

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>

Contents

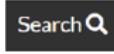
1. Searching Without Logging Into CSS
2. Registering with CSS (required only the first time you use the system)
Logging Into CSS
3. Top Menu Navigation Tabs
 - Dashboard
 - Home
 - Apply
 - My Work
 - Today's Inspections
 - Map
 - Report
 - Search
 - Calendar

Common Tasks

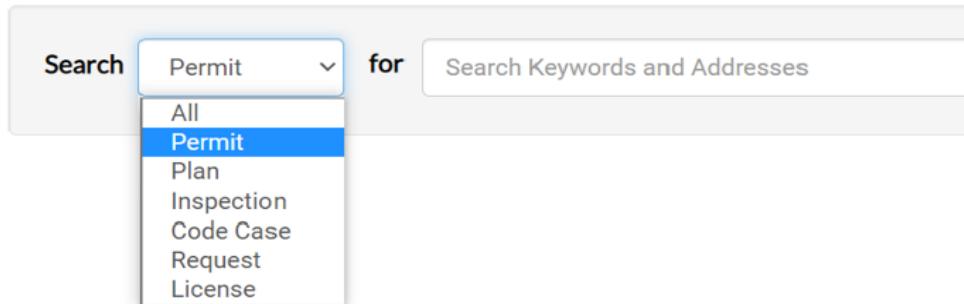
1. Applying for a Permit (using the Apply Tab - Fence Residential example)
2. Paying Invoices/Fees
3. Requesting Inspections (Permits Initially Applied For In EnerGov)
4. Monitoring Inspection Status
5. Managing a Review, Submitting a Revision or Resubmitting Documents With Corrections

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

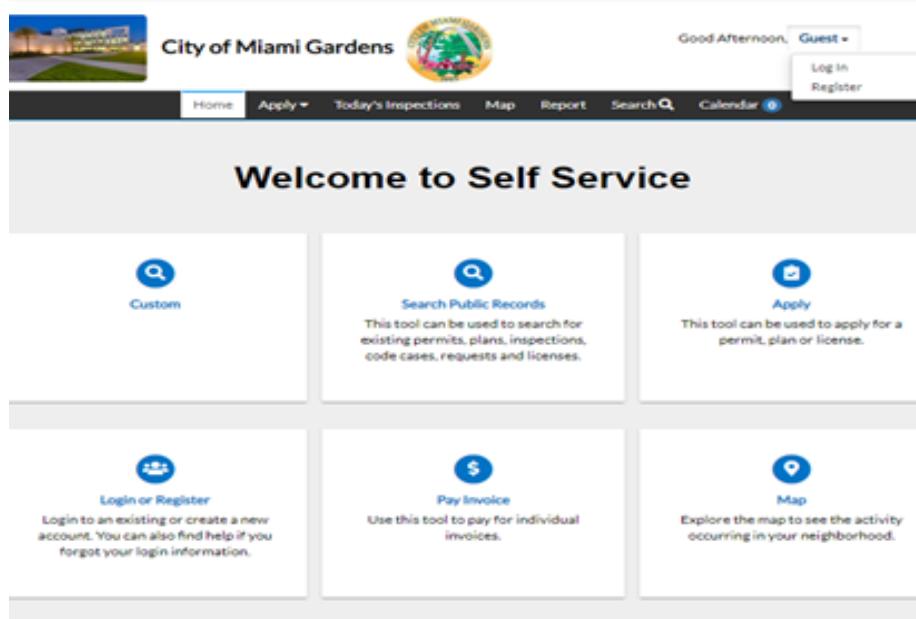


Search for

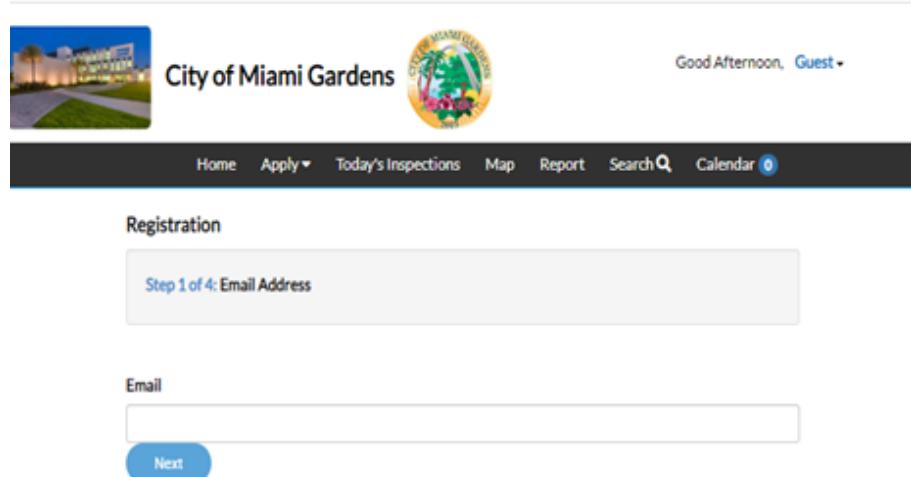
All
Permit
Plan
Inspection
Code Case
Request
License

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.

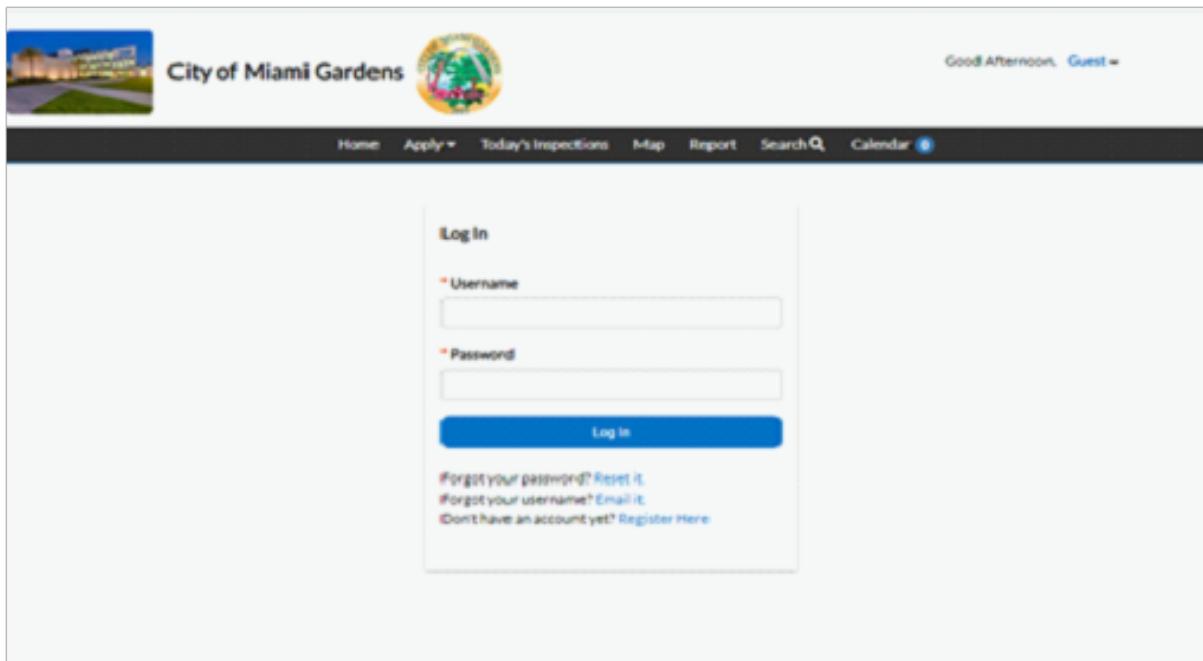


4. After clicking “Next,” an email will be sent to the email address entered. You must click on the “Confirm” link in the email to move to the next step of the registration process.

