

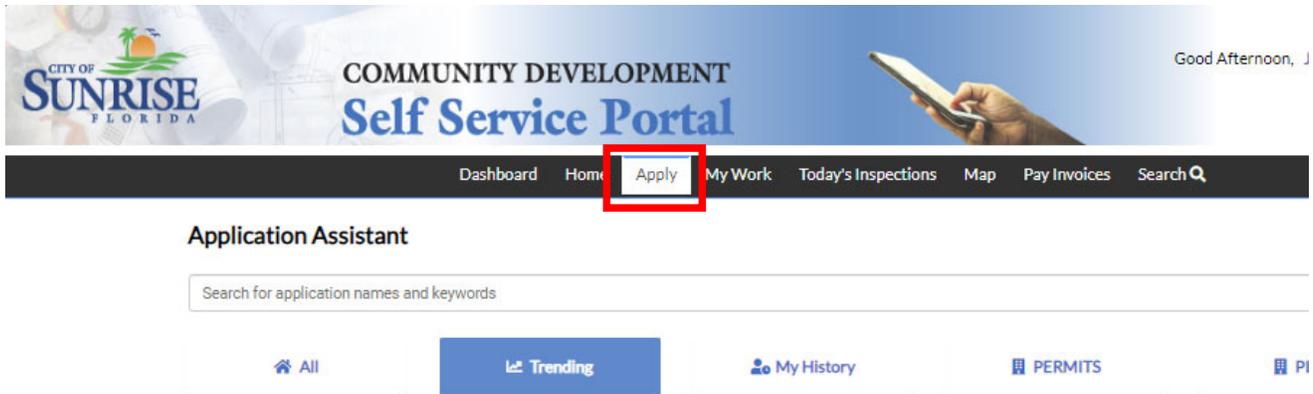


**Community Development Department
Building Division**
10770 West Oakland Park Boulevard · Sunrise, FL 33351
P: (954) 572-2354 · F: (954) 572-2357
Website: www.SunriseFL.gov · E-mail: AskBuilding@SunriseFL.gov

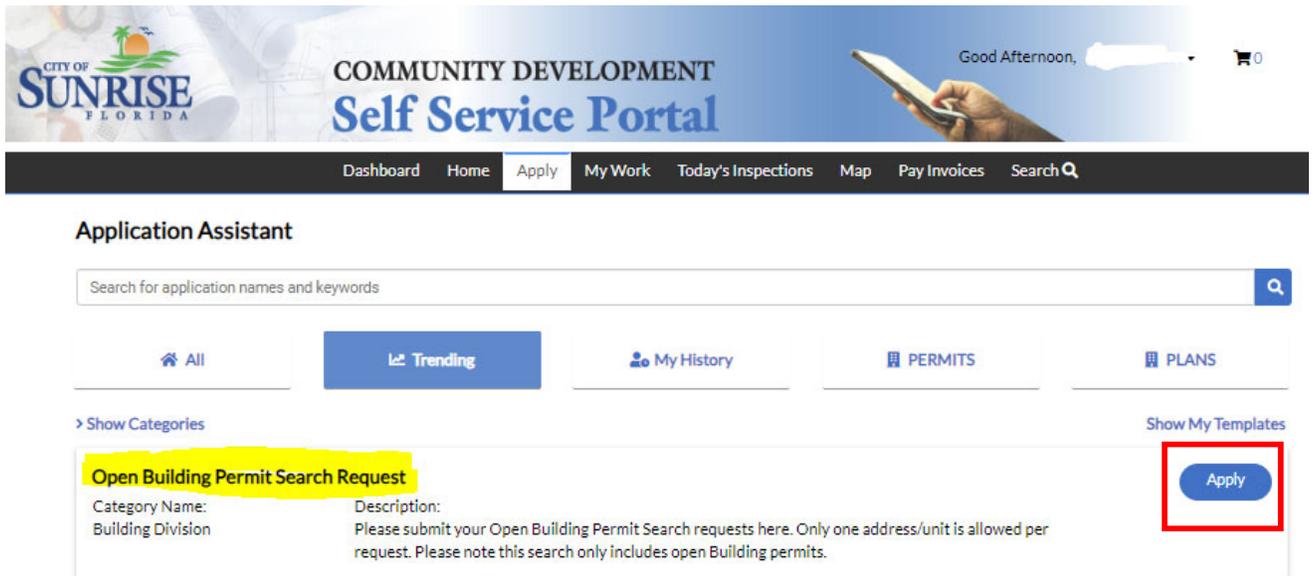
Submitting an Open Building Permit Search Request

1. Access the Community Development Self Service Portal (CSS) by going to: Sunrisefl.gov/openforbusiness and click Login

2. Select Apply at the top of the CSS Portal:



3. Locate the category Open Building Permit Search Request and click Apply:



4. Add the location for the Open Building Permit Search request.

a. First click add location:

Apply for Permit - Open Building Permit Search Request

*REQUIRED



LOCATIONS

Please enter the address you would like the Open Building Permit Search performed on. Do not enter an address range. Each address must be requested separately.

A blue rectangular button with a white plus sign in the center. Above the plus sign, the text "Add Location" is written in white. At the top of the button, there is a dropdown menu labeled "Project Location".

