



**Village of Key Biscayne**  
88 West McIntyre Street • Key Biscayne, FL 33149  
**Tel:** (305) 365-5511  
**Email:** [bzpappointment@keybiscayne.fl.gov](mailto:bzpappointment@keybiscayne.fl.gov)

# BUILDING, ZONING and PLANNING

## **Setmore: New User Guide for Online Scheduling Appointment**

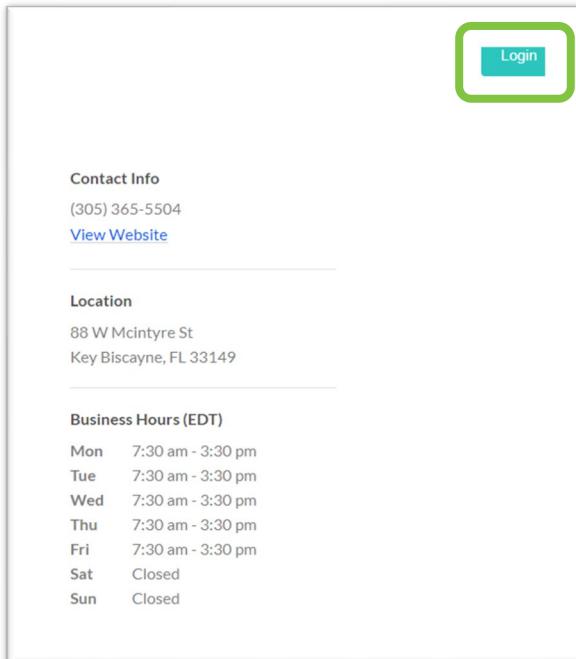
Need to schedule an appointment with the Village of Key Biscayne's Building, Zoning and Planning (BZP) department? Scheduling couldn't be easier!

**Setmore** is an online scheduling software that allows Village of Key Biscayne visitors and customers to book their online appointment directly with the BZP department.

Follow these easy steps to sign-up and book your appointment today!

### **Sign-Up for Setmore:**

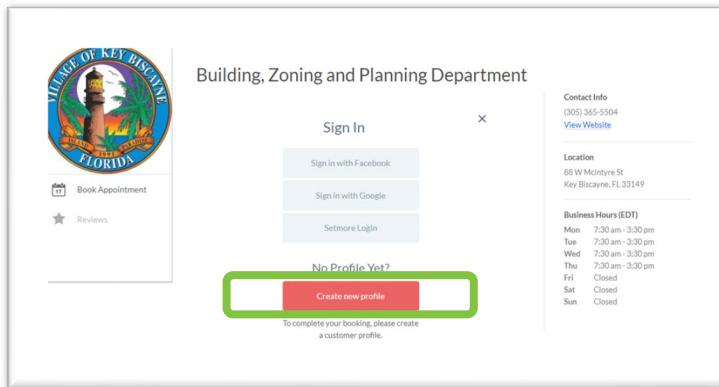
1. Visit <https://vkb.setmore.com/>
2. Click **Login** on the top right corner





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### 3. At the bottom click **Create New Profile**

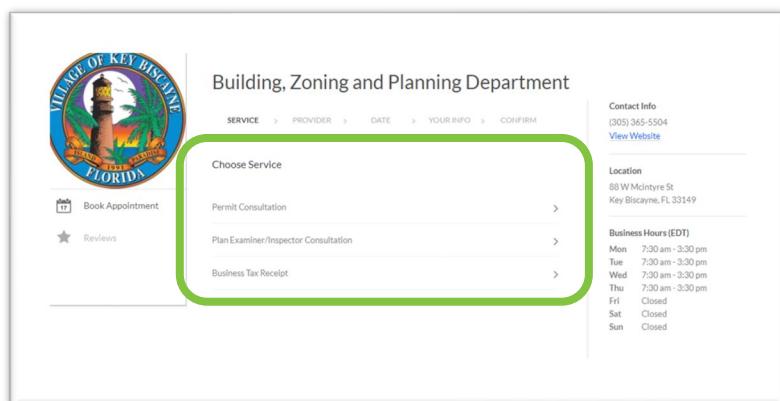


4. Then sign-up with Facebook, Google, or enter your name, email address, and password

5. Done! Once you sign-up, you can now book your appointment

### Book an Appointment:

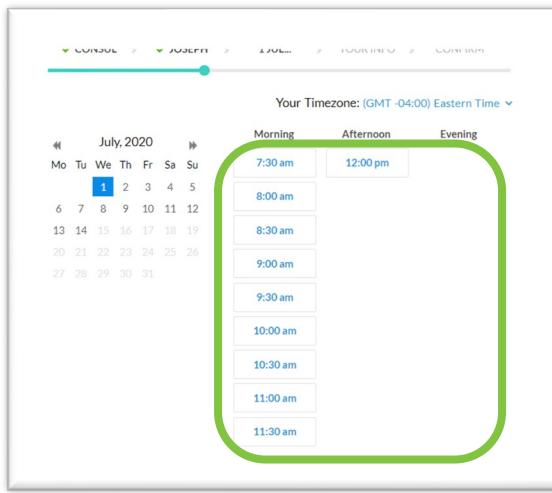
1. On the main page, select a **Service**, such as Permit Consultation





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2. After you choose a **Service Provider** (i.e., Fred Johnson), select your preferred **Date and Time**



3. Agree to the **Terms and Conditions** and click **Book My Appointment** to confirm

SERVICES:	Consultation with Zoning Plan Examiner/Inspector
PROVIDER:	Fred Johnson
DATE & TIME:	Wed Jul 1, 2020, 8:00 am (EDT)
YOUR INFO:	John Doe +13055555555 jonathan.doe361@gmail.com 123 Redwood Ln, Key Biscayne, FL, 33149

Yes, send me both an email and text reminder

**Book My Appointment**

4. Done; you're all set! We look forward to meeting with you!