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.



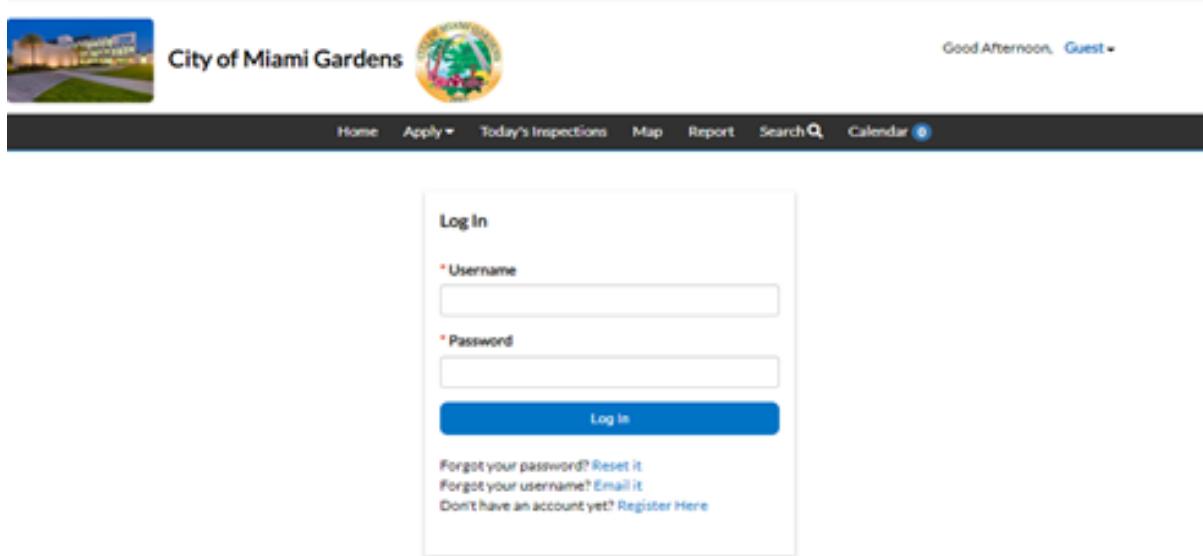
The screenshot shows the City of Miami Gardens EnerGov website. At the top, there is a header with the city's name and a logo. Below the header, a navigation bar includes links for Home, Apply, Today's Inspections, Map, Report, Search, and Calendar. A greeting 'Good Afternoon, Guest' is displayed on the right. The main content area is a login form titled 'Log In'. It contains two input fields: 'Username' and 'Password', both marked with a red asterisk. Below these fields is a blue 'Log In' button. At the bottom of the form, there are three links: '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 City of Miami Gardens EnerGov CSS Portal login page. At the top, there is a header with the city's name and a logo. Below the header is a navigation bar with links for Home, Apply, Today's Inspections, Map, Report, Search, and Calendar. The main content area is a 'Log In' form. It contains fields for 'Username' and 'Password', a 'Log In' button, and links for password and username reset, as well as a 'Register Here' link.

TOP MENU NAVIGATION TABS

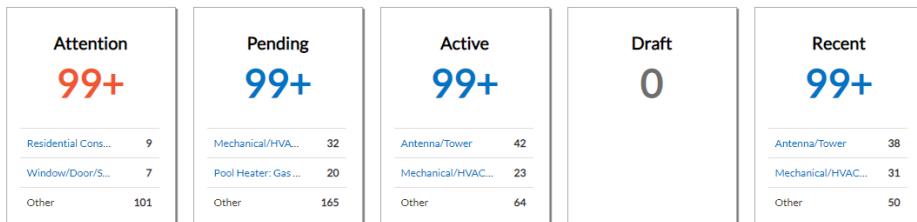
Across the top of the page, there are various tabs which you will use to navigate CSS.

Dashboard

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

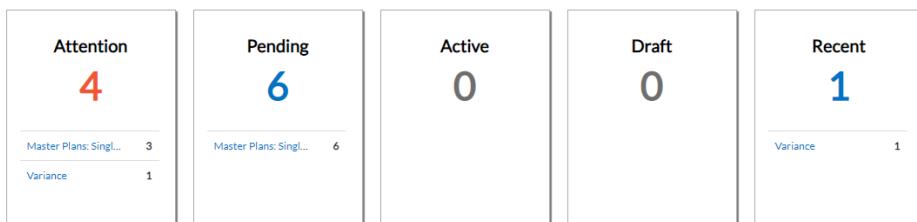


My Permits



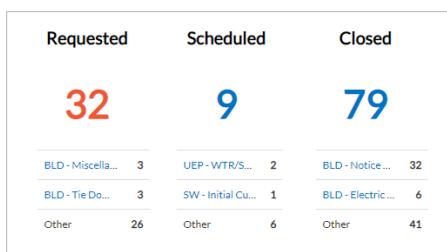
[View My Permits](#)

My Plans



[View My Plans](#)

My Inspections



[View My Inspections](#)

