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

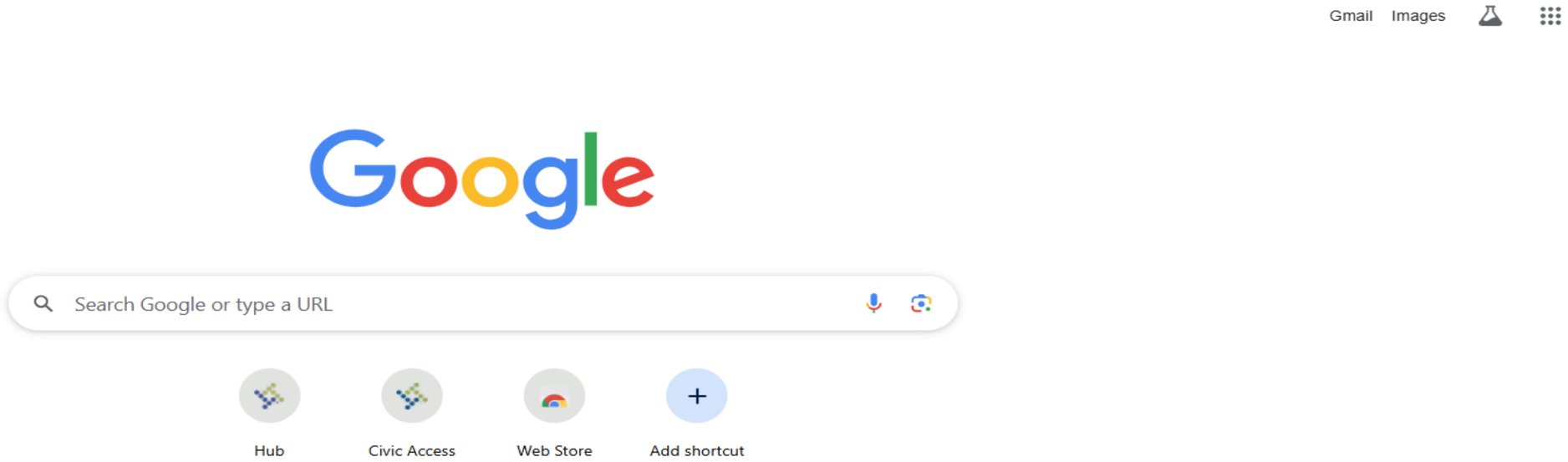
How to Apply for a Permit/Plan

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.

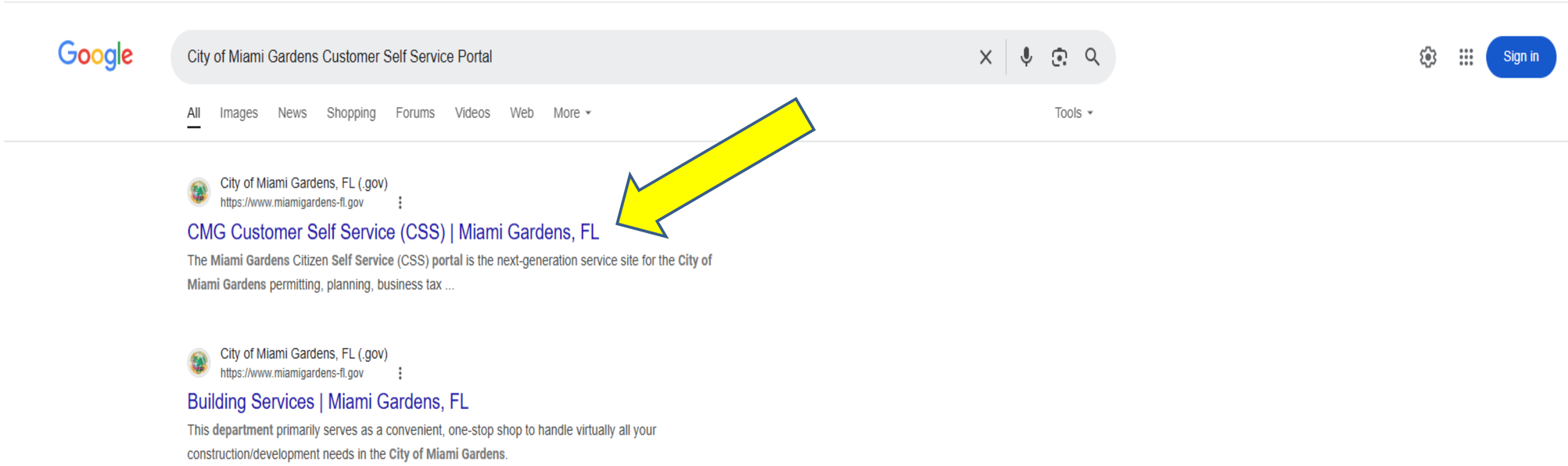
How to Apply for a Permit/Plan

Step 1: Launch Google Chrome.



