



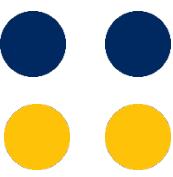
MIAMI GARDENS



★ 2020 ★

Citizen Self Service: How to Apply for a Permit/Plan

18605 N.W. 27TH AVENUE
MIAMI GARDENS, FL 33056
(305) 622-8000
WWW.MIAMIGARDENS-FL.GOV

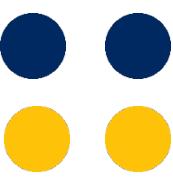


How to Apply for a Permit/Plan

In order to submit an electronic application for a permit/plan, our customers must register for a Citizen Self Service (CSS) online account.

Our online service allows you to submit an application, track its progress, pay invoices, resubmit corrections, and request inspections.

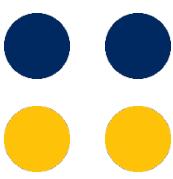




How to Apply for a Permit/Plan

Step 1: Launch Google Chrome.

The screenshot shows the Google Chrome homepage. At the top, there is a yellow horizontal bar. Below it, the Google logo is centered. To the right of the logo are links for 'Gmail', 'Images', a laboratory icon, and a grid icon. The main search area features a search bar with the placeholder 'Search Google or type a URL', a microphone icon, and a camera icon. Below the search bar are four circular icons labeled 'Hub', 'Civic Access', 'Web Store', and 'Add shortcut'. In the bottom right corner of the page, there is a circular seal for the 'CITY OF MIAMI GARDENS' from 2003, featuring a palm tree and a bridge.

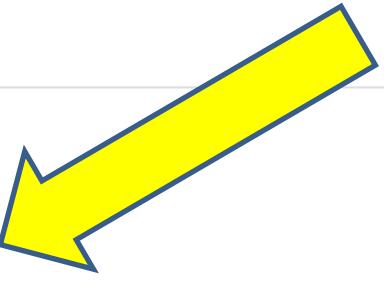


How to Apply for a Permit/Plan

Step 2: Search for and select, “CMG Customer Self Service (CSS) | Miami Gardens, FL”.

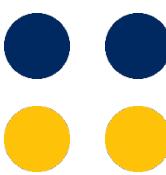
Google City of Miami Gardens Customer Self Service Portal

All Images News Shopping Forums Videos Web More ▾ Tools ▾


City of Miami Gardens, FL (.gov)
<https://www.miamigardens-fl.gov> ::
[CMG Customer Self Service \(CSS\) | Miami Gardens, FL](#)
The Miami Gardens Citizen Self Service (CSS) portal is the next-generation service site for the City of Miami Gardens permitting, planning, business tax ...

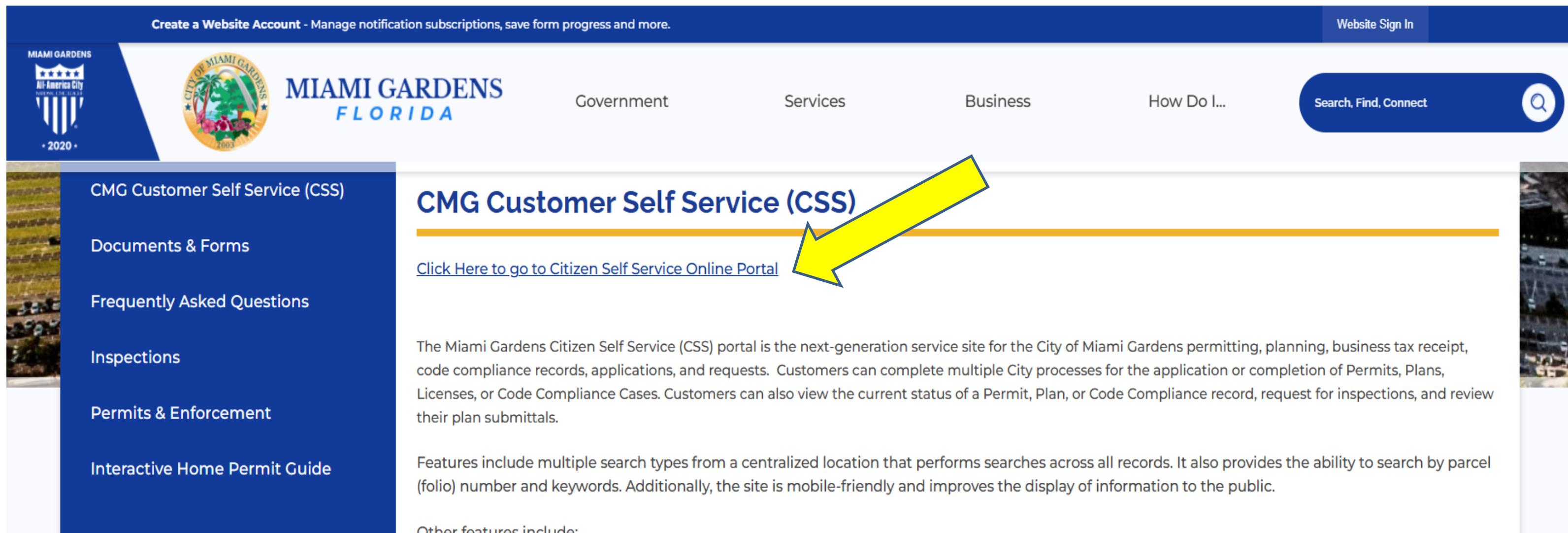
City of Miami Gardens, FL (.gov)
<https://www.miamigardens-fl.gov> ::
[Building Services | Miami Gardens, FL](#)
This department primarily serves as a convenient, one-stop shop to handle virtually all your construction/development needs in the City of Miami Gardens.





