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# 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](http://WWW.MIAMIGARDENS-FL.GOV)

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# How to Apply for a Permit/Plan

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

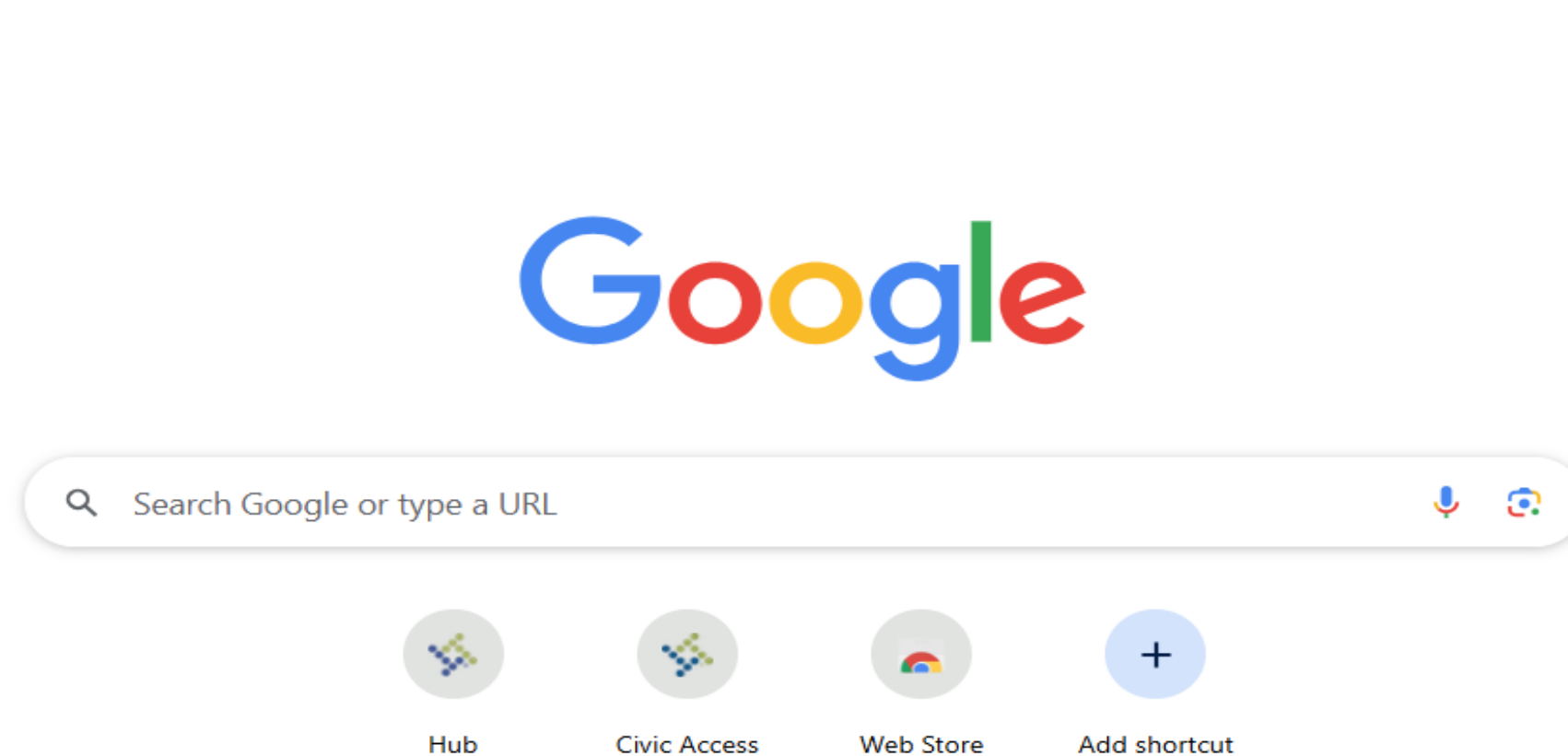
Our online service allows you to submit an application, track its progress, pay invoices, resubmit corrections, and request inspections.



# How to Apply for a Permit/Plan



Step 1: Launch Google Chrome.



