

# Submitting a HARB or CRC 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.

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

Welcome to the City of St. Augustine Permitting Public Portal

Login to the City of St. Augustine Permitting Portal

Don't have an account? [Sign Up](#)

Username  
harb@citystaug.com

Password  
\*\*\*\*\*

Login

[Forgot Password?](#)

6.2.0

Credentials

Email Address\* 0 / 150

Password 0 / 20

Confirm Password 0 / 20

Contact Information

First Name\* 0 / 30 Last Name\* 0 / 30

Address\* 0 / 50

City\* 0 / 30 State\* Zip\* 0 / 14

Home Phone Mobile Phone

Register Cancel

**Step 2:** Create a new application

+ Create New Application

ALL APPLICATIONS INCOMPLETE APPLICATIONS SUBMITTED PERMITS ISSUED PERMITS CLOSED PERMITS

Choose Historic Preservation & Entry Corridor

+ Create New Application

Categories

Case Categories

Archaeology Building Permits Development Review Committee (Friday Review Meeting) **Historic Preservation & Entry Corridor** Planning & Zoning Engineering & Development Trees Right of Way

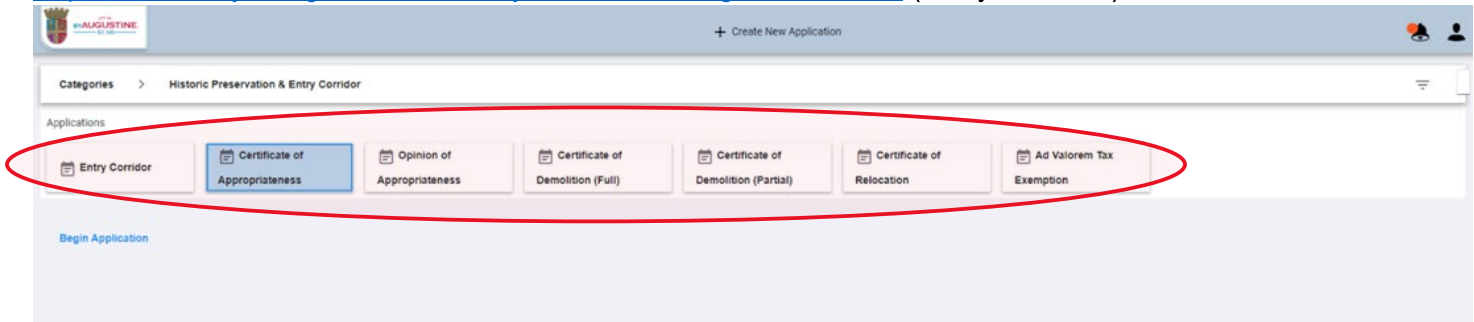
Begin Application

**Step 3:** Select the application type needed. More information regarding application types can be found on our website at:

<https://www.citystaug.com/195/Historic-Architectural-Review-Board-Appl> (HARB)

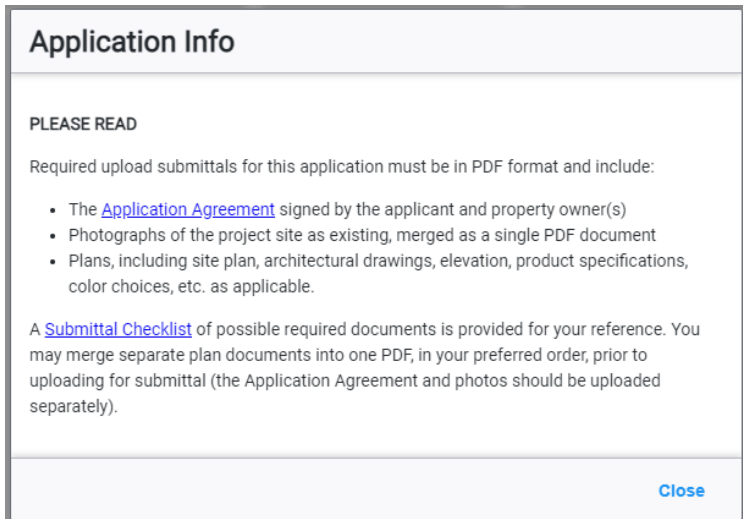
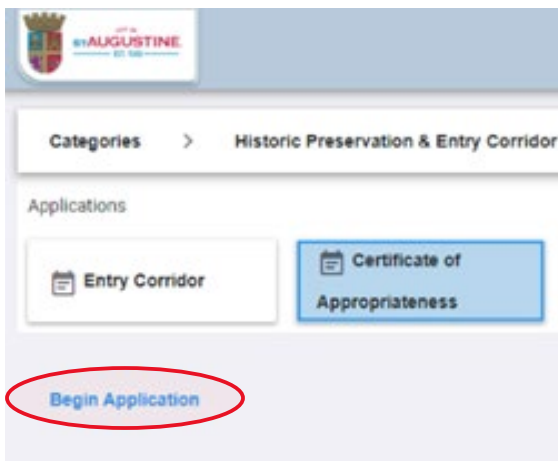
and

<https://www.citystaug.com/735/Entry-Corridor-Design-Standards> (Entry Corridor)



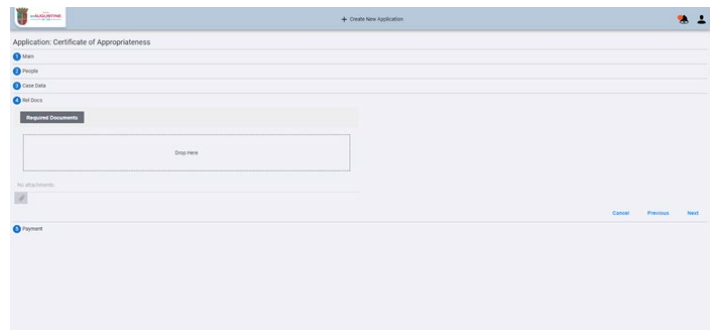
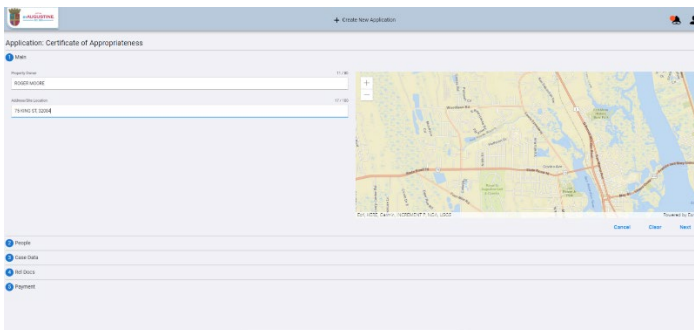
Please read the pop-up which provides important information about the application process. →

Click **“Begin Application”**



**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!

**Step 4:** Fill in application and attach required documents (PDF format files only)



You must agree to the payment terms and conditions to submit.

To pay Application fees, please call or stop by the Planning and Building Department.

Contact [harb@citystaug.com](mailto:harb@citystaug.com) with any questions, portal issues, or feedback.