

CONDO MILESTONE APPLICATION SUBMISSION

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APPLICATION PROCESS

The Milestone application is used to process the Inspection reports submitted by each association for a specific Condominium. Once the association or applicant submits their application, it will be related to the corresponding Condo Data record created for tracking purposes.

The Milestone record is designed to process both Inspection report phases 1 & 2 if needed.

CREATING AN ONLINE SERVICES ACCOUNT

In order to submit a film application, you (the applicant) will need to create an [Online Services](#) account.

1. If you do not have an Online Services account, you can set up a free account by clicking on the "Register for an Account" link on the homepage. Note that you must provide a valid email address when registering your account.

The screenshot displays the Manatee County Florida website interface. At the top center is the Manatee County Florida logo, featuring a sun and water. Below the logo is a dark navigation bar with links: Home, My Records, Search, + New, Request, Municode, Forms, and Digital Plan Room Help Center. To the right of this bar are links for Announcements, Register for an Account (highlighted with a red box), Reports (12), and Login. Below the navigation bar is a secondary menu with links for Home, Building, Planning, Licenses, and Public Safety. An Advanced Search bar is located below this menu. The main content area is titled "Sign In" and contains two input fields: "USER NAME OR E-MAIL: *" and "PASSWORD: *". Below these fields is a "Forgot Password?" link and a large blue "Sign In" button. At the bottom of the sign-in section is a checkbox labeled "Remember me on this device". Below the sign-in section is a "Not Registered?" link and a "CREATE AN ACCOUNT" button (highlighted with a red box).

2. Next, you will need to create a username, add your email, and set up a password and security question. You will be prompted to accept our disclaimer before creating your account. Select continue.

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

Enter your User Name and Password. You must also enter a unique email address

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *

PASSWORD: *


TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *

Select ▼

Must enter a Enter Security Question:

ANSWER: *

I have read, understand, and agree to the [Terms of Service](#) 

CONTINUE

3. You will be prompted to “Select the Contact Type”, select applicant, and fill in the fields with your contact information. Once complete, select Submit.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Agents/Delegates, and Licensed Professionals, Please select "Individual" from the drop down list as the Contact Type

CONTACT DETAILS FOR:
Applicant × ▼

* Required Fields

FIRST: *

MIDDLE:

LAST: *

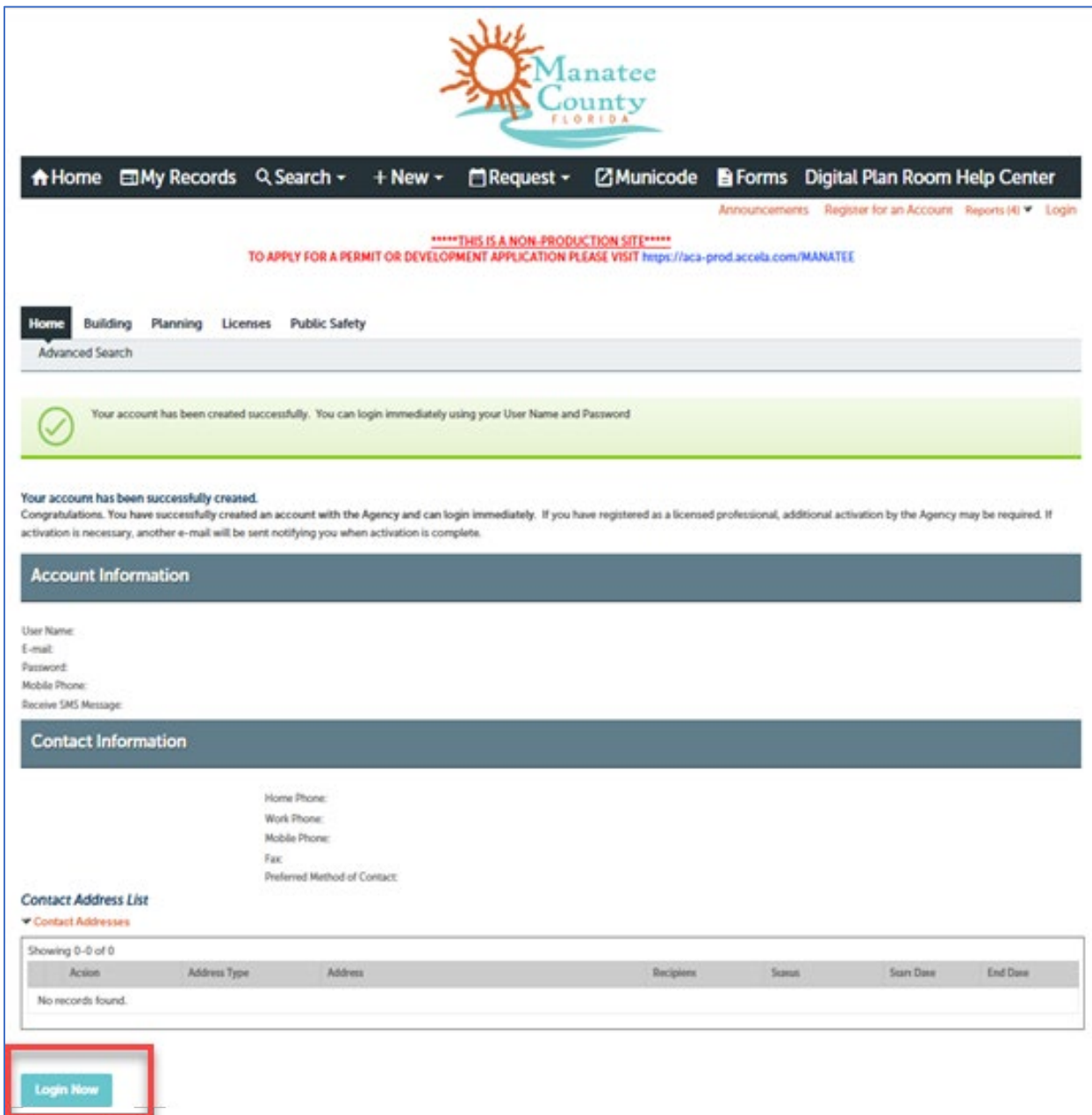
NAME OF BUSINESS:

Mailing address is required in all applications.

Home address and business addresses may be required for some applications. By adding these addresses to your account, they can be auto filled in any application that you create.

If any of these addresses are the same, the address should still be individually added under each type in order to have it auto-fill in an application.

- 4. The following page will load, you will receive a green successful banner. At the bottom of the screen select “Login Now.”



- 5. Sign in with the username and password you created during registration.

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

Remember me on this device

SUBMITTING A MILESTONE INSPECTION APPLICATION

1. Select the "New" drop down and select Building Permit.

The screenshot shows the Manatee County Florida website. The navigation bar includes Home, My Records, Search, + New, Request, Municode, Forms, and Digital Plan Room Help Center. The '+ New' dropdown menu is open, showing options: Building Permit, Planning Application, License, Public Safety, and Code Enforcement Complaint. A red arrow points to the 'Building Permit' option. The page also shows a welcome message for Lizbeth Medina and a cart icon.

2. Review terms & conditions page

The screenshot shows the 'Create an Application' page on the Manatee County Florida website. The page includes a navigation bar with Home, My Records, Search, + New, Request, Municode, Forms, and Digital Plan Room Help Center. The 'Building' tab is selected in the main navigation. The page content includes a 'Create an Application' button, a 'Search Applications' field, and an 'Online Application' section. The 'Online Application' section contains a welcome message, a disclaimer, and a checkbox for accepting terms. A 'Continue Application' button is visible at the bottom.

3. Select "Condo Milestone Inspection" under the Milestone Inspection Application Dropdown. Then select "continue application."

Home My Records Search + New Request Municode Forms Digital Plan Room Help Center

Announcements Logged in as:Lizbeth Medina Collections (0) Cart (0) Reports (13) Account Management Logout

Home Building Planning Licenses Public Safety

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types.
For additional assistance, contact the Permitting Department at (941)748-4501 Ext 6893 or via email at permitting@mymanatee.org open weekdays from 8 am to 4 pm

Search

- ▶ Standard Permit
- ▶ Express Permit
- ▼ Milestone Inspection Application
 - Condo Milestone Inspection
- ▶ Public Works
- ▶ Master Plan
- ▶ Building Refund
- ▶ Extension

Continue Application >

4. Enter the address of the condominium you are submitting the application for. Please do not enter the association address.