My Invoices

Current	\$0.00
Past Due	\$0.00
Total	\$0.00

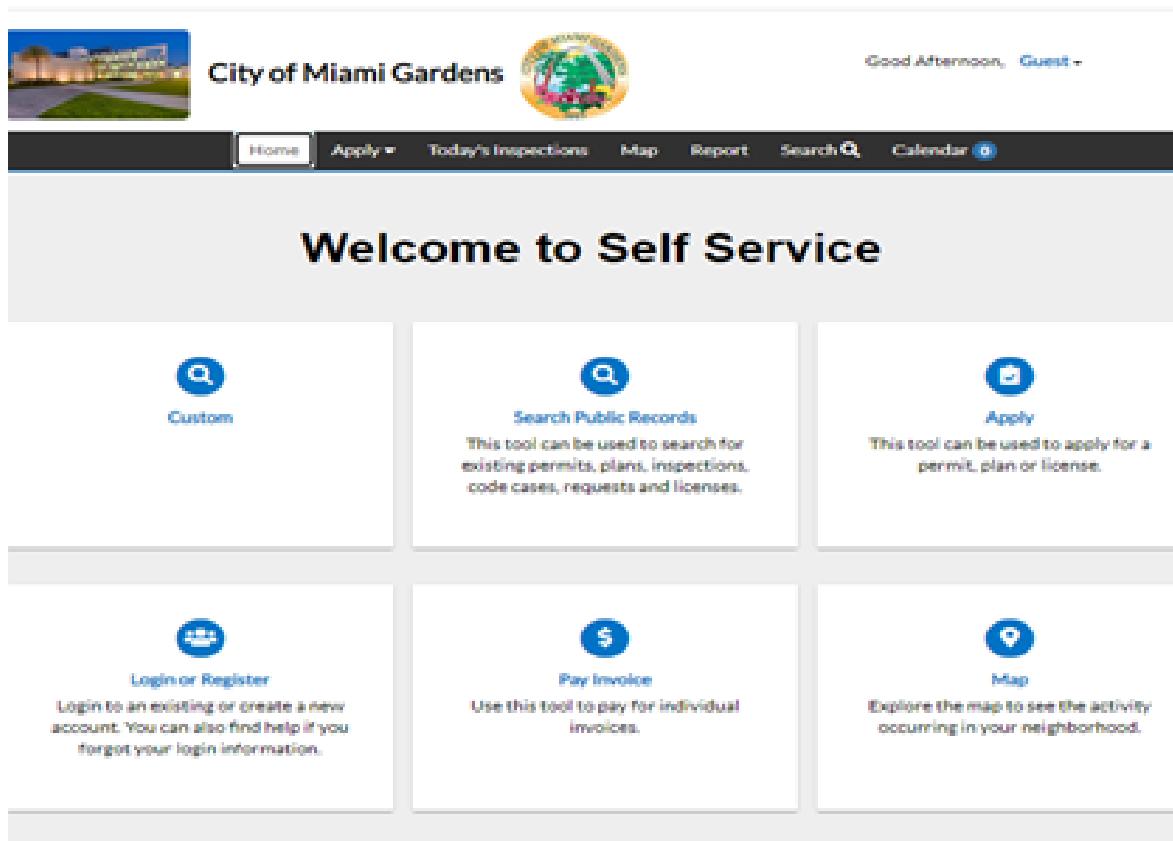
[View My Invoices](#)

My 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.



The screenshot shows the City of Miami Gardens Self Service website. At the top, there is a header with a city photo, the text "City of Miami Gardens", the city logo, and a "Good Afternoon, Guest" message. Below the header is a navigation bar with links for "Home", "Apply", "Today's Inspections", "Map", "Report", "Search", and "Calendar". The main content area features a large "Welcome to Self Service" heading. Below it are six service cards arranged in a 2x3 grid:

- Custom** (Icon: magnifying glass): This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Search Public Records** (Icon: magnifying glass): This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply** (Icon: checkmark): This tool can be used to apply for a permit, plan or license.
- Login or Register** (Icon: user): Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice** (Icon: dollar sign): Use this tool to pay for individual invoices.
- Map** (Icon: location pin): Explore the map to see the activity occurring in your neighborhood.

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 Apply

Category Name: Description:
Address Request a new address for a single family lot or structure

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

Category Name: Description:
Address Request a new address for any vacant or improved lot except single family

Zoning Verification to accompany State Application for Alcoholic Beverage License Apply

Category Name: Description:
Alcohol Zoning Verification to accompany State Application for Alcoholic Beverage License

Legal Appeal of an Administrative Interpretation Apply

Category Name: Description:
Appeal Legal Appeal of an Administrative Interpretation

Legal Appeal of an Administrative Variance Determination Apply

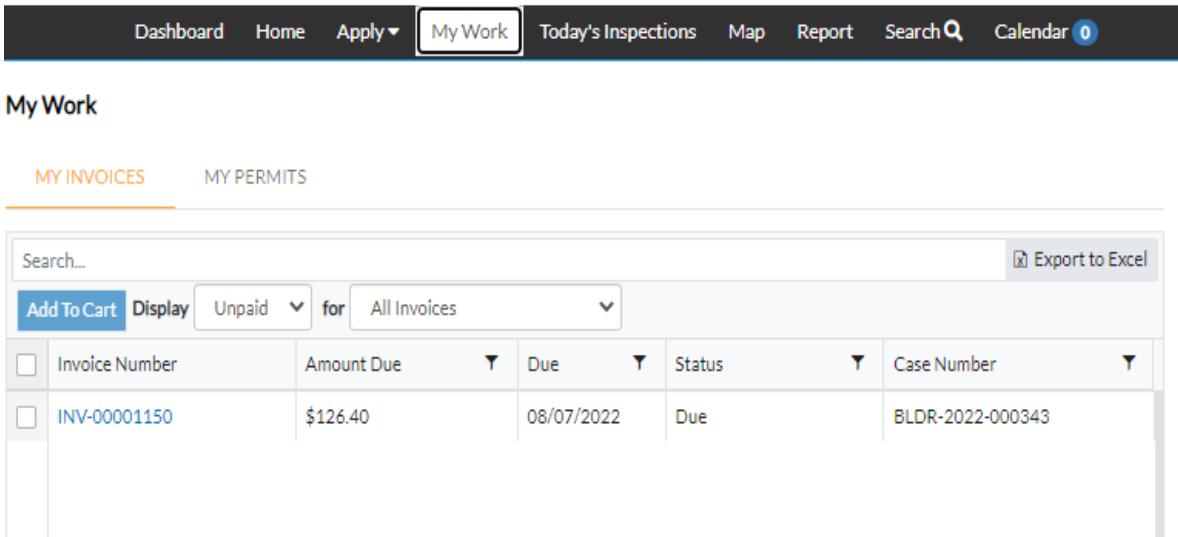
Category Name: Description:
Appeal Legal Appeal of an Administrative Variance Determination

Legal Appeal to the City Council Apply

Category Name: Description:

Pay Invoices

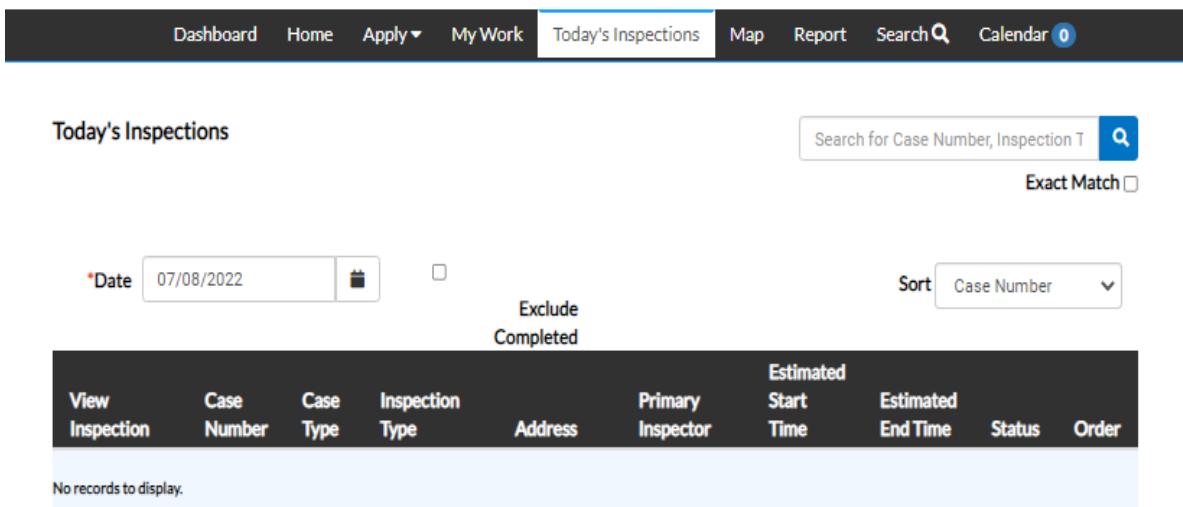
Search and access all of your invoices, permits, plans, inspection history, licenses, or request an inspection.



The screenshot shows the 'My Work' section of the application. At the top, there are tabs for 'Dashboard', 'Home', 'Apply', 'My Work' (which is selected and highlighted in blue), 'Today's Inspections', 'Map', 'Report', 'Search' with a magnifying glass icon, and 'Calendar' with a blue circle containing the number '0'. Below this is a sub-header with 'MY INVOICES' and 'MY PERMITS' tabs, with 'MY INVOICES' being the active tab. A search bar and an 'Export to Excel' button are at the top of the list. The list table has columns for 'Invoice Number', 'Amount Due', 'Due', 'Status', and 'Case Number'. A single row is visible, showing an invoice for 'INV-00001150' with an amount of '\$126.40' due on '08/07/2022' in a 'Due' status, and case number 'BLDR-2022-000343'.

Today's Inspections

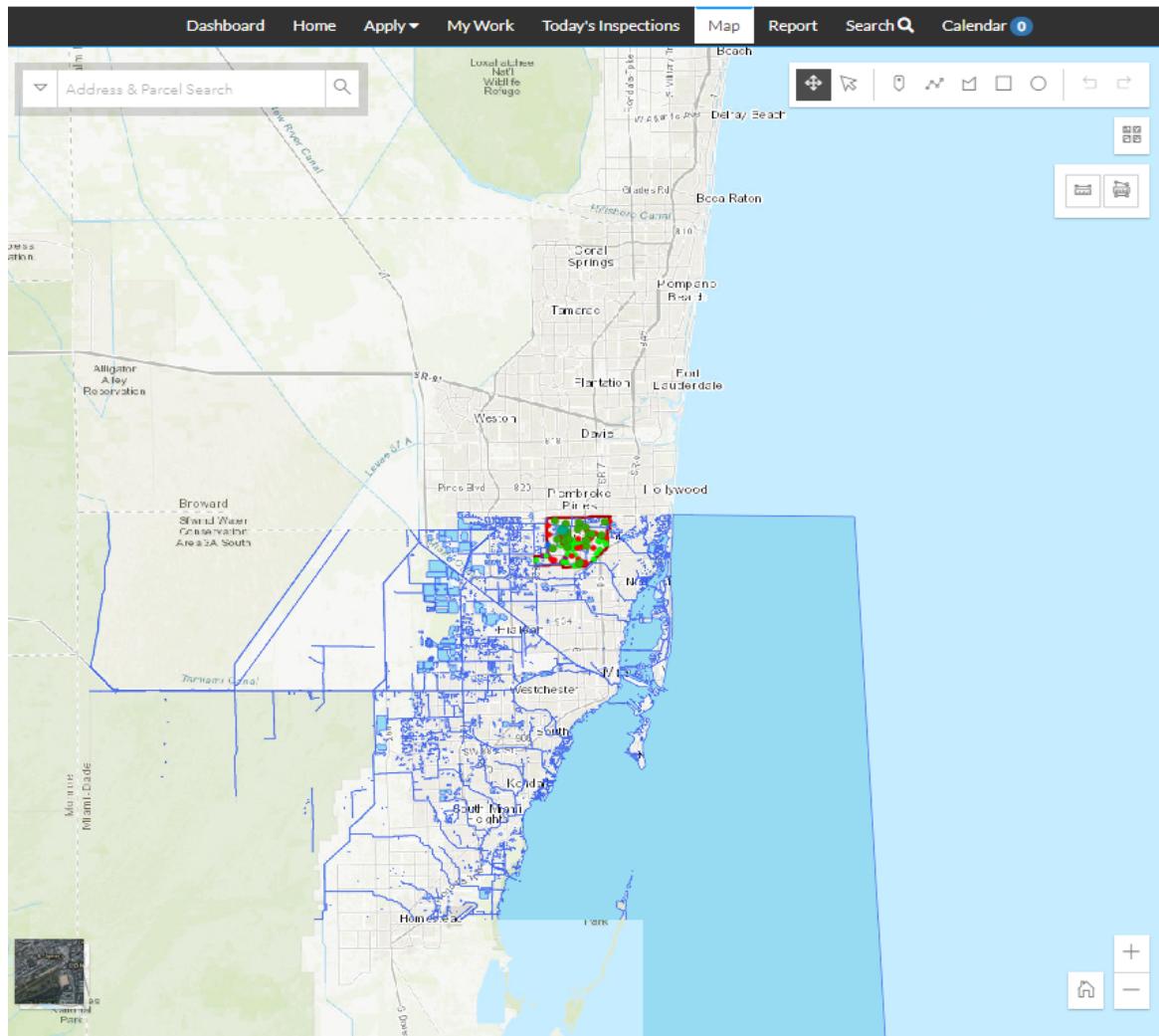
View your inspections scheduled for the day. Search function allows you to search or sort by case number, case type, inspection type, inspection status, address, primary inspection, or inspection order.



The screenshot shows the 'Today's Inspections' section. At the top, there are tabs for 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections' (which is selected and highlighted in blue), 'Map', 'Report', 'Search' with a magnifying glass icon, and 'Calendar' with a blue circle containing the number '0'. Below this is a sub-header with 'Today's Inspections' and a search bar with a magnifying glass icon and an 'Exact Match' checkbox. There are filters for 'Date' (set to '07/08/2022') and 'Exclude Completed' (with a checkbox). A 'Sort' dropdown is set to 'Case Number'. The main table has columns for 'View Inspection', 'Case Number', 'Case Type', 'Inspection Type', 'Address', 'Primary Inspector', 'Estimated Start Time', 'Estimated End Time', 'Status', and 'Order'. A message at the bottom says 'No records to display.'