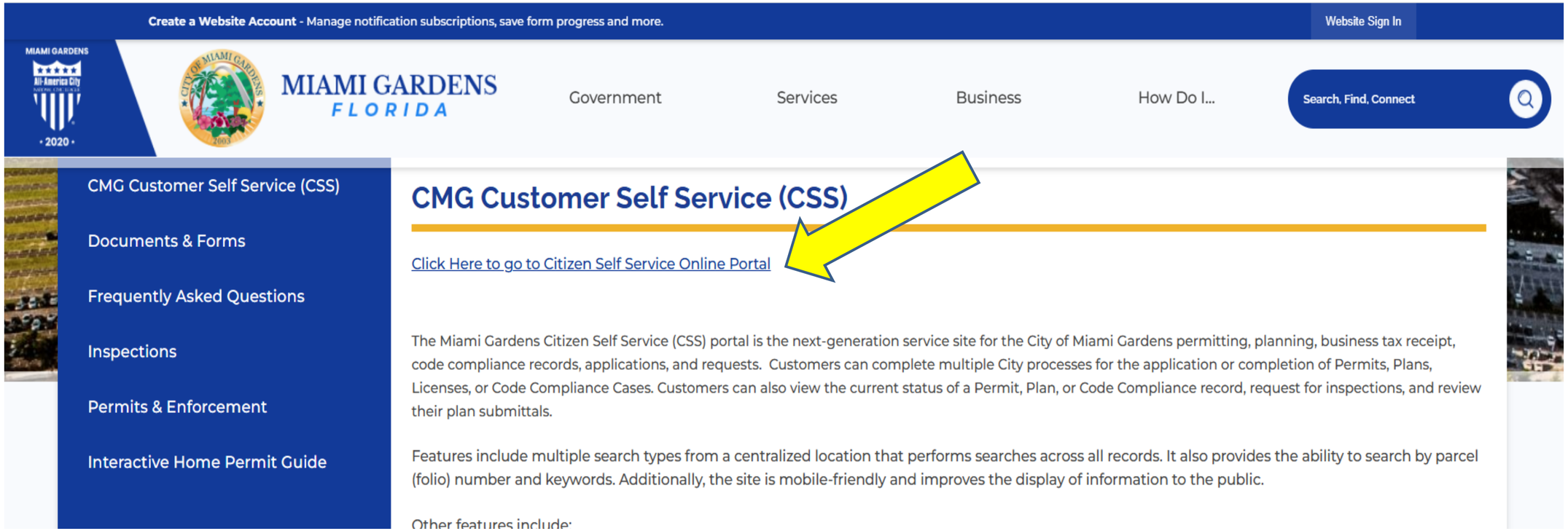
How to Apply for a Permit/Plan

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



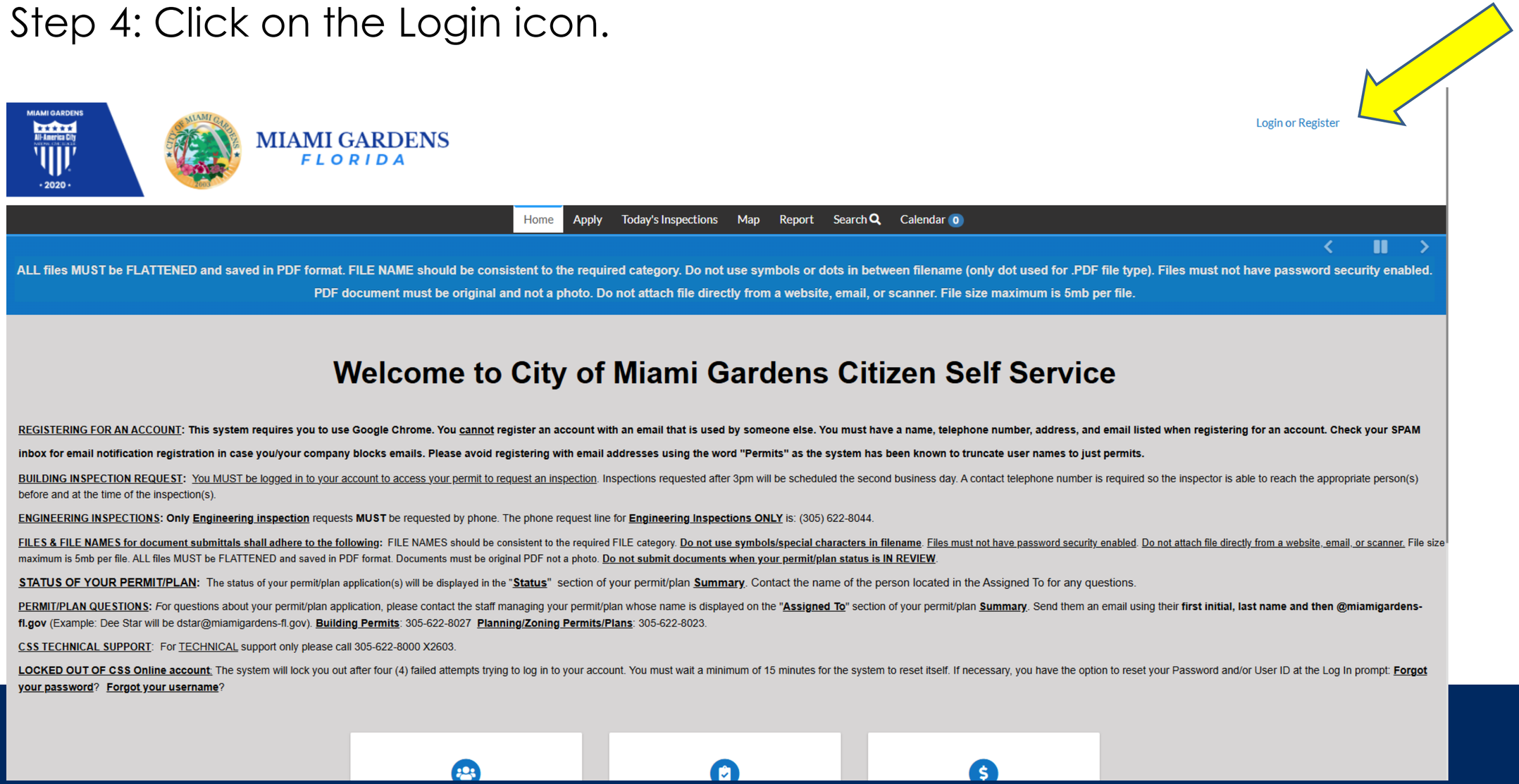
How to Apply for a Permit/Plan

Step 3: Click on the link to go to **Citizen Self Service Online Portal**.



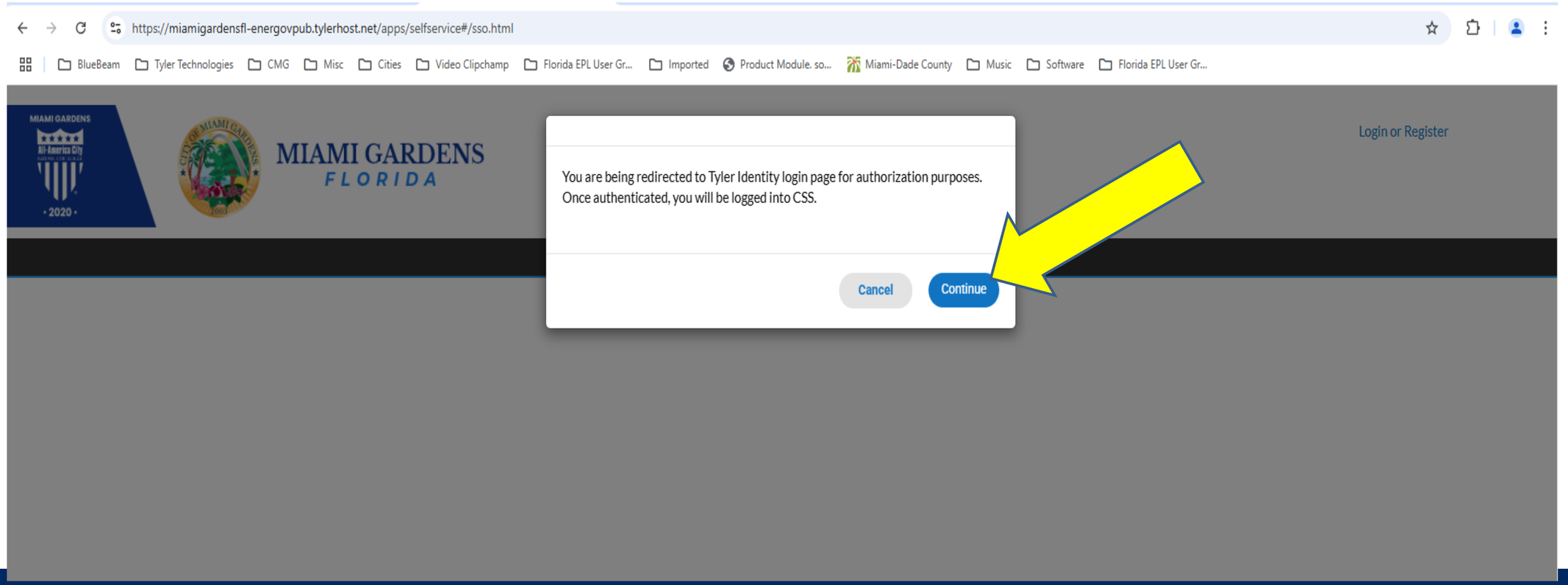
How to Apply for a Permit/Plan

Step 4: Click on the Login icon.



How to Apply for a Permit/Plan

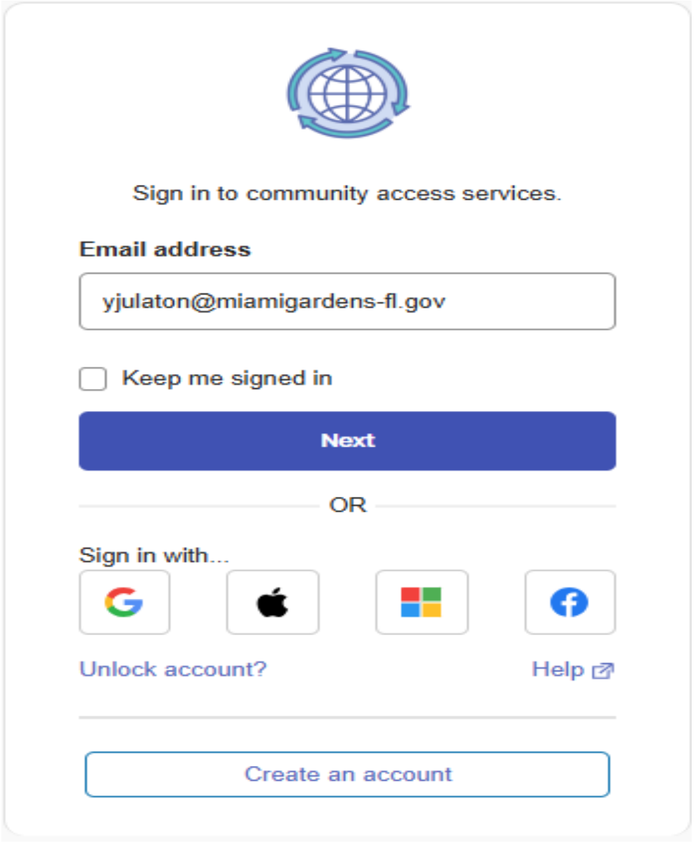
Step 5: Civic Access displays a message directing customers to another site. Click Continue.



How to Apply for a Permit/Plan

Step 6:

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

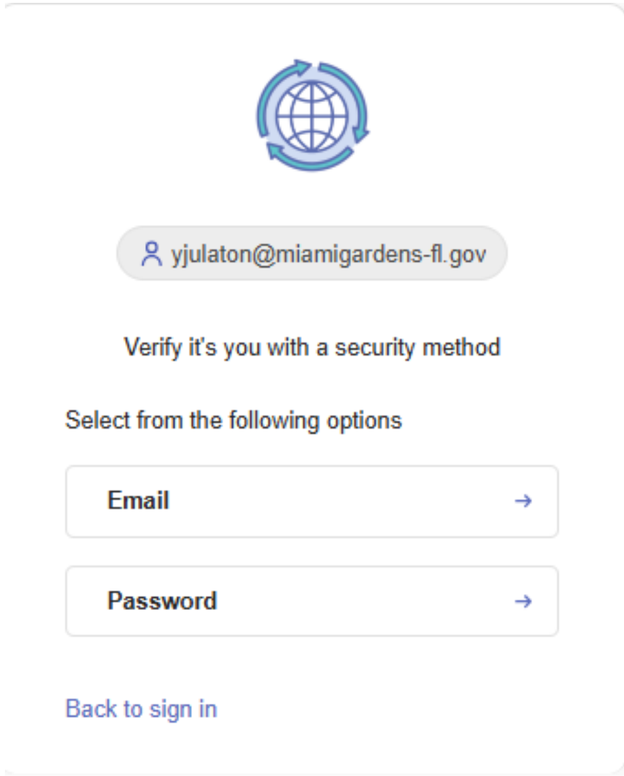


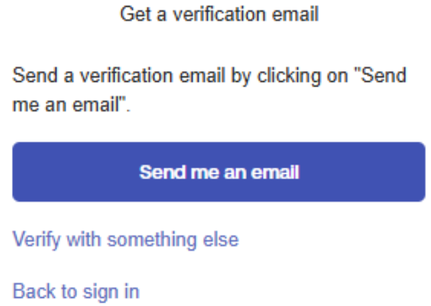
How to Apply for a Permit/Plan

Step 7:

Select Email to receive a verification code.

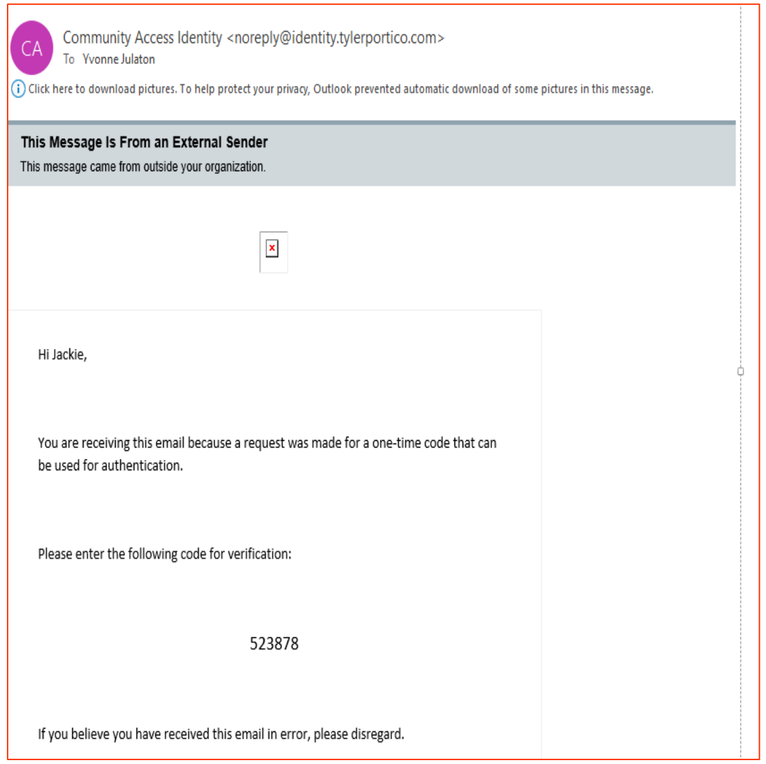
Then click on Send me an Email or select Password, then enter your password.