Home Building Planning Licenses Public Safety

Create an Application Search Applications

Condo Milestone Inspection

1 Location & People 2 Application Information 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Location & People > Location Information * Indicates a required field.

Address

Please enter the address. You do not need to fill out all the fields. Typically the Street No and Street Name is enough to find the appropriate address. You can also put a % after the word and or number if you don't know the full address

*Street No.: Direction: --Select-- *Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: * Zip:

Address Search Clear

Parcel

When searching by Address, Parcel Information will automatically populate. You do not need to enter this information.

* Parcel Number:

PARCEL ID:

PLC:

COMMISSIONER:

5. Select the Architect or Engineer. Select the applicant. If information was entered during account creation you can choose "select from account." If not, select "add new"

Home **Building** Planning Licenses Public Safety

Create an Application Search Applications

Condo Milestone Inspection

1 Location & People 2 Application Information 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Location & People > Contacts * Indicates a required field.

Architect or Engineer

Click on "Select from Account" to add yourself as the Architect or Engineer for this record. If you are the delegate, then you will see the Account Owner's information when selecting the applicant. Otherwise, click on "Add New" to enter the Architect or Engineer contact information for this record.

This section is required.

Select from Account Add New

Applicant

Click on "Select from Account" to add yourself as the Architect or Engineer for this Record. If you are the delegate, then you will see the Account Owner's information when selecting the applicant. Otherwise, click on "Add New" to enter the Architect or Engineer contact information for this record.

This section is required.

Select from Account Add New

Save and resume later Continue Application >

a. Note: If not completed already, set a contact as a primary contact.

Applicant

Click on "Select from Account" to add yourself as the Architect or Engineer for this Record. If you are the delegate, then you will see the Account Owner's information when selecting the applicant. Otherwise, click on "Add New" to enter the Architect or Engineer contact information for this record.

This section is required.

✔ Contact updated successfully.

Lizbeth Medina
 Tctse_rjmymanatee.org
 Home phone: (941)748-4501
 Mobile Phone:
 Work Phone: (941)748-4501
 Fax:
 Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
 Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		1112 Manatee Ave W	Actions

Edit Remove Deactivate Set As Primary

Save and resume later Continue Application >

CONDOMINIUM INFORMATION

6. Fill in required information.

Home **Building** Planning Licenses Public Safety

Create an Application Search Applications

Condo Milestone Inspection

1 Location & People 2 Application Information 3 Review 4 Pay Fees 5 Record Issuance

Step 2: Application Information > Project Details * indicates a required field.

Application Information

GENERAL INFORMATION

* Has the engineer and/or architect determined this building is safe to occupy?: Yes No

* How many buildings are in the condo association?:

A Milestone application is required for each building.
 * Which building number is this inspection related to?:

* Number of habitable stories:

Date of CO:

* Year Built:

* Date of inspection completion:

* Will a Phase 2 Inspection be required?: Yes No

Occupancy Classification:

Is this a threshold building?: Yes No

7. Next, review entered information and select continue once complete.

Announcements Logged in as: Lizbeth Medina Collections (0) Cart (0) Reports (13) Account Management Logout

******THIS IS A NON-PRODUCTION SITE******
 TO APPLY FOR A PERMIT OR DEVELOPMENT APPLICATION PLEASE VISIT <https://aca-prod.accela.com/MANATEE>

Home **Building** Planning Licenses Public Safety

Create an Application Search Applications

Condo Milestone Inspection

1 Location & People 2 Application Information 3 Review 4 Pay Fees 5 Record Issuance

Step 3: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Condo Milestone Inspection

Address

1712 ROSLYN AVE, BRADENTON, 34207

Parcel

FEES

8. You will then be prompted to pay fees. Select Check out.

Create an Application Search Applications

Condo Milestone Inspection



Step 4: Pay Fees

Listed below are your current fees.

Please note: Additional Fees may be assessed at a later date.

When applicable, if you need to remove some fees during the checkout process to Pay Later, click the Check Out Link and follow the instructions on the following page.