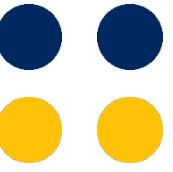
How to Apply for a Permit/Plan

Step 3: Click on the link to go to [Citizen Self Service Online Portal](#).



The screenshot shows the City of Miami Gardens website. At the top, there is a blue header bar with the text "Create a Website Account - Manage notification subscriptions, save form progress and more." and a "Website Sign In" button. Below the header, the city's logo is on the left, followed by the text "MIAMI GARDENS FLORIDA". To the right are navigation links for "Government", "Services", "Business", and "How Do I...". A search bar with the placeholder "Search, Find, Connect" and a magnifying glass icon is on the far right. The main content area has a yellow header "CMG Customer Self Service (CSS)". Below it is a blue link "Click Here to go to Citizen Self Service Online Portal". A yellow arrow points to this link. The text below the link describes the CMG Customer Self Service (CSS) portal as the next-generation service site for permitting, planning, business tax receipt, code compliance records, applications, and requests. It mentions that customers can complete multiple City processes for Permits, Plans, Licenses, or Code Compliance Cases, and view the current status of a Permit, Plan, or Code Compliance record, request for inspections, and review their plan submittals. The text also notes that features include multiple search types and mobile-friendliness. At the bottom, it says "Other features include:" followed by a list of icons. The right side of the page shows a sidebar with links to "CMG Customer Self Service (CSS)", "Documents & Forms", "Frequently Asked Questions", "Inspections", "Permits & Enforcement", and "Interactive Home Permit Guide". There are also two small images on the right side of the page.





How to Apply for a Permit/Plan

Step 4: Click on the Login icon.

MIAMI GARDENS
All-America City
2003

MIAMI GARDENS
FLORIDA

Home Apply Today's Inspections Map Report Search Calendar 0

ALL files **MUST** be FLATTENED and saved in PDF format. FILE NAME should be consistent to the required category. Do not use symbols or dots in between filename (only dot used for .PDF file type). Files must not have password security enabled.

PDF document must be original and not a photo. Do not attach file directly from a website, email, or scanner. File size maximum is 5mb per file.

Welcome to City of Miami Gardens Citizen Self Service

REGISTERING FOR AN ACCOUNT: This system requires you to use Google Chrome. You cannot register an account with an email that is used by someone else. You must have a name, telephone number, address, and email listed when registering for an account. Check your SPAM inbox for email notification registration in case you/your company blocks emails. Please avoid registering with email addresses using the word "Permits" as the system has been known to truncate user names to just permits.

BUILDING INSPECTION REQUEST: You MUST be logged in to your account to access your permit to request an inspection. Inspections requested after 3pm will be scheduled the second business day. A contact telephone number is required so the inspector is able to reach the appropriate person(s) before and at the time of the inspection(s).

ENGINEERING INSPECTIONS: Only Engineering inspection requests MUST be requested by phone. The phone request line for Engineering Inspections ONLY is: (305) 622-8044.

FILES & FILE NAMES for document submittals shall adhere to the following: FILE NAMES should be consistent to the required FILE category. Do not use symbols/special characters in filename. Files must not have password security enabled. Do not attach file directly from a website, email, or scanner. File size maximum is 5mb per file. ALL files **MUST** be FLATTENED and saved in PDF format. Documents must be original PDF not a photo. Do not submit documents when your permit/plan status is IN REVIEW.

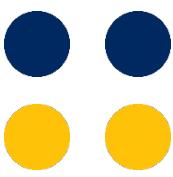
STATUS OF YOUR PERMIT/PLAN: The status of your permit/plan application(s) will be displayed in the "Status" section of your permit/plan Summary. Contact the name of the person located in the Assigned To for any questions.

PERMIT/PLAN QUESTIONS: For questions about your permit/plan application, please contact the staff managing your permit/plan whose name is displayed on the "Assigned To" section of your permit/plan Summary. Send them an email using their first initial, last name and then @miamigardens-fl.gov (Example: Dee Star will be dstar@miamigardens-fl.gov). Building Permits: 305-622-8027 Planning/Zoning Permits/Plans: 305-622-8023.

