

# City of Miami Gardens



## EnerGov Citizen Self Service (CSS) User Manual

The online component of EnerGov that allows citizens to view basic information related to Permits, Plans, Inspections, Business Licenses, and Code Cases.

### **ADA COMPLIANT**

CSS and CSS Administration are Americans with Disabilities Act (ADA)-compliant at the WCAG 2.0 AA level. Numerous features are designed to make the site accessible to individuals with various impairments. For the “Speak to Read” feature to work in CSS, Chrome Vox will need to be installed. ChromeVox is an extension for Chrome on Windows and Mac OS X which operates as an alternative screen reader for Web content. ChromeVox speaks the content of the page, plays audio indicators for page load progress and objects on the page, and provides a way to navigate all web content from the keyboard.

This feature may be installed from: <http://www.chromevox.com/installing.html>

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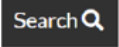
- Dashboard
- Home
- Apply
- My Work
- Today's Inspections
- Map
- Report
- Search
- Calendar

## Common Tasks

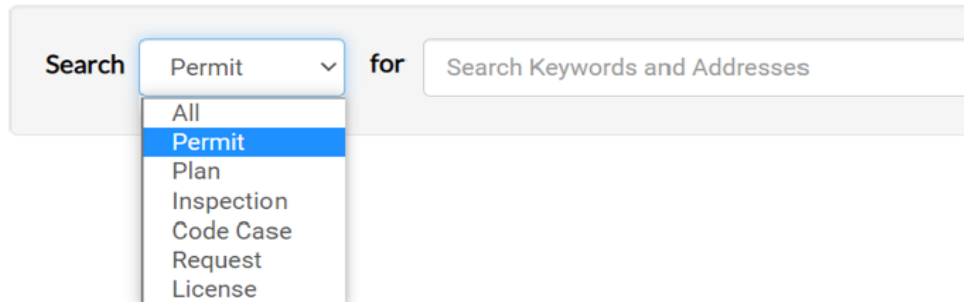
1. Applying for a Permit (using the Apply Tab - Fence Residential example)
2. Paying Invoices/Fees
3. Requesting Inspections (Permits Initially Applied For In EnerGov)
4. Monitoring Inspection Status
5. Managing a Review, Submitting a Revision or Resubmitting Documents With Corrections

# SEARCHING WITHOUT LOGGING INTO CSS

CSS provides a home page to allow users to access public information without being logged in to CSS. Users can still access the GIS Map, Global Search, User Registration, Today's Inspections, and Global Notifications.

Citizens may click on  to access information:

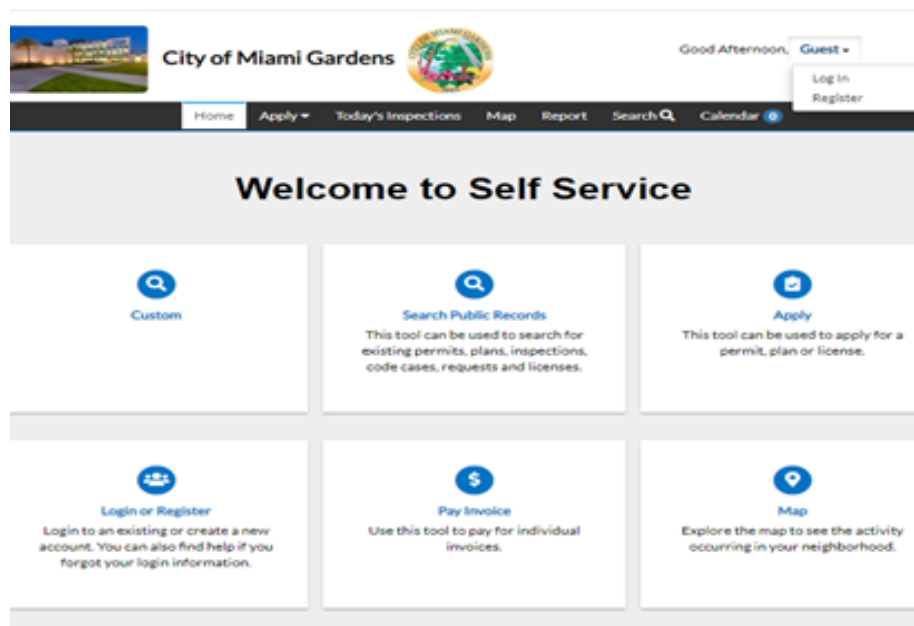
## Public Information



The image shows a search interface for public information. It features a light gray background with a white search bar. On the left, the word "Search" is displayed in bold. To its right is a dropdown menu currently showing "Permit" with a downward arrow. The dropdown menu is open, revealing a list of options: "All", "Permit" (highlighted in blue), "Plan", "Inspection", "Code Case", "Request", and "License". To the right of the dropdown is the word "for" in bold. Further right is a text input field containing the placeholder text "Search Keywords and Addresses".

## REGISTERING FOR CSS (FIRST TIME USE)

1. Before using EnerGov (for the first time only) you must register by creating an account. After you have registered, you can log into the Citizen Self Service (CSS) portal at any time in the future.
2. From the home tab, click the Login or Register tile:



3. Enter in your email address. If you had an account with our previous permitting system, you must use the identical email address in EnerGov. This will ensure that your account will be created correctly and not duplicated.