Gmail Images  



# How to Apply for a Permit/Plan



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

The screenshot shows a Google search interface. The search bar contains the text "City of Miami Gardens Customer Self Service Portal". Below the search bar, the first search result is highlighted with a yellow arrow. The result is titled "CMG Customer Self Service (CSS) | Miami Gardens, FL" and includes a description: "The Miami Gardens Citizen Self Service (CSS) portal is the next-generation service site for the City of Miami Gardens permitting, planning, business tax ...". The second search result is titled "Building Services | Miami Gardens, FL" and includes a description: "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**.

Create a Website Account - Manage notification subscriptions, save form progress and more.

Website Sign In

MIAMI GARDENS  
All-America City  
NATIONAL FOR GARDENS  
• 2020 •




MIAMI GARDENS  
FLORIDA

Government

Services

Business

How Do I...

Search, Find, Connect 

CMG Customer Self Service (CSS)

Documents & Forms

Frequently Asked Questions

Inspections

Permits & Enforcement

Interactive Home Permit Guide


## CMG Customer Self Service (CSS)

[Click Here to go to Citizen Self Service Online Portal](#)

The Miami Gardens Citizen Self Service (CSS) portal is the next-generation service site for the City of Miami Gardens permitting, planning, business tax receipt, code compliance records, applications, and requests. Customers can complete multiple City processes for the application or completion of Permits, Plans, Licenses, or Code Compliance Cases. Customers can also view the current status of a Permit, Plan, or Code Compliance record, request for inspections, and review their plan submittals.

Features include multiple search types from a centralized location that performs searches across all records. It also provides the ability to search by parcel (folio) number and keywords. Additionally, the site is mobile-friendly and improves the display of information to the public.

Other features include:







# How to Apply for a Permit/Plan



Step 4: Click on the Login icon.

MIAMI GARDENS All-America City 2020

CITY OF MIAMI GARDENS 2003

MIAMI GARDENS FLORIDA

Login or Register

Home Apply Today's Inspections Map Report Search Q 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?**