CSS TECHNICAL SUPPORT: For TECHNICAL support only please call 305-622-8000 X2603.

LOCKED OUT OF CSS Online account: The system will lock you out after four (4) failed attempts trying to log in to your account. You must wait a minimum of 15 minutes for the system to reset itself. If necessary, you have the option to reset your Password and/or User ID at the Log In prompt: Forgot your password? Forgot your username?





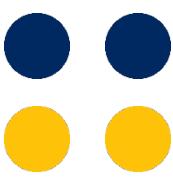
How to Apply for a Permit/Plan

Step 5: Civic Access displays a message directing customers to another site. Click Continue.

The screenshot shows a web browser window with the following details:

- Address Bar:** https://miamigardensfl-energovpub.tylerhost.net/apps/selfservice#/sso.html
- Toolbar:** Back, Forward, Stop, Refresh, Address Bar, Favorites, Print, User Profile, Help.
- Menu Bar:** File, Edit, View, Insert, Format, Tools, Help.
- Content Area:**
 - City Logos:** Miami Gardens All-America City 2020 logo and City of Miami Gardens 2003 logo.
 - City Name:** MIAMI GARDENS FLORIDA
 - User Options:** Login or Register.
 - Message Box:** A white box with a black border contains the text: "You are being redirected to Tyler Identity login page for authorization purposes. Once authenticated, you will be logged into CSS." It has two buttons: "Cancel" and "Continue". A large yellow arrow points to the "Continue" button.





How to Apply for a Permit/Plan

Step 6:

The email for your account will automatically generate. Click on Next.

Sign in to community access services.

Email address

yjulaton@miamigardens-fl.gov

Keep me signed in

Next

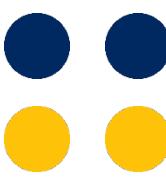
OR

Sign in with...

[Unlock account?](#) [Help](#)

[Create an account](#)





How to Apply for a Permit/Plan

Step 7:

Select Email to receive a verification code.

Then click on Send me an Email or select Password, then enter your password.

Get a verification email

Send a verification email by clicking on "Send me an email".

[Send me an email](#)

Verify with something else

[Back to sign in](#)

Verify it's you with a security method

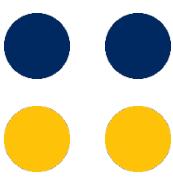
Select from the following options

Email →

Password →

[Back to sign in](#)





How to Apply for a Permit/Plan

Step 8: Check your email to get the verification code, then enter Code if you did not select Password.

Community Access Identity <noreply@identity.tylerportico.com>
To: Yvonne Julaton

[\(i\) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

This Message Is From an External Sender
This message came from outside your organization.



Hi Jackie,

You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

523878

If you believe you have received this email in error, please disregard.

[Verify with your email](#)

We sent you a verification email. Please check your email and enter the code below.

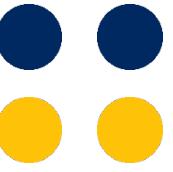
Enter Code

Verify

[Verify with something else](#)

[Back to sign in](#)





How to Apply for a Permit/Plan

Step 9: Once logged on, you will notice your name will appear on the upper right-hand corner of the page.

MIAMI GARDENS FLORIDA

Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Search Calendar 0

ALL files **MUST** be FLATTENED and saved in PDF format. FILE NAME should be consistent to the required category. Do not use symbols or dots in between filename (only dot used for .PDF file type). Files must not have password security enabled. PDF document must be original and not a photo. Do not attach file directly from a website, email, or scanner. File size maximum is 5mb per file.

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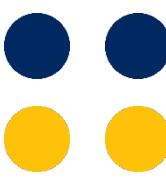
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STATUS OF YOUR PERMIT/PLAN: The status of your permit/plan application(s) will be displayed in the "Status" section of your permit/plan Summary. Contact the name of the person located in the Assigned To for any questions.

PERMIT/PLAN QUESTIONS: For questions about your permit/plan application, please contact the staff managing your permit/plan whose name is displayed on the "Assigned To" section of your permit/plan Summary. Send them an email using their first initial, last name and then @miamigardens-fl.gov (Example: Dee Star will be dstar@miamigardens-fl.gov). Building Permits: 305-622-8027 Planning/Zoning Permits/Plans: 305-622-8023.