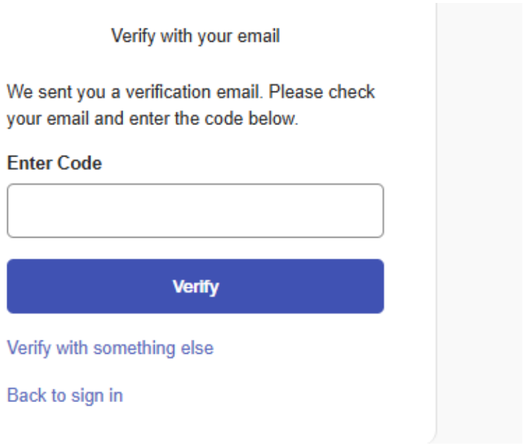




How to Apply for a Permit/Plan

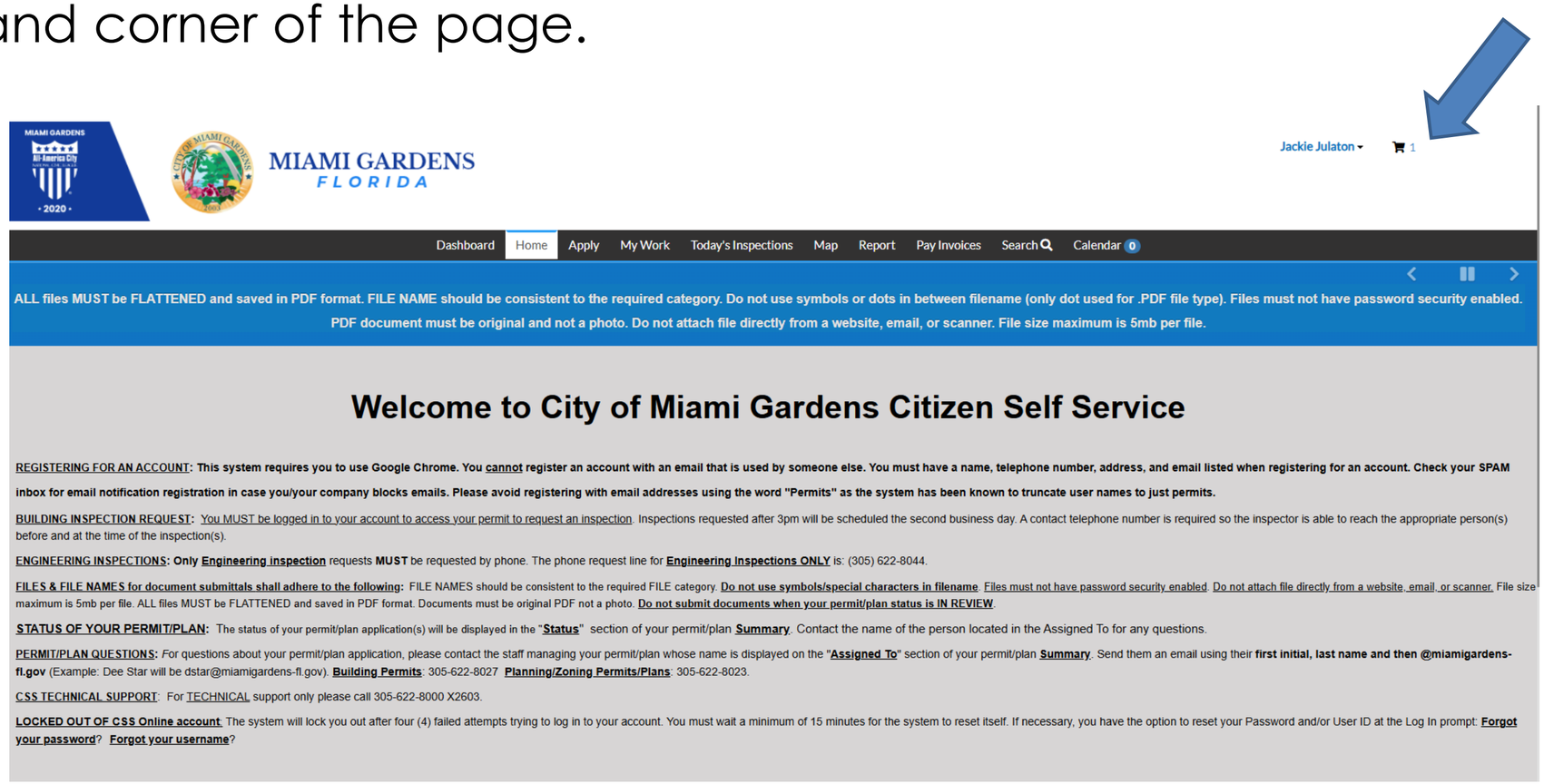
Step 8: Check your email to get the verification code, then enter Code if you did not select Password.





