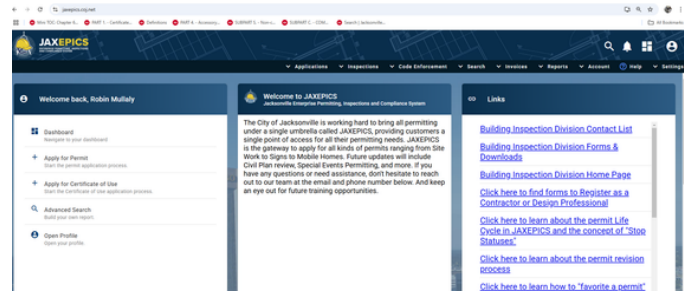


Welcome to the COU Online Process

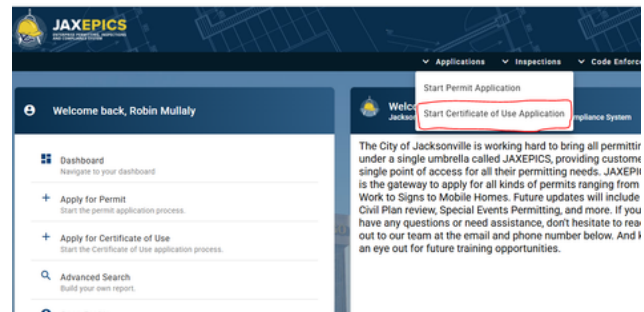
Step 1

Go To:
<https://jaxepics.coj.net>



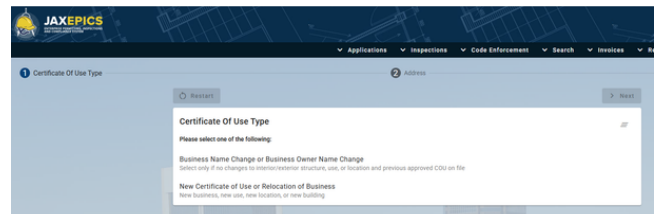
Step 2

Click on Applications
Select: Certificate of Use



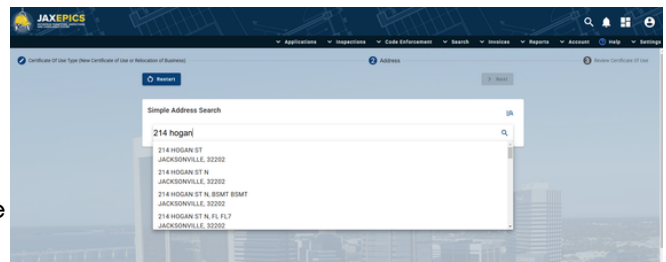
Step 3

Choose: Business Name Change or
Business Owner Change **OR** New
Certificate of Use or Relocation of
Business



Step 4

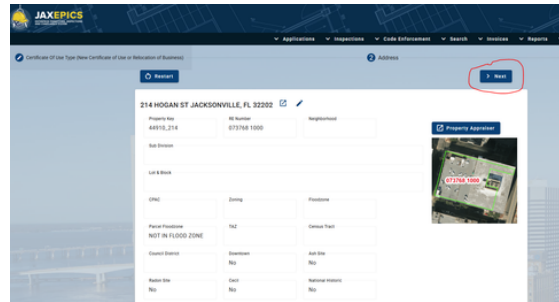
Click Next ; Enter Address
(There is a drop down that occurs, choose
the address that fits your business
location)



