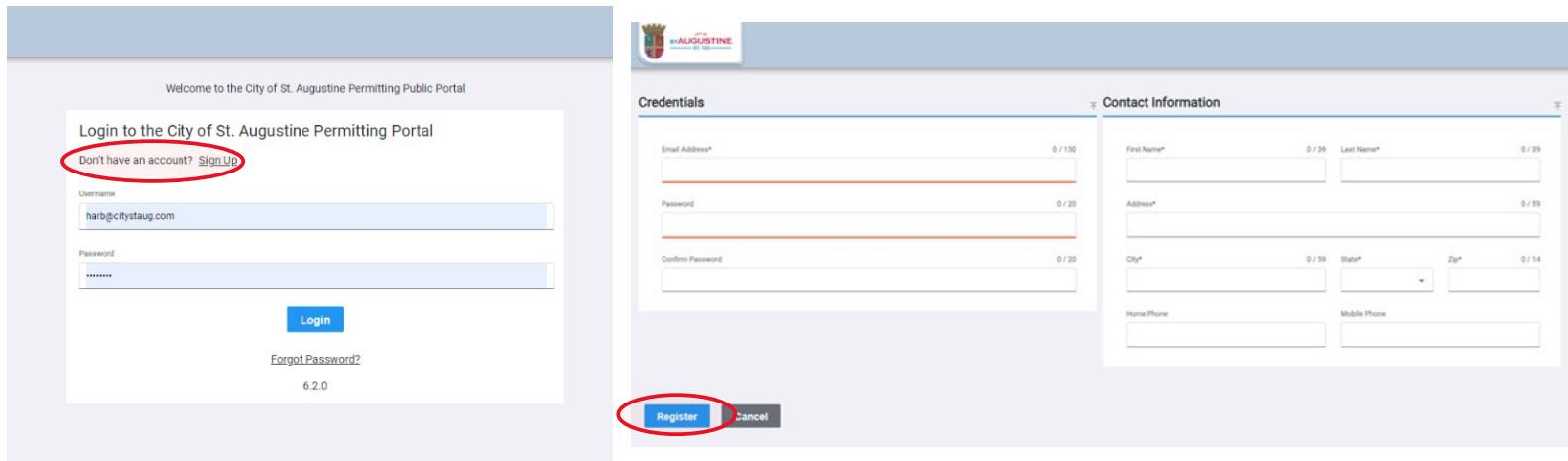


Submitting an ABT License for Zoning Review Through the Public Portal: A Step-by-Step Guide

Portal accessed at <https://gis.citystaug.com/COSAPermits/login>

Step 1: If new, sign up and create an account, or log into an existing 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*

Confirm Password

Contact Information

First Name* 0 / 39 Last Name* 0 / 39

Address* 0 / 199

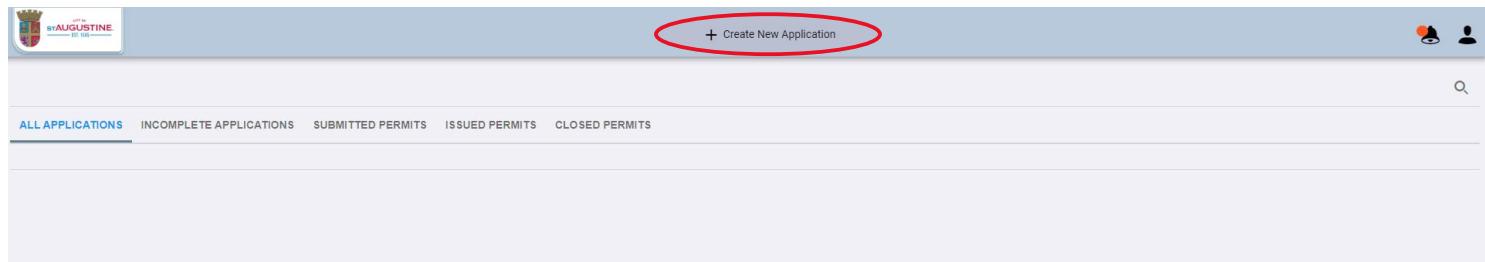
City* 0 / 59 State* Zip* 0 / 14

Home Phone Mobile Phone

[Register](#) [Cancel](#)

