure all information is correct, as this will be utilized for all auto-notifications associated with all processes throughout the system.



1 Account

2 Contact

3 Review

Review the information below

Account [edit](#)

Building@LongwoodFL.org

Contact [edit](#)

Phil Kersey
DISPLAY NAME: Kersey, Phil
174 W Church Ave
Longwood, FL 32750

407-260-3461 WORK

I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT



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9. Once you have verified all your information, and agreed to the terms, you will be sent a verification email. If you do not receive this email within a few minutes, make sure to check your Spam folder.



noreply@smartgovcommunity.com

Building Mailbox

10:45 AM

[Validation] CI-LONGWOOD-FL online account verification



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



[Validation] CI-LONGWOOD-FL online account verification

Your account has been created for the portal. Please click on the link below to verify your account.

Verify

Please Note: Florida has a very broad public records law. Most written communications to or from City Officials regarding City business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. The information contained in this email is confidential. It is intended only for the use of the individual or entity to whom it is addressed. If you are not the recipient or employee responsible to the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this email in error, please notify us by phone or email immediately.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

10. Simply click Verify, this will redirect you to the online portal, and you are ready to begin applying.



City of Longwood

Building Division

Your account has been verified

Home | Kersey, Phil
Select Language



Longwood, FL

support: 407-260-3486
Building@LongwoodFL.org



My Portal

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11. At this point you have a few options to choose from depending on your needs.
12. To start applying for permits, making payments, or just to check the status of a previously submitted application, simply click My Portal.

Applications

[Contact Us](#)[SEARCH](#)

Enter at least 2 characters



Apply Online

Apply online with our quick and easy process

[APPLY »](#)

Pay Online

Pay your applications quickly and securely

[PAY »](#)

My Inspections

Request an inspection when you are ready

[REQUEST »](#)

My Applications

Review your applications and inspection results

[VIEW »](#)

Other services

[Advanced search](#)[Inspection schedule](#)[Reports](#)[Documents](#)

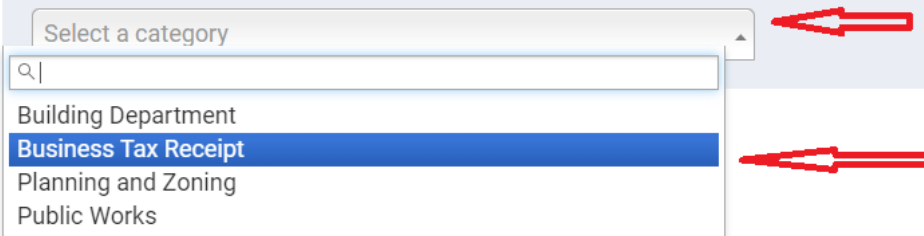
13. Here you have the option to apply online, pay any outstanding fees, request an inspection, or simply view all activity associated with previously submitted applications.
14. If you already have an active License number, simply type in the License number, and click search.
15. If you do not already have an active License number, click Apply, and follow the next steps.

What type of application do you need today?

NOTICE: By clicking on the "open circle" by each application type, you can open the blue "i" icon to see the description associated with each application type.

NOTE: The City of Longwood has a single permit fee type schedule. When applying, you will need to upload the sub-contractor information associated with each sub-trade that will be part of your project. This will be done on your main "landing page" under the contractors tab.

Select a category to view your options



Select a category

- Building Department
- Business Tax Receipt**
- Planning and Zoning
- Public Works

16. After clicking Apply, you will be directed to the next page to select your category. Simply click on the drop-down arrow, to the left.
17. Then choose Business Tax Receipt.

At this point a list of all applicable City Business Tax Receipt types will populate. Simply choose the one that fits your business type, and click "Next" at the bottom of the screen.

You will then go through each page to fill out the requested information. Please make sure to provide all information requested, as this allows the City to assist you in any way possible. Once you have completed all the necessary steps, simply click "Submit" at the bottom of the last page. At that time, our office staff will be alerted to your application.