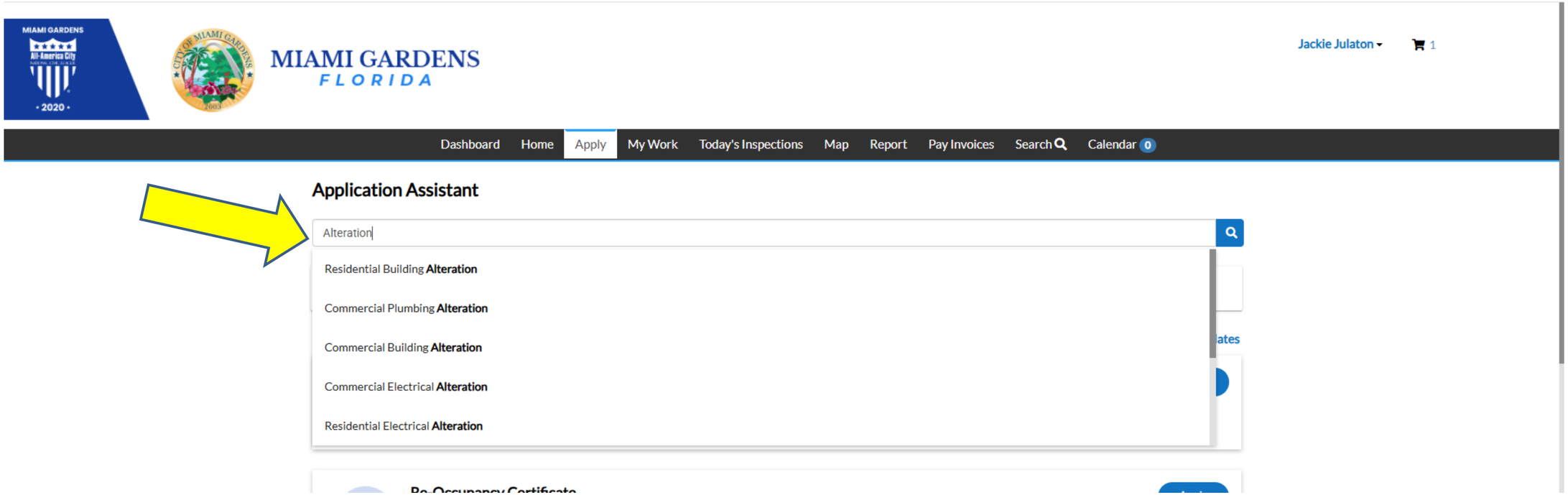
How to Apply for a Permit/Plan

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



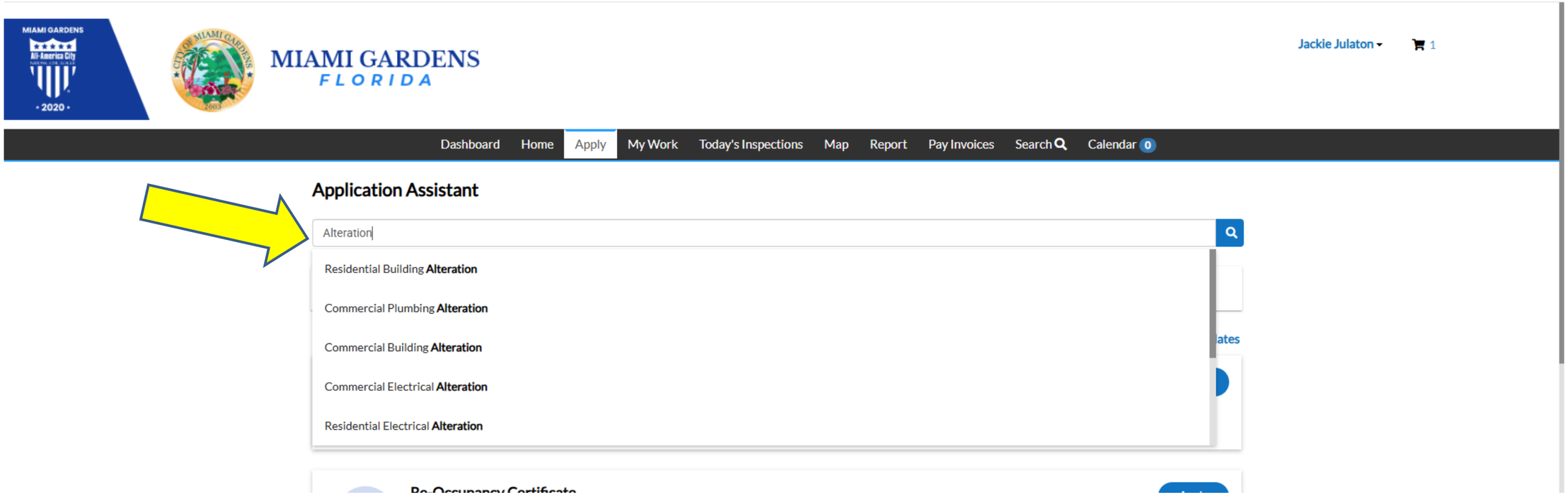
How to Apply for a Permit/Plan

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



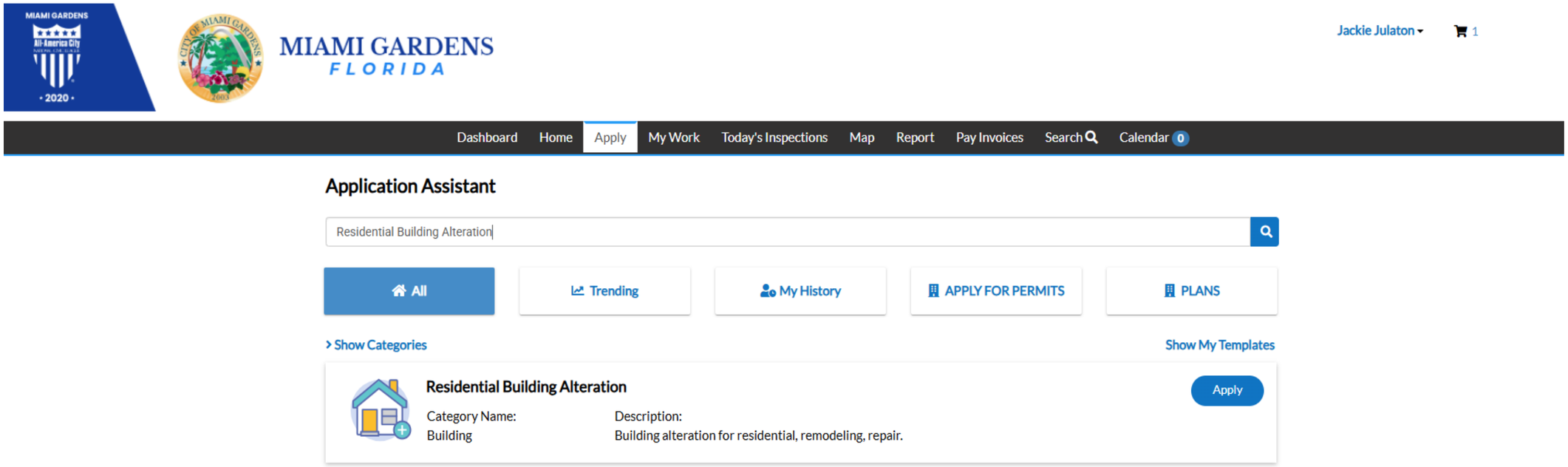
How to Apply for a Permit/Plan

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



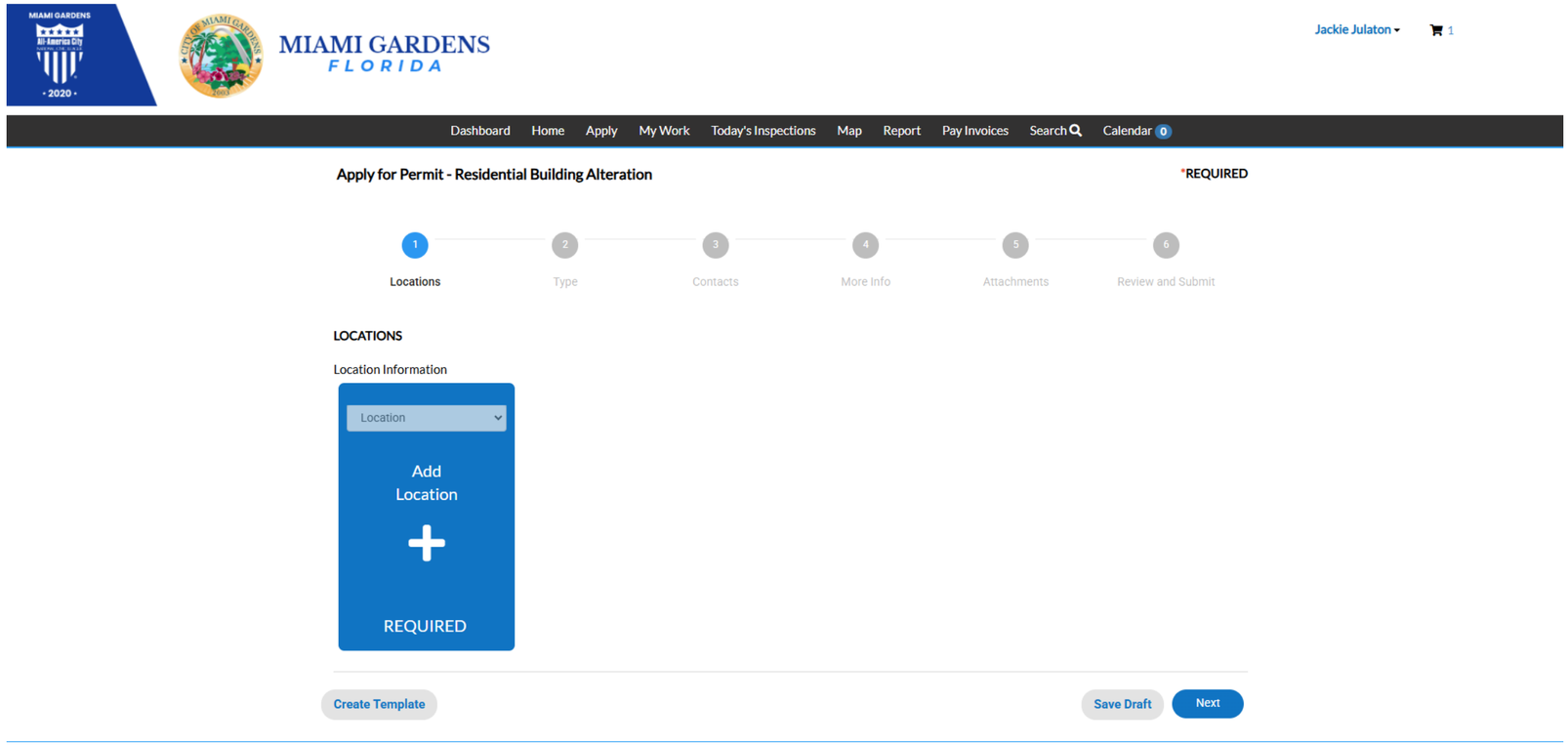
How to Apply for a Permit/Plan

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



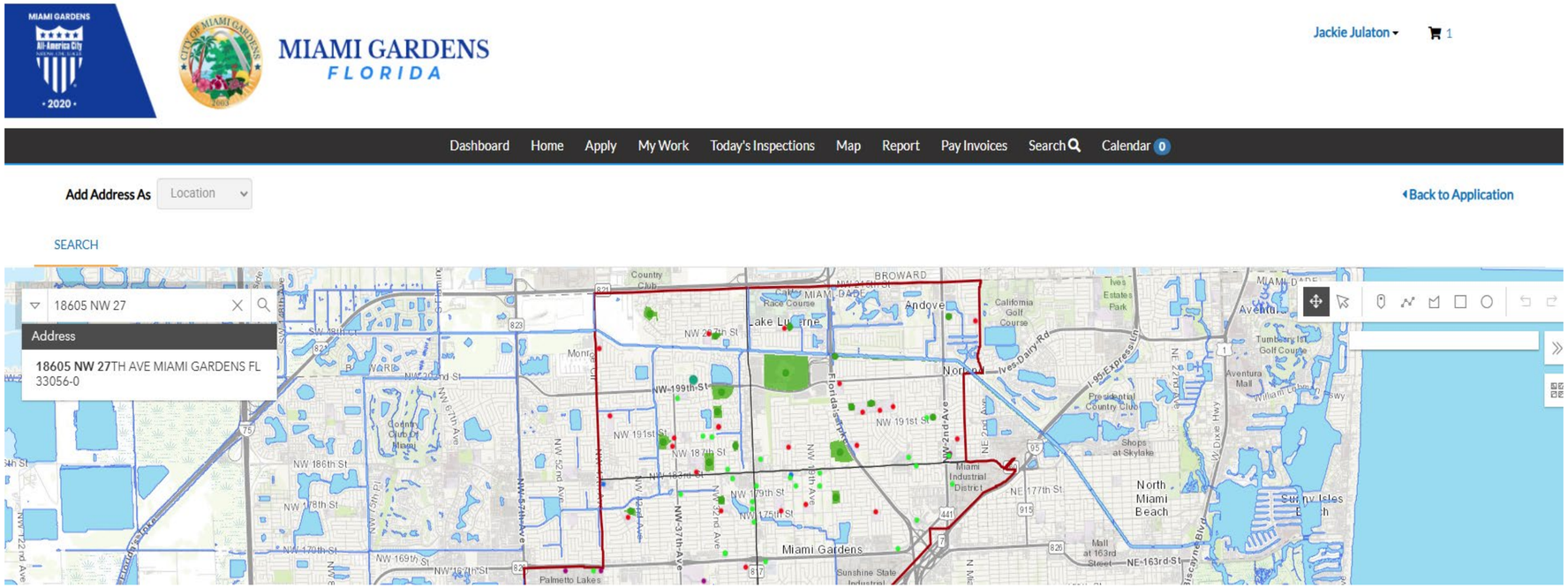
How to Apply for a Permit/Plan

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



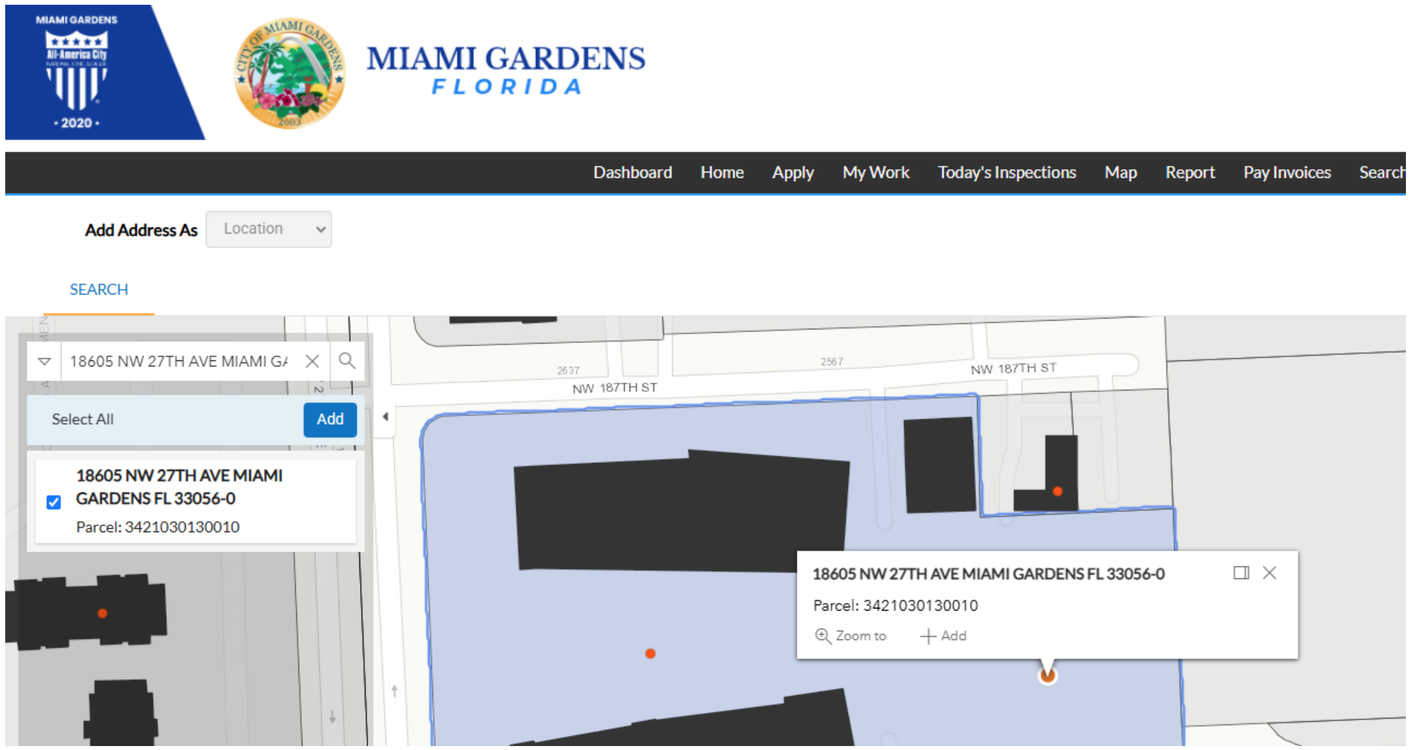
How to Apply for a Permit/Plan

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


MIAMI GARDENS
FLORIDA
Jackie Julaton
1
Dashboard
Home
Apply
My Work
Today's Inspections
Map
Report
Pay Invoices
Search
Calendar 0
Add Address As
Location
