Citizen Self Service (CSS) Add a Permit Guide
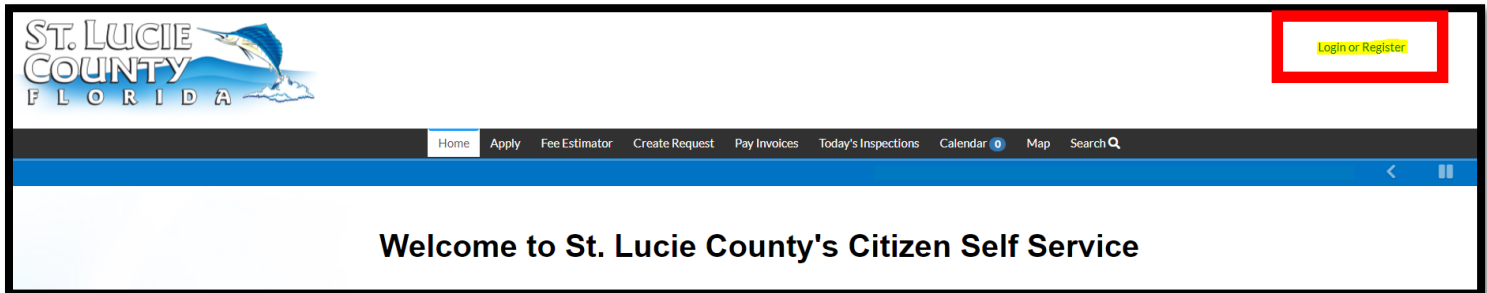**Purpose**: To provide guidance on how to apply for a permit on CSS.

1. Go to **Citizen Self Service** Site

2. **Register -** To register on CSS the user can click on the **Login or Register** box and select Register. This will bring up a page that requires an email address to create an account.

3. Use one of the following options to **Register** or **Log In:**
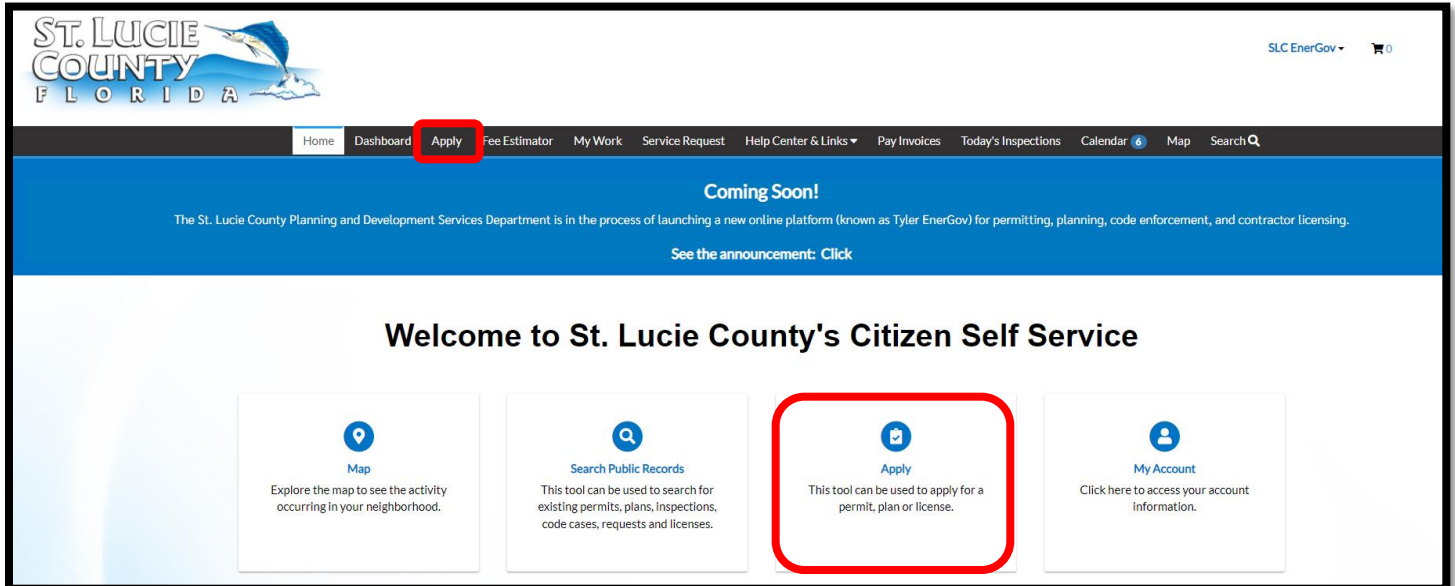

Note: Not applicable to owner-builder. An Owner must personally appear and sign the building permit application. This online application cannot be completed by an owner-builder.