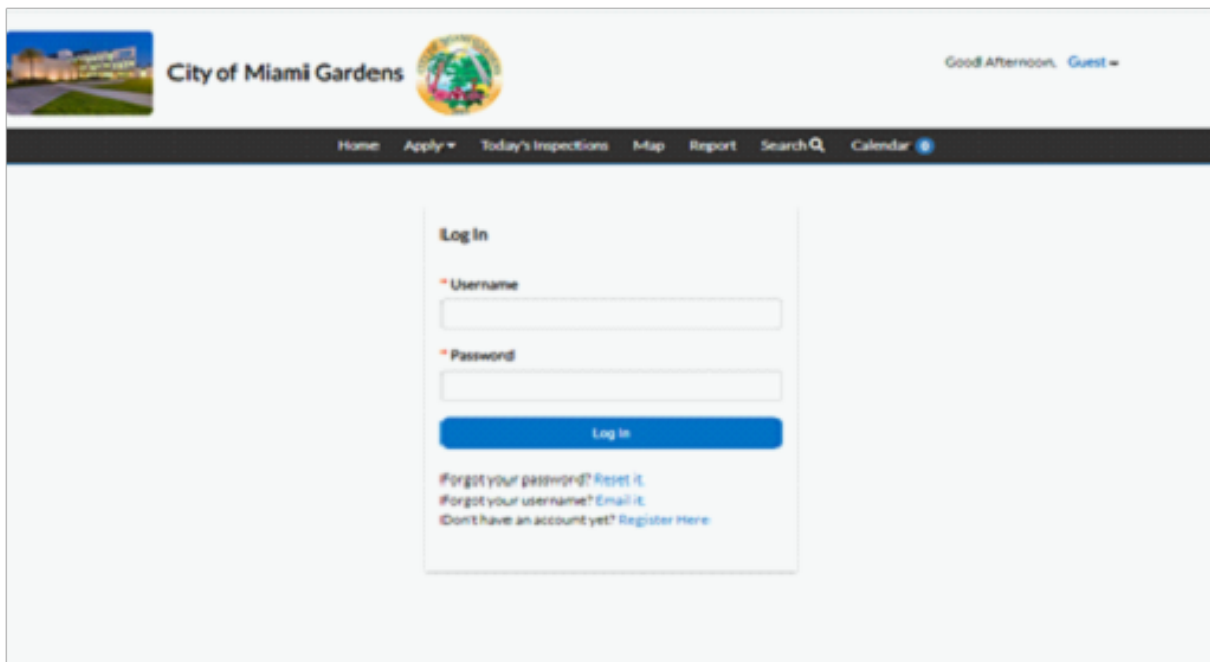
The screenshot shows the 'Registration' page, specifically 'Step 1 of 4: Email Address'. The header is identical to the previous screenshot. Below the navigation bar, the title 'Registration' is followed by a sub-header 'Step 1 of 4: Email Address'. There is a text input field labeled 'Email' and a blue 'Next' button below it.

4. After clicking “Next,” an email will be sent to the email address entered. You must click on the “Confirm” link in the email to move to the next step of the registration process.

*You are receiving this automated email based on a user registration request that we received for the Citizen Self process is the correct email address for your user account. Please click the link below to continue to the next step.*

### Confirm

5. Once you are registered you can now log in to EnerGov using your User ID and User Password.



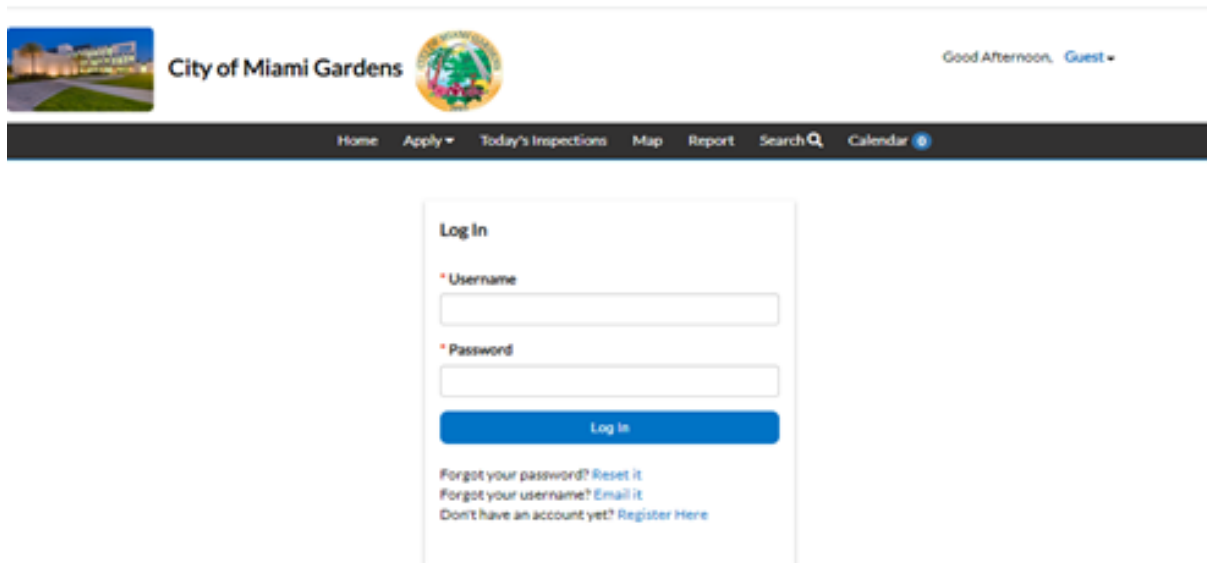
The screenshot shows the City of Miami Gardens EnerGov website. The header includes the city logo, name, and a greeting "Good Afternoon, Guest". A navigation bar contains links for Home, Apply, Today's Inspections, Map, Report, Search, and Calendar. The main content area features a "Log In" form with fields for Username and Password, a "Log In" button, and links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

# LOGGING INTO CSS

1. Visit the City of Miami Gardens EnerGov CSS Portal at the following link:

<https://miamigardensfl-energovpub.tylerhost.net/apps/selfservice#/home>

2. Enter your Username and Password in the fields provided. If you do not have an Email Address/Password already registered with CSS and EnerGov, click on “Register Here” and follow the directions to register for an account.
3. Mark the Remember me checkbox to have the system remember your credentials.
4. Click Log In. CSS validates your login and, if it is valid, opens CSS with the functions you are authorized to access.