Back to Application
SEARCH
18605 NW 27
Address
18605 NW 27TH AVE MIAMI GARDENS FL
33056-0
Miami Gardens
Palmetto Lakes
North Miami Beach
Aventura
Aventura Mall
Sunny Isles Beach
Lake Lucerne
Andover
Ives Estates Park
California Golf Course
Presidential Country Club
Shops at Skylake
Miami Industrial District
Sunshine State Industrial
Mall at 163rd Street
Tumberry Isl Golf Course
Country Club of Miami
Florida's Turnpike
I-95 Express Lanes
Ives Dairy Rd
W Dixie Hwy
NW 191st St
NW 199th St
NW 187th St
NW 186th St
NW 179th St
NW 175th St
NW 178th St
NW 170th St
NW 169th St
NW 167th St
NW 163rd St
NW 37th Ave
NW 2nd Ave
NE 177th St
NE 163rd St
NW 27th Ave
NW 57th Ave
NW 52nd Ave
NW 42nd Ave
NW 67th Ave
NW 2nd Ave
NE 2nd Ave
NW 122nd Ave
NW 186th St
NW 178th St
NW 170th St
NW 5th Pl
NW 5th Ct
NW 203rd St
NW 199th St
NW 191st St
NW 187th St
NW 179th St
NW 175th St
NW 169th St
NW 167th St
NW 163rd St
NE 177th St
NE 163rd St
NW 37th Ave