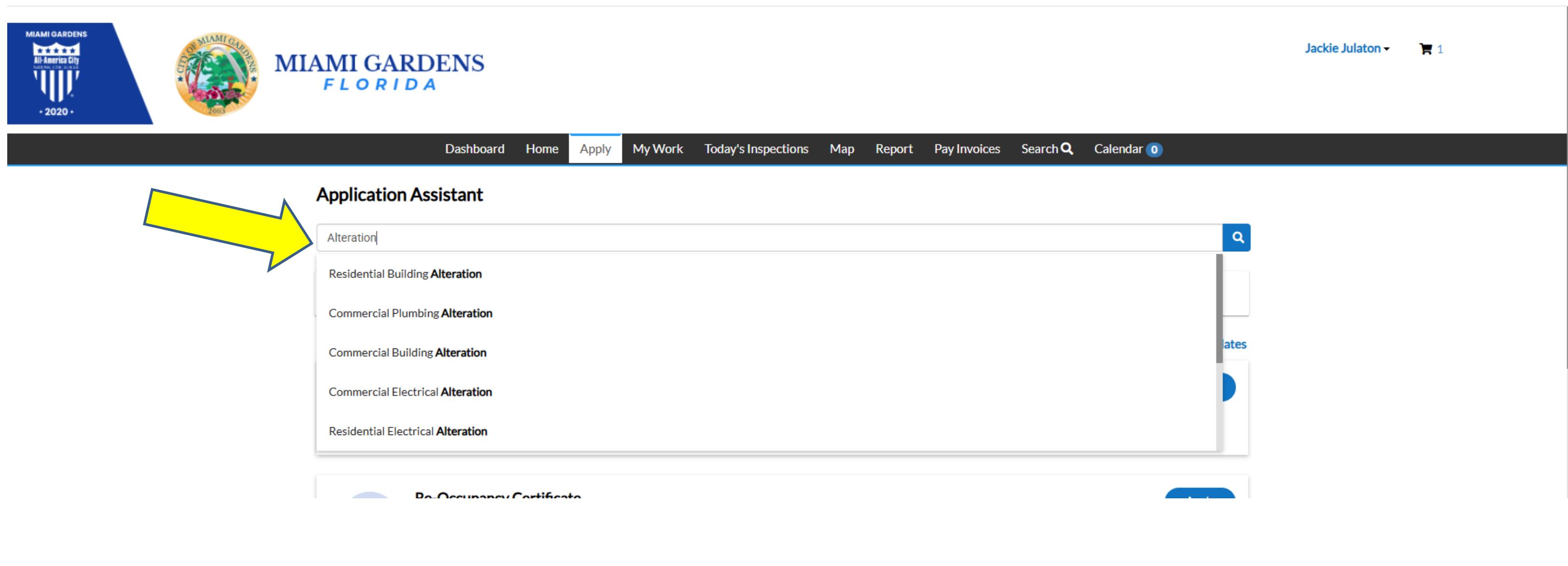
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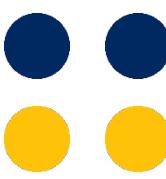


How to Apply for a Permit/Plan

Step 10: Click on the Apply tab, then use the Application Assistant to search for application names and key words, e.g., Alteration.

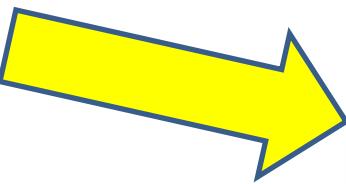


The screenshot shows the City of Miami Gardens permitting system. At the top, there is a blue header bar with the City's logo and name. Below this is a navigation bar with tabs: Dashboard, Home, **Apply**, My Work, Today's Inspections, Map, Report, Pay Invoices, Search (with a magnifying glass icon), and Calendar (with a '0' badge). The 'Apply' tab is currently selected. A yellow arrow points to the 'Search' input field in a modal window titled 'Application Assistant'. The input field contains the text 'Alteration'. Below the input field, a list of application types is displayed: Residential Building Alteration, Commercial Plumbing Alteration, Commercial Building Alteration, Commercial Electrical Alteration, and Residential Electrical Alteration. The City of Miami Gardens logo is also visible in the bottom right corner of the page.



How to Apply for a Permit/Plan

Note: The dropdown list provides options to choose from for Alteration.



MIAMI GARDENS
2020

CITY OF MIAMI GARDENS

MIAMI GARDENS
FLORIDA

Jackie Julaton   1

Dashboard Home **Apply** My Work Today's Inspections Map Report Pay Invoices Search  Calendar  0

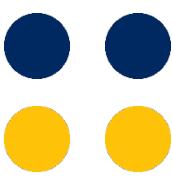
Application Assistant

Alteration 

- Residential Building Alteration
- Commercial Plumbing Alteration
- Commercial Building Alteration
- Commercial Electrical Alteration
- Residential Electrical Alteration

Re-Occupancy Certificate 

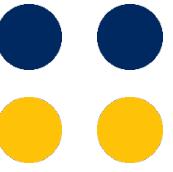
CITY OF MIAMI GARDENS 



How to Apply for a Permit/Plan

Step 11: Using the example for Residential Building Alteration, click on Apply icon to begin the application process.