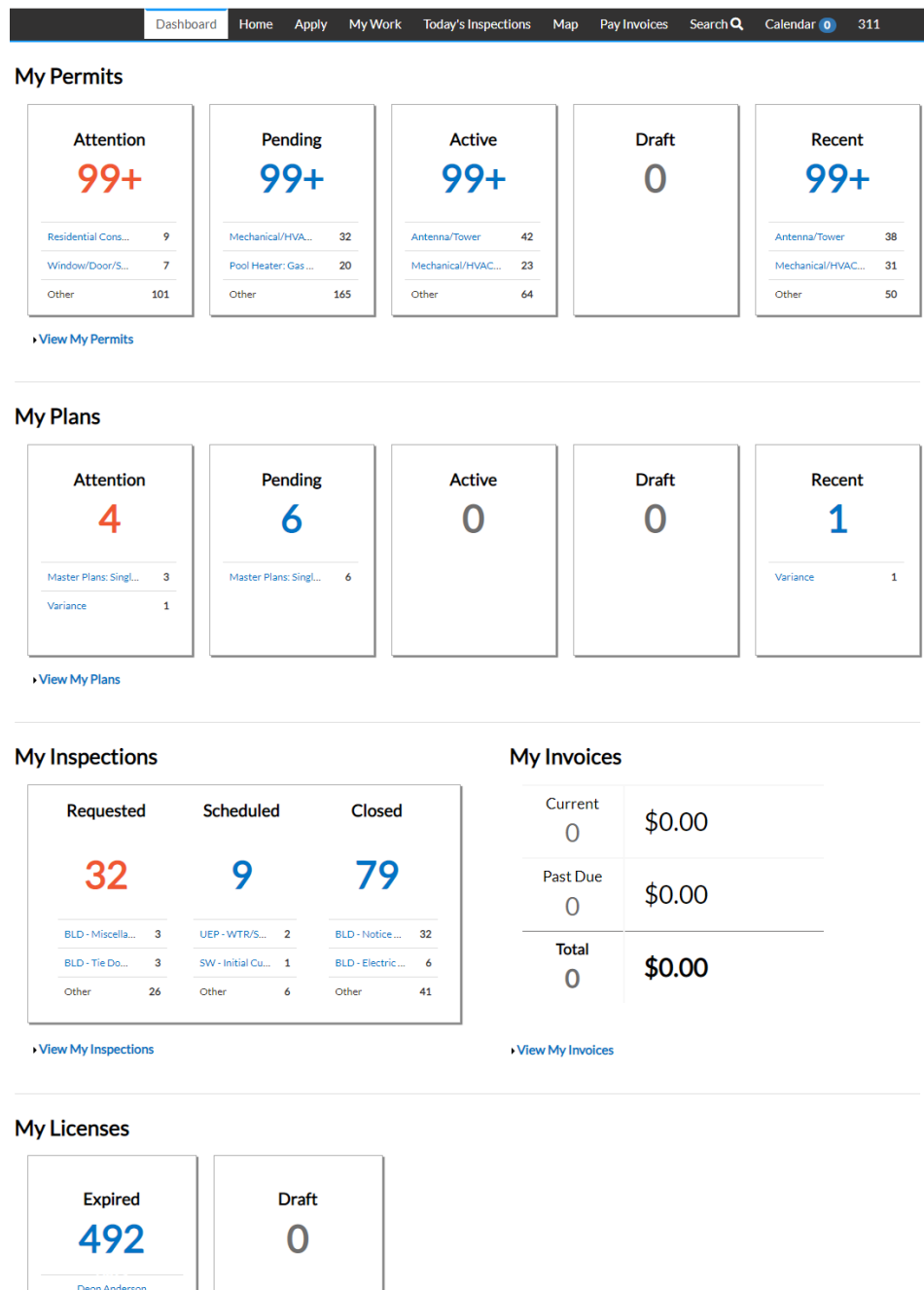
The screenshot shows the top navigation bar of the City of Miami Gardens EnerGov CSS Portal. It includes the City of Miami Gardens logo, a navigation menu with links for Home, Apply, Today's Inspections, Map, Report, Search, and Calendar, and a user greeting "Good Afternoon, Guest". Below the navigation bar is a "Log In" form. The form contains two input fields for "Username" and "Password", a "Log In" button, and links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

# TOP MENU NAVIGATION TABS

Across the top of the page, there are various tabs which you will use to navigate CSS.

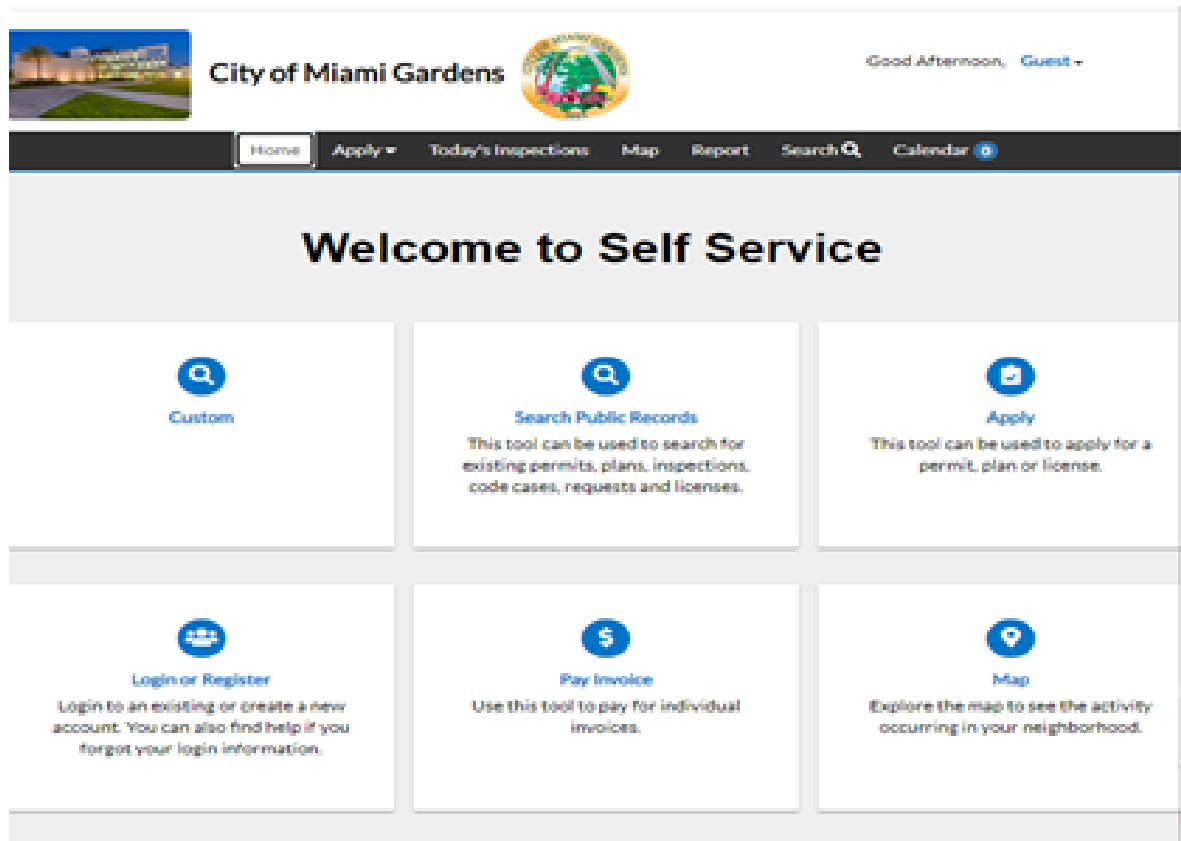
## Dashboard

Contains an overview of your current permits, plans, inspections, invoices, and licenses.



