

PCR Instructions

Step 1: Create a *New Public User Account* OR log in with your previously created account.

Home | Setup an Account | Log In | Public | User Name: Password: LOGIN Remember Me [Forgot Password /Forgot Username](#)

Create New Public User Account

** Required fields*

Profile

* First Name:
* Last Name:
* Address:
* City:
* State:
* Zip:
* Email:
* Phone: () - -
Ext

Username and Password

* Log-In Name:
(letters/numbers only)

Password Rules:
Password must be between 8 and 64 characters
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

* Password:
* Confirm Password:

Security Question

Security Question: What was your childhood nickn
* Secret Answer:
* Re-enter Secret Answer:

CREATE ACCOUNT

Home | Setup an Account | Log In | Public | User Name: nikkig813 Password: LOGIN Remember Me [Forgot Password /Forgot Username](#)



Welcome to the
Village of Pinecrest, FL
Building and Planning Web Portal

[Recommended browser is Google Chrome](#)

Permit applications on-line are now available via the "Apply" button under Permits.
[For instructions on how to apply online \(step by step\), click here](#)

Applying as a Contractor

Applying as an Owner/General Public

Step 2: Select *Apply for New Project* from the left pane menu.

The screenshot shows a dashboard with a green sidebar on the left and a main content area. The sidebar has a 'My Dashboard' header and several menu categories: 'Permits', 'Projects/Research', 'Contractor', 'Properties', 'Inspections', and 'License'. The 'Projects/Research' category is circled in red, and a red arrow points to the 'Apply for New Project' option. The main content area has a 'Hello' greeting and a message: 'Below is a Dashboard of your current activities.' Below this is a section titled 'My Open Project Applications' with a table. The table has columns for 'Applications In Progress', 'Project Type', 'Created Date', and 'Delete'. There is one record with 'Continue Application' in the first column, '3/17/2023' in the second, and 'Delete' in the third. A '1 total record(s)' indicator is visible in the top right of the table area.

Step 3: Enter the following information:

- *Project Type:* Property Closing Research
- *Short Description:* Folio Number
- *Location:* Search by Folio (in the drop down menu select the item that is labeled address)

The screenshot shows the 'Project Application' form. The top navigation bar includes 'HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT' and 'LOGGED IN AS: NICOLE TOBIAS'. The form has a progress bar with four steps: 'STEP 1 PROJECT INFORMATION', 'STEP 2', 'STEP 3', and 'STEP 4'. The 'Project Type Information' section is active. It contains three fields: 'PROJECT Type' with a dropdown menu set to 'PROPERTY CLOSING RESEARCH', '*Short Description' with a text input field containing 'Insert folio #', and 'Location' with a dropdown menu. A red circle is around the 'Location' label. Below the 'Location' dropdown, there is a search section with a 'Search By' dropdown set to 'Address', a 'Search Value' input field containing '12645 Pinecrest Parkway', and a 'SEARCH' button. Below the search results, there is a dropdown menu with two options: '10800 SW 57TH AVE - ADDRESS' (highlighted in blue) and '10800 SW 57TH AVE - PARCEL'. A red arrow points to the 'ADDRESS' option. Below the search results, there is a checkbox labeled 'Property Owner' with the text 'Check this box if you are the Property Owner'. The 'Attachments' section has a 'Filename' input field with a 'Select' button, a 'Description' input field, and an 'UPLOAD' button. At the bottom of the form, there are 'CANCEL' and 'NEXT STEP' buttons.

Step 4:

- Location: The folio and address will appear
- Your Relation to this Project: Check the box if you are the property owner
- Select Next Step

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: NICOLE TOBIAS

Project Application

STEP 1 PROJECT INFORMATION | STEP 2 | STEP 3 | STEP 4

Project Type Information

PROJECT Type:

*Short Description:

Location

2050150350010
12645
PINECREST, FL 33156

Address Lookup

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

Attachments

Filename:

Description:

Step 5: Confirm the information is correct, then click on Next Step.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: NICOLE TOBIAS

Project Application

STEP 1 | STEP 2 Contact Information | STEP 3 | STEP 4

Application for a PROPERTY CLOSING RESEARCH Project

Applicant Information

*Name: *Phone:

*Address: *Email Address:

*City:

*State: *Zip:

Owner Information

*Name:

*Address:

*City:

*State: *Phone:

*Email Address:

*Zip:

Step 6: Review the information, if any information is incorrect select edit to make the corrections necessary. Once all of the information is reviewed and correct, press Submit.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: NICOLE TOBIAS

My Dashboard

- Permits**
 - Apply / New Permit
 - Search Permit
 - Pay Fees
 - Issued Permits Report
- Projects/Research**
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractor**
 - Search for a Contractor
 - Pay Fees
- Properties**
 - Search Property
- Inspections**
 - Schedule
 - Scheduled
- License**
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Violations**
 - Search
 - Pay Fees
- Shopping Cart**
 - Pay All Fees
 - Paid Items
- Contact**
 - Contact us

Project Application

STEP 1 > STEP 2 > **STEP 3 Review and Submit** > STEP 4

Application for a PROPERTY CLOSING RESEARCH Project

Review the information below prior to submitting the application

Project Information EDIT

Type: PROPERTY CLOSING RESEARCH
 Subtype:
 Description: 2050150350010

Location EDIT

12645 S DIXIE HWY
 PINECREST, FL 33156 CARPET MART SUB

Contacts EDIT

Applicant Information

Nicole Tobias (305) 234-2121
 12645 Pinecrest Parkway ntobias@pinecrest-fl.gov
 Pinecrest, FL 33156

Owner Information

VILLAGE OF PINECREST,
 12645 S DIXIE HWY
 PINECREST, FL 33156

Fee Information

Type	Fees Details	Amount
LIEN RESEARCH FEE		\$156.00
Total Fees		\$156.00

Attachments

To upload additional attachments click on Upload. [Upload](#)

CANCEL PREVIOUS STEP **SUBMIT**

Step 7: Review the Checkout Summary page and select Pay Now

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: NICOLE TOBIAS

My Dashboard

- Permits**
 - Apply / New Permit
 - Search Permit
 - Pay Fees
 - Issued Permits Report
- Projects/Research**
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractor**
 - Search for a Contractor
 - Pay Fees
- Properties**
 - Search Property
- Inspections**
 - Schedule
 - Scheduled
- License**
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Violations**
 - Search
 - Pay Fees
- Shopping Cart**
 - Pay All Fees
 - Paid Items
- Contact**
 - Contact us

Project Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 Checkout/Confirmation**

Checkout Summary

PROPERTY CLOSING RESEARCH Project

Description	Quantity	Amount
LIEN RESEARCH FEE	1	\$156.00

Fees Due: \$156.00
 Total: \$156.00

BACK TO STEP ONE ADD TO SHOPPING CART **PAY NOW**

Step 8: Input your billing information and select Pay

Order Summary

Description	aeb1490a-2dd1-4855-944c-e6f8f4896982	Total	\$ 156.00
Invoice Number	WEB20384		

 Card Number * Exp. Date * Card Code

Billing Address

First Name Last Name
Billing Country ▼ Zip
Street Address City
State Phone Number