Welcome to the COU Online Process

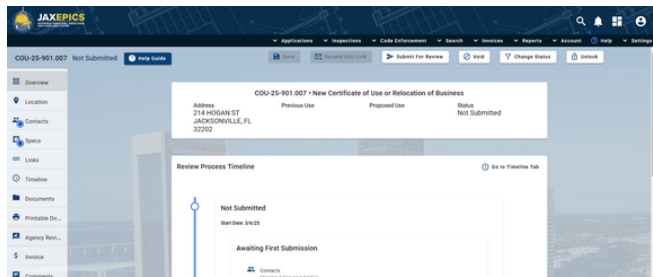
Step 5

Review Address Page &
Click Next



Step 6

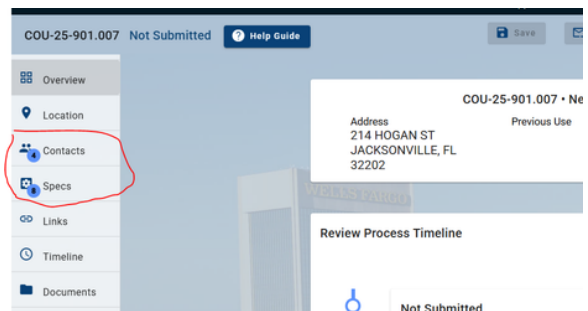
Click: Generate Application
(This creates your COU number and grants
access to the information page for all your
business details)



Step 7

Complete ALL blue bubbles
located in the left hand side bar.

CONTACTS & SPECS



Step 8

Fill out Contacts : Hit Save
Fill out Specs : Hit Save
(see below screens on next page)

con cont.

The screenshot shows the JAXEPICS web application interface. At the top, there is a navigation bar with the JAXEPICS logo and a 'Certificate Of Use Unlocked' notification. Below the navigation bar, the application ID 'COU-25-901.007' and status 'Not Submitted' are displayed. A 'Help Guide' button is also present. In the top right corner, there are several action buttons: 'Save' (highlighted with a red circle), 'Resend Edit Link', 'Submit For Review', 'Void', and 'Change Status'. The main content area is titled 'Business Owner' and contains several input fields: 'Contact Type' (set to 'Individual'), 'First Name', 'Last Name', 'Email', a '+ Phone Number' button with a '1' notification, 'Street Address', 'City, State, ZIP', and 'Notes' (with a 0/2000 character limit). A sidebar on the left lists various menu items like Overview, Location, Contacts, Specs, Links, Timeline, Documents, Printable Do..., Agency Revi..., Invoice, Comments, and History.

The screenshot shows the JAXEPICS web application interface, similar to the previous one. The application ID 'COU-25-901.007' and status 'Not Submitted' are shown. The 'Save' button is again highlighted with a red circle. The main content area is titled 'General' and contains several input fields: 'Certificate Of Use Type*' (set to 'New Certificate of U...'), 'Business Name*' (with a 'Max 200 characters' limit and '0/200' count), 'Business Description*' (with a 'Max 1000 characters' limit and '0/1000' count), 'Business Email*' (with a 'Max 200 characters' limit and '0/200' count), and four separate input fields for 'Square Footage*', 'Occupancy Load', 'Indoor Seating Capacity', and 'Outdoor Seating Capacity'. The sidebar on the left is identical to the previous screenshot.

Step 9

HIT SUBMIT FOR REVIEW
TOP OF SCREEN, MIDDLE
RIGHT

con cont.






Step 10

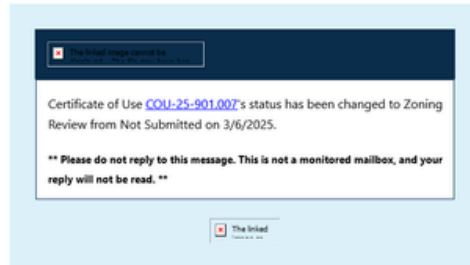
You will receive an email notification that your status has changed to Zoning Review

JaxEPICS - COU-25-901.007 - Status Change

 JAX EPICS <JaxEPICS@coj.net>
To: Mullaly, Robin - PD05; Mullaly, Robin - PD05

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Step 11


****Be Patient****

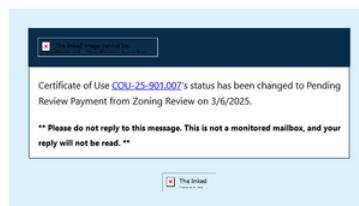
Once Zoning Review is complete, you will receive an email to pay your invoice.