## Home

The starting point for many activities. Contains links to search public records, apply for a permit, access your account information, pay invoices, use the GIS map feature, and access the calendar.





# Apply

Search and apply for any permit type, business tax receipt or business license, or plan.

## Application Assistant

All

Trending

My History

PERMITS

PLANS

[Show Categories](#)[Show My Templates](#)

**Request a new address for a single family lot or structure**

Category Name:

Address

Description:

Request a new address for a single family lot or structure

Apply

**Request a new address for any vacant or improved lot except single family**

Category Name:

Address

Description:

Request a new address for any vacant or improved lot except single family

Apply

**Zoning Verification to accompany State Application for Alcoholic Beverage License**

Category Name:

Alcohol

Description:

Zoning Verification to accompany State Application for Alcoholic Beverage License

Apply

**Legal Appeal of an Administrative Interpretation**

Category Name:

Appeal

Description:

Legal Appeal of an Administrative Interpretation

Apply

**Legal Appeal of an Administrative Variance Determination**

Category Name:

Appeal

Description:

Legal Appeal of an Administrative Variance Determination

Apply

**Legal Appeal to the City Council**

Category Name:

Description:

Apply

## Pay Invoices

Search and access all of your invoices, permits, plans, inspection history, licenses, or request an inspection.

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Search](#) [Calendar](#)

### My Work

[MY INVOICES](#) [MY PERMITS](#)

[Export to Excel](#)

[Add To Cart](#) [Display](#) [Unpaid](#) for [All Invoices](#)

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number
<input type="checkbox"/>	INV-00001150	\$126.40	08/07/2022	Due	BLDR-2022-000343

## Today's Inspections

View your inspections scheduled for the day. Search function allows you to search or sort by case number, case type, inspection type, inspection status, address, primary inspection, or inspection order.

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Search](#) [Calendar](#)

### Today's Inspections

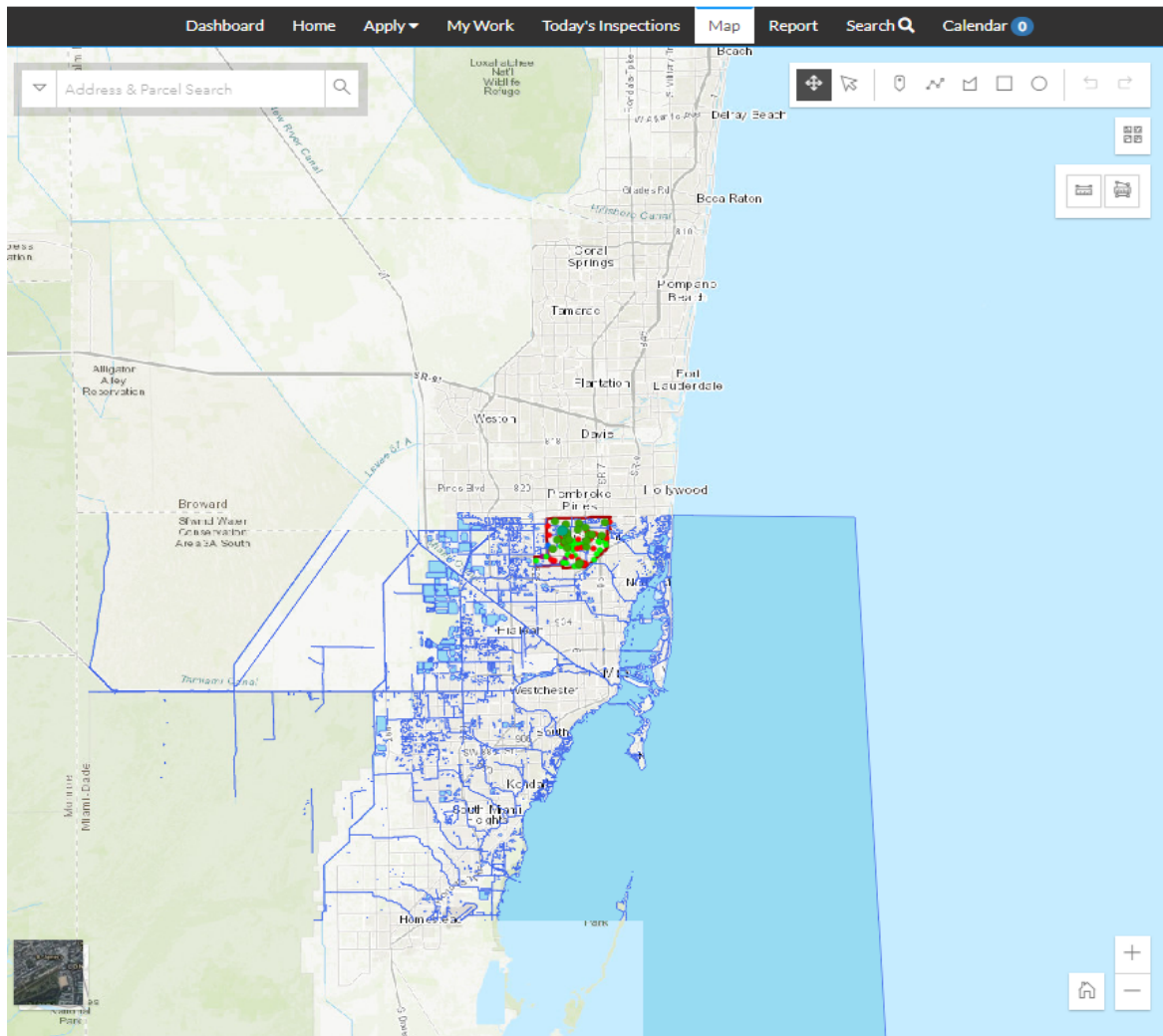
[Exact Match](#)

[\\*Date](#)  [Exclude Completed](#) [Sort](#) [Case Number](#)

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
No records to display.									


## Map

Access the GIS mapping system. Type in a specific address to obtain permitting history, apply for a new permit for a particular parcel, and more.




## Search

Search for public information by permit number, plan number, inspection, code case, request, or license.