Note: If registering for the first time, to proceed with enrollment, the user must click the link in the confirmation email which will be sent to the email the user provides at registration.
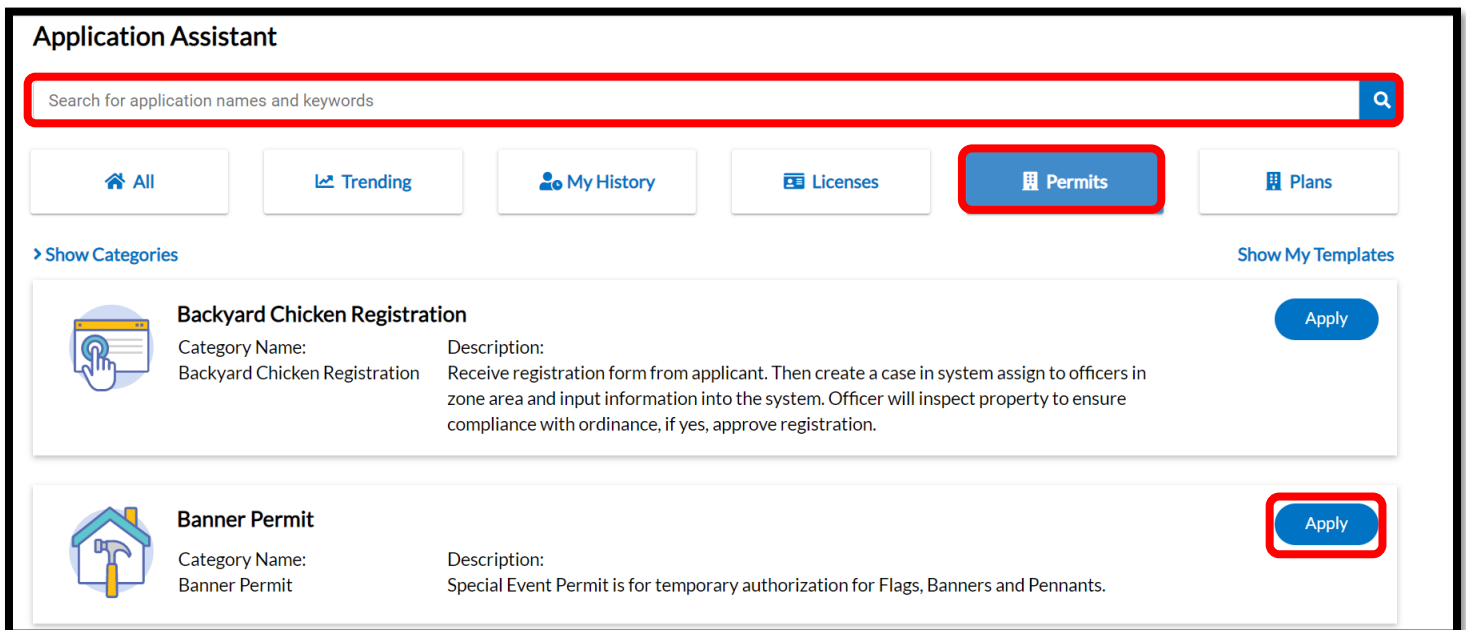
4. Once logged in, click on the **Apply** button on either the top header bar in black or the shortcut on the homepage.