Create Template

Save Draft

Next

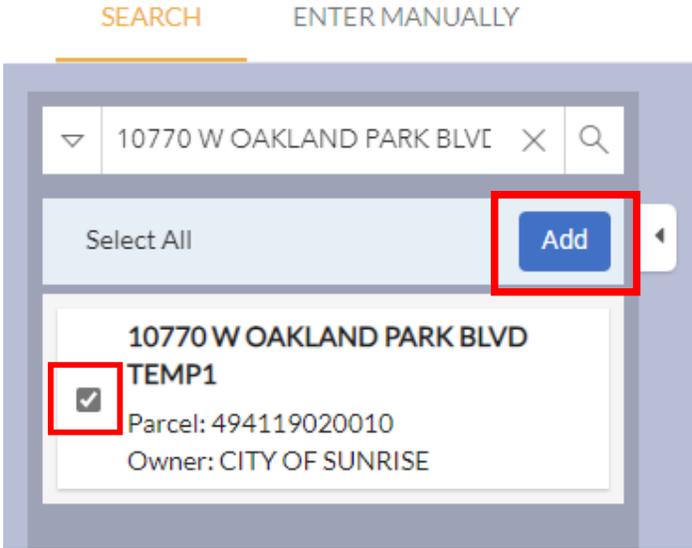
b. Enter the address in the box below:

Add Address As Project Location

SEARCH ENTER MANUALLY

A screenshot of a web interface for address search. At the top, there is a dropdown menu labeled "Add Address As" with "Project Location" selected. Below this, there are two tabs: "SEARCH" (highlighted in orange) and "ENTER MANUALLY". Under the "SEARCH" tab, there is a search input field with a magnifying glass icon. The input field contains the text "Address & Parcel Search" and is highlighted with a red rectangular box. The background of the page shows a map with several grey rectangular areas representing parcels, each with a numerical address label (e.g., 4432, 4430, 4428, 4426, 4489, 4481, 4473, 4465, 4482, 4474, 4466, 4458, 9124).

c. Next check the correct address box and select Add. Once Add is selected the screen in Step 5 (below) will appear.



5. Click Next on the screen below:

Apply for Permit - Open Building Permit Search Request

*REQUIRED



LOCATIONS

Please enter the address you would like the Open Building Permit Search performed on. Do not enter an address range. Each address must be requested separately.

Type: Project Location
10770 W OAKLAND PARK
BLVD TEMP1 SUNRISE FL
33351

Main Address

Parcel Number
494119020010

Main Parcel

[Remove](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

6. Please click Next:

Apply for Permit - Open Building Permit Search Request

*REQUIRED



PERMIT DETAILS

PLEASE CLICK NEXT.

* Permit Type

Description

Back Create Template Save Draft **Next**

7. Add the contacts that should receive the Open Building Permit Search Report and select Next:

Apply for Permit - Open Building Permit Search Request

*REQUIRED



CONTACTS

Please add all contacts that you would like to receive the Open Building Permit Search Report. You as the applicant will automatically receive the report. The report will be sent via email and can also be accessed through your account.

Applicant

CSS Test 2 (You)

Select Type

Add Contact

+

Back Create Template Save Draft **Next**

8. Please click Next:

Apply for Permit - Open Building Permit Search Request

*REQUIRED



MORE INFO

PLEASE CLICK NEXT.



9. Please do not upload any documents and please click Next:

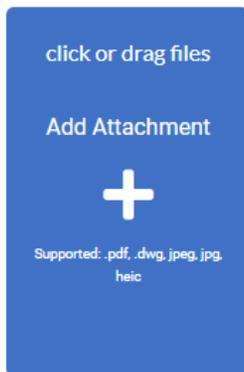
Apply for Permit - Open Building Permit Search Request

*REQUIRED



Attachments

DO NOT UPLOAD ANY DOCUMENTS. PLEASE CLICK NEXT.



10. A summary of the submission will appear as shown below. Ensure all details are correct. If they are correct, select Submit. If the information needs correcting, select back to make corrections as necessary.

Apply for Permit - Open Building Permit Search Request *REQUIRED



Submit

Locations

Project Location	10770 W OAKLAND PARK BLVD TEMP1 SUNRISE FL 33351
Parcel Number	494119020010

Basic Info

Type	Open Building Permit Search Request
Description	
Applied Date	10/02/2024

Contacts

Applicant	CSS Test 2
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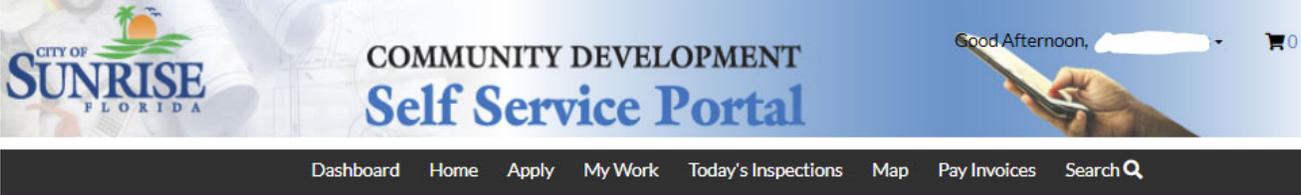
More Info

No records to display.

Attachments

Back Create Template Save Draft **Submit**

11. After the Open Building Permit Search request has been submitted you will see a confirmation screen and can return to your dashboard to track the status of your report.



12. Monitor your email and CSS portal for further information regarding your submittal.