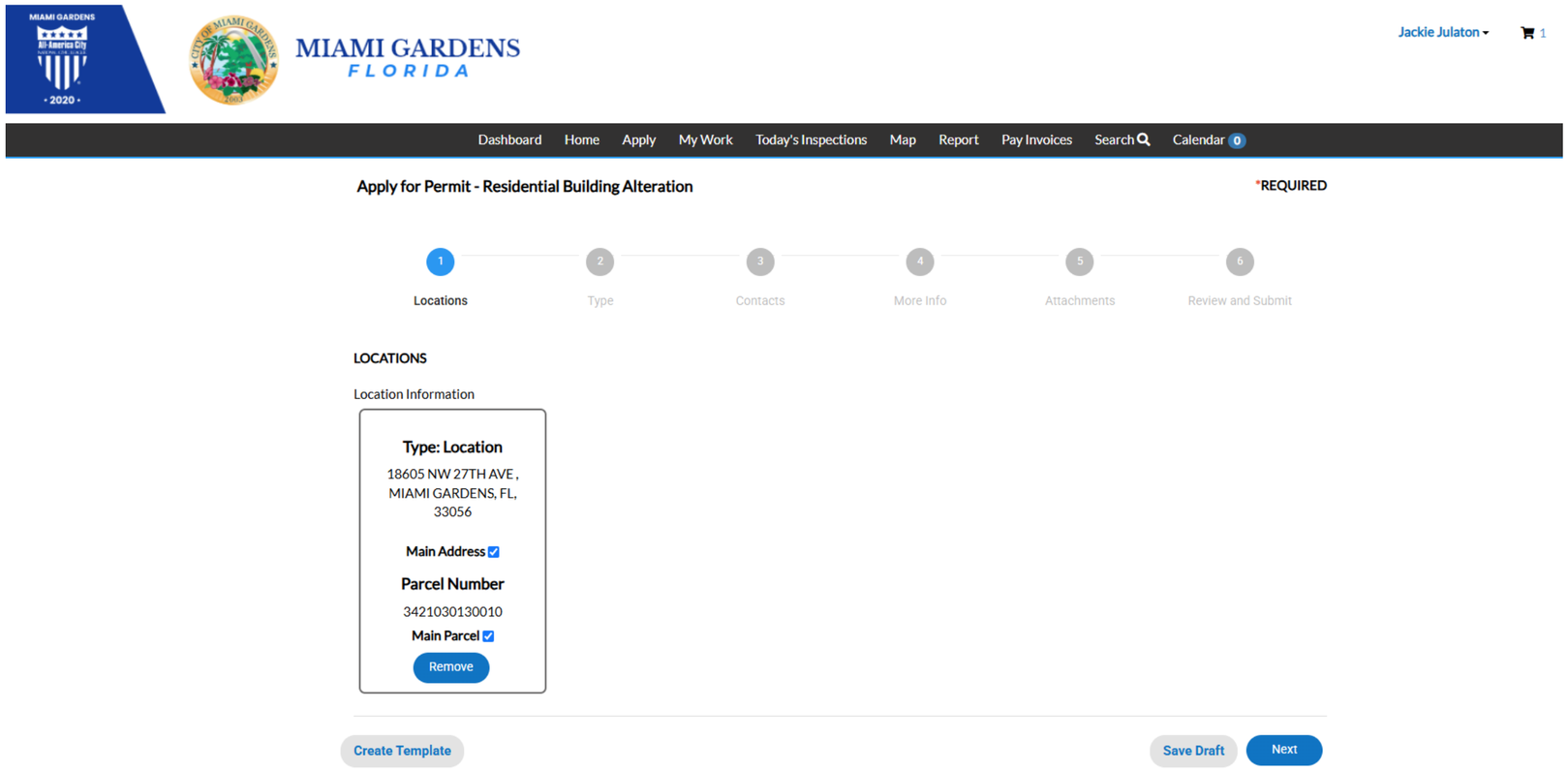
How to Apply for a Permit/Plan

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



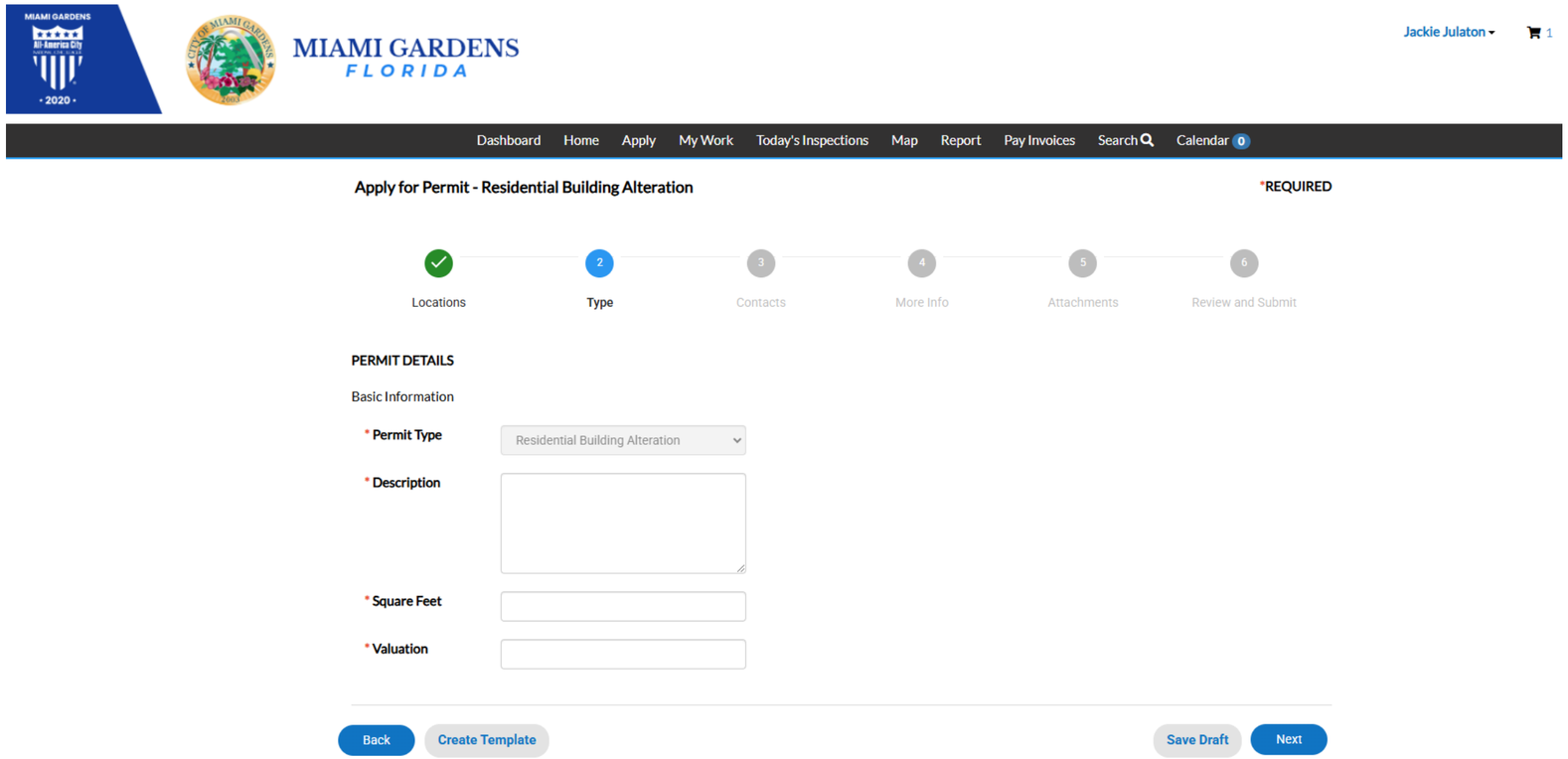
How to Apply for a Permit/Plan

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



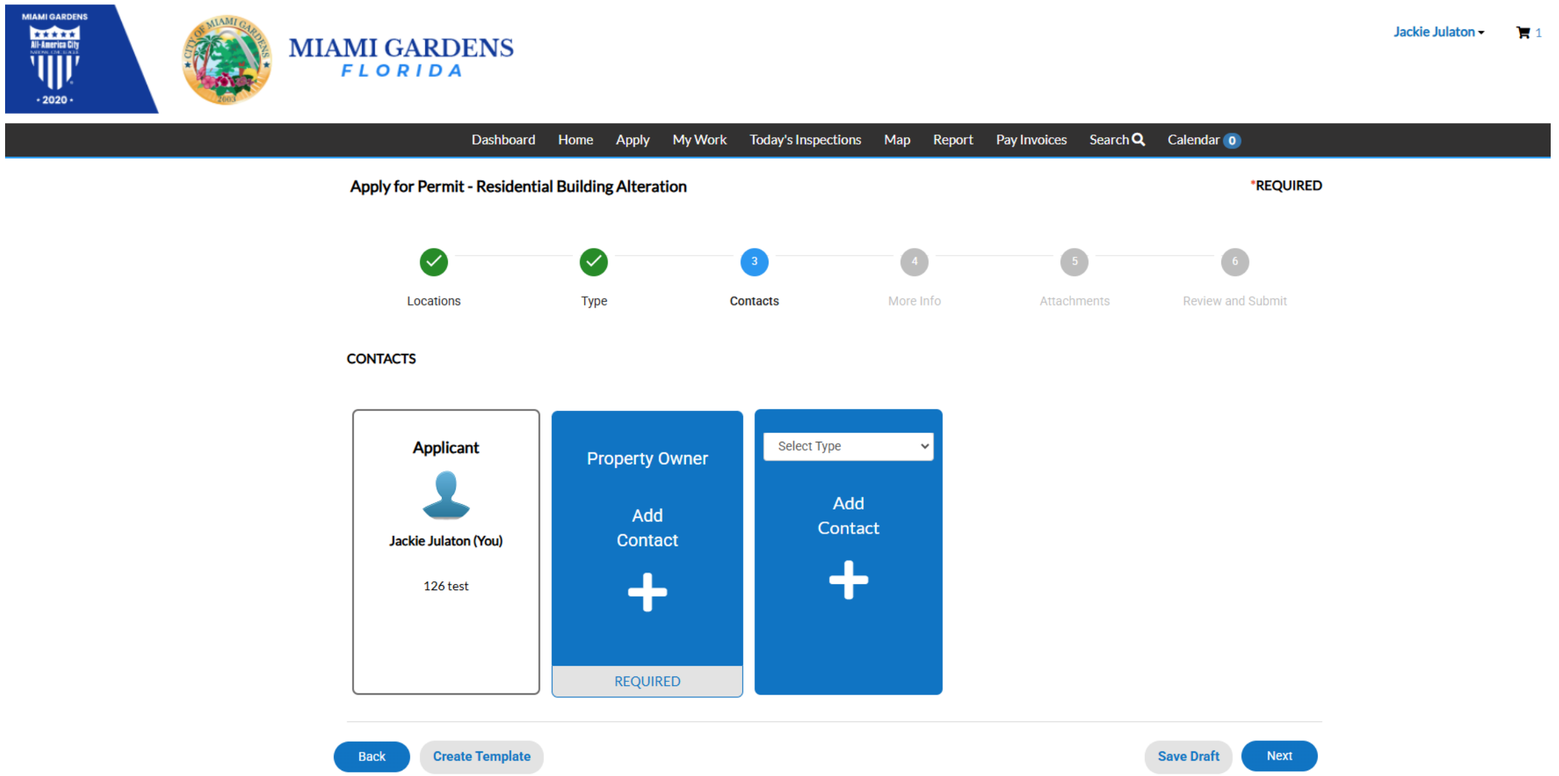
How to Apply for a Permit/Plan

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



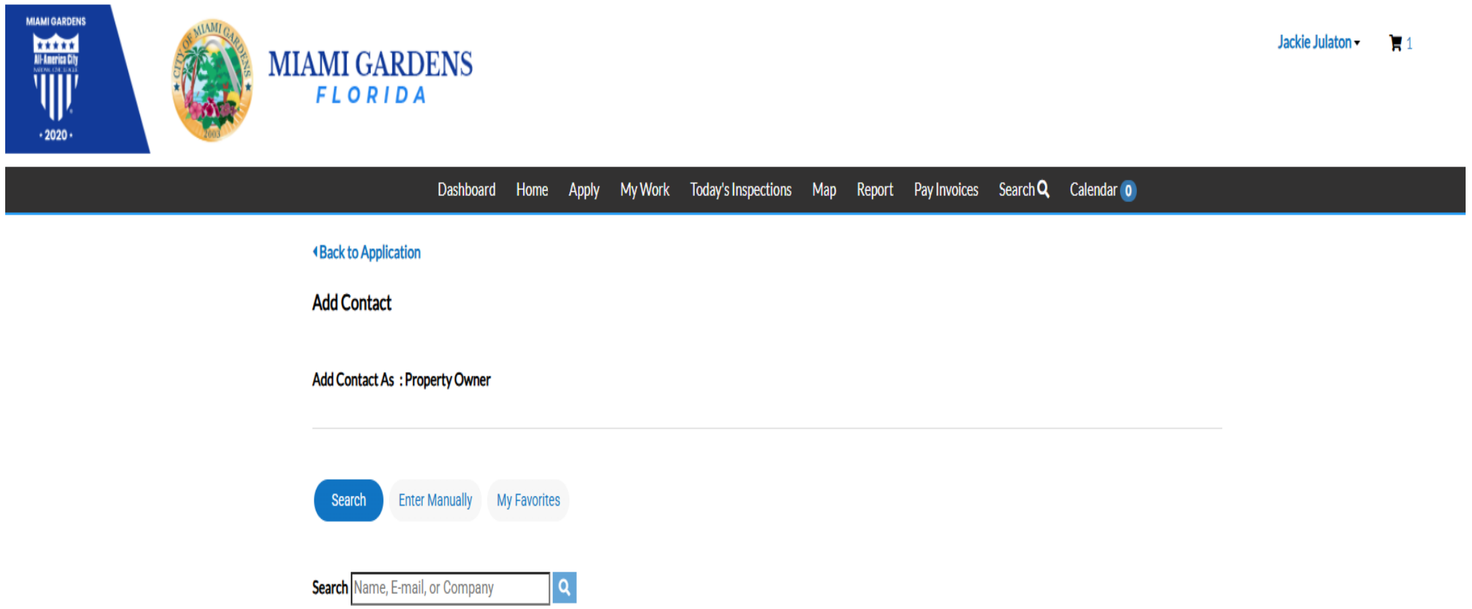
How to Apply for a Permit/Plan

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



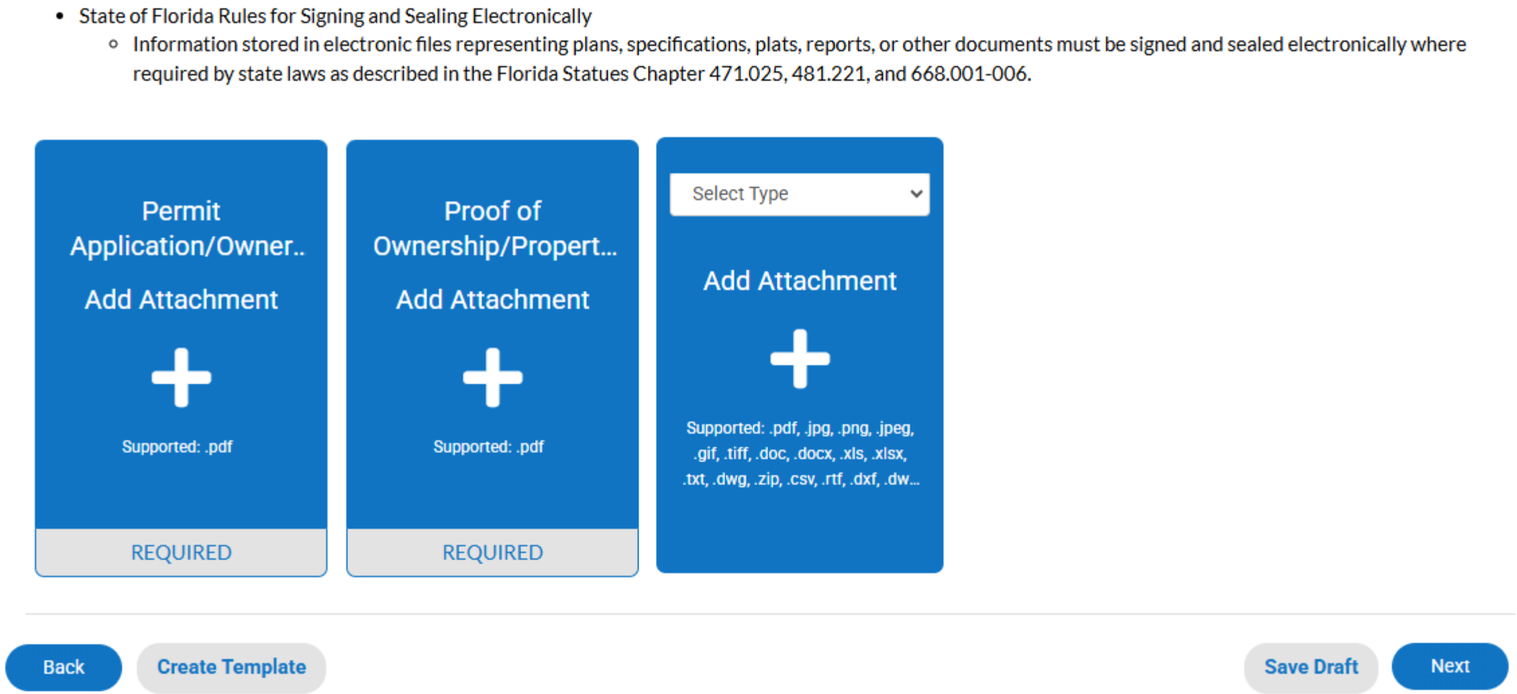
How to Apply for a Permit/Plan

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.



How to Apply for a Permit/Plan

Step 18: Add required Attachments, then click 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…)
P Plumbing (P-1.01, 1.02, 1.03, 1.04, etc…)
L Landscape (L-1.01, 1.02, 1.03, 1.04, etc…)
I Irrigation (I-1.01, 1.02, 1.03, 1.04, etc…)
FA Fire Alarm (FA-1.01, 1.02, 1.03, 1.04, etc…)
FS Fire Sprinkler (FS-1.01, 1.02, 1.03, 1.04, etc…)