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

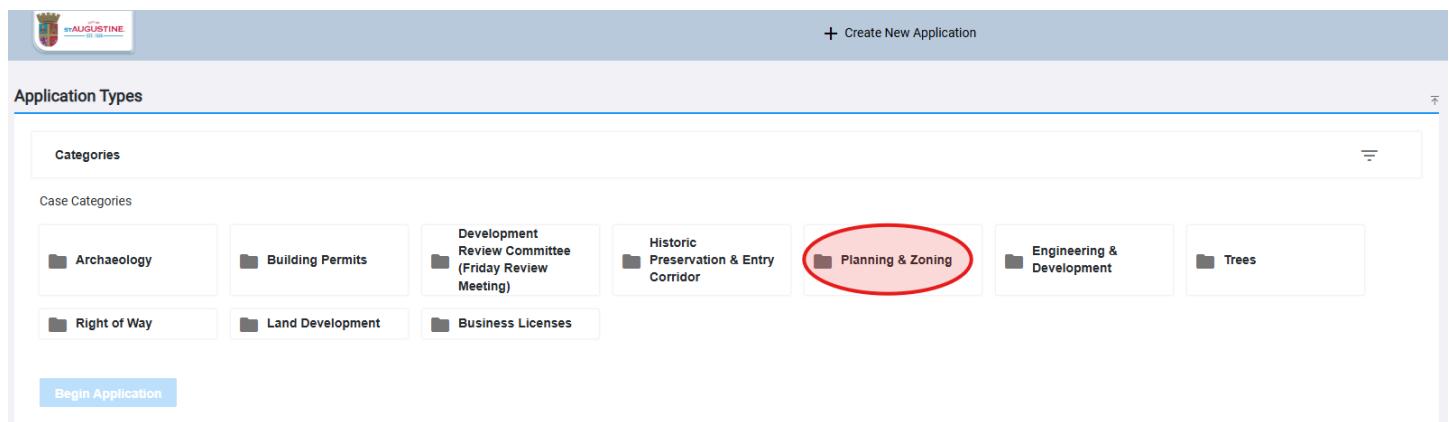
Step 2: Create a new application.



ALL APPLICATIONS INCOMPLETE APPLICATIONS SUBMITTED PERMITS ISSUED PERMITS CLOSED PERMITS

[+ Create New Application](#)

Select Planning & Zoning



Application Types

Categories

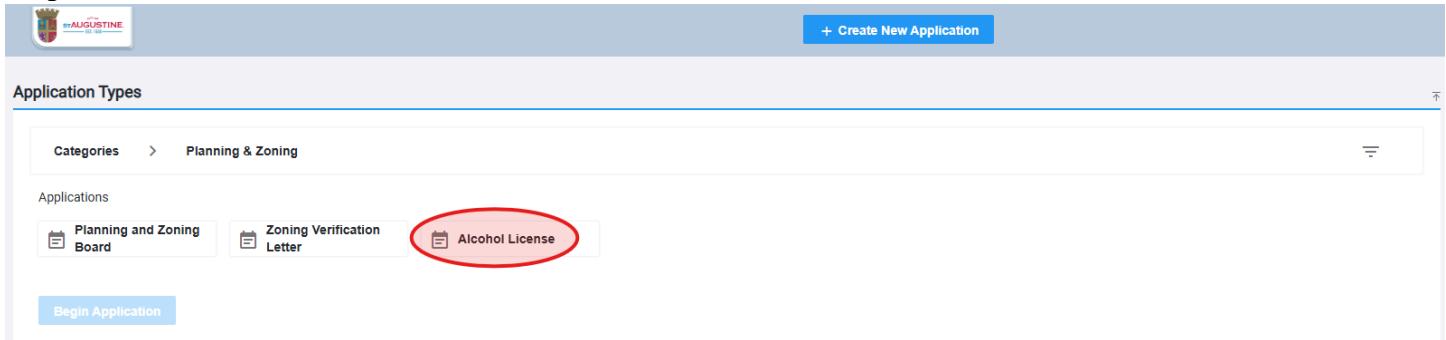
Case Categories

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

Right of Way Land Development Business Licenses

[Begin Application](#)

Step 3: Select “Alcohol License”



