

# 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

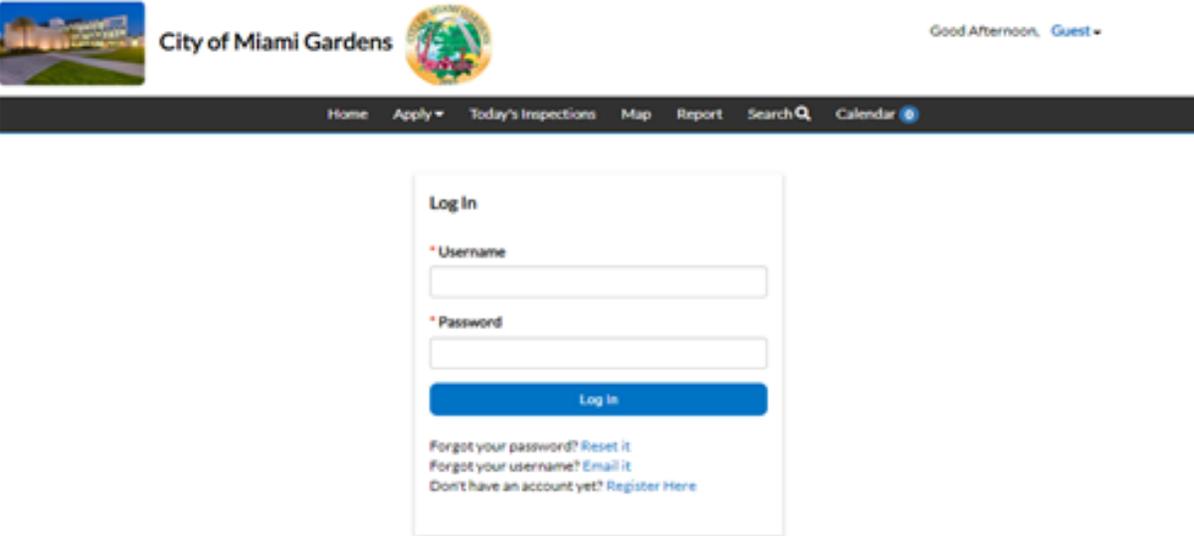
1. Visit the City of Miami Gardens EnerGov CSS Portal at the following link:

<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 
311

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### My Permits

<b>Attention</b> <span style="font-size: 24px; color: red;">99+</span>	<b>Pending</b> <span style="font-size: 24px; color: blue;">99+</span>	<b>Active</b> <span style="font-size: 24px; color: blue;">99+</span>	<b>Draft</b> <span style="font-size: 24px; color: gray;">0</span>	<b>Recent</b> <span style="font-size: 24px; color: blue;">99+</span>																							
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Residential Cons...</td><td style="text-align: right;">9</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Window/Door/S...</td><td style="text-align: right;">7</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Other</td><td style="text-align: right;">101</td></tr> </table>	Residential Cons...	9	Window/Door/S...	7	Other	101	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Mechanical/HVA...</td><td style="text-align: right;">32</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Pool Heater: Gas ...</td><td style="text-align: right;">20</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Other</td><td style="text-align: right;">165</td></tr> </table>	Mechanical/HVA...	32	Pool Heater: Gas ...	20	Other	165	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Antenna/Tower</td><td style="text-align: right;">42</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Mechanical/HVAC...</td><td style="text-align: right;">23</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Other</td><td style="text-align: right;">64</td></tr> </table>	Antenna/Tower	42	Mechanical/HVAC...	23	Other	64	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Antenna/Tower</td><td style="text-align: right;">38</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Mechanical/HVAC...</td><td style="text-align: right;">31</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Other</td><td style="text-align: right;">50</td></tr> </table>	Antenna/Tower	38	Mechanical/HVAC...	31	Other	50
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[View My Permits](#)

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### My Plans

<b>Attention</b> <span style="font-size: 24px; color: red;">4</span>	<b>Pending</b> <span style="font-size: 24px; color: blue;">6</span>	<b>Active</b> <span style="font-size: 24px; color: gray;">0</span>	<b>Draft</b> <span style="font-size: 24px; color: gray;">0</span>	<b>Recent</b> <span style="font-size: 24px; color: blue;">1</span>												
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Variance	1															
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[View My Plans](#)

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### My Inspections

<b>Requested</b> <span style="font-size: 24px; color: red;">32</span>	<b>Scheduled</b> <span style="font-size: 24px; color: blue;">9</span>	<b>Closed</b> <span style="font-size: 24px; color: blue;">79</span>																		
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">BLD - Miscella...</td><td style="text-align: right;">3</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">BLD - Tie Do...</td><td style="text-align: right;">3</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Other</td><td style="text-align: right;">26</td></tr> </table>	BLD - Miscella...	3	BLD - Tie Do...	3	Other	26	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">UEP - WTR/S...</td><td style="text-align: right;">2</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">SW - Initial Cu...</td><td style="text-align: right;">1</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Other</td><td style="text-align: right;">6</td></tr> </table>	UEP - WTR/S...	2	SW - Initial Cu...	1	Other	6	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">BLD - Notice ...</td><td style="text-align: right;">32</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">BLD - Electric...</td><td style="text-align: right;">6</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Other</td><td style="text-align: right;">41</td></tr> </table>	BLD - Notice ...	32	BLD - Electric...	6	Other	41
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[View My Inspections](#)

### My Invoices

Current 0	\$0.00
Past Due 0	\$0.00
<b>Total</b> 0	<b>\$0.00</b>

[View My Invoices](#)

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### My Licenses

<b>Expired</b> <span style="font-size: 24px; color: blue;">492</span> <small>Deon Anderson</small>	<b>Draft</b> <span style="font-size: 24px; color: gray;">0</span>
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# 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 permit details page for permit number BLDR-2022-000345. The page is divided into several sections:

- Permit Details:** A summary of permit information including Type (Building Fence Residential), Status (Applied - Online), Project Name, IVR Number (96262), Applied Date (07/08/2022), Issue Date, District (1), Assigned To, Expire Date, Square Feet (1,000.00), Valuation (\$5,000.00), Finalized Date, and Description (TEST).
- Navigation:** A set of tabs including Summary, Locations, Fees, Inspections (highlighted), Attachments, Contacts, Sub-Records, and More Info.
- Existing Inspections:** A section with a table header (View Inspection, Description, Status, Request Date, Scheduled Date, Inspector, Action) and a message: "No records to display." Below this is a red warning box: "Cannot request inspections. The permit hasn't been issued."
- Request Inspections:** A section with a table header (Description, Reinspection, Action) and a "Sort" dropdown set to "Order". The table contains three rows: Foundation, Zoning Final, and Building Final, all with "No" in the Reinspection column. Below the table is a pagination control showing "Results per page 10" and "1 - 3 of 3". A "Request Inspection" button is located at the bottom right of this section.
- Optional Inspections:** A section with a table header (Description, Action) and three rows: Building Final, Foundation, and Zoning Final. Below the table is a pagination control showing "Results per page 10" and "1 - 3 of 3". A "Request Inspection" button is located at the bottom right of this section.

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-000603-2019</a>	Footing	Requested	10/16/2019			<a href="#" style="background-color: #27ae60; 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

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
IBLD-000506-2019	Wall Framing	1280 PEACHTREE ST NE Atlanta, GA	Closed	Permit	B.LDC-000207-2019	No	10/08/2019	10/08/2019	10/08/2019
IBLD-000603-2019	Footing	630 MIAMI NE Atlanta, GA	Scheduled	Permit	B.LDC-000570-2019	No	10/16/2019	10/16/2019	

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.