The screenshot shows the City of Miami Gardens permitting application interface. At the top, there is a banner with the city's name and a logo. The main navigation bar includes links for Dashboard, Home, Apply (which is highlighted in blue), My Work, Today's Inspections, Map, Report, Pay Invoices, Search (with a magnifying glass icon), and Calendar (with a '0' notification). On the right side of the header, there is a user profile for 'Jackie Julaton' and a shopping cart icon with '1' notification. The main content area is titled 'Application Assistant' and features a search bar with the text 'Residential Building Alteration' and a magnifying glass icon. Below the search bar are five buttons: 'All' (blue), 'Trending', 'My History', 'APPLY FOR PERMITS', and 'PLANS'. There is also a link to 'Show My Templates'. A section titled 'Residential Building Alteration' is displayed, showing a house icon with a plus sign, the category name 'Building', and a description: 'Building alteration for residential, remodeling, repair.' A blue 'Apply' button is located to the right of this section. The bottom right corner of the screenshot features the City of Miami Gardens logo.



How to Apply for a Permit/Plan

Step 12: Click on the plus sign + to Add Location.

Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Search Calendar 0

Apply for Permit - Residential Building Alteration *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

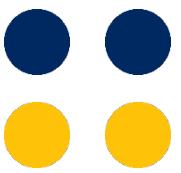
LOCATIONS

Location Information

Location Add Location + REQUIRED

Create Template Save Draft Next



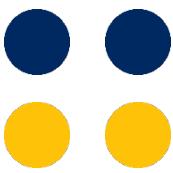


How to Apply for a Permit/Plan

Step 13: Enter the location where work is going to be completed.

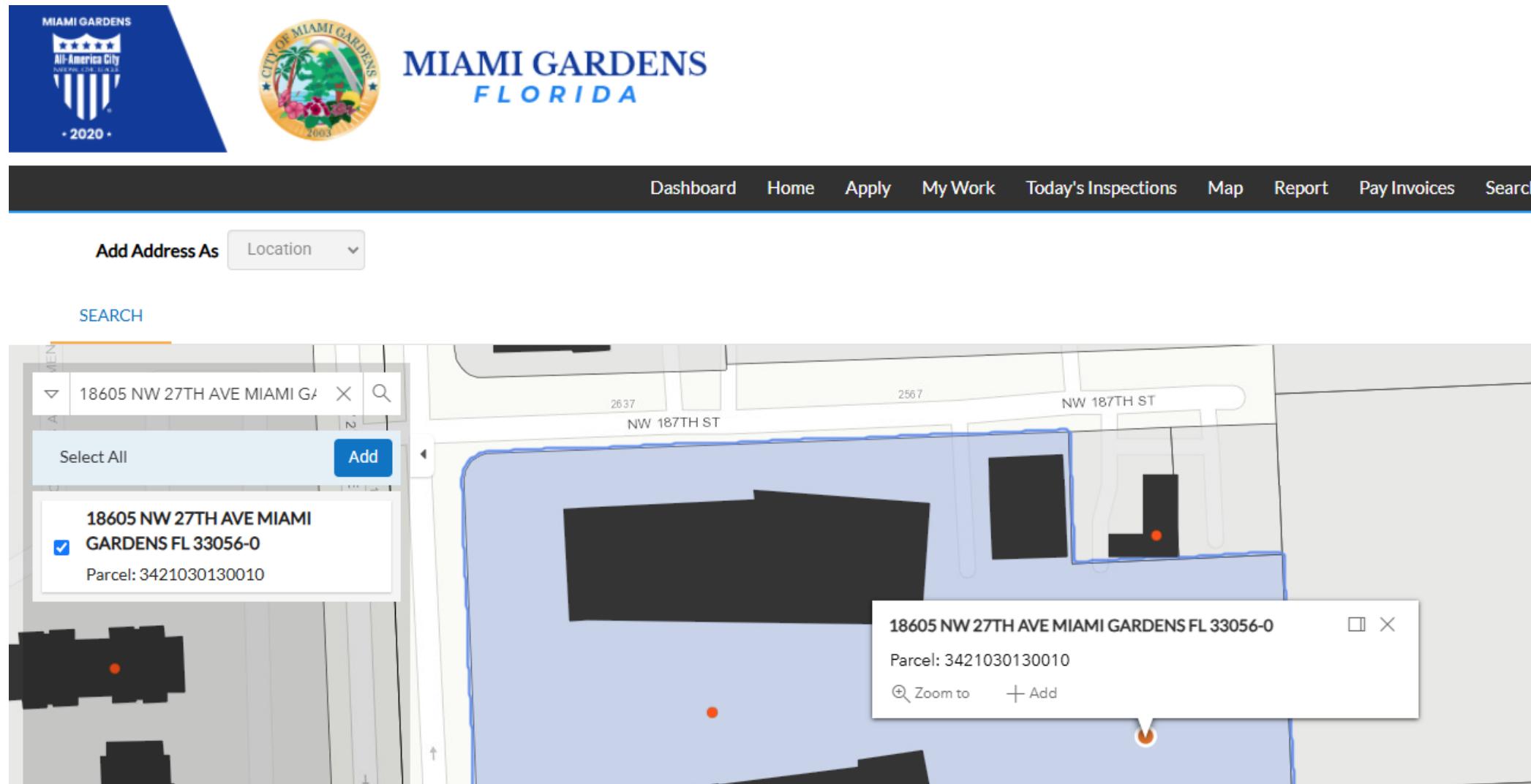
The screenshot shows the Miami Gardens permitting system interface. At the top, there are logos for Miami Gardens (2020 All-America City) and the City of Miami Gardens (2003). The main header includes the city name and a user profile for Jackie Julaton with a cart icon showing 1 item. The navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search (with a magnifying glass icon), and Calendar (with a 0). Below the navigation bar, a search bar is displayed with the placeholder "Add Address As" and a dropdown menu set to "Location". A "Back to Application" link is also present. The main content area features a map of the Miami Gardens and surrounding areas, including Biscayne Bay, North Miami Beach, and Aventura. A search results box for "18605 NW 27" shows the address "18605 NW 27TH AVE MIAMI GARDENS FL 33056-0". The map shows the location of the address with a red bounding box. The map includes labels for various streets, roads, and landmarks, such as the Florida Expressway, I-95 Expressway, and various golf courses.