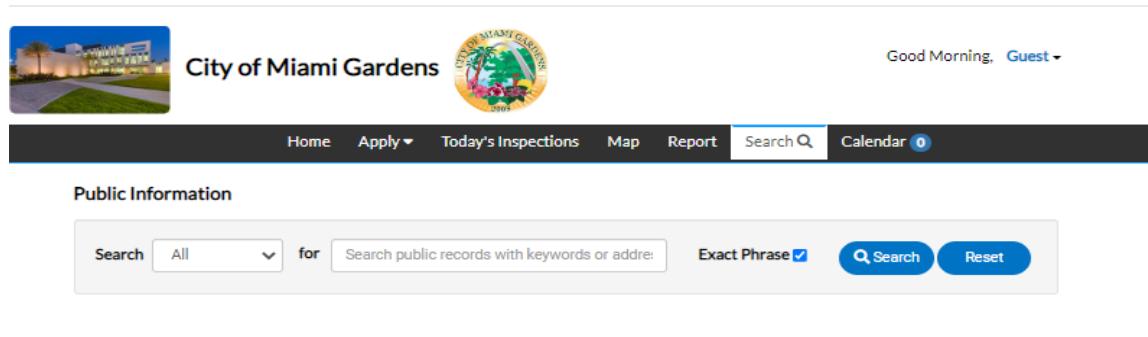
Map

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

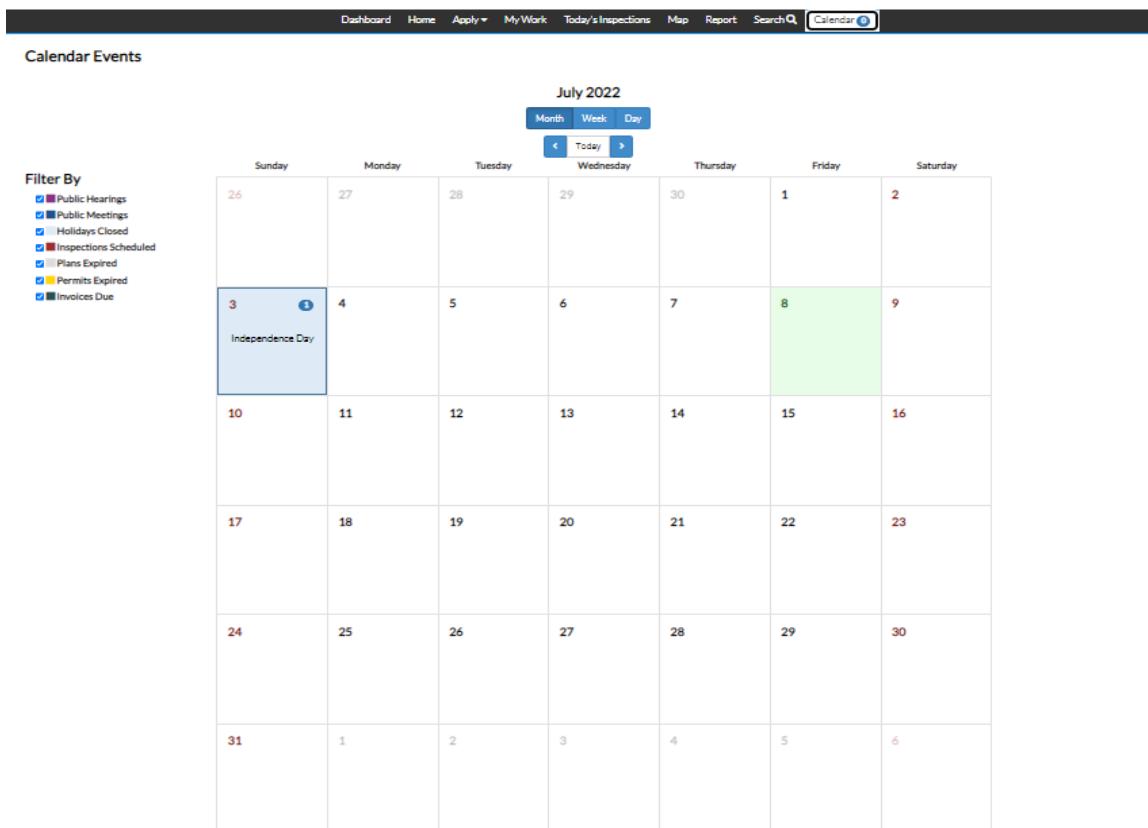
Search for public information by permit number, plan number, inspection, code case, request, or license.



The screenshot shows the City of Miami Gardens website. At the top, there is a header with the city's name and a logo. Below the header is a navigation bar with links for Home, Apply, Today's Inspections, Map, Report, Search, and Calendar. The main content area is titled "Public Information" and contains a search form with fields for "Search", "All", "for", "Search public records with keywords or address", "Exact Phrase", "Search", and "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.



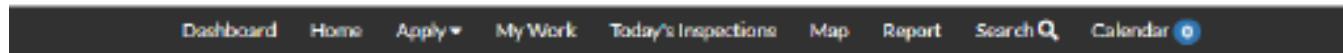
The screenshot shows the City of Miami Gardens calendar for July 2022. The interface includes a navigation bar with links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Search, and Calendar. The main content area is titled "Calendar Events" and displays a monthly calendar grid. A "Filter By" section on the left lists various event types with checkboxes. The calendar shows dates from 26 to 31, with July 4th highlighted as "Independence Day". The days of the week are labeled Sunday through Saturday.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3 <small>Independence Day</small>	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

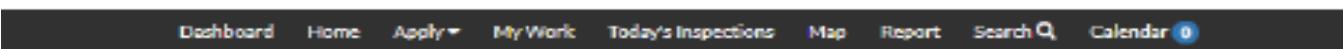
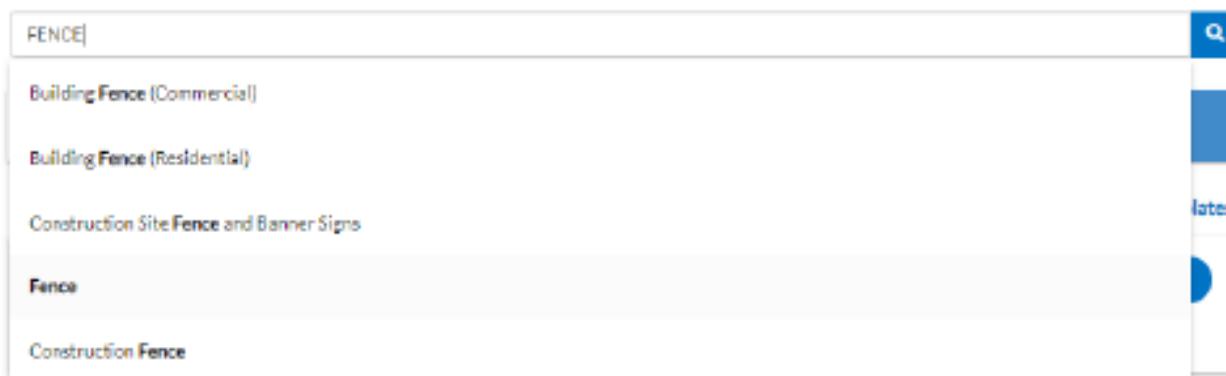
COMMON TASKS