City of Miami Gardens



Good Morning, [Guest](#)

[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [Report](#) [Search](#) [Calendar](#)

**Public Information**

Search All for

☒ Exact Phrase [Search](#) [Reset](#)

## Calendar

View upcoming events by month, week, or day. Filter results by public hearings and meetings, City holidays, inspections scheduled, plans expired, permits expired, licenses expired, and invoices due.

Dashboard Home Apply My Work Today's Inspections Map Report Search [Calendar](#)

**Calendar Events**

July 2022

Month Week Day

< Today >

Filter By

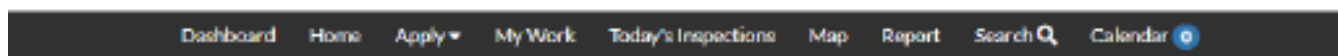
- Public Hearings
- Public Meetings
- Holidays Closed
- Inspections Scheduled
- Plans Expired
- Permits Expired
- Invoices Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3 Independence Day	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

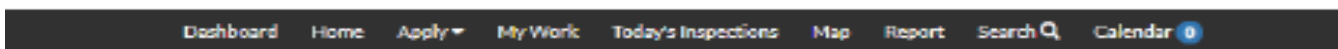
# COMMON TASKS

## APPLYING FOR A PERMIT (USING THE APPLY TAB – RESIDENTIAL FENCE EXAMPLE)

- Follow the process explained below to apply for a permit and pay the initial required deposit fee.
- Before using EnerGov (for the first time only) you must register by creating an account. After you have registered, you can log into Citizen Self Service (CSS) portal at any time in the future.
- After logging into your account, click the “Apply” tab at the top menu.
  - Type in keywords “Fence” or “Residential” to search for the permit type and click the search icon on the right.



### Application Assistant

A search interface with a text input field containing 'FENCE' and a search icon on the right. Below the input is a list of search results: 'Building Fence (Commercial)', 'Building Fence (Residential)', 'Construction Site Fence and Banner Signs', 'Fence', and 'Construction Fence'. The 'Fence' result is highlighted with a light blue background. To the right of the list, there is a vertical sidebar with a search icon and some partially visible text like 'lates'.

### Application Assistant

A search interface with a text input field containing 'Building Fence (Residential)' and a search icon on the right. Below the input are five filter buttons: 'All' (with a house icon), 'Trending' (with a bar chart icon), 'My History' (with a person icon), 'PERMITS' (with a document icon), and 'PLANS' (with a document icon). Below these buttons are two links: '> Show Categories' and 'Show My Templates'. At the bottom, there is a card for 'Building Fence (Residential)' with fields for 'Category Name:' (containing 'Building') and 'Description:' (containing 'Building Fence (Residential)'). To the right of the card is a blue 'Apply' button.

## 1. LOCATIONS

1. Click on the Add Location card to add the location for the application. Select from the dropdown box what type of address is being added.
2. Click on the + in the center of the Add Address card.
3. You will be directed to the Map screen. Here you may: search for an address, manually enter an address or draw a spatial collection to be used as an address.

DashboardHomeApply▼My WorkToday's InspectionsMapReportSearch🔍Calendar📅

Apply for Permit - Building Fence (Residential)\*REQUIRED

1Locations

2Type

3Contacts

4More Info

5Attachments

6Review and Submit

LOCATIONS

Location▼

Add Location

+

REQUIRED

Create TemplateSave DraftNext

⬅️ Back to Application

Add Location

AddressParcel

Add Address AsLocation▼

SearchEnter Manually

Address Information

Search1390🔍

1390 NW 171ST ST MIAMI GARDENS FL 33169-5215

1390 NW 200TH ST MIAMI GARDENS FL 33169-2744

21390 NW 40TH CIRCLE CT MIAMI GARDENS FL 33055-1168

21390 NW 9TH PL MIAMI GARDENS FL 33169-3029

Apply for Permit - Building Fence (Residential)

\*REQUIRED



LOCATIONS

Type: Location

US

1390 NW 171ST ST, Miami Gardens, FL, 33169-5215

Main Address ☒

Remove

## 2. TYPE

1. Type: The type that was chosen originally will default in the Type field.
2. The citizen may add a description of the work being done in the Description memo box.
3. If Square Feet and/or Valuation are required, a field will be present and denoted by a red asterisk.
4. Click Next.

[Dashboard](#) [Home](#) [Apply ▾](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Search 🔍](#) [Calendar 0](#)

**Apply for Permit - Building Fence (Residential)** \*REQUIRED

✓

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

**PERMIT DETAILS**

\* Permit Type

Building Fence (Residential) ▾

\* Description

\* Square Feet

\* Valuation

Back

Create Template

Save Draft

Next



### 3. CONTACTS

1. Contacts: The registrants contact information will default to the first Contact card listed. If there are additional contacts that need to be added to the application that is being applied for, click on the Add Contact +.
2. Choose from the dropdown box the contact type. In the search box, type in Name, Email, or Company name and click the magnifying glass to search the Global Contacts in EnerGov for an existing contact. If the person, email or company is an existing contact click Add to add the contact to the application. If contact does not exist in Global Contacts, click Enter Manually and fill in the required fields.
3. Click Next.

**Note:** If the Contractor does not have the correct license/certification type, they will get an error message at this point. You must enter "required" license/certification information.

Dashboard Home Apply ▾ MyWork Today's Inspections Map Report Search Calendar **0**

**Apply for Permit - Building Fence (Residential)** \*REQUIRED

Progress: ✓ Locations ✓ Type 3 **Contacts** 4 More Info 5 Attachments 6 Review and Submit

**CONTACTS**

**Applicant**

Jackie Julaton (You)

999 Test

**Property Owner**

Jackie Julaton(You)

999 Test

Remove

**Building Contractor**

ARTEMISA FENCE

ARTEMISA FENCE

19245 23RD , MIAMI GARD...

Remove

Select Type ▾

**Add Contact**

**+**

**Back** **Create Template** **Save Draft** **Next**

## 4. MORE INFO

1. The More Info fields reflects the Additional Information fields. Fill in the information needed and all required fields. Any information given in these fields will be shown in EnerGov. Once this information is submitted, you will not be able to edit the information.
2. Click Next.

[Dashboard](#) [Home](#) [Apply ▾](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Search 🔍](#) [Calendar 0](#)

Apply for Permit - Building Fence (Residential) \*REQUIRED

✓

✓

✓

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

MORE INFO

Permit Info [Next Section | Top | Main Menu](#)

\*Permit Class 

▼

Permit Class is required.