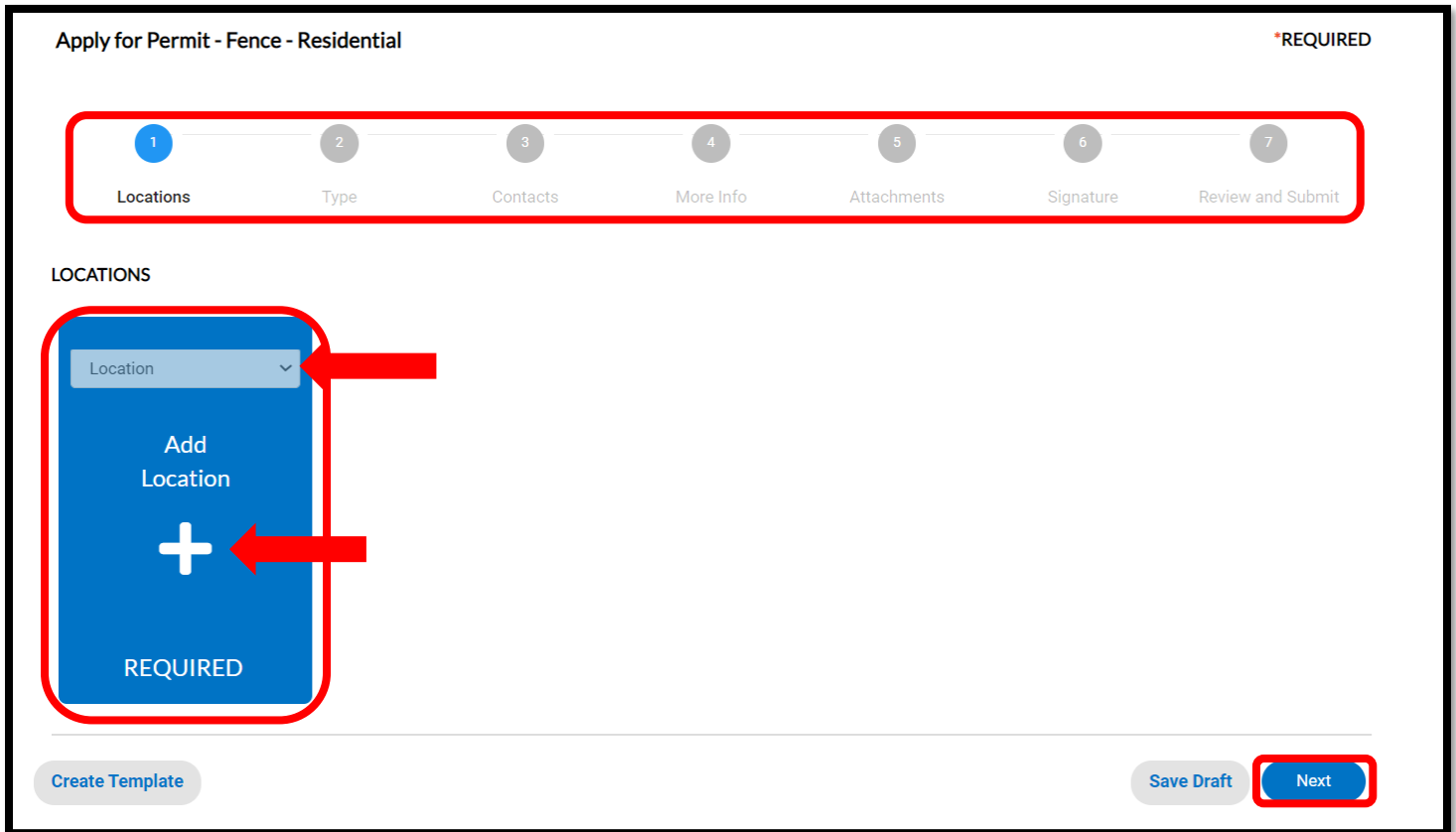5. Filter permit application types by choosing the **Permits** filter button. A listing of permit types will appear in alphabetical order.
    Choose from the list or search in the **Search** bar.
    Click on the **Apply** button.