G General Information (non-discipline specific) (G-1.01, 1.02, 1.03, 1.04, etc…)
O Equipment (O-1.01, 1.02, 1.03, 1.04, etc…)
T Telecommunication (T-1.01, 1.02, 1.03, 1.04, etc…)
Z Contractor/ Shop Drawings (Z-1.01, 1.02, 1.03, 1.04, etc…)
Structural Calculations
Energy Calculations
Specifications
Specification, Cut Sheets, ext.

Batched File Sheet numbers should be designated sequentially starting at "01" and 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

2.4

PDF files shall be created in a manner that retains the sheet aspect ratio allowing for electronic measurements using the markup tool.

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.

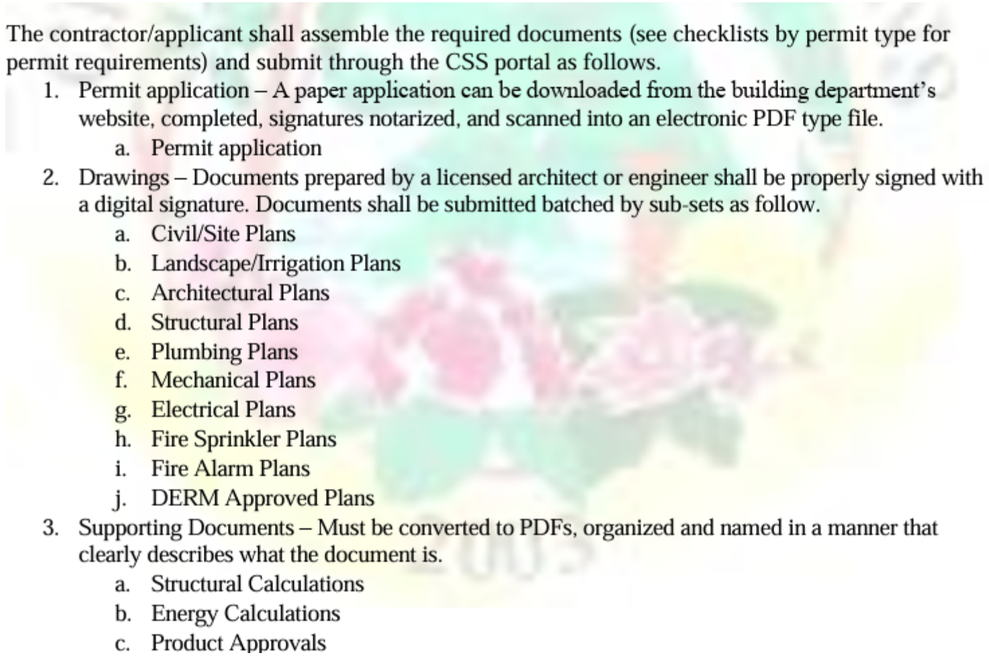
•State of Florida Rules for Signing and Sealing Electronically

- 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 Statues 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

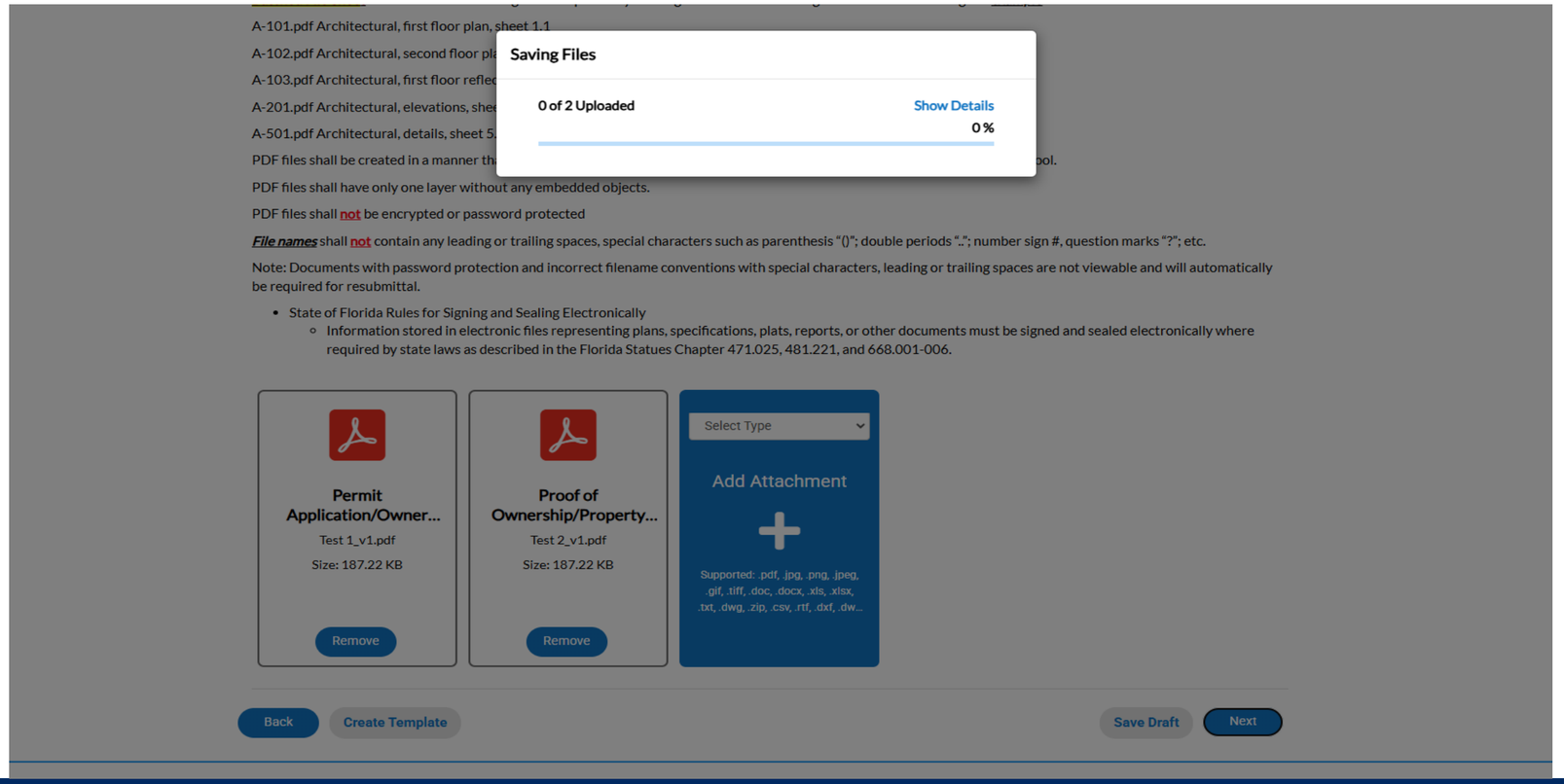


The contractor/applicant shall assemble the required documents (see checklists by permit type for permit requirements) and submit through the CSS portal as follows.