Application Types

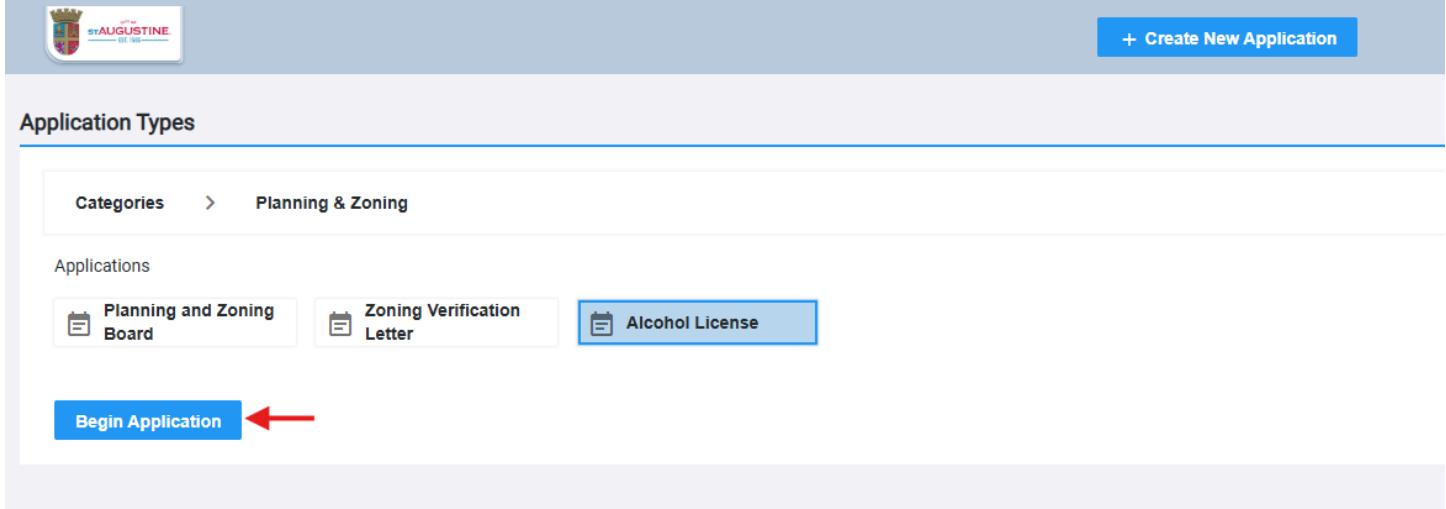
Categories > Planning & Zoning

Applications

Planning and Zoning Board Zoning Verification Letter **Alcohol License**

[Begin Application](#)

Note: once your application is started, you can save your progress!