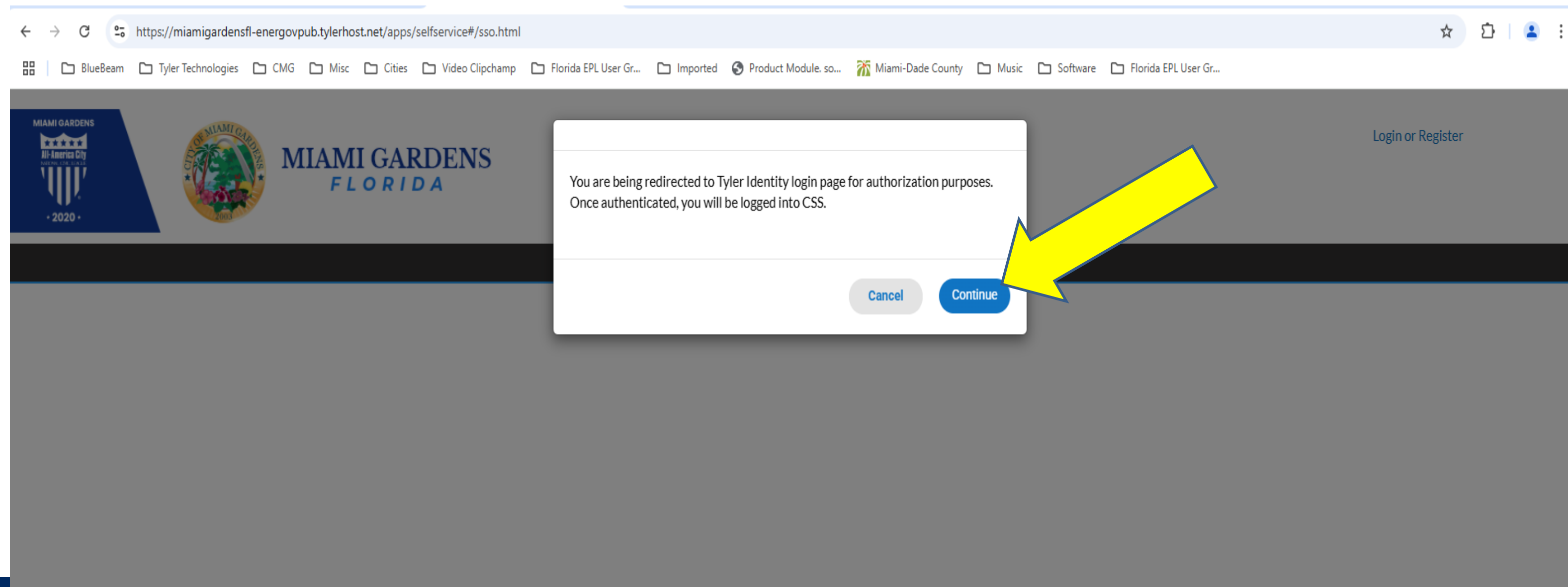
Icons: People, Checkmark, Dollar sign



# How to Apply for a Permit/Plan



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

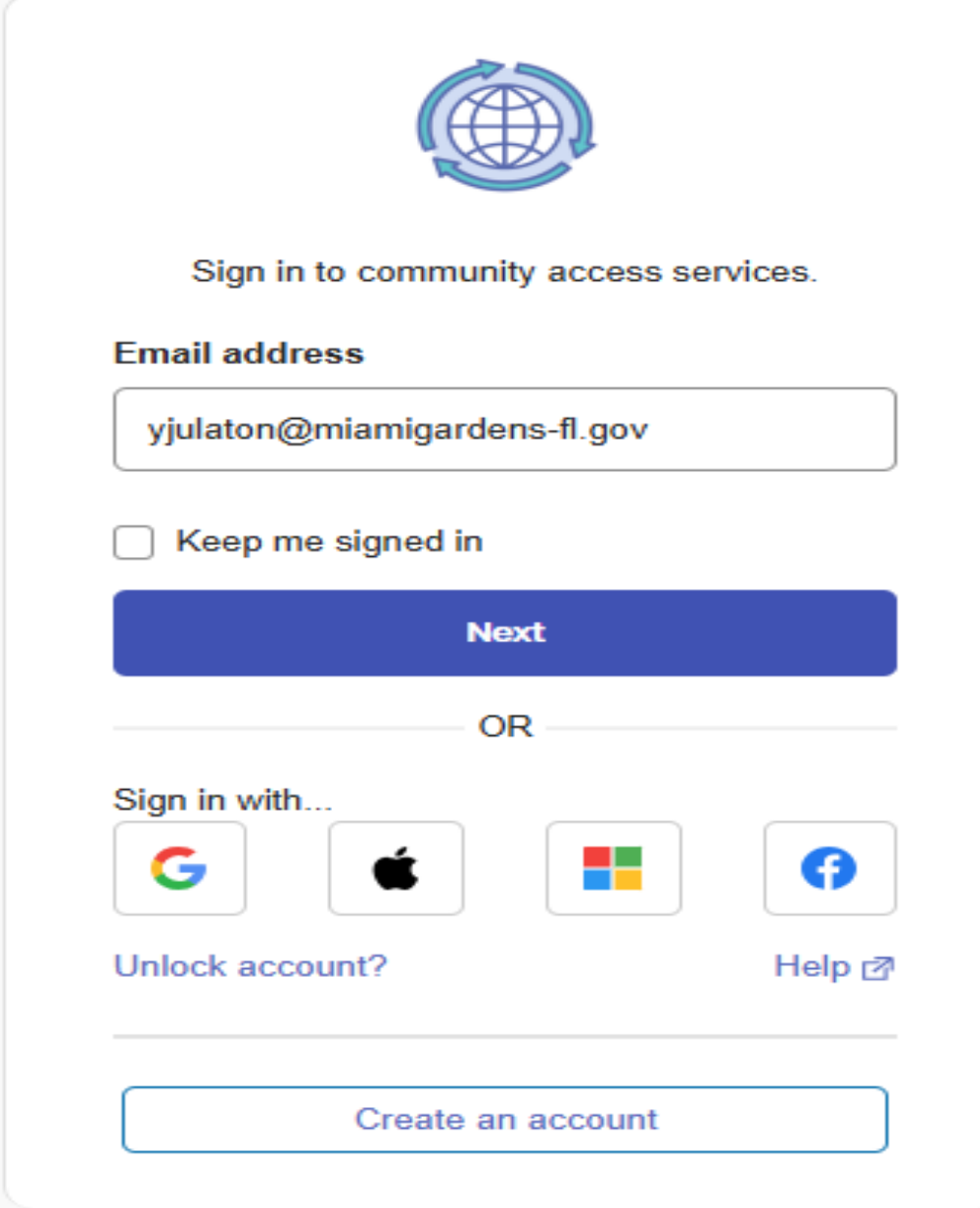


# How to Apply for a Permit/Plan



Step 6:

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



The screenshot shows a web form for signing in to community access services. At the top is a logo featuring a globe with circular arrows. Below the logo is the text "Sign in to community access services." followed by the label "Email address". A text input field contains the email "yjulaton@miamigardens-fl.gov". Below the input field is a checkbox labeled "Keep me signed in". A blue button labeled "Next" is positioned below the checkbox. A horizontal line with the word "OR" in the center separates this section from the "Sign in with..." section. This section contains four social media login icons: Google, Apple, Microsoft, and Facebook. Below these icons are two links: "Unlock account?" and "Help" with an external link icon. At the bottom of the form is a button labeled "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 →

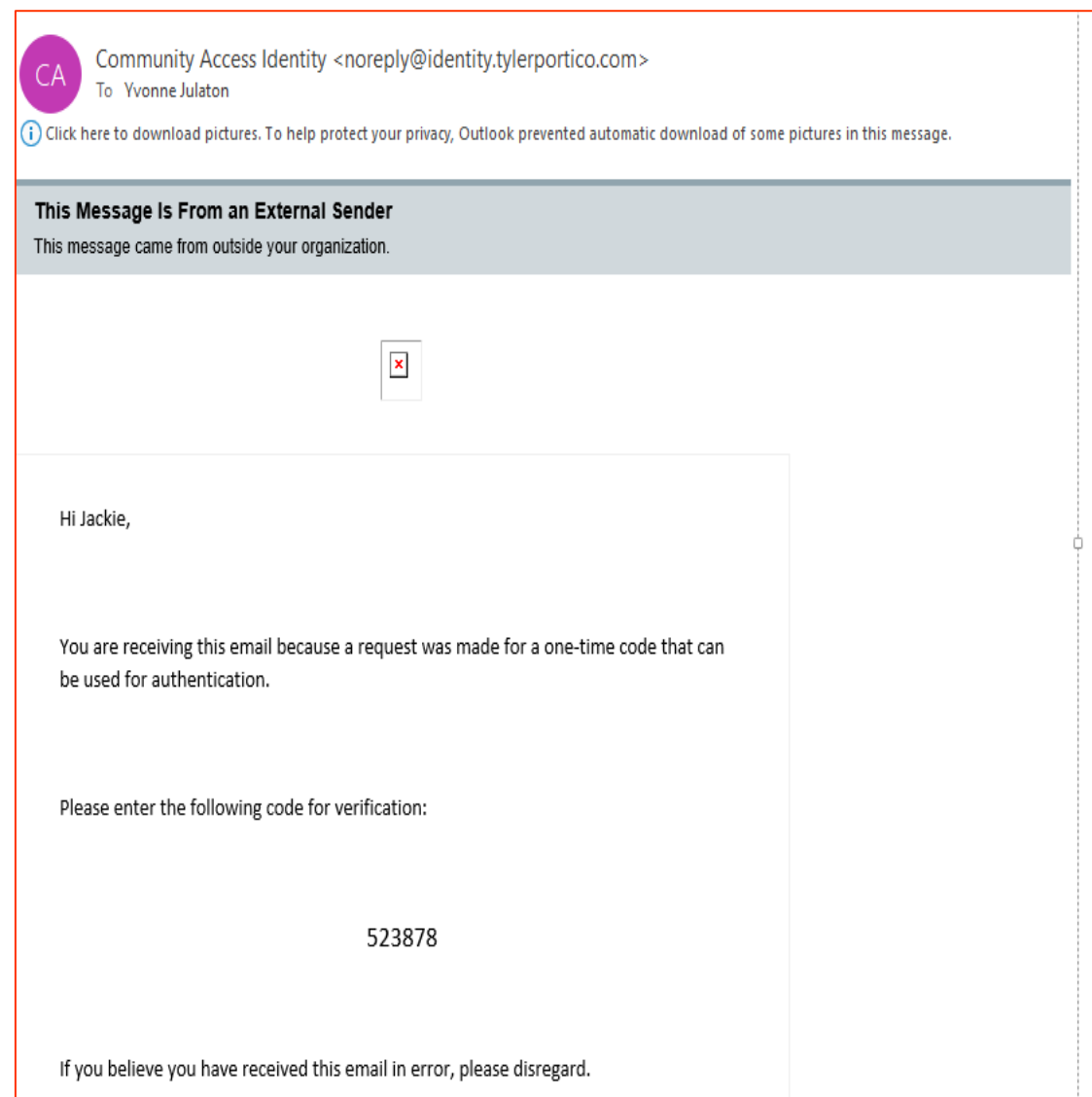
[Back to sign in](#)