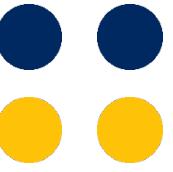




How to Apply for a Permit/Plan

Step 14: Then check the box and click the Add icon.





How to Apply for a Permit/Plan

Step 15: The Location will show as complete. Click on Next to continue application process.

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

Jackie Julaton 1

Apply for Permit - Residential Building Alteration *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Location Information

Type: Location
18605 NW 27TH AVE ,
MIAMI GARDENS, FL,
33056

Main Address

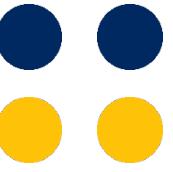
Parcel Number
3421030130010

Main Parcel

Remove

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





How to Apply for a Permit/Plan

Step 16: Fill in the required fields, e.g., Description, Square Feet, and Valuation, then click Next.

MIAMI GARDENS FLORIDA

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

Jackie Julaton 1

Apply for Permit - Residential Building Alteration *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

PERMIT DETAILS

Basic Information

* Permit Type: Residential Building Alteration

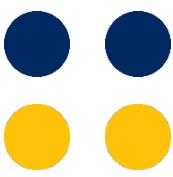
* Description:

* Square Feet:

* Valuation:

Back Create Template Save Draft Next



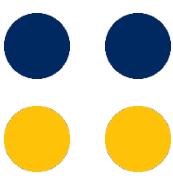


How to Apply for a Permit/Plan

Step 17: Click on the plus + to Add required Contact(s), e.g., property owner, then click on Next.

The screenshot shows a web-based permitting application for the City of Miami Gardens. At the top, the city's logo and name are displayed, along with a user profile for 'Jackie Julaton'. The main navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The current page is 'Apply for Permit - Residential Building Alteration'. A progress bar at the top indicates the user is on step 3 of 6. The 'CONTACTS' section is the active step, showing the 'Applicant' (Jackie Julaton) and 'Property Owner' (126 test) fields, both of which are marked as 'REQUIRED'. There are 'Add Contact' buttons with a plus sign for both categories. At the bottom, there are 'Back', 'Create Template', 'Save Draft', and 'Next' buttons.

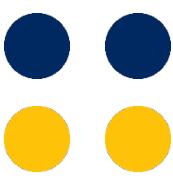




How to Apply for a Permit/Plan

Note: You can search for a contact to add them to your application. Their name will appear as long as they have a registered CSS online account.

The screenshot shows the City of Miami Gardens CSS online application interface. At the top, there are two logos: the City of Miami Gardens All-America City award logo (blue with white text and a starburst) and the official City of Miami Gardens seal (circular with palm trees, flowers, and the text 'CITY OF MIAMI GARDENS 2003'). To the right of the seal, the text 'MIAMI GARDENS FLORIDA' is displayed. On the far right, a user profile shows 'Jackie Julaton' with a dropdown arrow, a shopping cart icon with '1', and a 'Logout' link. Below the header is a dark navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search (with a magnifying glass icon), and Calendar (with a '0'). The main content area has a light gray background. A blue button labeled 'Add Contact' is visible. Below it, the text 'Add Contact As : Property Owner' is shown. At the bottom of the page are three buttons: 'Search' (blue), 'Enter Manually' (light blue), and 'My Favorites' (light blue). A search bar with the placeholder 'Name, E-mail, or Company' and a magnifying glass icon is located at the bottom left. The City of Miami Gardens seal is also partially visible on the right side of the page.