JaxEPICS - COU-25-901.007 - Status Change

 JAX EPICS <JaxEPICS@coj.net>
To: Mullaly, Robin - PD05; Mullaly, Robin - PD05

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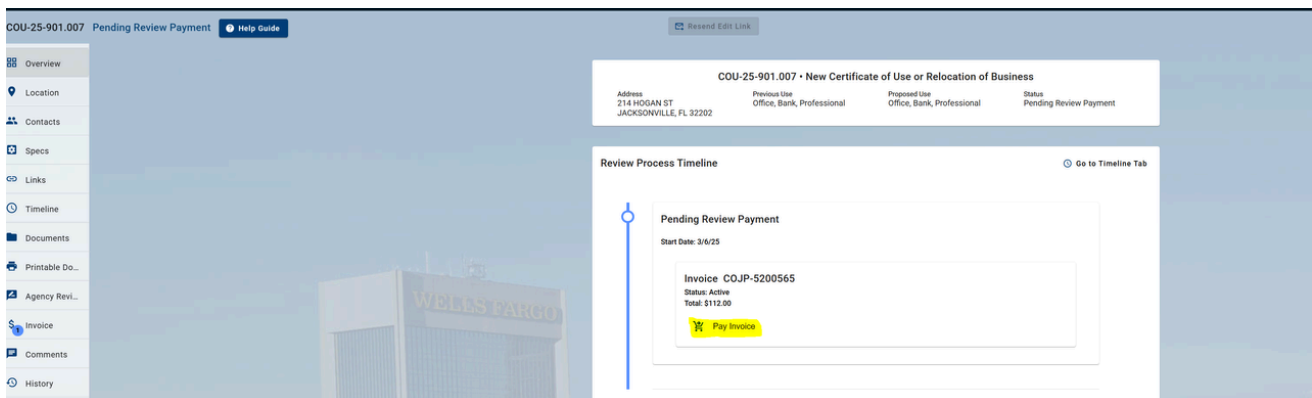


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COU cont.

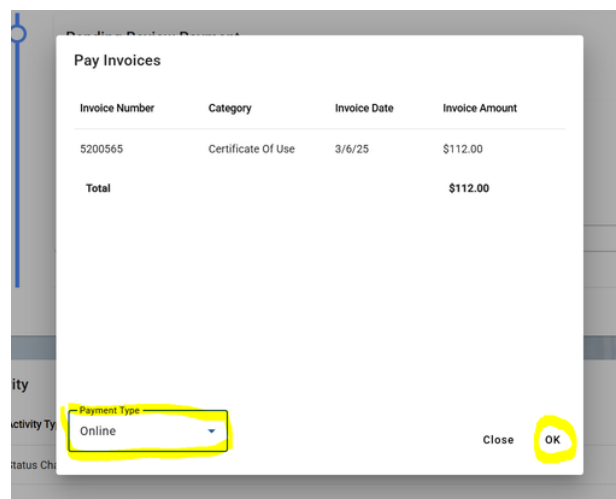
Step 12

Click the link to your COU:
****remember to remove pop-up blocker****
It will take you into your INVOICE.
Click on Pay Invoice



Step 13

Choose Payment Type: ONLINE
Click: OK



con cont.

Step 14

This will direct you to the Tax Collector Site

Make Payment through this site.

Once payment is complete, you will receive an invoice. You will then get an additional

email that states your COU is now IN

REVIEW.

**** You are done. Please wait a minimum of 14 business days from that point for any additional updates. ****



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City of Jacksonville (Building Inspection Division), FL
Building Inspection Division Payments - Payment Process

Select Payment Option, then click "Continue" to proceed with the payment process.

• Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payment Options:

Debit Card

E-Check

Credit Card



Cancel

Continue

This page supports 128-bit SSL encryption as verified by DigiCert.

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