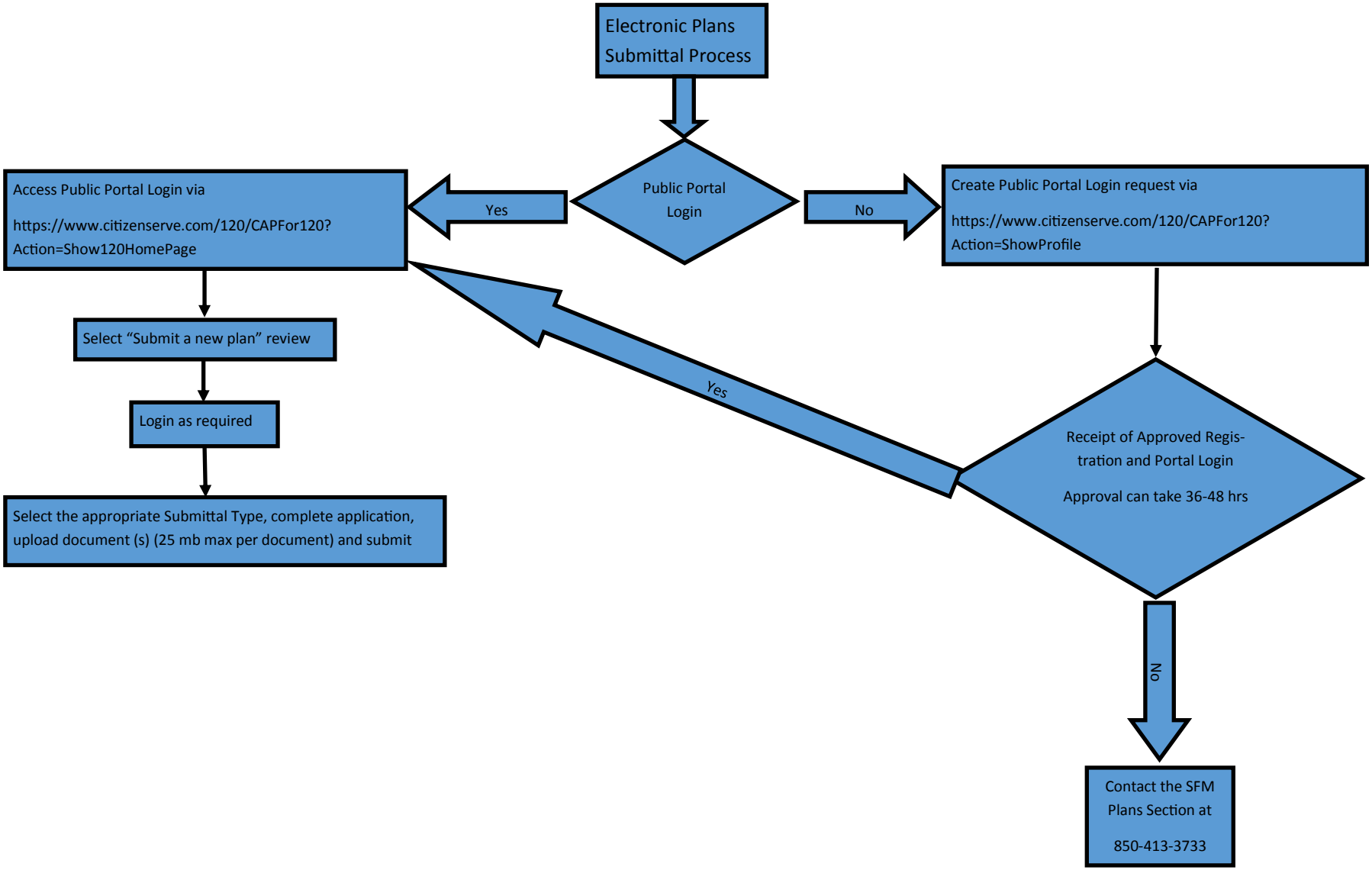
Electronic Plans Submittal Process
Public Portal Login
Yes
No
Access Public Portal Login via
https://www.citizenserve.com/120/CAPFor120?Action=Show120HomePage
Select "Submit a new plan" review
Login as required
Select the appropriate Submittal Type, complete application, upload document (s) (25 mb max per document) and submit
Create Public Portal Login request via
https://www.citizenserve.com/120/CAPFor120?Action=ShowProfile
Yes
Receipt of Approved Registration and Portal Login
Approval can take 36-48 hrs
No
Contact the SFM Plans Section at
850-413-3733