Fees

Fees	Qty.	Amount
Application Fee	1	\$\$\$

TOTAL FEES: \$\$\$

Note: Additional Fees may be assessed at a later date.

[Check Out »](#)

9. Insert payment information and submit payment. You will be sent a payment confirmation email, you'll be able to view receipt on the Online services portal as well.

Payment Options

Please note the following: There will be an additional fee for payments made with incorrect checking account information and returned by your banking institution.

Amount to be charged: \$98.00

Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code: ?
--Select--
* Exp. Date: 01/2023

Credit Card Holder Information:

Auto-fill with Lizbeth Medina

* First: Middle: * Last:
Country: --Select--
* Street Address:
Street Address 2:
* City: * State: * Zip:
* Phone:
E-mail:

[Submit Payment »](#)

[Support Contact](#)

UPLOAD INSPECTION REPORT

10. After fee payment you will receive a link to upload your inspection report. Select Upload Plans and Documents.

Home Building Planning Licenses Public Safety

Dashboard My Records My Account Advanced Search

1 Select Item to Pay 2 Payment Confirmation 3 Receipt/Record Issuance

Step 3: Receipt/Record issuance
Your Application has been successfully submitted!
When Applicable, please complete the Application Payment as soon as it becomes available
When Fee(s) associated to the record are paid, please click on "Print/View Receipt" to print a copy of this receipt and retain for your records

Application/Receipt

Successfully Submitted!

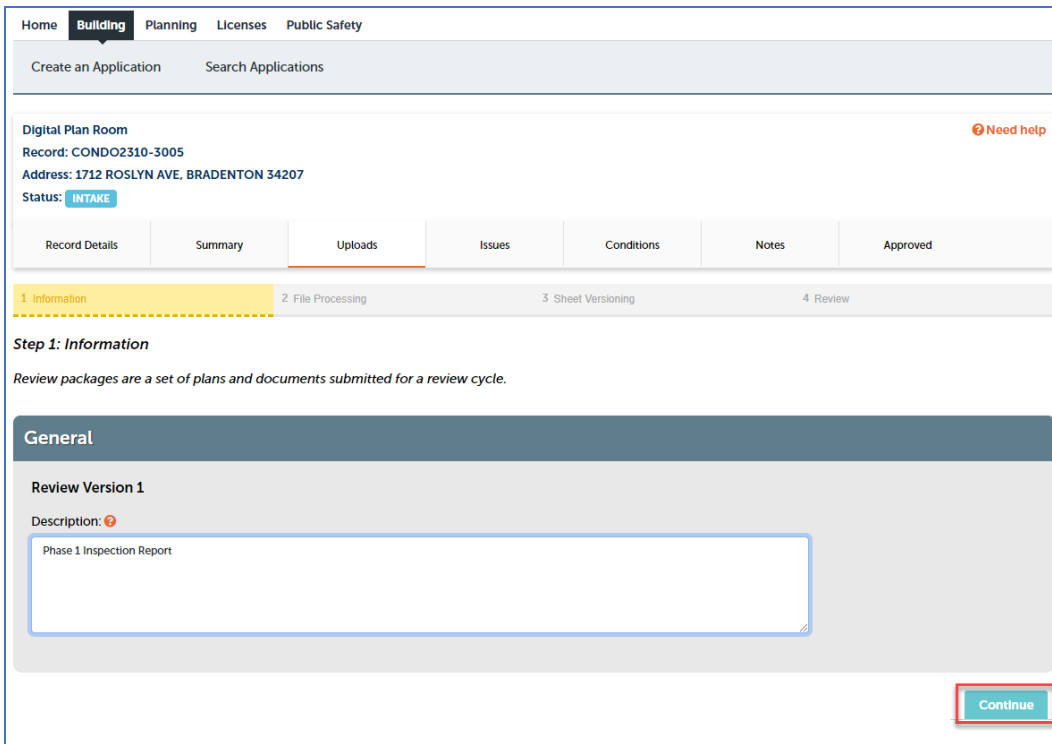
[Print/View Receipt](#)

