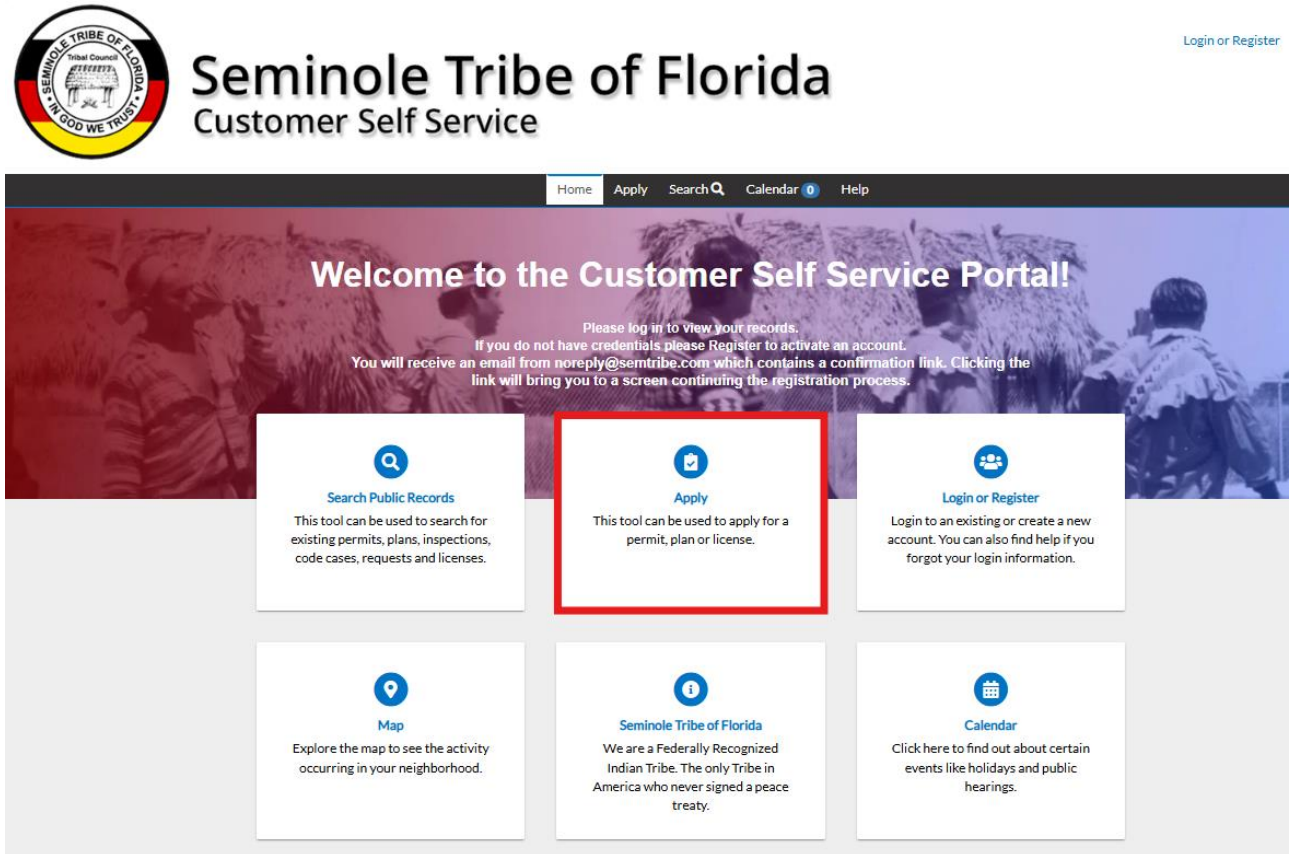
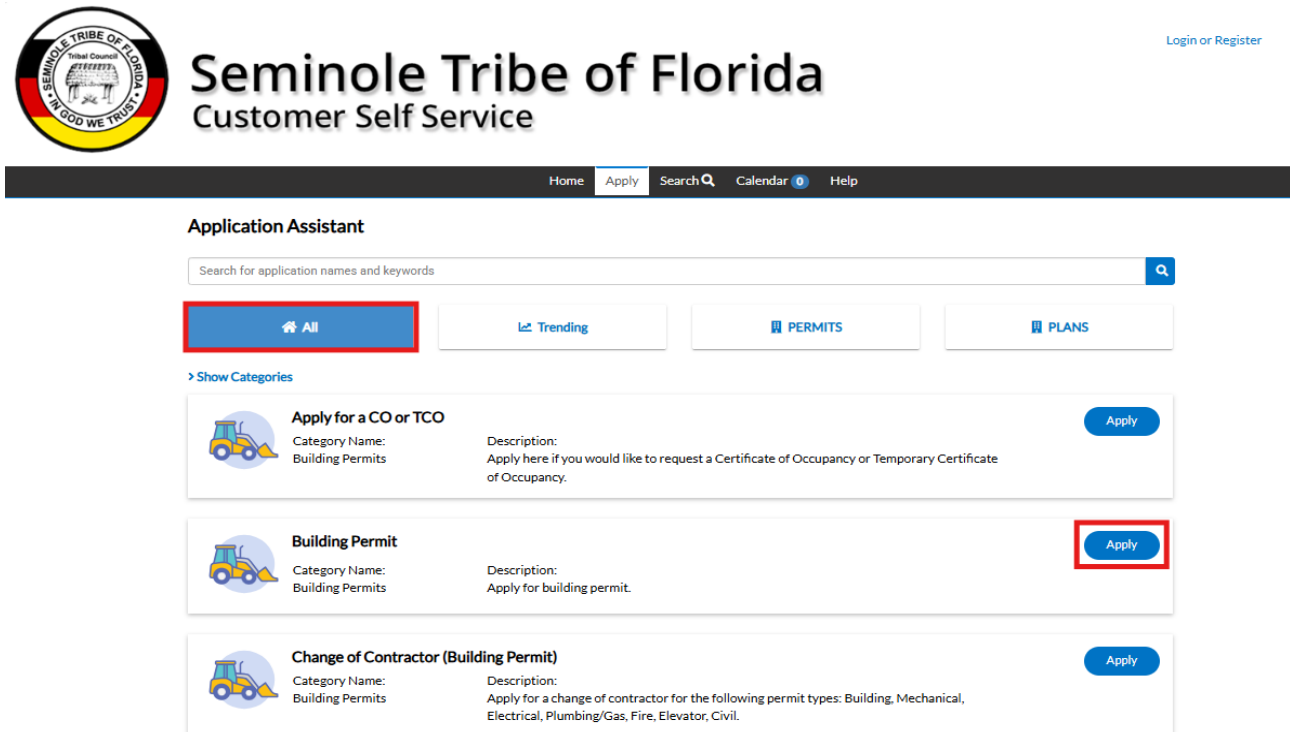


