

# 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.

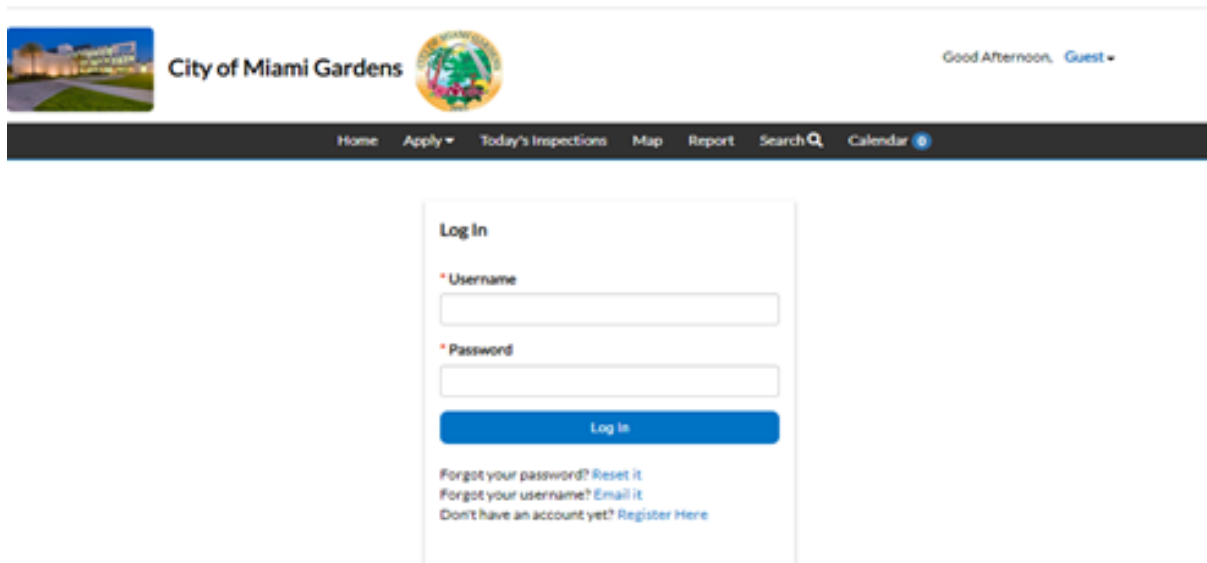
This feature may be installed from: <http://www.chromevox.com/installing.html>

# 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.



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 greeting "Good Afternoon, Guest", and a navigation menu with links: Home, Apply, Today's Inspections, Map, Report, Search, and Calendar. Below the navigation bar is a "Log In" form. The form has two input fields: "Username" and "Password", both marked with a red asterisk. Below the 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".

# 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

311

My Permits

Attention

99+

Residential Cons... 9

Window/Door/S... 7

Other 101

Pending

99+

Mechanical/HVA... 32

Pool Heater: Gas ... 20

Other 165

Active

99+

Antenna/Tower 42

Mechanical/HVAC... 23

Other 64

Draft

0

Recent

99+

Antenna/Tower 38

Mechanical/HVAC... 31

Other 50

View My Permits

My Plans

Attention

4

Master Plans: Singl... 3

Variance 1

Pending

6

Master Plans: Singl... 6

Active

0

Draft

0

Recent

1

Variance 1

View My Plans

My Inspections

Requested

32

BLD - Miscella... 3

BLD - Tie Do... 3

Other 26

Scheduled

9

UEP - WTR/S... 2

SW - Initial Cu... 1

Other 6

Closed

79

BLD - Notice ... 32

BLD - Electric... 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

492

Deon Anderson

Draft

0

# 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

DashboardHomeApplyMy WorkToday's InspectionsMapReportSearchQCalendar

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 101 - 3 of 3<<<1>>>

Request Inspection

Optional Inspections

Description	Action
Building Final	
Foundation	
Zoning Final	

Results per page 101 - 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](#)
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[Existing Inspections](#)
[Request Inspections](#)
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[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 10px; border-radius: 5px;">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  Select Inspection Type:   Export 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.