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

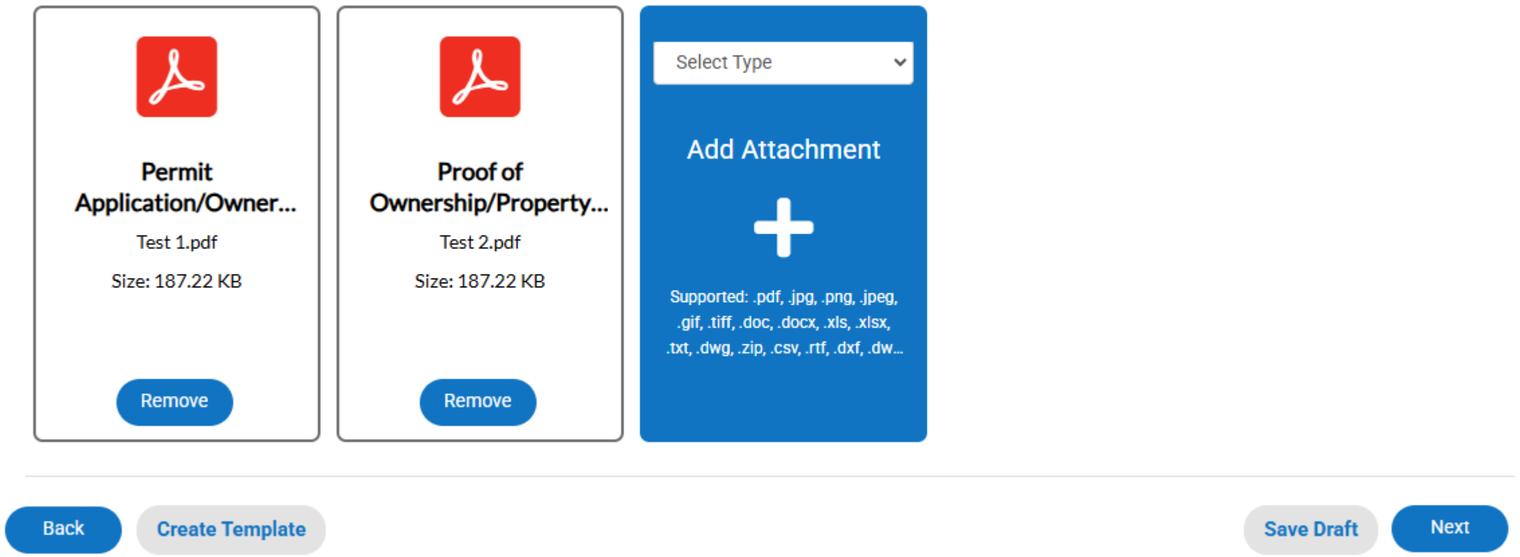
How to Apply for a Permit/Plan

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



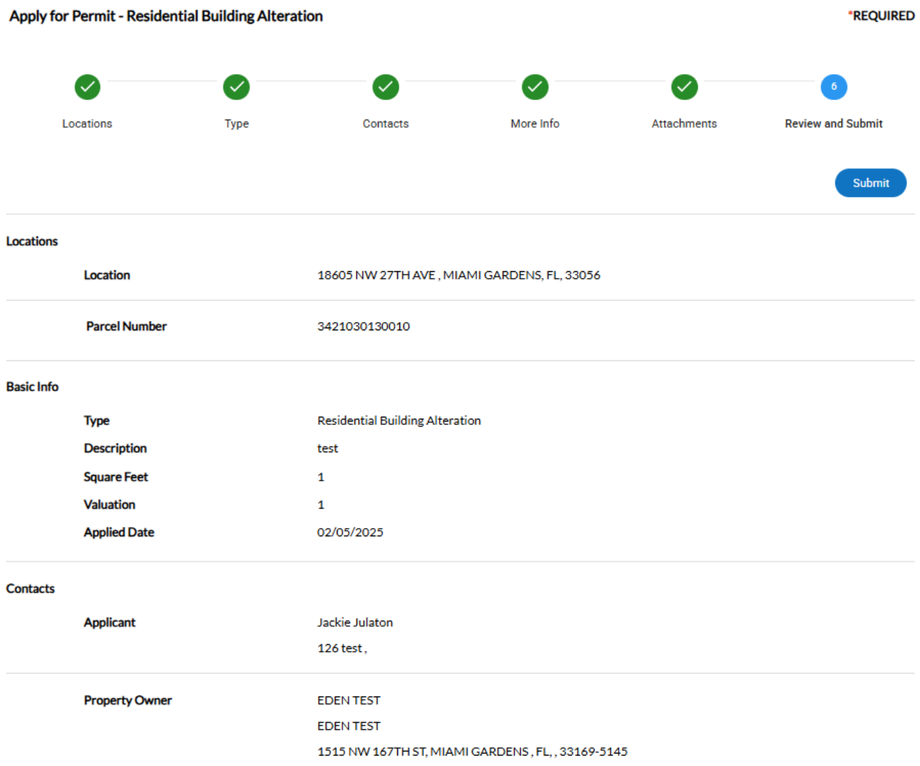
How to Apply for a Permit/Plan

Note: You will see your attachment(s).



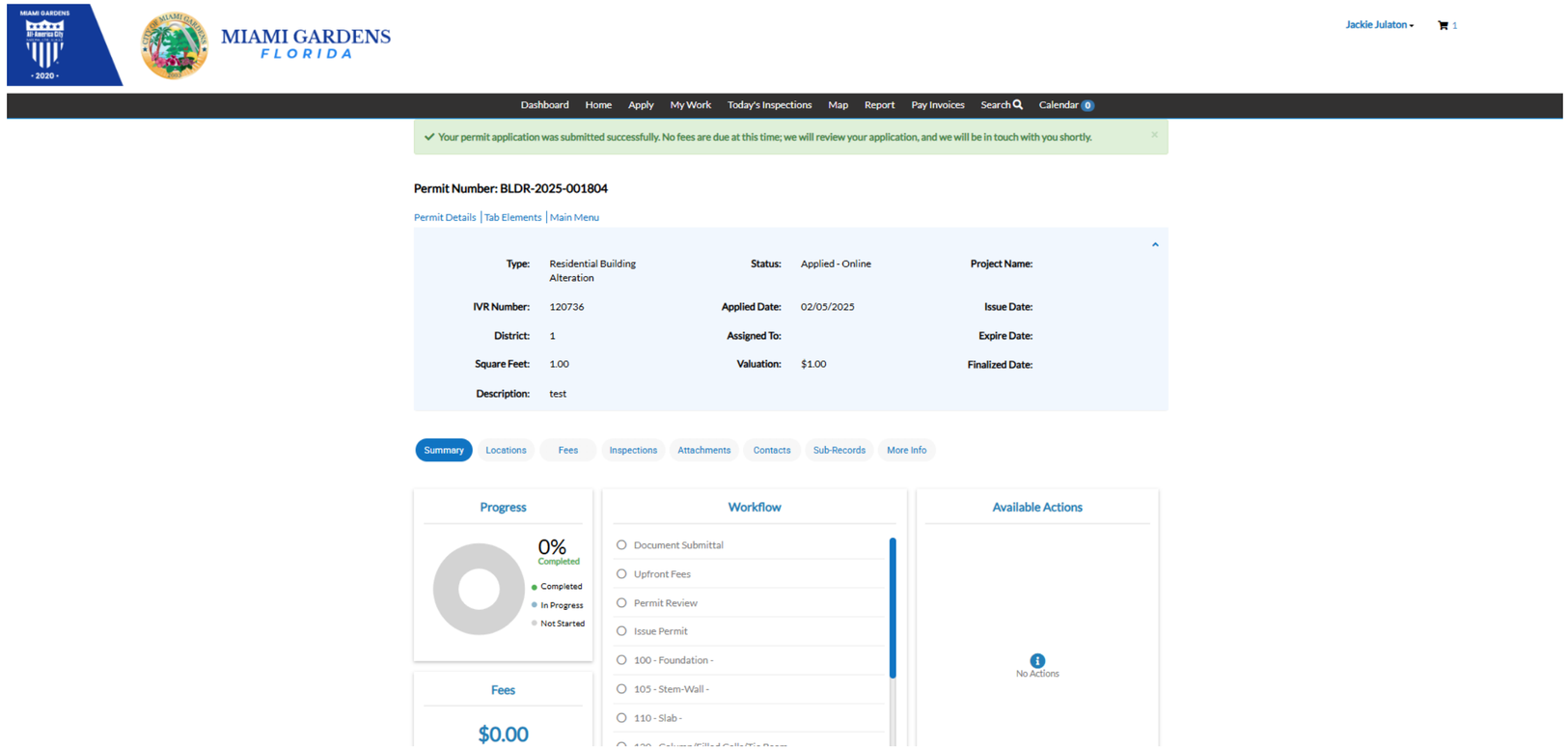
How to Apply for a Permit/Plan

Step 19: Review and Submit your information.



How to Apply for a Permit/Plan

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



How to Apply for a Permit/Plan

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

Any Questions?