How to Apply for a Permit/Plan

Step 18: Add required Attachments, then click Next.

- State of Florida Rules for Signing and Sealing Electronically
 - Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required by state laws as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.

Permit Application/Owner..

Add Attachment

+

Supported: .pdf

REQUIRED

Proof of Ownership/Propert...

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

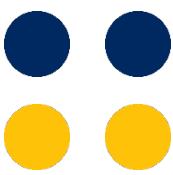
+

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

[Back](#) [Create Template](#)

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





How to Apply for a Permit/Plan

Note: Please Read Attachment Instructions before attaching documents

Attachments

The CSS Guidelines for electronic plan package submittal shall dictate required documentation, procedures, data, naming conventions and file formats for e-plan (electronic) processing. **Any submittal not meeting the following criteria will not be processed for review.**

The permit applicant shall provide the entire electronic plan package. The files shall contain all drawings and supporting documents. All drawings and supporting documents in the plan package **must** be PDF formatted.

All Digital Submittal shall strictly adhere to the following instructions. Each trade file shall be "Batched Group Files" and contain the discipline code as the first letter of the file name. The discipline is the primary method of classification for file names. Sheet File names start with the discipline code, followed by a user-definable numerical field that closely corresponds to the sheet sequence number.

Please strictly adhere to the following examples:

C Civil & Site (C-1.01, 1.02, 1.03, 1.04, etc...)

A Architectural (A-1.01, 1.02, 1.03, 1.04, etc...)

S Structural (S-1.01, 1.02, 1.03, 1.04, etc...)

M Mechanical (M-1.01, 1.02, 1.03, 1.04, etc...)

E Electrical (E-1.01, 1.02, 1.03, 1.04, etc...) 2.4

P Plumbing (P-1.01, 1.02, 1.03, 1.04, etc...) PDF files shall be created in a manner that

L Landscape (L-1.01, 1.02, 1.03, 1.04, etc...) retains the sheet aspect ratio allowing for

I Irrigation (I-1.01, 1.02, 1.03, 1.04, etc...) electronic measurements using the markup

FA Fire Alarm (FA-1.01, 1.02, 1.03, 1.04, etc...)

etc...) PDF files shall have only one layer without

FS Fire Sprinkler (FS-1.01, 1.02, 1.03, 1.04, etc...) any embedded objects.

G General Information (non-discipline specific)(G-1.01, 1.02, 1.03, 1.04, etc...) PDF files shall **not** be encrypted or

O Equipment (O-1.01, 1.02, 1.03, 1.04, etc...) password protected

T Telecommunication (T-1.01, 1.02, 1.03, 1.04, etc...) **File names** shall **not** contain any leading or

Z Contractor/ Shop Drawings (Z-1.01, 1.02, 1.03, 1.04, etc...) trailing spaces, special characters such as

Structural Calculations parenthesis "()" ; double periods ".."; number

Energy Calculations sign #, question marks "?"; etc.

Specifications Note: Documents with password protection

Specification, Cut Sheets, ext. and incorrect filename conventions with

Batched File Sheet special characters, leading or trailing spaces

numbers should be are not viewable and will automatically be

designated sequentially starting at "01" and required for resubmittal.

continuing thru "99". The following

are **example** sheet file names:

A-101.pdf Architectural, first floor plan,

sheet 1.1

A-102.pdf Architectural, second floor plan,

sheet 1.2

A-103.pdf Architectural, first floor reflected

ceiling plan, sheet 1.3

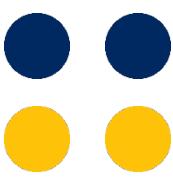
A-201.pdf Architectural, elevations, sheet

2.1

A-501.pdf Architectural, details, sheet 5.1

- Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required by state laws as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.





How to Apply for a Permit/Plan

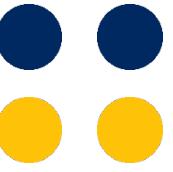
We also have an **Electronic Construction Document Submittal Requirements Checklist** available on our Building Services/Documents & Forms website:

<https://www.miamigardens-fl.gov/193/Documents-Forms>

The contractor/applicant shall assemble the required documents (see checklists by permit type for permit requirements) and submit through the CSS portal as follows.

1. Permit application – A paper application can be downloaded from the building department's website, completed, signatures notarized, and scanned into an electronic PDF type file.
 - a. Permit application
2. Drawings – Documents prepared by a licensed architect or engineer shall be properly signed with a digital signature. Documents shall be submitted batched by sub-sets as follow.
 - a. Civil/Site Plans
 - b. Landscape/Irrigation Plans
 - c. Architectural Plans
 - d. Structural Plans
 - e. Plumbing Plans
 - f. Mechanical Plans
 - g. Electrical Plans
 - h. Fire Sprinkler Plans
 - i. Fire Alarm Plans
 - j. DERM Approved Plans
3. Supporting Documents – Must be converted to PDFs, organized and named in a manner that clearly describes what the document is.
 - a. Structural Calculations
 - b. Energy Calculations
 - c. Product Approvals





How to Apply for a Permit/Plan

Note: Files will begin uploading. Wait until 100% file is uploaded. Then click on Next.

