



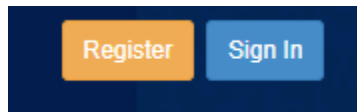
TOWN OF LAKE PARK

To apply for a permit, please click on the following link for the CAP portal: www.capfla.com

Once on the CAP home page, refer to the 5 icons on the top right hand corner and select the cloud icon:

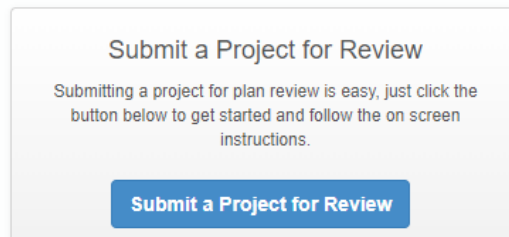


After selecting the cloud icon, refer to the top right hand corner again and select the 'Register' tab to register for a CAP account for the first time, or 'Sign In' if you already have a username and password:



If you register for the first time, please make sure your correct email address is provided. A verification email will be sent to you after registering in order to confirm and activate your new CAP account.

Once registered and ready to submit a permit application, **Click *Submit a Project for Review* on the Home Page:** <https://cap.idtplans.com/secure/>



Please remember to **complete all fields:**

- County: Palm Beach
- Jurisdiction Lake Park
- Application Category: Building Code Review
- Project or Subdivision Name: (Name of Project)

Click *Save and Continue*

Check ALL boxes on Express Review Checklist, then Click *Save and Continue*.

Plan Review Submittal

Application Upload Files Confirm and Submit

Express Review Checklist [Print Checklist](#)

- ☒ Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)
- ☒ All plan sheets must be submitted in proper landscape orientation. [Add a comment](#)
- ☒ Plan sheets shall be titled clearly. [Add a comment](#)
- ☒ Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.) [Add a comment](#)
- ☒ Plan sets should start with a cover sheet that contains an index of drawings. [Add a comment](#)
- ☒ In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected". [Add a comment](#)
- ☒ Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision. [Add a comment](#)

[Save and Continue](#) [Help](#)

Project Details – **Complete all fields**

- Phase Submittal: 100%
- Facility Name: (Applicant Name)
- Project Number: **Leave cell blank, system will generate project number**
- Building Code: FC2020
- Best Contact Phone Number: (Must Include)
- Architect or Engineer: (Include If Applicable)
- Plans Dated: (Insert Current Date)
- Project Description: (Explain General Scope of Work)

Click *Save and Continue*

Plan Review Submittal

Application Upload Files Confirm and Submit

Project Details

Phase Submittal 100% Construction Documents

Facility Name EXAMPLE

Project Number LEAVE THIS BLANK

Building Code FBC2020

Architect or Engineer Name INSERT IF APPLICABLE

Best Contact Phone Number MUST INCLUDE

Plans Dated 06/27/2022

Project Description

B / : : : : :
INSERT GENERAL SCOPE OF WORK

[Save and Continue](#) [Help](#)

Review and Confirm your application by checking the box, and then select *Confirm*:

Plan Review Submittal


Application

Upload Files

Confirm and Submit

Confirm Your Application [Print](#)

Please review your application below for accuracy and use the edit button to make corrections if necessary.



Miami-Dade (Corporate) Office
343 Almeria Avenue
Coral Gables, FL 33134
Phone: 305.448.1711

Broward Office
100 SE 12th Street
Fort Lauderdale, FL 33316
Phone: 954.888.9882

Palm Beach Office
1910 North Florida Mango Road
West Palm Beach, FL 33409
Phone: 561.508.0615

Project Overview

#801349

Project Title: EXAMPLE

Jurisdiction: Lake Park

Application Type: Express Review

State: FL

Workflow: Express Workflow

County: Palm Beach

Project Details

Phase Submittal: 100% Construction Documents

Facility Name: EXAMPLE

Project Number: LEAVE THIS BLANK

Building Code: FBC2020

Architect or Engineer Name: INSERT IF APPLICABLE

Best Contact Phone Number: MUST INCLUDE

Plans Dated: 06/27/2022

Project Description:
INSERT GENERAL SCOPE OF WORK

☒ I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

Confirm

Edit

Document Upload

- Click the *Upload Files* tab on the bottom left of the screen
- Click *Add Files* tab and *Add Files*
- Click *Start Upload*
- Click *Save and Continue*

Click on *Confirm and Submit for Review*

***** A staff member will respond using the email address you provided within 24 to 48 hours*****