

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 screenshot shows the login and registration interface. On the left, the 'Login to the City of St. Augustine Permitting Portal' section includes fields for 'Username' (harb@citystaug.com) and 'Password' (*****), a 'Login' button, and a 'Forgot Password?' link. A red circle highlights the 'Sign Up' link. On the right, the 'Credentials' and 'Contact Information' sections are shown, with a 'Register' button highlighted by a red circle at the bottom.

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

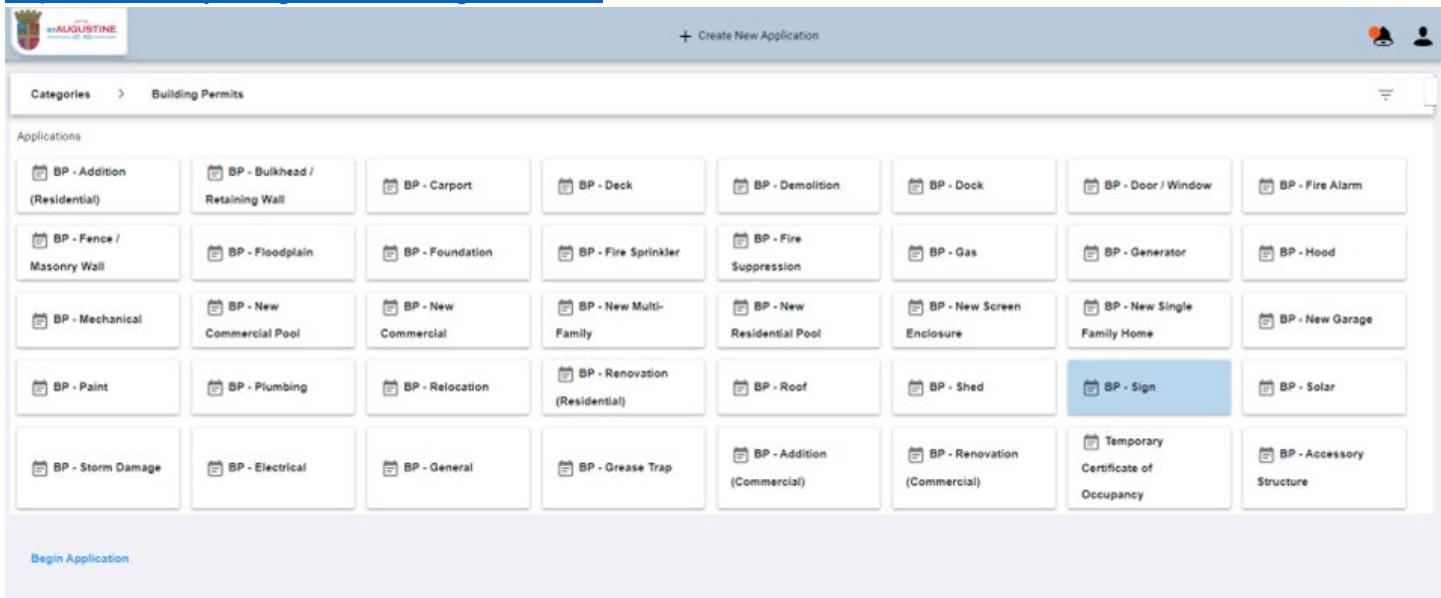
Step 2: Create a new application.

The dashboard header features the City of St. Augustine logo, a search bar, and a 'Create New Application' button highlighted with a red circle.

Choose Building Permits

The 'Categories' section shows various permit types. The 'Building Permits' button is highlighted with a red circle. Other categories include Archaeology, Development Review Committee (Friday Review Meeting), Historic Preservation & Entry Corridor, Planning & Zoning, Engineering & Development, Trees, and Right of Way. A 'Begin Application' button is located at the bottom left.