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

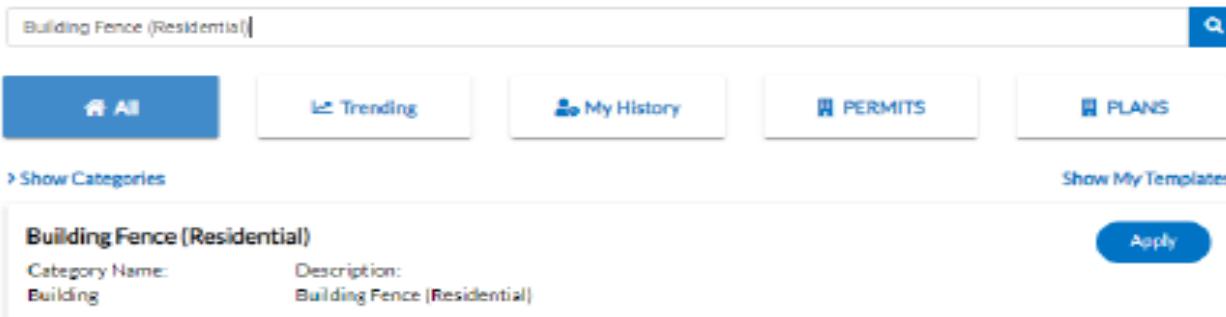
- Follow the process explained below to apply for a permit and pay the initial required deposit fee.
- Before using EnerGov (for the first time only) you must register by creating an account. After you have registered, you can log into Citizen Self Service (CSS) portal at any time in the future.
- After 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



Application Assistant



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.

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

Apply for Permit - Building Fence (Residential) *REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

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

* Back to Application

Add Location

[Address](#) [Parcel](#)

Add Address As [Location](#)

[Search](#) [Enter Manually](#)

Address Information

Search

1390 NW 371ST ST MIAMI GARDENS FL 33169-5215
1390 NW 200TH ST MIAMI GARDENS FL 33169-2744
21390 NW 40TH CIRCLE CT MIAMI GARDENS FL 33055-1166
21390 NW 9TH PL MIAMI GARDENS FL 33169-2029

Apply for Permit - Building Fence (Residential)

*REQUIRED



LOCATIONS

Type: Location

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

Main Address

[Remove](#)

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

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 Q Calendar 0

Apply for Permit - Building Fence (Residential) *REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments 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 ▾ My Work Today's Inspections Map Report Search Calendar 0

Apply for Permit - Building Fence (Residential) *REQUIRED

1 Locations 2 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	Building Contractor ARTEMISA FENCE ARTEMISA FENCE 19245 23RD, MIAMI GARD...	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  *REQUIRED

Apply for Permit - Building Fence (Residential)

Locations  Type  Contacts  More Info  Attachments  Review 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.

Buttons

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

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

Apply for Permit - Building Fence (Residential)

Locations  Type  Contacts  More Info  Attachments  Review and Submit 

MORE INFO

Permit Info Next Section | Top | Main Menu

*Permit Class ▼

*Code Year Effective ▼

Fees Previous Section | Top | Main Menu

*Number of Lineal Feet

Buttons

[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.

The screenshot shows a software interface for applying for a building fence permit. At the top, there is a navigation bar with links: Dashboard, Home, Apply (with a dropdown arrow), My Work, Today's Inspections, Map, Report, Search (with a magnifying glass icon), and Calendar (with a blue circle icon showing '0'). Below the navigation bar, the title 'Apply for Permit - Building Fence (Residential)' is displayed, followed by a 'REQUIRED' indicator.

The main content area features a horizontal progress bar with six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. The first four steps are marked with green checkmarks, while 'Attachments' has a blue circle with the number '5' and 'Review and Submit' has a grey circle with the number '6'.

Below the progress bar, there is a section titled 'Attachments' with three blue rectangular tiles:

- Permit Application/Owner's...**: This tile has 'Add Attachment' text and a large white plus sign icon. Below it, it says 'Supported: .pdf' and 'REQUIRED'.
- Plans for Work to be Performed**: This tile has 'Add Attachment' text and a large white plus sign icon. Below it, it says 'Supported: .pdf' and 'REQUIRED'.
- Proof of Ownership**: This tile has 'Add Attachment' text and a large white plus sign icon. Below it, it says 'Supported: .pdf' and 'REQUIRED'.

At the bottom of the attachments section, there is a larger blue rectangular box containing a dropdown menu labeled 'Select Type' and an 'Add Attachment' button with a plus sign. Below this, it says 'Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...'.

At the very bottom of the page, there are several buttons: 'Back', 'Create Template', 'Save Draft', and '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

Locations Type Contacts More Info Attachments Review 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.

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

Submit

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	07/08/2022

Contacts

Applicant	Jackie.Julston 999 Test,
Property Owner	Jackie.Julston 999 Test,
Building Contractor	ARTEMISA FENCE ARTEMISA FENCE 19245 NW 23RD AVE, MIAMI GARDENS, FL, 33056-2607

More Info

Permit Info

Permit Class	Master
Code Year Effective	2020 7TH

Next Section | Top | Main Menu

Fees

Number of Lineal Feet	1000
-----------------------	------

Previous Section | Top | Main Menu

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

Back Create Template Save Draft Submit

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 Q 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. X

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

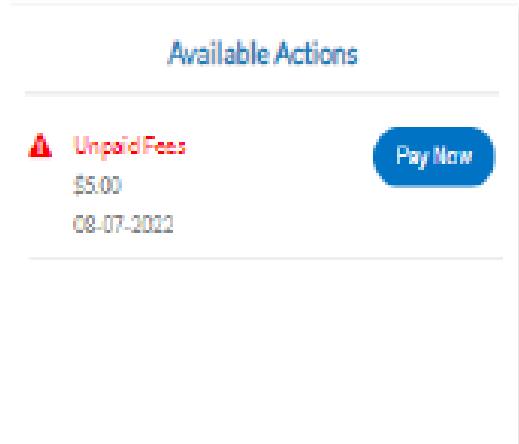
- Application Completeness Check
- Collect Upfront Fees
- Permit Review
- Issue Permit
- 100 - Foundation -
- 799 - Zoning Final -
- 199 - Building Final -