# How to Apply for a Permit

1. Go to: [https://lmp.semtribe.com/Energov\\_Prod/SelfService](https://lmp.semtribe.com/Energov_Prod/SelfService)
2. Click [Apply](#).



3. Click [All](#) and then click the [Apply](#) button.



4. If you are not logged in you will be prompted to log in. If you do not have an account please see the [How to Guide for Creating a Service Portal Account](#).
5. The first step of the application is to add the location. Click on the [Add Location](#) card.

#### Apply for Plan - Building Permit

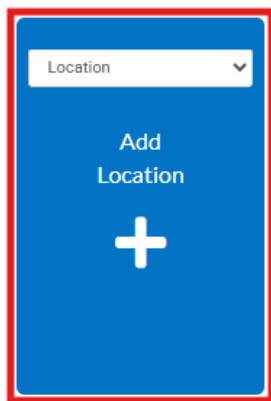
\*REQUIRED



#### LOCATIONS

##### Instructions

\*\*\*Please search Job Address. If an address can't be found via search please enter manually.\*\*\*



Create Template

Save Draft

Next

Begin to enter the address in the [Search](#) bar below. The address should populate in a dropdown menu. Click on the address and then click the [search icon](#). If the address does not populate, add the address manually by clicking on the [Address](#) button.

[Back to Application](#)

#### Add Location

Address

Parcel

Add Address As

Location

Search

#### Address Information

Search 6300 S



6300 Stirling Rd

The address will appear below. Click the [Add](#) button.

[Back to Application](#)

### Add Location

[Address](#) [Parcel](#)

Add Address As Location ▼

[Search](#)

### Address Information

Search  🔍

| Address                                                                                                                                                   | Action              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 6300 Stirling Rd , Hollywood, FL, 33024                                                                                                                   | <a href="#">Add</a> |
| Results per page <span>10</span> <span>▼</span> 1 - 1 of 1 <span>&lt;&lt;</span> <span>&lt;</span> <span>1</span> <span>&gt;</span> <span>&gt;&gt;</span> |                     |

The address has now been added. Click the [Next](#) button.

### Apply for Plan - Building Permit

\*REQUIRED



### LOCATIONS

#### Instructions

\*\*\*Please search Job Address. If an address can't be found via search please enter manually.\*\*\*

**Type: Location**

6300 Stirling Rd , Hollywood, FL, 33024

Main Address ☒

**Parcel Number**

514101-22211-01

Main Parcel ☒

[Remove](#)

Location ▼

Add Location

+

[Create Template](#)

[Save Draft](#) [Next](#)

6. Add the [Description](#) for the project and click [Next](#).

#### Apply for Plan - Building Permit

\*REQUIRED



#### PLAN DETAILS

##### [Instructions](#)

If uploading response to comments, please upload to original processing number. Applying for a new plan will generate a new permit. Click Dashboard > View My Plans in order to review current plans.