\*Code Year Effective 

▼

Code Year Effective is required.

Fees [Previous Section | Top | Main Menu](#)

\*Number of Lineal Feet 

Number of Lineal Feet is required.

Back

Create Template

Save Draft

Next

[Dashboard](#) [Home](#) [Apply ▾](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Search 🔍](#) [Calendar 0](#)

Apply for Permit - Building Fence (Residential) \*REQUIRED

✓

✓

✓

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

MORE INFO

Permit Info [Next Section | Top | Main Menu](#)

\*Permit Class 

Master ▼

\*Code Year Effective 

2020 7TH ▼

Fees [Previous Section | Top | Main Menu](#)

\*Number of Lineal Feet 

1000

Back

Create Template

Save Draft

Next

## 5. ATTACHMENTS

1. To add the required attachment(s), first select the appropriate attachment description from the pull-down menu on the blue tile(s).
2. You can then either drag-and-drop the appropriate attachment (pdf file) from your desktop into the blue tile or click the “Add Attachment” link on the blue tile and manually select the file from the windows menu that appears.
3. Each tile will hold one document only.

**Note: Documents must be in pdf (portable document) format.**

Dashboard Home Apply ▾ My Work Today's Inspections Map Report Search Calendar

Apply for Permit - Building Fence (Residential) \*REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

Permit Application/Owner'...  
Add Attachment  
+  
Supported: .pdf  
REQUIRED

Plans for Work to be Performed  
Add Attachment  
+  
Supported: .pdf  
REQUIRED














Proof of Ownership  
Add Attachment  
+  
Supported: .pdf  
REQUIRED

Select Type ▾  
Add Attachment  
+  
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

Back Create Template Save Draft Next

If you choose the second method of attaching documents, navigate to the location of the file on your computer, click the document and click Open:

**NOTE: File attachments must be PDF format**

 Landscape inspections sample.pdf	11/18/2021 3:21 PM
 Landscape-Plan-Approval.pdf	6/28/2021 7:54 AM
 Letter of Authorization.pdf	8/17/2021 7:31 AM
 Notice of Commencement.pdf	2/3/2021 6:49 PM
 Permit Application 2 .pdf	2/3/2021 6:52 PM
 Permit Application.pdf	2/3/2021 6:49 PM
 Permit-Application-updated-2020-PDF.pdf	6/28/2021 7:55 AM
 Plot Plan.pdf	6/28/2021 8:21 AM
 Product Approvals.pdf	2/3/2021 6:49 PM
 Requirements-for-Commercial-Chain-Link-Fence-PDF.pdf	6/28/2021 7:59 AM
 Shingle NOA.pdf	2/3/2021 6:48 PM
 Sign Layout.pdf	11/18/2021 2:32 PM
 Sign specifications.pdf	11/18/2021 2:33 PM

Continue until all required documents have been attached and click Next.

[Dashboard](#) [Home](#) [Apply ▾](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Search 🔍](#) [Calendar 0](#)

**Apply for Permit - Building Fence (Residential)** \*REQUIRED

✓

✓

✓


✓

5

6


LocationsTypeContactsMore InfoAttachmentsReview and Submit

Attachments




**Permit Application/Owner's...**  
Permit Application 2 .pdf  
Size: 2.35 MB

[Remove](#)



**Plans for Work to be Performed**  
Test document Plans to be Worked On.pdf  
Size: 187.22 KB

[Remove](#)




**Proof of Ownership**  
Test document Proof of Ownership.pdf  
Size: 218.21 KB

[Remove](#)

Select Type ▾

**Add Attachment**



Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

## 6. REVIEW AND SUBMIT

1. You are now on Review and Submit. Please review the information entered carefully prior to submitting. You can go back to any area and update the information prior to submitting. Once you have reviewed the information click Submit to have the permit created. This will show all information entered, attachments uploaded, estimated fees and additional information fields that were populated.
2. Click Submit or Save Draft at the bottom of the screen.
3. Save Draft: Click Save Draft if the information is incomplete and needs to be finished at a later date. You may click on the Draft status circle on the Dashboard to resume their application.

The screenshot shows the 'Review and Submit' step of a permit application for a residential building fence. The progress bar at the top indicates that 'Locations', 'Type', 'Contacts', 'More Info', and 'Attachments' are completed, while 'Review and Submit' is the current step. The form displays the following information:

- Locations:** Location: 1390 NW 171ST ST, Miami Gardens, FL, 33169-5215
- Basic Info:**
  - Type: Building Fence (Residential)
  - Description: TEST
  - Square Feet: 1000
  - Valuation: 5000
  - Applied Date: 07/06/2022
- Contacts:**
  - Applicant: Jackie Julaton, 999 Test,
  - Property Owner: Jackie Julaton, 999 Test,
  - Building Contractor: ARTEMISA FENCE, 19245 NW 23RD AVE, MIAMI GARDENS, FL, 33056-2607
- More Info:**
  - Permit Info:
    - Permit Class: Master
    - Code Year Effective: 2020 7TH
- Fees:**
  - Number of Lineal Feet: 1000
- Attachments:**
  - Permit Application/Owner's Affidavit: Permit Application 2 .pdf
  - Plans for Work to be Performed: Test document Plans to be Worked On.pdf
  - Proof of Ownership: Test document Proof of Ownership.pdf

At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Submit'. Navigation links for 'Next Section | Top | Main Menu' and 'Previous Section | Top | Main Menu' are also present.

Once an application has been submitted, a Success screen will appear. You may click the Continue To button or add any fees that have been invoiced to the shopping cart to proceed to payment.

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Search](#) [Calendar](#) 0

✓ Your permit application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process. ×

**Permit Number: BLDR-2022-000345** [Add to Cart](#)

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Building Fence (Residential)	Status:	Applied - Online	Project Name:	
IVR Number:	96282	Applied Date:	07/08/2022	Issue Date:	
District:	1	Assigned To:		Expire Date:	
Square Feet:	1,000.00	Valuation:	\$5,000.00	Finalized Date:	
Description:	TEST				

[Summary](#) [Locations](#) [Fees](#) 1 [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

### Progress

0%

Completed

Completed

In Progress

Not Started

### Fees

\$5.00

[View Details](#) [Add to Cart](#)

### Workflow

☐ Application Completeness Check

☐ Collect Upfront Fees

☐ Permit Review

☐ Issue Permit

☐ 100 - Foundation -

☐ 799 - Zoning Final -

☐ 199 - Building Final -

### Available Actions

⚠ **Unpaid Fees** [Pay Now](#)

\$5.00

08-07-2022

# PAYING INVOICES/FEEES

Click on the **Pay Now** to pay any upfront fees.