6. Steps 1-7 appear. The first step is to choose a **Location(s)**. The drop-down allows to add location types (Billing, Home, Location, or Mailing) the default is Location.
    Note the **Save Draft** button is available as the user proceeds to the next step.
    Click on the **Plus (+)** button to add an address.
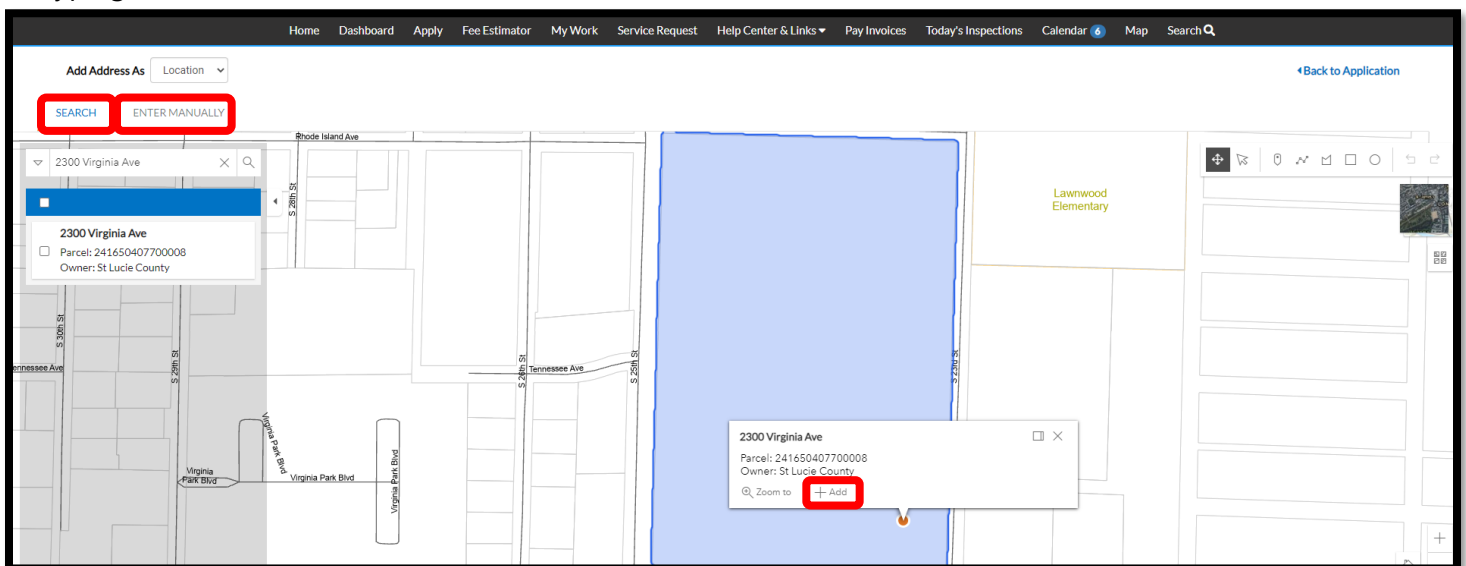
7. The user can **Search** the address using the map and **+Add** it to the application or **Enter it Manually** by typing in the address.