Available Actions

⚠ **Unpaid Fees**
\$5.00
08-07-2022 [Pay Now](#)

PAYING INVOICES/FEES

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

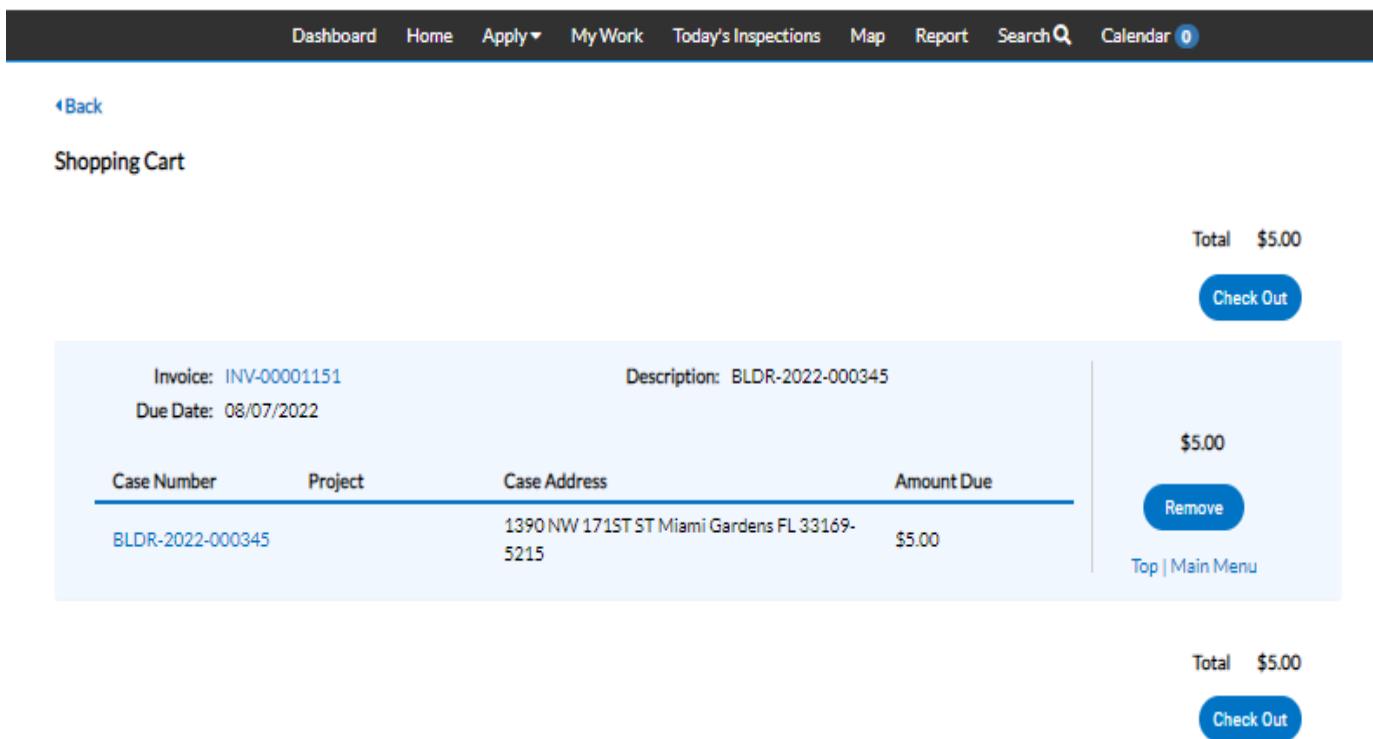


Available Actions

⚠️ Unpaid Fees
\$5.00
08-07-2022

Pay Now

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



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

[◀ Back](#)

Shopping Cart

Total \$5.00

Check Out

Case Number	Project	Case Address	Amount Due
BLDR-2022-000345	1390 NW 171ST ST Miami Gardens FL 33169-5215	\$5.00	\$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, FL - 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
CVV Code	Month	Year...
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay Now - \$5.00		

[Cancel](#)

City of Miami Gardens, FL -

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](#) 0

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.”

My Permits

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

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

[View My Invoices](#)

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

My Work

MY INVOICES

MY INVOICES							Export to Excel
Add To Cart	Display	Unpaid	for	All Invoices			
<input type="checkbox"/>	Invoice Number	\$126.40	08/07/2022	Due	BLDR-2022-000343	10 NW 204TH ST MIAMI G...	View
<input type="checkbox"/>	INV-00001150						

- 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

The screenshot shows the CSS software interface for managing permit cases. The top navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Search, and Calendar. The main content area displays a permit case for BLDR-2022-000345. The 'Inspections' tab is currently selected. The 'Existing Inspections' section shows no records. The 'Request Inspections' section lists three items: Foundation, Zoning Final, and Building Final, each with a 'Reinspection' status of 'No'. The 'Optional Inspections' section lists the same three items. At the bottom of each section are 'Results per page' dropdowns set to 10, and navigation buttons for page 1 of 3. A large blue 'Request Inspection' button is located at the bottom right of the inspection sections.

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)

#BLDC-000570-2019

Inspection Type:	Footing
Case Type:	New Commercial Building Application
Address:	630 MIAMI NE Atlanta, GA

*Requested Date	<input type="text"/>
Comments/Gate Code	<input type="text"/>

[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](#)

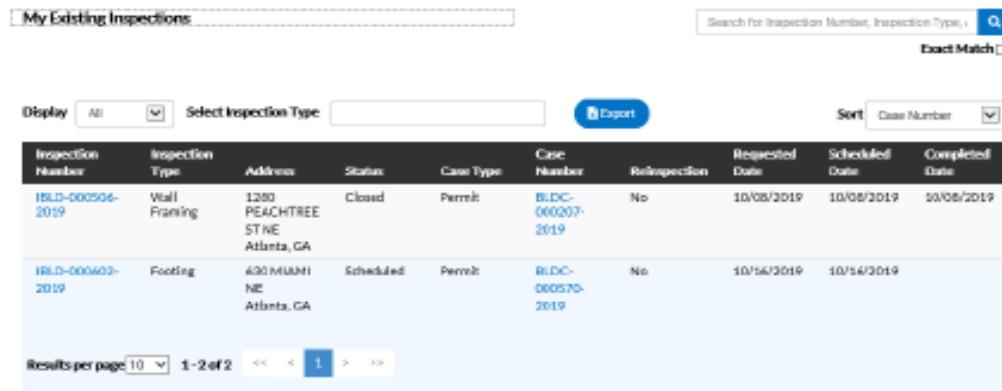
Existing Inspections

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
#BLDC-000602-2019	Footing	Requested	10/16/2019			Cancel Inspection

