



**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

**Contact Info**  
(305) 365-5504  
[View Website](#)

**Location**  
88 W McIntyre St  
Key Biscayne, FL 33149

**Business Hours (EDT)**

Mon	7:30 am - 3:30 pm
Tue	7:30 am - 3:30 pm
Wed	7:30 am - 3:30 pm
Thu	7:30 am - 3:30 pm
Fri	7:30 am - 3:30 pm
Sat	Closed
Sun	Closed



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

Building, Zoning and Planning Department

Sign In

Sign in with Facebook

Sign in with Google

Set more Login

No Profile Yet?

Create new profile

To complete your booking, please create a customer profile.

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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

Building, Zoning and Planning Department

SERVICE > PROVIDER > DATE > YOUR INFO > CONFIRM

Choose Service

Permit Consultation >

Plan Examiner/Inspector Consultation >

Business Tax Receipt >

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

The screenshot shows a web interface for booking an appointment. At the top, there are tabs for 'CONSULT', 'APPOINTMENT', 'ZONING', 'PERMITS', and 'COMPLAINTS'. Below the tabs, it says 'Your Timezone: (GMT -04:00) Eastern Time'. On the left is a calendar for July 2020, with the 1st highlighted. On the right, there are three columns for 'Morning', 'Afternoon', and 'Evening'. Under 'Morning', the times 7:30 am, 8:00 am, 8:30 am, 9:00 am, 9:30 am, 10:00 am, 10:30 am, 11:00 am, and 11:30 am are listed. Under 'Afternoon', the time 12:00 pm is listed. The 'Evening' column is empty. A green rounded rectangle highlights the time selection area.

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

The screenshot shows a confirmation screen with the following details:

- SERVICES:** Consultation with Zoning Plan Examiner/Inspector
- PROVIDER:** Fred Johnson
- DATE & TIME:** Wed Jul 1, 2020, 8:00 am (EDT)
- YOUR INFO:** John Doe, +1 3055555555, jonathandoe361@gmail.com, 123 Redwood Ln, Key Biscayne, FL, 33149

Below the details, there is a checkbox labeled 'Yes, send me both an email and text reminder' which is checked. At the bottom, there is a green rounded rectangle containing a blue button labeled 'Book My Appointment'.

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