A-101.pdf Architectural, first floor plan, sheet 1.1
A-102.pdf Architectural, second floor plan
A-103.pdf Architectural, first floor reflected
A-201.pdf Architectural, elevations, sheet 1
A-501.pdf Architectural, details, sheet 5
PDF files shall be created in a manner that is compatible with the City of Miami Gardens
PDF files shall have only one layer without any embedded objects.
PDF files shall **not** be encrypted or password protected
File names shall **not** contain any leading or trailing spaces, special characters such as parenthesis "()" ; double periods ":" ; number sign #, question marks "?" ; etc.
Note: Documents with password protection and incorrect filename conventions with special characters, leading or trailing spaces are not viewable and will automatically be required for resubmittal.

- State of Florida Rules for Signing and Sealing Electronically
 - Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required by state laws as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.

Saving Files

0 of 2 Uploaded Show Details 0 %

PDF files shall be created in a manner that is compatible with the City of Miami Gardens
PDF files shall have only one layer without any embedded objects.
PDF files shall **not** be encrypted or password protected
File names shall **not** contain any leading or trailing spaces, special characters such as parenthesis "()" ; double periods ":" ; number sign #, question marks "?" ; etc.
Note: Documents with password protection and incorrect filename conventions with special characters, leading or trailing spaces are not viewable and will automatically be required for resubmittal.

- State of Florida Rules for Signing and Sealing Electronically
 - Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required by state laws as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.

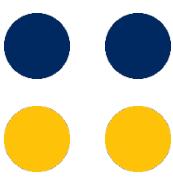
Permit Application/Owner...
Test 1_v1.pdf
Size: 187.22 KB
Remove

Proof of Ownership/Property...
Test 2_v1.pdf
Size: 187.22 KB
Remove

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**





How to Apply for a Permit/Plan

Note: You will see your attachment(s).



Permit
Application/Owner...

Test 1.pdf
Size: 187.22 KB

[Remove](#)



Proof of
Ownership/Property...

Test 2.pdf
Size: 187.22 KB

[Remove](#)

Select Type

Add Attachment

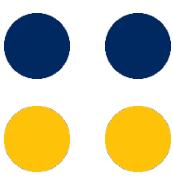
+

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

[Back](#) [Create Template](#)

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





How to Apply for a Permit/Plan

Step 19: Review and Submit your information.

Apply for Permit - Residential Building Alteration *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit (6)

Submit

Locations

Location	18605 NW 27TH AVE, MIAMI GARDENS, FL, 33056
Parcel Number	3421030130010

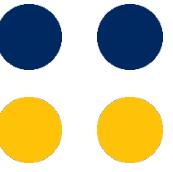
Basic Info

Type	Residential Building Alteration
Description	test
Square Feet	1
Valuation	1
Applied Date	02/05/2025

Contacts

Applicant	Jackie Julaton 126 test,
Property Owner	EDEN TEST EDEN TEST 1515 NW 167TH ST, MIAMI GARDENS, FL, 33169-5145





How to Apply for a Permit/Plan

A Permit Number will generate once you have successfully submitted your application.

The screenshot shows a web-based permit application system for the City of Miami Gardens. At the top, there are logos for the City of Miami Gardens and the American Society of Landscape Architects (ASLA). The top navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. A user profile for 'Jackie Julaton' is shown with a notification count of 1. A green success message box states: '✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.' Below this, the 'Permit Details' section displays the following information:

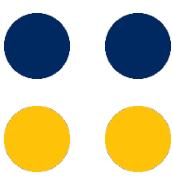
Type:	Residential Building Alteration	Status:	Applied - Online	Project Name:
IVR Number:	120736	Applied Date:	02/05/2025	Issue Date:
District:	1	Assigned To:		Expire Date:
Square Feet:	1.00	Valuation:	\$1.00	Finalized Date:
Description:	test			

Below the details, there are tabs for Summary, Locations, Fees, Inspections, Attachments, Contacts, Sub-Records, and More Info. The 'Summary' tab is selected. The 'Available Actions' section on the right lists the following options:

- Document Submittal
- Upfront Fees
- Permit Review
- Issue Permit
- 100 - Foundation -
- 105 - Stem-Wall -
- 110 - Slab -

At the bottom of the 'Available Actions' section, it says 'No Actions'.





How to Apply for a Permit/Plan

Thank you for doing business with the City of Miami Gardens.

Any Questions?

