City of Miami Gardens

EnerGov Citizen Self Service (CSS)

Requesting and Monitoring your Inspections.

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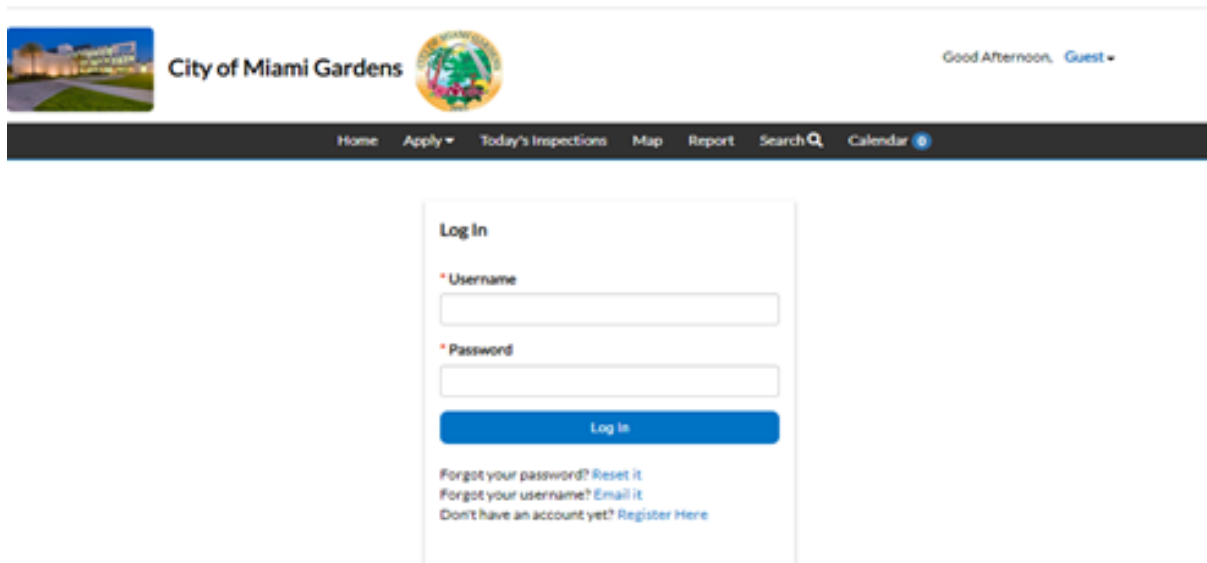
This feature may be installed from: http://www.chromevox.com/installing.html

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.

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.

| Dashboard | Home | Apply | My Work | Today's Inspections | Map | Pay Invoices | Search 🔍 | Calendar 0 | 311 |

My Permits

Attention	Pending	Active	Draft	Recent
99+	99+	99+	0	99+

Attention		Pending		Active		Draft	Recent	
Residential Cons...	9	Mechanical/HVA...	32	Antenna/Tower	42		Antenna/Tower	38
Window/Door/S...	7	Pool Heater: Gas ...	20	Mechanical/HVAC...	23		Mechanical/HVAC...	31
Other	101	Other	165	Other	64		Other	50

▸ View My Permits

My Plans

Attention	Pending	Active	Draft	Recent
4	6	0	0	1

Attention		Pending		Active	Draft	Recent	
Master Plans: Singl...	3	Master Plans: Singl...	6			Variance	1
Variance	1						

▸ View My Plans

My Inspections

Requested	Scheduled	Closed
32	9	79

Requested		Scheduled		Closed	
BLD - Miscella...	3	UEP - WTR/S...	2	BLD - Notice ...	32
BLD - Tie Do...	3	SW - Initial Cu...	1	BLD - Electric ...	6
Other	26	Other	6	Other	41

▸ View My Inspections

My Invoices

Current	0	$0.00
Past Due	0	$0.00
Total	0	$0.00

▸ View My Invoices

My Licenses

Expired	Draft
492	0
Deon Anderson	

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

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.

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.

MONITORING INSPECTION STATUS

My Existing Inspections

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.