# 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.



## 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.

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MIAMI GARDENS FLORIDA

Jackie Julaton 1

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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**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 displays the Miami Gardens Florida website interface. At the top, there are logos for Miami Gardens and the City of Miami Gardens, along with the text "MIAMI GARDENS FLORIDA". A navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The "Apply" tab is selected. Below the navigation bar, the "Application Assistant" section is visible. A search input field contains the text "Alteration", and a dropdown menu lists several application types: Residential Building Alteration, Commercial Plumbing Alteration, Commercial Building Alteration, Commercial Electrical Alteration, and Residential Electrical Alteration. A yellow arrow points to the search input field.



# How to Apply for a Permit/Plan



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

The screenshot shows the 'Application Assistant' form on the Miami Gardens Florida website. The form has a search bar with the text 'Alteration' entered. A dropdown menu is open, showing the following options:

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

A yellow arrow points to the dropdown menu. The website header includes the Miami Gardens logo, the user name 'Jackie Julaton', and a shopping cart icon with the number '1'. The navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar.




# 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.

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DashboardHomeApplyMy WorkToday's InspectionsMapReportPay InvoicesSearch  Calendar 


Application Assistant


Residential Building Alteration




 All

 Trending


 My History

 APPLY FOR PERMITS

 PLANS

[Show Categories](#)

[Show My Templates](#)



Residential Building Alteration

Category Name:  
Building

Description:  
Building alteration for residential, remodeling, repair.

Apply



# How to Apply for a Permit/Plan



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

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Jackie Julaton ▾ 1

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

Apply for Permit - Residential Building Alteration \*REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Location Information