Available Actions

▲

Unpaid Fees

\$5.00

08-07-2022

Pay Now

Review you fees in your **Shopping Cart** and then click on **Check Out**.

DashboardHomeApply▼My WorkToday's InspectionsMapReportSearch🔍Calendar📅

◀ Back

Shopping Cart

Invoice: INV-00001151

Description: BLDR-2022-000345

Due Date: 08/07/2022

Case Number	Project	Case Address	Amount Due
BLDR-2022-000345		1390 NW 171ST ST Miami Gardens FL 33169-5215	\$5.00

Total\$5.00

Check Out

\$5.00

Remove

Top | Main Menu

Total\$5.00

Check Out



Enter your payment information and then click on **Pay Now**.



**City of Miami Gardens, FI - TEST**

Order Number: 26

Friday, July 8, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001151	BLDR-2022-000345	1	\$5.00	\$5.00
			Item Total:	\$5.00
			Order Total:	\$5.00

**Payment Details**

\*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
<div>Select one...<div></div></div>	<input type="text"/>	<div>Month<div></div></div> <div>Year...<div></div></div>
CVV Code		
<input type="text"/>		
<div>Pay Now - \$5.00</div>		

[Cancel](#)

**City of Miami Gardens, FI -**

Order Number: 26

Friday, July 8, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001151	BLDR-2022-000345	1	\$5.00	\$5.00
			Item Total:	\$5.00
			Order Total:	\$5.00

[Continue to site](#)

**You will receive a notification Your transaction was processed successfully.**

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Search](#) [Calendar](#)

Thank You!

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.

- In the Dashboard section, click “My Invoices.”

Dashboard Home Apply My Work Today's Inspections Map Report Search Calendar

### My Permits

Attention	Pending	Active	Recent	Draft
1	3	0	3	0
Building Fence (Resi... 1	Building Fence (Resi... 2 Building Certificate... 1		Building Fence (Resi... 2 Building Certificate... 1	

View My Permits

### My Plans

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

View My Plans

### My Inspections

Requested	Scheduled	Closed
0	0	0

View My Inspections

### My Invoices

Current	1	\$126.40	Add To Cart
Past Due	0	\$0.00	
Total	1	\$126.40	Add To Cart

View My Invoices

- Click the blue Invoice Number that you would like to pay.

Dashboard Home Apply My Work Today's Inspections Map Report Search Calendar

### My Work

MY INVOICES MY PERMITS

Search... Export to Excel

Add To Cart Display Unpaid for All Invoices

Invoice Number	Amount Due	Due	Status	Case Number	Address
INV-00001150	\$126.40	08/07/2022	Due	BLDR-2022-000343	10 NW 204TH ST MIAMI G...

- Follow the screen prompts to pay the invoice.

# REQUESTING INSPECTIONS (PERMITS INITIALLY APPLIED FOR IN ENERGOV)

CSS provides a great way for users to request inspections. Users must be logged in to CSS to request inspections, and they must be a contact associated with the case. Multiple related/unrelated inspections can be requested simultaneously. Inspection requests interact with the inspection-related data on the dashboard.

1. Click on the Permit Number of the Permit you would like to request an inspection for.
2. The Permit case will open.
3. Click on the Inspections tab.
4. A list of Request Inspections will be at the bottom of the page.
5. Click in the box under Action you would like to request. (If the workflow of the case has not been completed, based on priority, up to the Inspection step, the Action boxes will not show.)
6. Click Request Inspection at the bottom the page on the right and complete information

DashboardHomeApply▼My WorkToday's InspectionsMapReportSearch🔍Calendar📅

Permit Number: BLDR-2022-000345

Permit Details | Tab Elements | Main Menu

Type: Building Fence (Residential)Status: Applied - OnlineProject Name:  
IVR Number: 96262Applied Date: 07/06/2022Issue Date:  
District: 1Assigned To:Expire Date:  
Square Feet: 1,000.00Valuation: \$5,000.00Finalized Date:  
Description: TEST

SummaryLocationsFeesInspectionsAttachmentsContactsSub-RecordsMore Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort: Description▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

• Cannot request inspections. The permit hasn't been issued

Request Inspections

Sort: Order▼

Description	Reinspection	Action
Foundation	No	
Zoning Final	No	
Building Final	No	

Results per page 10▼1 - 3 of 3<<<1>>>

Request Inspection

Optional Inspections

Description	Action
Building Final	
Foundation	
Zoning Final	

Results per page 10▼1 - 3 of 3<<<1>>>

Request Inspection

7. The Request Inspections screen will open.
8. Choose a requested date for the inspection by clicking on the calendar to the right of the Requested Date field. The citizen may choose an AM or PM time from the dropdown.
9. Fill in comments about the requested inspection in the Comments/Gate Code box.
10. Click Submit.

**Note: Inspection requests must be submitted by 3:00pm. (Business Schedule: Monday – Thursday, 7:00am – 6:00pm). Customer shall be signed in by 5:00pm.**

[Back](#)

Request Inspections (1)


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**#BLDC-000570-2019** ✕

Inspection Type: Footing

Case Type: New Commercial Building Application

Address: 630 MIAMINE Atlanta, GA

**\*Requested Date**  

**Comments/Gate Code**

[Submit](#)

11. The inspection information and a green checkmark will pop up in a Requested Inspections screen if it is successfully requested.
12. Navigate back to the Details screen. The inspection will now be listed under Existing Inspections in the full list of inspections.
13. You may click the Cancel Inspection button to the right. This button will disappear after the inspection has been scheduled by the municipality.

