



# **TO APPLY FOR A DRIVEWAY**



**\*\*Application type is Right-of-Way\*\***

Applications must be submitted online using the link below.

[www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx](http://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx)

**\*Please contact Environmental Health @ 386.758.1058 for a new service.\***

## **Permit Fees**

New driveway permit: \$150.00

Existing driveways: \$0.00

If you have an existing driveway, you must select "Verify Existing Drive" as the "type of connection for access road" option to avoid a NON-REFUNDABLE permit fee.



- \_\_\_\_ 1) Enter email address to begin the login process
- \_\_\_\_ 2) Put in password or receive code to log in
- \_\_\_\_ 3) Once logged in, select green 'New Application for Building Permit' button
- \_\_\_\_ 4) Select 'Right-of-Way Access/Driveway'
- \_\_\_\_ 5) Select 'Apply for Right-of-Way Access/Driveway Permit'
- \_\_\_\_ 6) Read notice thoroughly, then Select 'Got it!'
- \_\_\_\_ 7) Select 'Step 1: Click to locate property'
- \_\_\_\_ 8) Put in address (Ex: 1234 Road-- leave out direction) OR parcel ID and select 'Search'
- \_\_\_\_ 9) Confirm property and push 'Select', Read Step 2 and select 'OK'
- \_\_\_\_ 10) Draw intended driveway access, select 'OK'
- \_\_\_\_ 11) Complete all cells to the best of your ability
- \_\_\_\_ 12) Upload Property Appraiser Details (found at <https://seach.ccpafl.com/>)
- \_\_\_\_ 13) Once you have reached the bottom, select checkbox 'Under penalty of perjury'



Scan QR Code to  
make application

**Please be as detailed as possible so we can assist you quickly and efficiently.**

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