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>

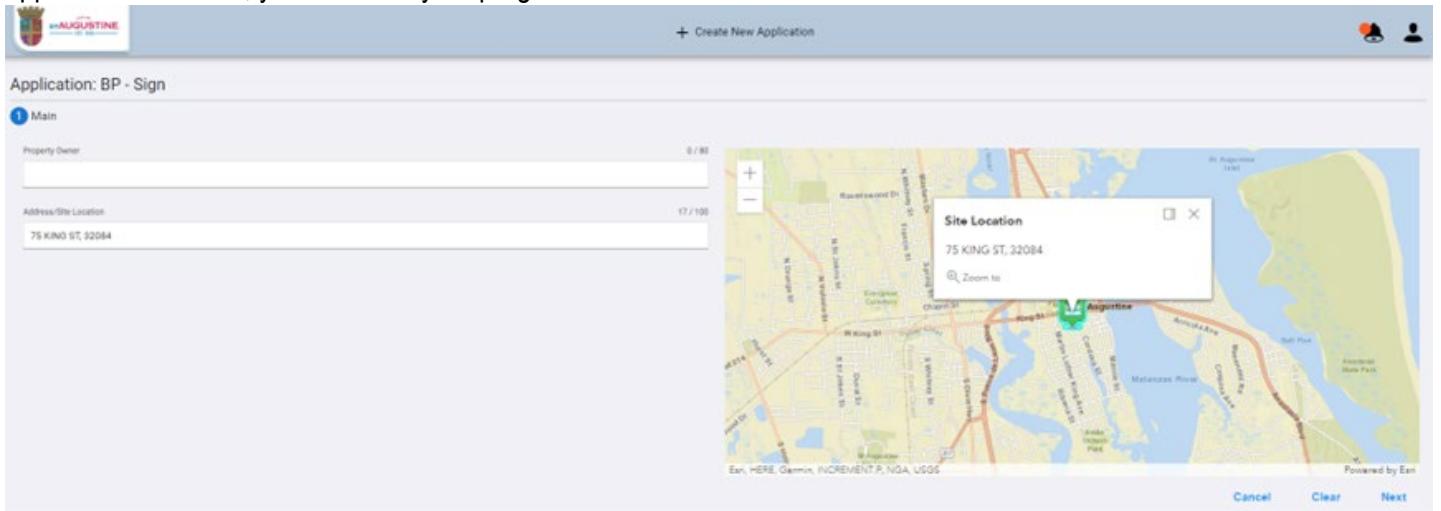


The screenshot shows a grid of 24 permit categories. The 'BP - Sign' category is highlighted with a blue background. Other categories include BP - Addition (Residential), BP - Bulkhead / Retaining Wall, BP - Carport, BP - Deck, BP - Demolition, BP - Dock, BP - Door / Window, BP - Fire Alarm, BP - Fence / Masonry Wall, BP - Floodplain, BP - Foundation, BP - Fire Sprinkler, BP - Fire Suppression, BP - Gas, BP - Generator, BP - Hood, BP - Mechanical, BP - New Commercial Pool, BP - New Commercial, BP - New Multi-Family, BP - New Residential Pool, BP - New Screen Enclosure, BP - New Single Family Home, BP - New Garage, BP - Paint, BP - Plumbing, BP - Relocation, BP - Renovation (Residential), BP - Roof, BP - Shed, BP - Sign, BP - Solar, BP - Storm Damage, BP - Electrical, BP - General, BP - Grease Trap, BP - Addition (Commercial), BP - Renovation (Commercial), Temporary Certificate of Occupancy, and BP - Accessory Structure.

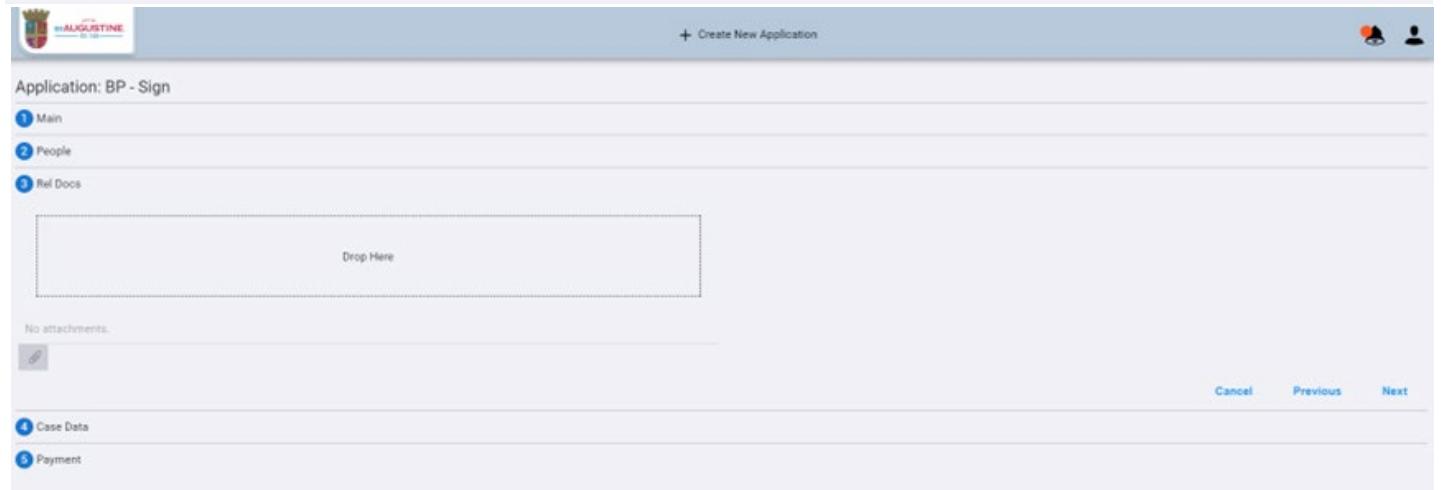
Click Begin Application

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!



The screenshot shows the 'Main' step of the application form. It includes fields for 'Property Owner' (empty) and 'Address/Site Location' (75 KING ST, 32084). To the right is a map of St. Augustine with a callout box for the 'Site Location' at 75 KING ST, 32084. The map also shows the Matanzas River, A1A, and various streets. At the bottom right are 'Cancel', 'Clear', and 'Next' buttons.



The screenshot shows the 'Main' step of the application form with the 'Rel Docs' tab selected. It features a large 'Drop Here' box for attachments, with a note below stating 'No attachments.' There is a small icon of a paper with a pencil. At the bottom are 'Cancel', 'Previous', and 'Next' buttons. Other tabs visible include 'Case Data' and 'Payment'.

St. AUGUSTINE

+ Create New Application

Case Data

Payment

Deposits

No records found

Deposit	Amount	Amount Paid	Amount Due
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

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.