\* Plan Type

\* Description

Square Feet

Valuation

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

7. Add all contacts for the project. Contacts should include contractors, owners/tenants, project managers, etc. All contacts will receive updates throughout the project. Click [Select Type](#), select appropriate contact type, and click the [Add Contact](#) card.

#### Apply for Plan - Building Permit

\*REQUIRED

A horizontal progress bar with six circular markers numbered 1 through 6. Marker 1 is green with a checkmark and labeled 'Locations'. Marker 2 is blue with the number '2' and labeled 'Type'. Markers 3 through 6 are grey with their respective numbers and labels: 'Contacts', 'More Info', 'Attachments', and 'Review and Submit'.

#### CONTACTS

##### [Instructions](#)

Please choose contractor when adding a

**Applicant**

Your First Name Your Last Name (You)

Your Company

6300 Stirling Road,  
Hollywood, FL, 33024

Audio/Sound Sub Contractor

Awnings Sub Contractor

Buildings Sub Contractor

By Owner

CEO

Certified Building Sub Contractor

**Certified General Contractor**

Commercial Pool/Spa Sub Contractor

Commercial Trailer Installer Sub Contractor

Communications Sub Contractor

Concrete Sub Contractor

Contractor

Select Type

**Add Contact**

+

Search for the contact in our system. *If a contractor is not found and they have not previously obtained a permit, they must be registered with the Tribal Inspector's Department. Download the [Contractor Registration Form](#) from our website and email it to [buildingdept@semtribe.com](mailto:buildingdept@semtribe.com).*

#### Add Contact

Add Contact As General Contractor ▼

Search

My Favorites

Search



Sort Relevance ▼

| Favorite | First Name | Last Name | Company             | Email                               | Action              |
|----------|------------|-----------|---------------------|-------------------------------------|---------------------|
|          |            |           |                     |                                     | <a href="#">Add</a> |
|          |            |           |                     |                                     | <a href="#">Add</a> |
|          |            |           |                     |                                     | <a href="#">Add</a> |
|          |            |           |                     |                                     | <a href="#">Add</a> |
|          |            |           |                     |                                     | <a href="#">Add</a> |
|          |            |           | REDMAN BUILDERS INC | <del>steve@redmanbuilders.com</del> | <a href="#">Add</a> |

Once you have added all contacts, click the [Next](#) button.

#### Apply for Plan - Building Permit

\*REQUIRED



Locations



Type



Contacts



More Info



Attachments



Review and Submit

#### CONTACTS

##### Instructions

Please choose contractor when adding additional contacts to this plan.

#### Applicant



Your First Name Your Last  
Name (You)

Your Company

6300 Stirling Road,  
Hollywood, FL, 33024

#### General Contractor



REDMAN BUILDERS INC

STEVE OSCEOLA

4210 S. UNIVERSITY DR-SUI...

[Remove](#)

Select Type ▼

Add  
Contact



[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

8. Enter your Base Plan or Cap Plan number and click [Next](#). *If your project does not require a base plan or cap plan, enter "Does not apply".*

Apply for Plan - Building Permit \*REQUIRED

✓

✓

✓

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

MORE INFO

[Instructions](#)

Please enter a Base Plan or Cap Plan Number. If you are applying for a permit that does not require a Base Plan or Cap Plan Number, please enter "Not Required".

\*Base Plan Or Cap Plan Number

[Top](#) | [Main Menu](#)

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

9. Carefully read the File Requirements, including the Standard Naming Convention, and upload your files by clicking the [Add Attachment](#) card or by dragging and dropping your files on the [Add Attachment](#) card. Click [Next](#) when all files have been uploaded. \* *Once you submit for permit, files cannot be added until the review cycle has been completed.*

|       |                                 |       |                             |
|-------|---------------------------------|-------|-----------------------------|
| NAKK- | Narrative – Review Responses    | FA-   | Fire Alarm Plans            |
| OTDC- | Other Documents Not Categorized | FSP-  | Fire Sprinkler Plans        |
|       |                                 | HDSP- | Hood/Suppression Plans      |
|       |                                 | WC-   | Walk In Cooler Plans        |
|       |                                 | SIGN- | Sign Plans                  |
|       |                                 | POOL- | Pool/Spa/Fountain Plans     |
|       |                                 | TRUS- | Truss Drawings/Engineering  |
|       |                                 | SHOP- | Shop Drawings               |
|       |                                 | OTPL- | Other Plans Not Categorized |



Uploaded via  
**TribeofSeminoleFL**  
Customer Service Portal  
Registration Directions.pdf  
Size: 553.94 KB

[Remove](#)

click or drag files

Add Attachment



Supported: .pdf, .zip, .doc, .docx

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

10. Finally, review all information and click [Submit](#).

Apply for Plan - Building Permit

\*REQUIRED



Locations

Location 6300 Stirling Rd , Hollywood, FL, 33024

Parcel Number 514101-22211-01