Results per page: 1 - 1 of 1

MONITORING INSPECTION STATUS

My Existing Inspections



The screenshot shows a web-based application for monitoring inspection status. At the top, there is a header bar with the title 'My Existing Inspections' and a search bar labeled 'Search for Inspection Number, Inspection Type, Case Number' with an 'Exact Match' checkbox. Below the header is a toolbar with buttons for 'Display' (set to 'All'), 'Select Inspection Type' (with a dropdown menu), 'Export' (with a blue button), and 'Sort' (set to 'Case Number'). The main content area is a table with the following columns: Inspection Number, Inspection Type, Address, Status, Case Type, Case Number, Reinspection, Requested Date, Scheduled Date, and Completed Date. Two inspection records are listed:

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
BLD-000504-2019	Wall Framing	1280 PEACHTREE ST NE Atlanta, GA	Closed	Permit	BLDC-000207-2019	No	10/08/2019	10/08/2019	10/08/2019
BLD-000503-2019	Footing	620 MULXI NE Atlanta, GA	Scheduled	Permit	BLDC-000570-2019	No	10/16/2019	10/16/2019	

At the bottom of the table, there is a 'Results per page' dropdown set to '10', a page navigation bar showing '1-2 of 2' with a blue '1' button, and standard navigation arrows.

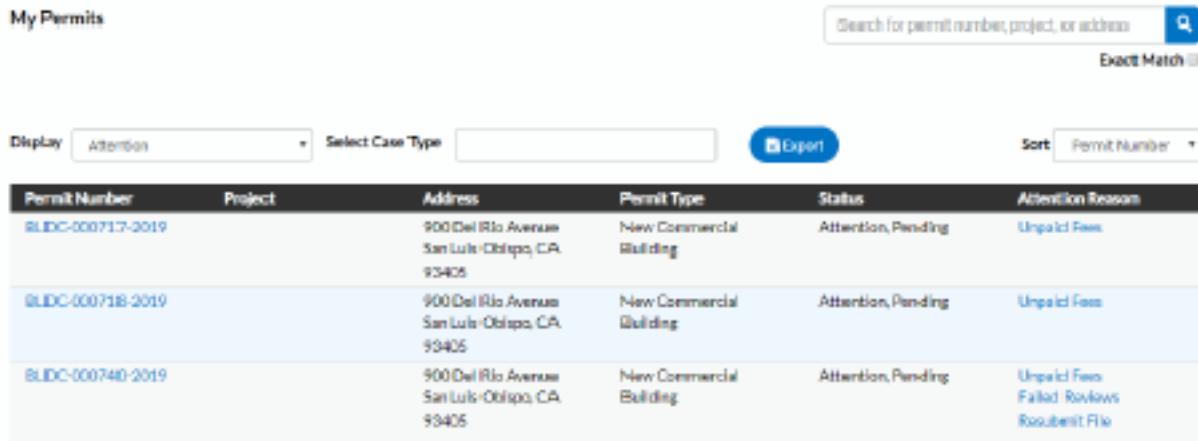
Use this window to view, sort, and access all available inspections. Follow the steps below to view inspections:

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

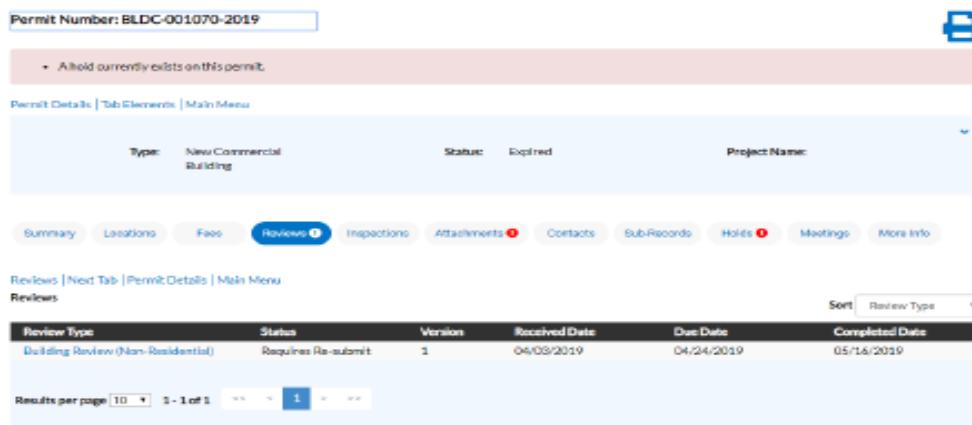
You may submit electronic plans via CSS to be reviewed by the municipality. Once an application has been submitted and plans reviewed, the citizen may be notified by email or logging back into CSS to review Failed or Approved Reviews.

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.



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

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



Review Type	Status	Version	Received Date	Due Date	Completed Date
Building Review (Non-Residential)	Requires Re-submit	1	04/03/2019	04/24/2019	05/16/2019

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)
 BLDC Commercial Building 1_v1.pdf
 Version: 1
 Status: Under Review

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

 Reviews
 Resubmit

Reviews

Building Review (Non-Residential)

Completed Date	Submittal Status
05/16/2019	Requires Resubmit

Planning/Zoning, Requires Re-submit, Goss Christy

Comment	See notes on case
---------	-------------------

Correction (1)

Correction Type	Category	Corrective Action	Comment
General	General Correction	Move railing two feet over	Respond

Recommendation (1)

Comment	House should meet historical standards for paint color
---------	--

[Next](#)

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

Correction (1)			
Correction Type	Category	Corrective Action	Comment
General	General Correction	Moving rolling two feet over	Respond
[Type response here]			Edit

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.

✓
Reviews

?
Resubmit

Resubmit

Landscape Plan

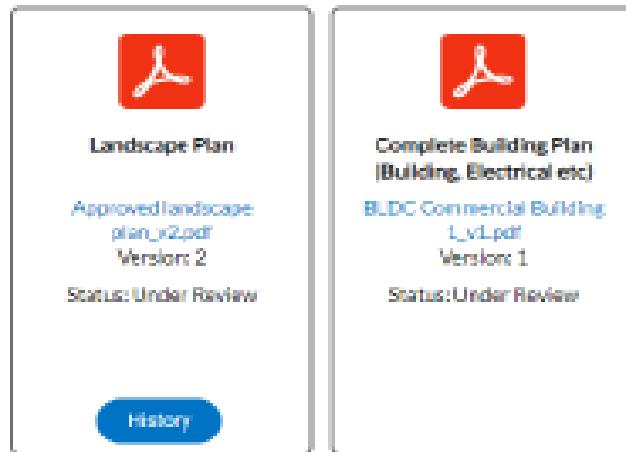
File	Version	Select File
Approved landscape plan_v1.pdf	1	View

Back
Submit

13. Click Submit.

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

Attachments



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