

Submitting a Sign Permit Application through the Public Portal: A Step-by-Step Guide

Portal accessed at <https://gis.citystaug.com/COSAPermits> *Must use Google Chrome browser*

Step 1: If new, Sign Up and create an account, or Log into an existing account.

The left screenshot shows the login page with the text "Welcome to the City of St. Augustine Permitting Public Portal" and "Login to the City of St. Augustine Permitting Portal". Below this is a link "Don't have an account? Sign Up" circled in red. The login form includes fields for "Username" (with the example "harb@citystaug.com") and "Password", a "Login" button, and a "Forgot Password?" link. The version number "6.2.0" is at the bottom.

The right screenshot shows the registration form. It has two sections: "Credentials" and "Contact Information". The "Credentials" section includes fields for "Email Address*", "Password", and "Confirm Password", each with a character count. The "Contact Information" section includes fields for "First Name*", "Last Name*", "Address*", "City*", "State*", "Zip*", "Home Phone", and "Mobile Phone". At the bottom, the "Register" button is circled in red, along with a "Cancel" button.

You will receive an email confirmation to activate your new account.

Step 2: Create a new application.

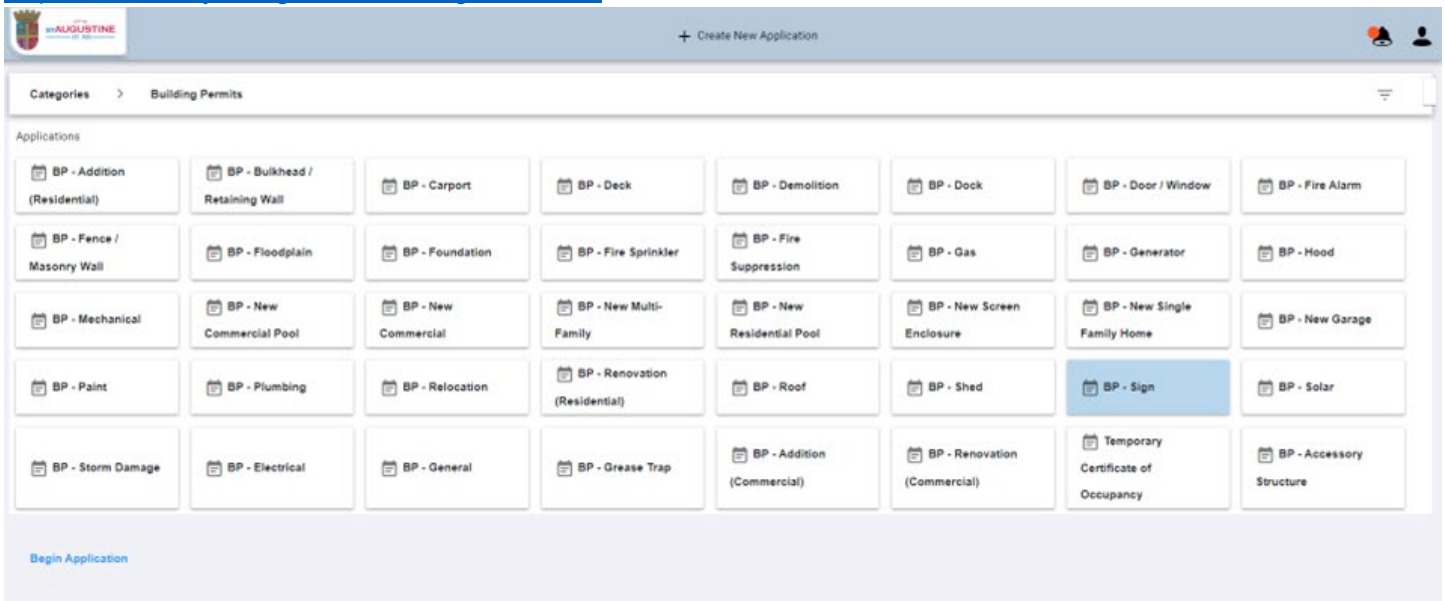
The screenshot shows the dashboard of the City of St. Augustine Permitting Public Portal. At the top, there is a blue header bar with the City of St. Augustine logo on the left and a "+ Create New Application" button circled in red on the right. Below the header, there is a navigation bar with tabs: "ALL APPLICATIONS", "INCOMPLETE APPLICATIONS", "SUBMITTED PERMITS", "ISSUED PERMITS", and "CLOSED PERMITS". The "ALL APPLICATIONS" tab is currently selected.

Choose Building Permits

The screenshot shows the "Categories" section of the City of St. Augustine Permitting Public Portal. At the top, there is a blue header bar with the City of St. Augustine logo on the left and a "+ Create New Application" button on the right. Below the header, there is a navigation bar with tabs: "ALL APPLICATIONS", "INCOMPLETE APPLICATIONS", "SUBMITTED PERMITS", "ISSUED PERMITS", and "CLOSED PERMITS". The "ALL APPLICATIONS" tab is currently selected.

Below the navigation bar, there is a section titled "Categories". Under "Case Categories", there are several buttons: "Archaeology", "Building Permits" (circled in red), "Development Review Committee (Friday Review Meeting)", "Historic Preservation & Entry Corridor", "Planning & Zoning", "Engineering & Development", "Trees", and "Right of Way".

Step 3: Select the BP - Sign. More information regarding sign guidelines can be found on our website at: <https://www.citystaug.com/858/Sign-Permits>




Click Begin Application



Step 4: Fill in application and attach required sign design drawing(s) and site plan (PDF format files only).

Pro Tip: Right-click links and choose: “open window in new tab” to avoid being redirected from your application. Once your application is started, you can save your progress!

This screenshot shows the 'BP - Sign' application form. The top header is identical to the previous screen. Below the header, the title 'Application: BP - Sign' is displayed. The form is divided into sections. The first section, 'Main', contains two input fields: 'Property Owner' (with a character count of 0 / 80) and 'Address/Site Location' (with a character count of 17 / 100). The address field contains '75 KING ST, 32084'. To the right of these fields is a map of the area around Staughton, with a 'Site Location' pop-up window showing the address '75 KING ST, 32084'. Below the map are 'Cancel', 'Clear', and 'Next' buttons. The second section, 'Ref Docs', contains a large dashed box with the text 'Drop Here' and a note 'No attachments.' Below this is a file upload icon. At the bottom of the form, there are three tabs: 'Case Data' and 'Payment'. The 'Next' button is also visible at the bottom right.



+ Create New Application



4 Case Data

5 Payment

Deposits

Deposit	Amount	Amount Paid	Amount Due
No records found			
Total:	\$0.00	\$0.00	\$0.00

< >

Fees

Fee	Waived	Amount	Amount Paid	Amount Due
Sign Permit Fee		\$50.00		\$50.00
Sign 2% Credit Card Fee		\$1.00		\$1.00
Total:		\$51.00	\$0.00	\$51.00

< 1-2 of 2 >

Cancel

Previous

Submit

You must press submit at the end of the application.

Payment will be addressed after the review by staff is complete.

Contact buildingpermits@citystaug.com with any questions, portal issues, or feedback.