1712 ROSLYN AVE BRADENTON 34207

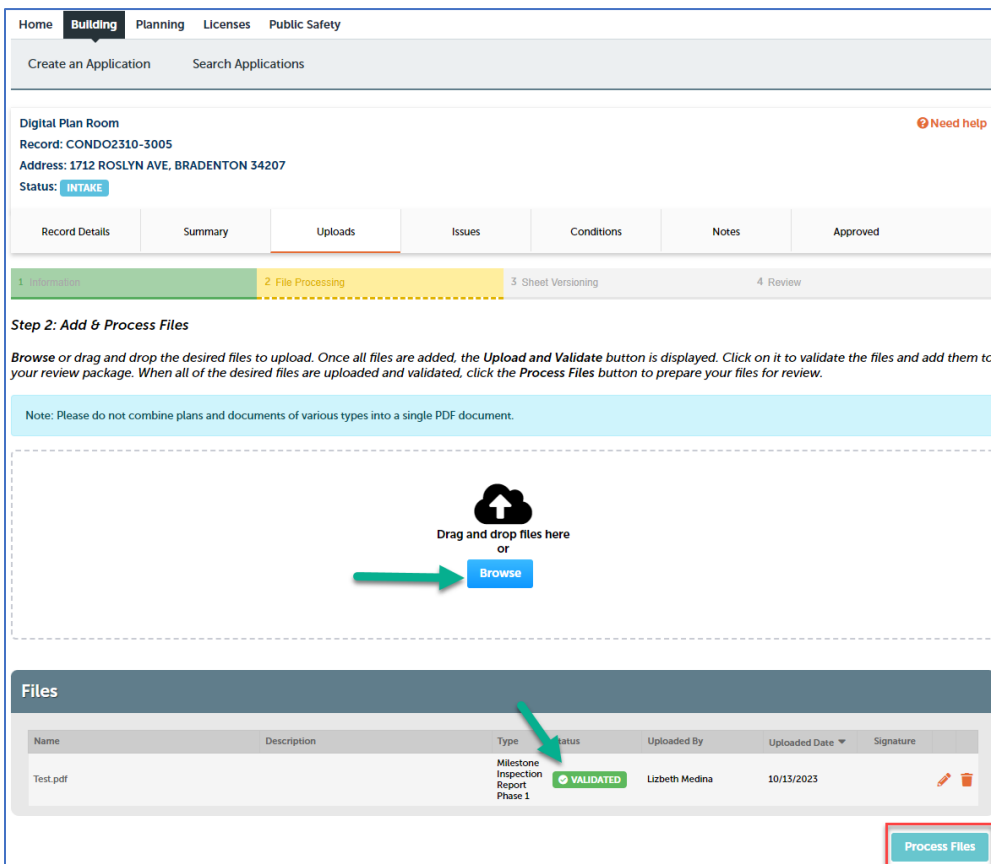
CONDO2310-3005 [Upload Plans and Documents](#) [View Receipt](#)

[Print/View Receipt](#)

11. Insert a description and continue.



12. Select browse to attach the inspection report. Select the document type in the dropdown, select upload and validate. Inspection report should be signed/sealed by the architect/engineer.
 - a. After files have been validated, select process files. This may take a few minutes to process depending on file size.



- b. Once processing is complete select continue.

File processing ✕

Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via *email* when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.

Note: Your review package is not complete and will not be routed for review until you complete the remaining steps.

[Close](#)

2 File Processing 3 Sheet Versioning 4 Review

13. Next, review the documents submission. Once complete, select finish.

Home **Building** Planning Licenses Public Safety

Create an Application Search Applications

Digital Plan Room
 Record: CONDO2310-3005
 Address: 1712 ROSLYN AVE, BRADENTON 34207
 Status: INTAKE

Record Details Summary Uploads Issues Conditions Notes Approved

1 Information 2 File Processing 3 Sheet Versioning 4 Review

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.
 Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

[Finish](#)

General [Edit](#)

Review Version 1
 Phase 1 Inspection Report

Files [Edit](#)

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Test.pdf		Milestone Inspection Report Phase 1	PROCESSED	Lizbeth Medina	10/13/2023	

[Finish](#)

Your application and required documents have now been submitted. You will receive communication from staff if anything additional maybe needed.