City of Coral Gables
Development Services Department

WEB PAYMENTS & INSPECTION'S REQUEST

Please visit: https://edenweb.coralgables.com

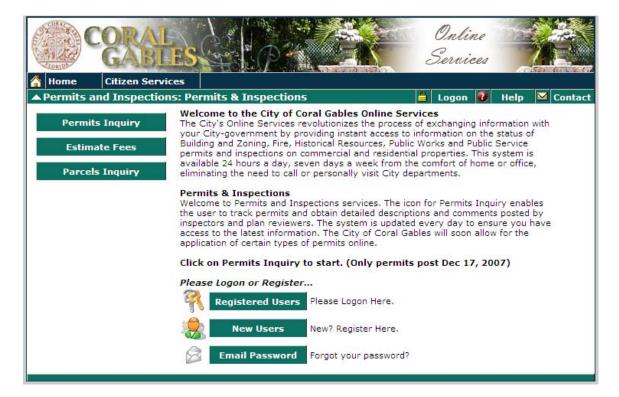### Screen #1

- Select *Citizen Services*

Screen #2

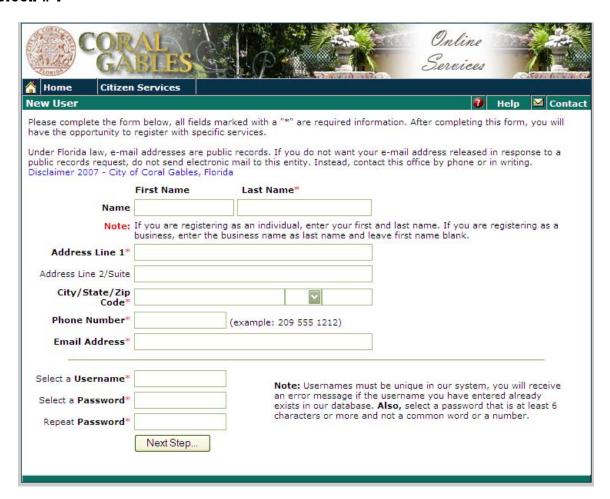- Select *Permit and Inspections*

Screen #3

✓ First time contractors must register as a ***New Users***. Please see registration process attached.

✓ Returning contractors log-in as a ***Registered Users***

Screen #4

- Complete the following form and select *Next Step*.

Please note when registering, an E-mail address can only be utilized one time in our system.

- Verify the information entered before completing the registration. Once you have verified it, select *Register*.
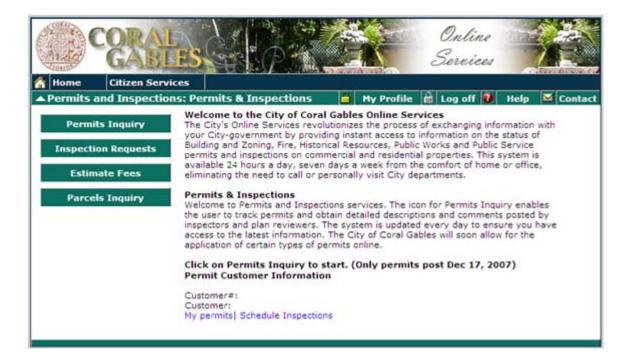
Screen #5

- Enter the permit number or the customer #.

New contractors will have to register with the City (as applicants) in order to obtain a customer *#.* The Customer # is displayed in the "Applicants" information section of the permit invoice or you can contact the Building & Zoning Department at (305) 460-5235.
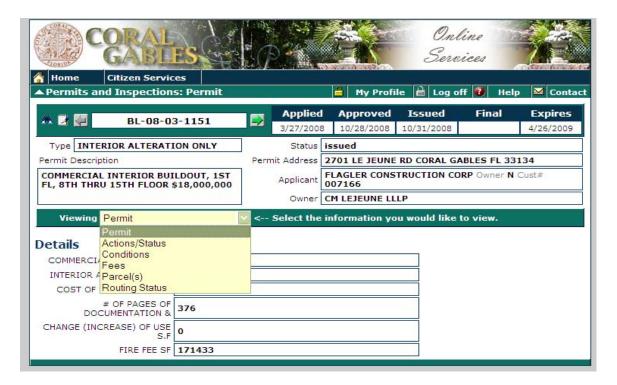
Please note utilizing this option will ONLY display the **permits for the specific contractor.**

Screen #6

- Select the *My permits* option
- Select the desired permit (by clicking on it twice).

- Selecting the down arrow in the *Viewing* field will display all available features.

Viewing menu:

Permit   Displays the permit details including plan location.

Actions/Status   Displays approvals and comments for plans review and/or inspections and allow for inspection scheduling.

Fees   Displays permit fees and allows for credit card payment. Please note the permit card will be E-mailed to the registered e-mail address associated with your log-in information (if the permit is not linked to a master).

Parcel (s)   Displays the folio number of the property.

** Payments made on-line will be refunded to the customer assigned as the applicant on the permit**