Location ▾

Add Location

+

REQUIRED

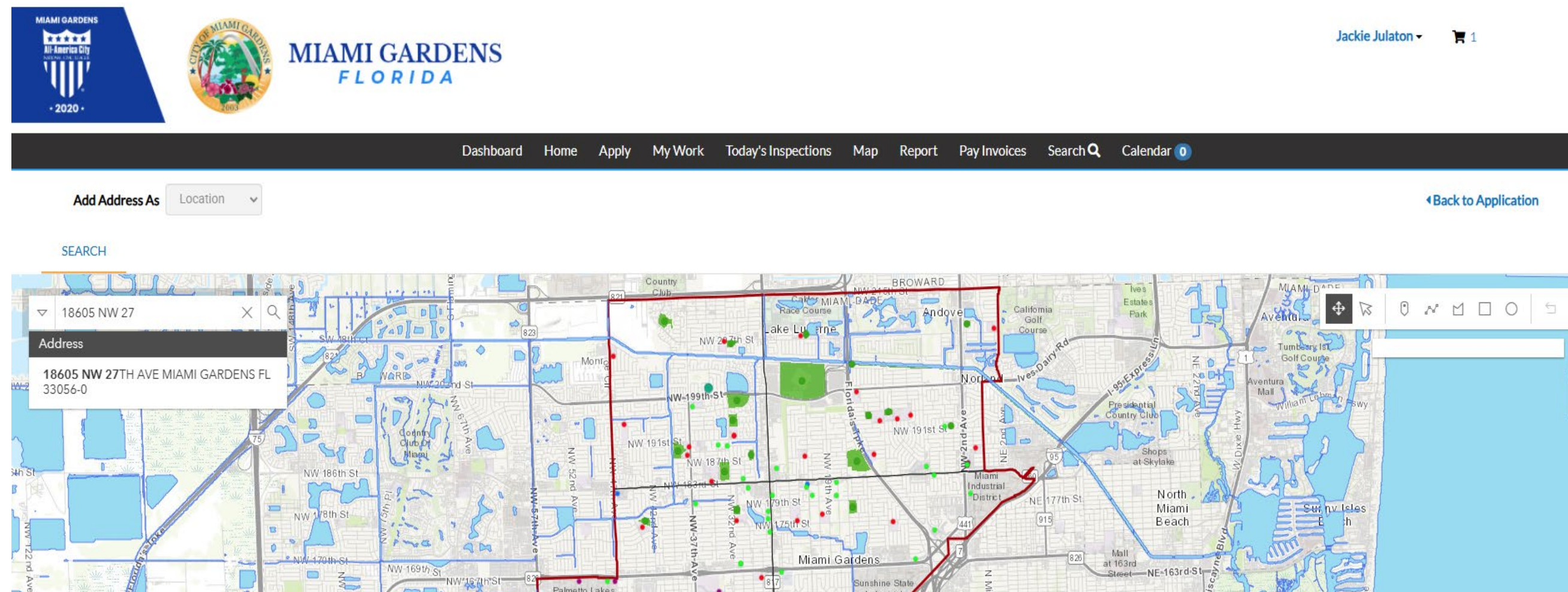
Create Template Save Draft Next



# How to Apply for a Permit/Plan



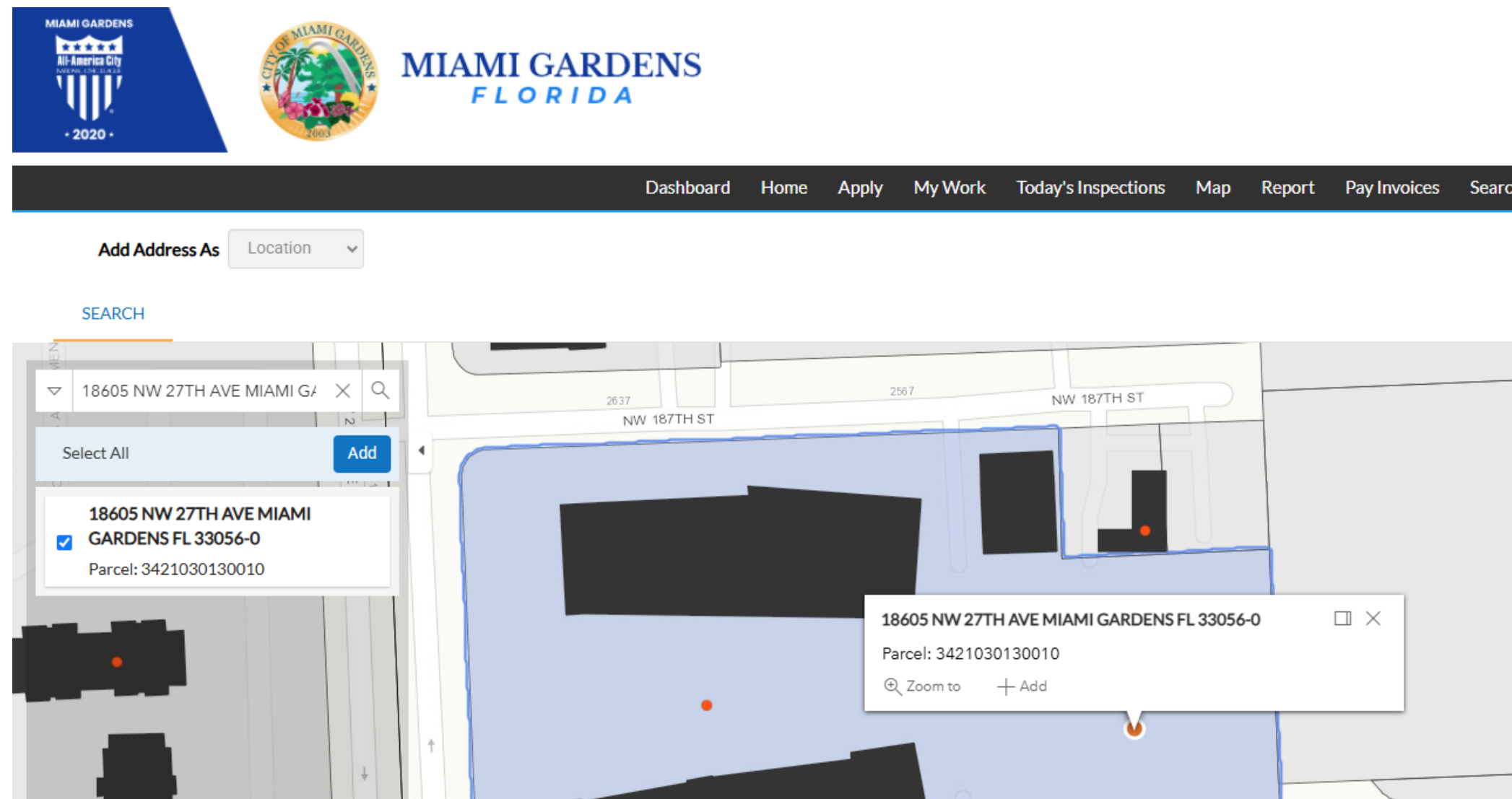
Step 13: Enter the location where work is going to be completed.