![St. Lucie County Florida logo]
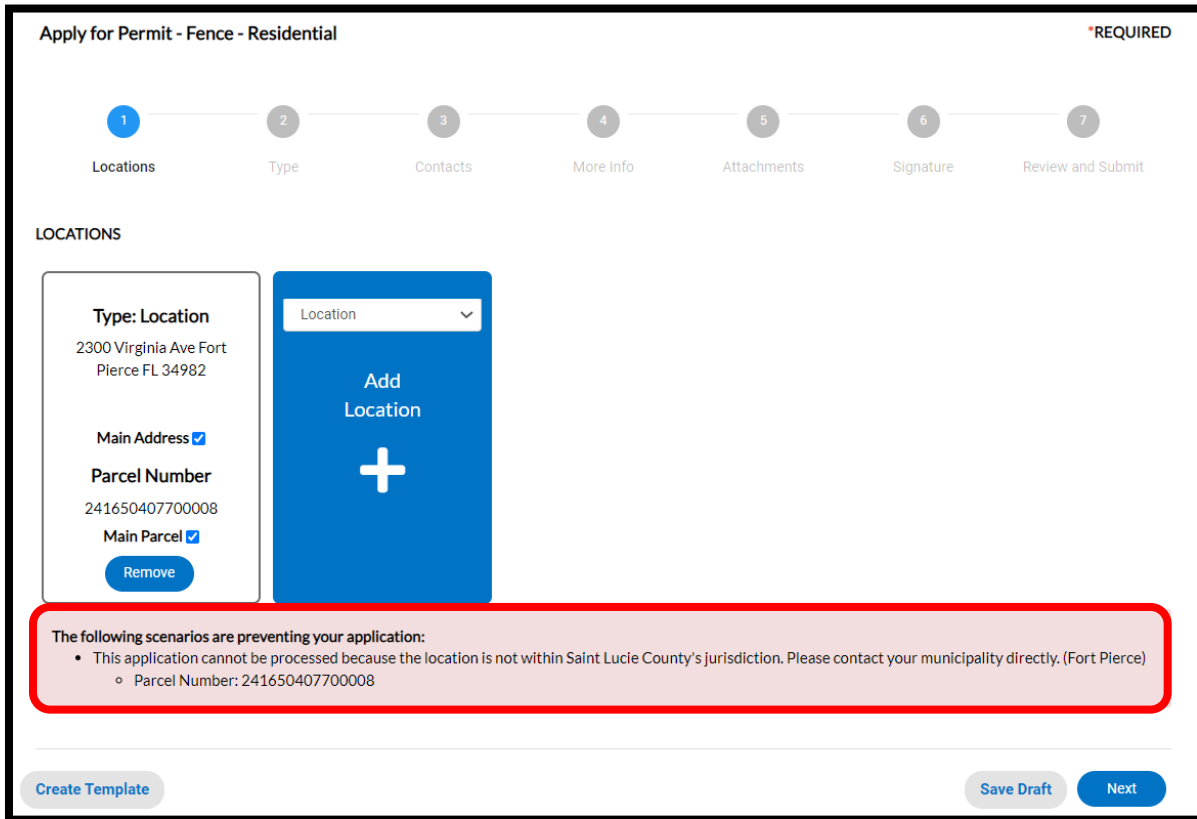
Citizen Self Service (CSS) Add a Permit Guide
Purpose: To provide guidance on how to apply for a permit on CSS.

8. **Note** if the address is outside of the unincorporated St. Lucie County's jurisdiction, the user will see a **note in red** directing the user to not proceed and the name of the correct municipality in which to contact.

9.   Once the user has added the location(s) Click on the **Next** button.

10. **Step 2** is **Type**. This step pre-populates the permit type and requests a **Description** and **Valuation** of the permit. Click **Next** when complete.

11. **Step 3** is **Contacts.** This step pre-populates the **Applicant** as the User that is logged in. The user may be **required to add more contacts based on the permit type**. The user can add more contacts as needed. See the example of the contact types listed below.
Note: Only the contacts listed in the application will have access to the permit. If the user does not add the additional contacts during the application process, the user will need to contact staff to add them to the permit case at a later time. When complete Click **Next**.

12. **Step 4** is **More Info** to add details on the user's permit request. Items in **red** are required. The more information provided the better we can serve the user. When complete Click **Next**.

13. **Step 5** is to add **Attachments. Required attachments** will be labeled as such and must be included. Additional attachments may be included as listed below.

---- Go to the next page for the following step. ----

14. **Step 6** is the **Signature**. Review and **type name** as consent to electronically sign the application. Then enable type signature and **type name**. Once Completed click **Next**.

Apply for Permit - Fence - Residential   *REQUIRED

Locations — Type — Contacts — More Info — Attachments — **6 Signature** — 7 Review and Submit

