

Online Form Instructions

The forms on this site are “fillable” on your computer. This means that you can conveniently complete such forms right on your computer by simply typing information into a form’s displayed fields. You can then print your completed form, sign it as required and submit the form to the City of Cape Coral as you normally would in person.

User Responsibility for Completeness and Accuracy

As with all official City of Cape Coral forms and documents, you are responsible for the completeness and accuracy of all information that you provide on your screen-fillable form. The software that you will use provides no computation, validation or verification of the information you enter on the form, and you are responsible for entering all required information. At this time, all signatures, where required, must be hand written on forms.

5 Steps for Successfully Completing Screen Fillable Forms

Please take the time to read and pay attention to these 5 important steps for successfully completing screen fillable forms on the City of Cape Coral's web site.

1. **Software required to view and complete Screen Fillable Word forms:** To access, view, download, complete and print fillable forms you will need to use Microsoft Word. If you do not have a version of Microsoft Word on you PC, AbiWord is a compatible word processor application that is available for free and can be downloaded from the following web site:

<http://files.uberdownloads.com/apps/abiword/index.php>

2. **View the Form then Save:** Double-click on the hyperlinked form title. With Microsoft Word installed on your computer (or a compatible word processor such as AbiWord), the form will open within your browser. To save the form to your computer, click on the small disk icon that appears in the upper left hand corner of the Microsoft Word toolbar and select the directory or folder of your choice.

Once saved, you may access the form at your convenience on your computer using Microsoft Word (or a compatible word processor such as AbiWord).

3. **Complete Forms Offline in Microsoft Word. Avoid Completing Forms Online within your Browser.**

Please Note: Although you can fill in a form while it is displayed within your browser, we strongly recommend that you not do so. You may lose all entered form data if you browse to other web pages in the same browser window that you are

using to display the screen fillable form. You run the risk of accidentally deleting all of your entered form data by inadvertently clicking on the "back" or "forward" buttons on your browser. Clicking either of these buttons may close the form and delete all your information.

We recommend that you open the Microsoft Word program, click on file/open and locate the form saved on your computer hard drive. Then fill out the form in Microsoft Word independently from your browser or your Internet connection at your leisure.

4. Hints and Tips for Navigating Screen-Fillable Helpful Microsoft Word Forms:

- Once you have located and downloaded a desired form to your PC, you are now ready to begin filling out the form.
- To navigate from field to field, click on the TAB key. Clicking on the TAB key will also update the calculation fields (when applicable).
- If you have difficulty understanding what information is required for a specific field, just place your cursor in that field and click F1 for more information.
- Look for fields highlighted in yellow. Yellow highlighted fields are dropdown menus that contain specific information required by the City of Cape Coral. You may not type in these fields.
- Try our **Project and Building Information** page if you are not sure what forms are required for your project. Go to www.capecoral.net and find the "I want to ..." section on the right, then choose "Request Help with..." and click on "Project and Building Information". Now just locate your project in the grid and click the links for guidelines, applications and more information pertaining to your project.

5. Signing and Submitting Filled-in Forms. Retaining Copies for Your Records:

After completing a screen fillable form, you must first print and later sign the form. At this time, all signatures, where required, must be hand written on the form. Signature blocks are not fillable via your keyboard.

After printing and signing the form, submit the form to the City of Cape Coral in person.