Application Types

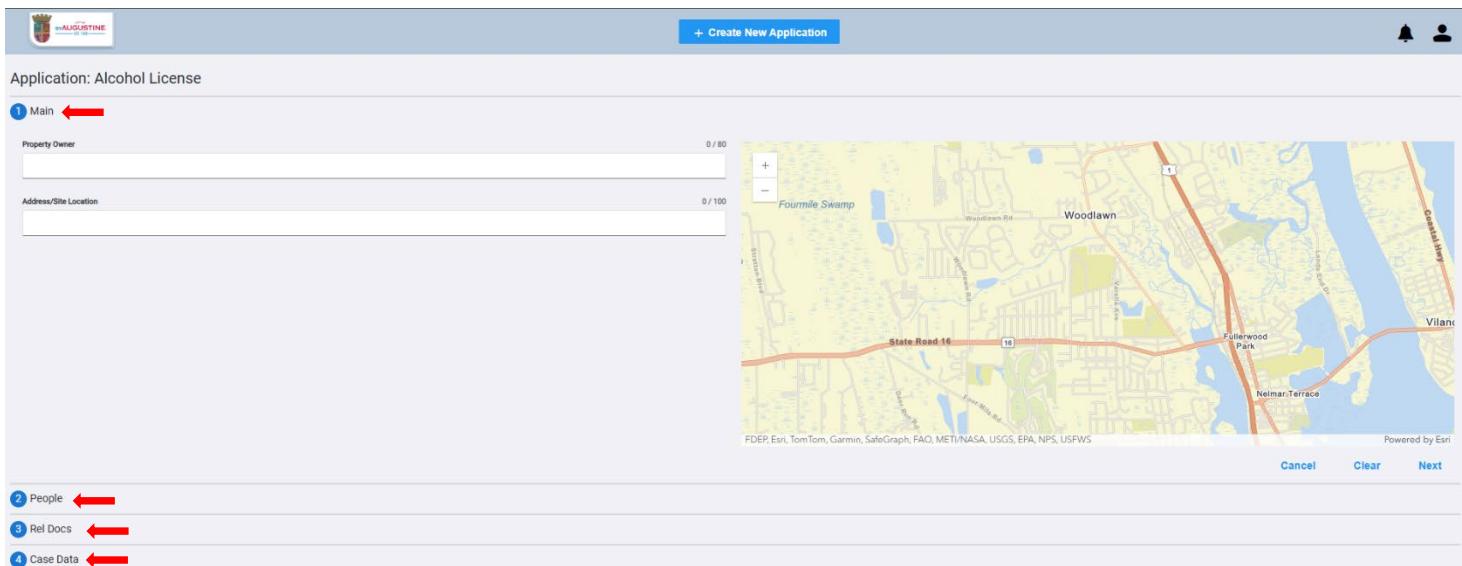
Categories > Planning & Zoning

Applications

Planning and Zoning Board Zoning Verification Letter **Alcohol License**

Begin Application ←

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



Application: Alcohol License

1 Main ←

Property Owner

Address/Site Location

0 / 80

0 / 100

2 People ←

3 Rel Docs ←

4 Case Data ←

Alcohol License

Map showing the location of the application, including State Road 16, Four Mile Road, and various neighborhoods like Woodlawn, Fullerwood Park, and Vilano Beach.

FDEP, Esri, TomTom, Garmin, SafeGraph, FAQ, METI/NASA, USGS, EPA, NPS, USFWS, Powered by Esri

[Cancel](#) [Clear](#) [Next](#)

People

more... Use My Info

Roles

APPLICANT : Applicant 

Name 0 / 60

Address 0 / 60

City 0 / 60 State 0 / 2

Zip 0 / 15 Home Phone

Cell Phone

Email 0 / 256

Comment 0 / 2000



Step 5: Attach Application (3 – Rel Docus)

+ Create New Application  

Application: Alcohol License

1 Main
2 People
3 Rel Docs

Required
ABT Application PDF

Drop Here

No attachments.

Cancel Previous Next

Note: You can drag and drop the PDF or select the paper clip and search for the file.

- The file must be the complete application including required floor plans and/or site plans.
- PDF is the only accepted file type.

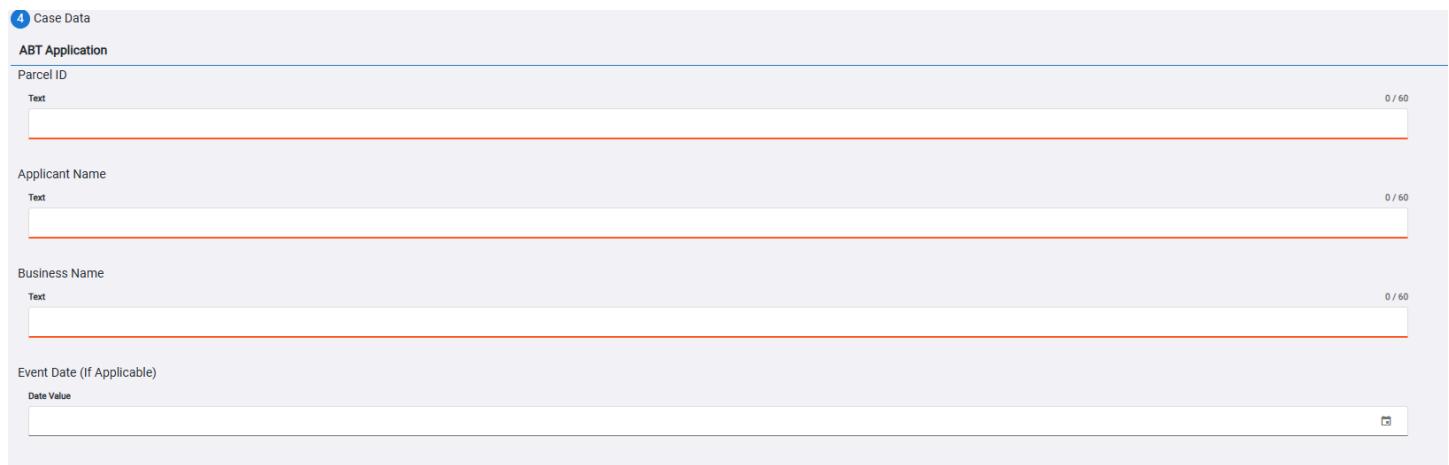
Label 0 / 256

|

ABT Application 

Select the default label, the portal will not move past this point until selected.

Step 6: Fill out the required Case Date fields



4 Case Data

ABT Application

Parcel ID

Text

0 / 60

Applicant Name

Text

0 / 60

Business Name

Text

0 / 60

Event Date (If Applicable)

Date Value

Note: The parcel ID is required and can be found on the [St. Johns County Property Appraisers website](#).

Step 7: Select Submit (located in the bottom right corner)

A copy of the approved ABT license will be available within the portal and via email once complete.

Additional information may be requested via email.

Please contact planningandbuilding@ciystaug.com with any questions, portal issues or feedback.