SIGNATURE

Notice to Owner-Builder Applicants

Pursuant to 489.103(7)(c) of the Florida Statutes, as may be amended, to qualify for an owner-builder exemption, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in Chapter 489 Section 103 of the Florida Statutes. This online application cannot be completed by an owner-builder. Please submit your permit in person at Permitting, located at 2300 Virginia Ave.
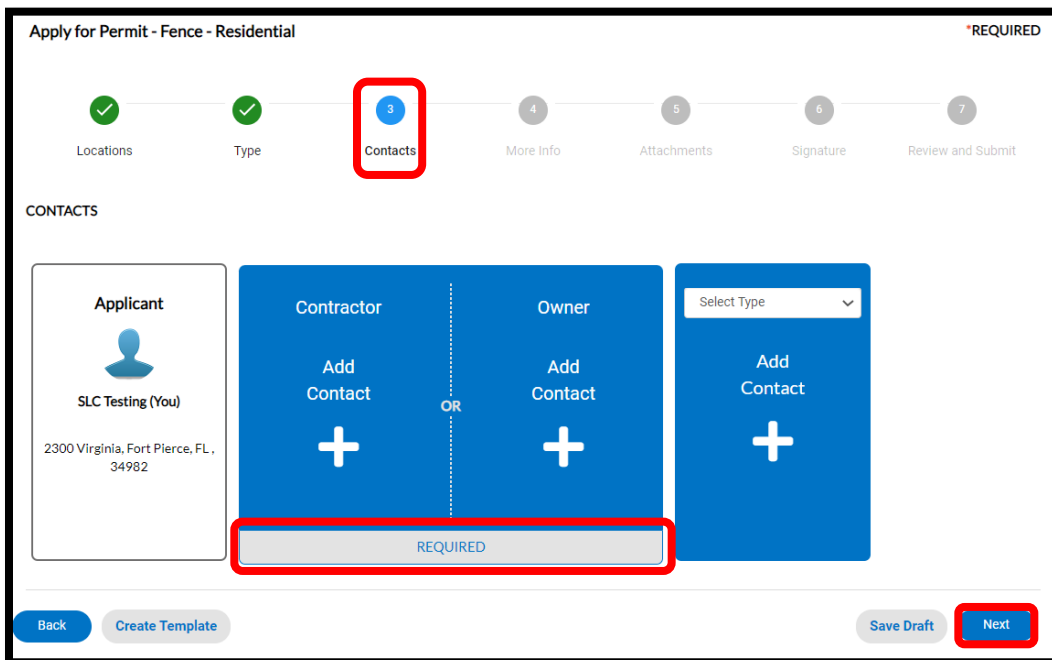
Acknowledgement

By submitting this application, I certify that all work performed will meet the codes, standards and laws governing construction in this jurisdiction. I also certify that all required insurances for myself and any trades are in accordance with state laws. Further, I understand that separate permits or sub-contractor agreements must be obtained for Building, Electrical, Plumbing, Mechanical, Roofing, Signs, Pools and Right of Way (ROW) Construction, etc.

If the direct contract is greater than $2500, the applicant/owner must file a NOTICE OF COMMENCEMENT.

"WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT."

St. Lucie County makes no representation that is granting a permit will authorize the permit holder to build the subject structure which conflicts with any applicable Homeowners Association rules, bylaws or and covenants that may restrict or prohibit such structure. Please consult with your Homeowners Association and review your deed for any restrictions which may apply.

FINAL INSPECTION IS REQUIRED ON ALL PERMITS - Failure to obtain a final inspection may result in citation or legal action.

* Please type your name as consent to electronically sign this application.   SLC Energov

Enable Type Signature 🔵   SLC EnerGov|

SLC EnerGov
April, 06 2022

X *SLC EnerGov*

Back   Create Template   Save Draft   **Next**

15. **Step 7** is to review and submit the application. This step shows a summary of all items entered. If the user wishes to make a change, click **Save Draft,** and the user can update. Once reviewed **click Submit**.

Apply for Permit - Fence - Residential   *REQUIRED

✓	✓	✓	✓	✓	✓	7
Locations	Type	Contacts	More Info	Attachments	Signature	Review and Submit

Submit

Locations

Location	3300 Highway A1A Fort Pierce FL 34949
Parcel Number	142522000010001

Basic Info

Type	Fence - Residential
Description	
Valuation	2000
Applied Date	04/21/2022

Contacts

Applicant	SLC EnerGov
	2300 Virginia Ave , Fort Pierce, FL, , 34982
Owner	▮▮▮▮▮▮▮

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
BIMS	$5.00
Fence - Residential	$100.00
Surcharge Fees	$2.00
Trust Surcharge Fees	$2.00

Total: $109.00

☐ D	
Fence Type	Wood
Total of Linear Footage	
Fence Height	8

Attachments

Construction Plans	CSS Site Overview (without link).pdf

Back   **Create Template**   **Save Draft** **Submit**

16. Upon **successful submission** of the permit, the summary screen appears as shown below. **Fees** will be **invoiced** at a later time. To pay fees, the fees must first be invoiced in EnerGov.

17. Click on **Sub-Records** to view and submit the **Sub-Permits** options if needed for this permit. If no other Sub-Permits are needed the user is **complete** with submitting a permit.