# 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.

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DashboardHomeApplyMy WorkToday's InspectionsMapReportPay InvoicesSearch🔍Calendar0

Apply for Permit - Residential Building Alteration\*REQUIRED

1Locations

2Type

3Contacts

4More Info

5Attachments

6Review 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 DraftNext





# How to Apply for a Permit/Plan



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

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CITY OF MIAMI GARDENS MIAMI GARDENS FLORIDA

Jackie Julaton 1

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

Apply for Permit - Residential Building Alteration \*REQUIRED

Locations Type Contacts More Info Attachments 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.

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Jackie Julaton 1

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

Apply for Permit - Residential Building Alteration REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

CONTACTS

Applicant Jackie Julaton (You) 126 test

Property Owner Add Contact + REQUIRED

Select Type Add Contact +

Back Create Template Save Draft 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.

The screenshot shows the Miami Gardens Florida online permit application system interface. At the top, there are logos for Miami Gardens and the City of Miami Gardens, along with the text "MIAMI GARDENS FLORIDA". To the right, the user's name "Jackie Julaton" and a shopping cart icon with the number "1" are displayed. Below the header is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar (with a notification icon). The main content area shows a "Back to Application" link, followed by the heading "Add Contact". Below this, it says "Add Contact As : Property Owner". There are three buttons: "Search", "Enter Manually", and "My Favorites". At the bottom, there is a search bar with the placeholder text "Name, E-mail, or Company" and a search icon.



# 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

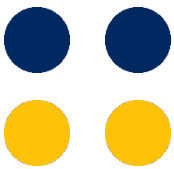
Create Template

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...)
- 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 **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

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 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, sheet 1.1  
A-103.pdf Architectural, first floor reflected ceiling plan, sheet 1.1  
A-201.pdf Architectural, elevations, sheet 1.1  
A-501.pdf Architectural, details, sheet 1.1

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**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](#)

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: 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

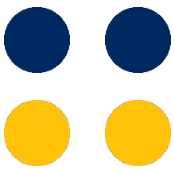
Save Draft

Next





# How to Apply for a Permit/Plan



## Step 19: Review and Submit your information.

Apply for Permit - Residential Building Alteration

REQUIRED

✓

✓

✓

✓

✓

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

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

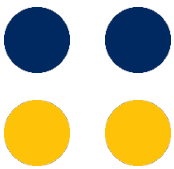
Jackie Julaton  
126 test ,

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.

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Jackie Julaton

 1

DashboardHomeApplyMy WorkToday's InspectionsMapReportPay InvoicesSearchCalendar

✓ 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.

Permit Number: BLDR-2025-001804

Permit DetailsTab ElementsMain Menu

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			

SummaryLocationsFeesInspectionsAttachmentsContactsSub-RecordsMore Info

Progress

0% Completed

Completed

In Progress

Not Started

Fees

\$0.00

Workflow

☐ Document Submittal

☐ Upfront Fees

☐ Permit Review

☐ Issue Permit

☐ 100 - Foundation -

☐ 105 - Stem-Wall -

☐ 110 - Slab -

☐ 100 - Column/Braced Column Base

Available Actions

No Actions



# How to Apply for a Permit/Plan

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

Any Questions?