Summary Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records Holds Meetings More Info

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections Sort: Description ▾


View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">BLDC-000600-2019</a>	Footing	Requested	10/16/2019			<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Cancel Inspection</a>

Results per page: 10 1 - 1 of 1 1

# MONITORING INSPECTION STATUS

## My Existing Inspections

My Existing Inspections

Search for Inspection Number, Inspection Type,  ☐ Exact Match

Display: All   Sort: Case Number ☒

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
<a href="#">IBLD-000506-2019</a>	Wall Framing	1280 PEACHTREE ST NE Atlanta, GA	Closed	Permit	<a href="#">BLDC-000207-2019</a>	No	10/08/2019	10/08/2019	10/08/2019
<a href="#">IBLD-000603-2019</a>	Footing	630 MIAMI NE Atlanta, GA	Scheduled	Permit	<a href="#">BLDC-000570-2019</a>	No	10/16/2019	10/16/2019	

Results per page: 10 1-2 of 2 << < 1 > >>

Use this window to view, sort, and access all available inspections. Follow the steps below to view inspections:



1. Type a specific Inspection Number or Inspection Type to search for in the search field, and click the lookup icon to locate inspections that meet the search criteria.
2. Select the statuses of the inspections to display in the list from the Display dropdown.
3. Select Inspection Type by typing in a particular Inspection type. Choose from the dropdown.
4. Select the feature to sort the inspections in the list by from the Sort dropdown.
5. Click the Inspection Number to open the associated Inspection record if desired or click on Case Number to open the associated Permit.
6. Select the number of inspections to display on each page from the Results per page dropdown.
7. Use the page navigation buttons to move between pages of inspections.

## MANAGING A REVIEW, SUBMITTING A REVISION OR RESUBMITTING DOCUMENTS WITH CORRECTIONS

You may submit electronic plans via CSS to be reviewed by the municipality. Once an application has been submitted and plans reviewed, the citizen may be notified by email or logging back into CSS to review Failed or Approved Reviews.

1. Navigate to the Dashboard and click on the Attention card.
2. A list of the cases needing attention in the specific module will be listed.
3. Click the Failed Reviews link under the Attention Reason column.


My Permits

Search for permit number, project, or address  Exact Match 

Display Attention Select Case Type  Export Sort Permit Number

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">BLDC-000717-2019</a>		900 Del Rio Avenue San Luis Obispo, CA 93405	New Commercial Building	Attention, Pending	<a href="#">Unpaid Fees</a>
<a href="#">BLDC-000718-2019</a>		900 Del Rio Avenue San Luis Obispo, CA 93405	New Commercial Building	Attention, Pending	<a href="#">Unpaid Fees</a>
<a href="#">BLDC-000740-2019</a>		900 Del Rio Avenue San Luis Obispo, CA 93405	New Commercial Building	Attention, Pending	<a href="#">Unpaid Fees</a> <a href="#">Failed Reviews</a> <a href="#">Resubmit File</a>

4. The Review Type will be listed and will include: Status, Version, Received Date, Due Date and Completed Date.

Permit Number:  

+ A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type: New Commercial Building Status: Expired Project Name:

Summary Locations Fees **Reviews** Inspections Attachments  Contacts Sub-Records Holds  Meetings More Info

Reviews | Next Tab | Permit Details | Main Menu

Reviews

Review Type	Status	Version	Received Date	Due Date	Completed Date
Building Review (Non-Residential)	Requires Re-submit	1	04/09/2019	04/24/2019	05/16/2019


Results per page: 10 1 - 1 of 1

5. The citizen will also see an alert on the Attachments tab. This will indicate which electronic file was failed and requires resubmission. Click on the Attachments tab.

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

## Attachments

At least one file needs to be resubmitted.




**Landscape Plan**

Approved landscape plan\_v1.pdf  
Version: 1

Status: Markups Added

Resubmit



**Complete Building Plan (Building, Electrical etc)**

BLDG Commercial Building 1\_v1.pdf  
Version: 1

Status: Under Review

- Click the Resubmit button on the specific file(s) that need to be resubmitted.
- The citizen may drill down on each item review from the submittal to view Corrections, Recommendations and Comments.

1 Reviews

2 Resubmit

### Reviews

**Building Review (Non-Residential)**

Completed Date: 05/16/2019      Submittal Status: Requires Resubmit

**Planning/Zoning . Requires Re-submit . Goss Christy**

**Comment**  
See notes on case

Correction (1)	Category	Corrective Action	Comment
General	General Correction	Move railing two feet over	Respond

**Recommendation (1)**  
Comment:  
House should meet historical standards for paint color  
Respond

Next

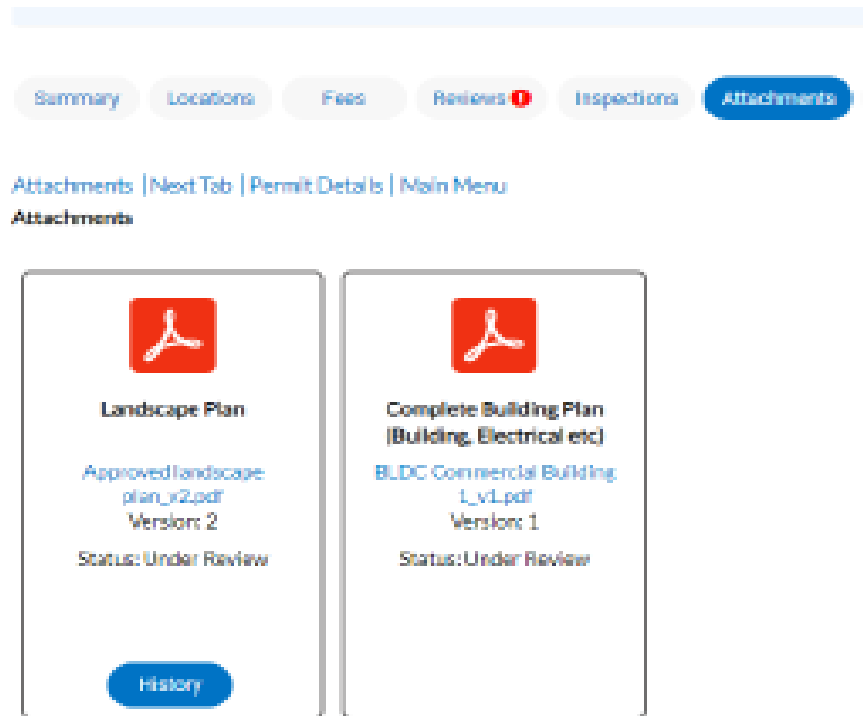
8. Citizens may click the Respond button, on the right of each Correction or Recommendation, to give a response back to the Reviewer.

9. Once a Response is given, the citizen may click Hide Response.
10. The citizen must Acknowledge any Comments, Corrections or Recommendations that were given by the Reviewer by toggling the Acknowledge button to the right.

11. To navigate to the next step of the Review, click Next.
12. To Resubmit a file click Select File, choose the second version of the file to be resubmitted.

13. Click Submit.





14. On the Attachments tab, the citizen may view the History of the submitted attachments.