

CITIZEN UTILITY PERMIT & INSPECTION REQUEST PROCESS

COMMUNITY TRAINING

JANUARY 2024

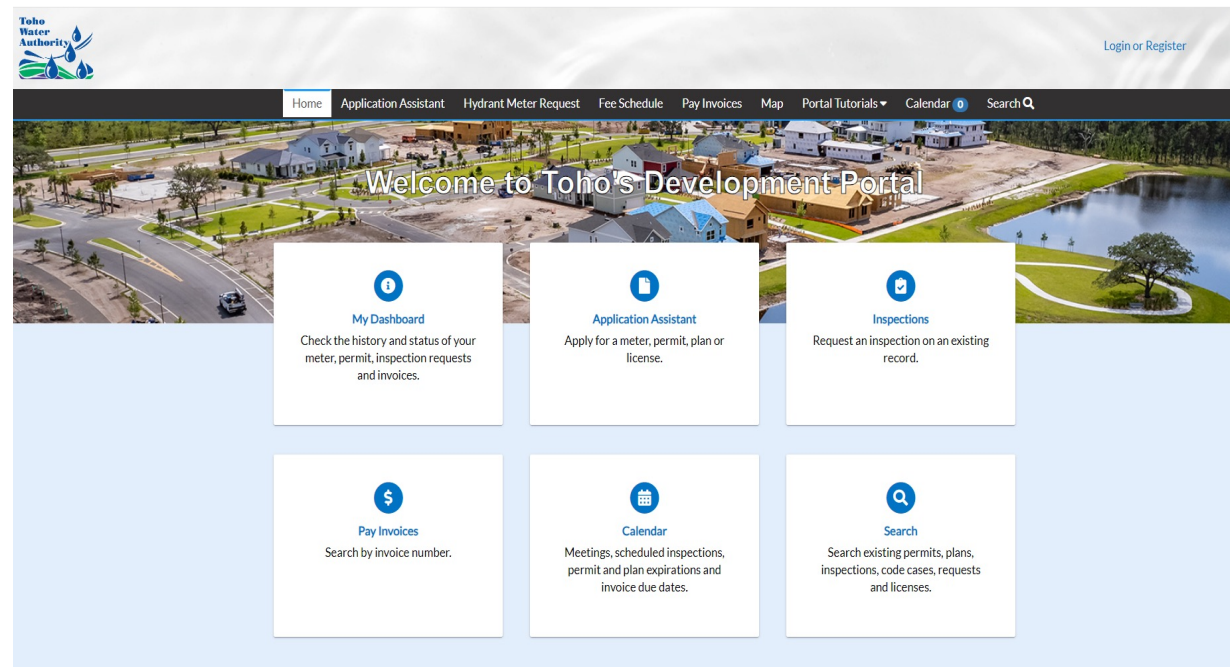
Agenda

- Important Dates & Inspection Notes
- Development Portal Introduction
- Tutorial Introduction
- Toho Utility Permit Request (In-Fill Lot) Walk-Thru
- Toho Utility Permit Request (Project/Plan) Walk-Thru
- Utility Permit Inspection Request Walk-Thru
- Infrastructure Inspection Request Walk-Thru
- Q&A

Important Dates & Inspection Notes

- No New Projects or Meter Requests after **4:00pm January 12, 2024.**
- No Inspection Requests after **11:59pm January 18, 2024.**
- New Plan Submittals, Meter Requests, and Inspection Requests will re-start **8:00am January 22, 2024.**
- Lots/units that **PASSED** a Sewer Connection Inspection prior to **January 19th** will follow the existing process (www.tohorcbi.com) to request the Utility CO Inspection for release of Certificate(s) of Occupancy.
- If a Sewer Connection Inspection was not requested or has **NOT PASSED** prior to **January 19th**, you will be required to utilize the Toho Development Portal for new Sewer Connection Inspection, Sewer Connection Re-Inspection, and Utility CO Inspection requests.
- At this time we are still finalizing updated processes with our Municipal partners to facilitate releases of Certificate(s) of Occupancy. Once these processes are completed, notices will be provided to the development community.


Toho Development Portal



<https://tohowaterauthfl-energovweb.tylerhost.net/apps/selfservice#/home>

<https://www.tohowater.com> Login -> Developer (Live on Jan. 22)

Utility Permit Application Tutorials


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Apply for a Plan or Permit

- Project Plan Review
- Permits from a Plan/Project
- Permits for In-Fill Lots
- Apply for a Meter
- Adding a Contact (Application)

Plan/Permit Workflow

- File Submittal
- File Resubmittal

Requesting an Inspection

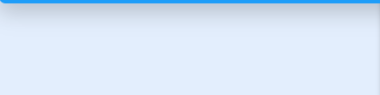
- Infrastructure (Plan)
- Utility (Permit)

Navigating within Energov


- Citizen Portal Guide

Invoices & Fees


- Pay an Invoice



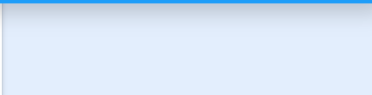
Check the history and status of your meter, permit, inspection requests and invoices.




Apply for a meter, permit, plan or license.



Request an inspection on an existing record.



Inspection Process Tutorials


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- › Project Plan Review
- › Permits from a Plan/Project
- › Permits for In-Fill Lots
- › Apply for a Meter
- › Adding a Contact (Application)

Plan/Permit Workflow

- › File Submittal
- › File Resubmittal

Requesting an Inspection

- › Infrastructure (Plan)
- › Utility (Permit)

Navigating within Energov

- › Citizen Portal Guide

Invoices & Fees

- › Pay an Invoice

Check the history and status of your meter, permit, inspection requests and invoices.

Apply for a meter, permit, plan or license.

Request an inspection on an existing record.

Tutorial Walk-Thru

- Toho Utility Permit Request for In-Fill Lots and Projects not submitted thru the Toho Development Portal
- Toho Utility Permit Request for Projects submitted thru the Toho Development Portal
- Toho Utility Permit Inspection Request (Sewer Connection & Utility CO Inspections) Walk-Thru
- Toho Infrastructure Inspection Request (Pressure Test, Low Air, etc.) Walk-Thru