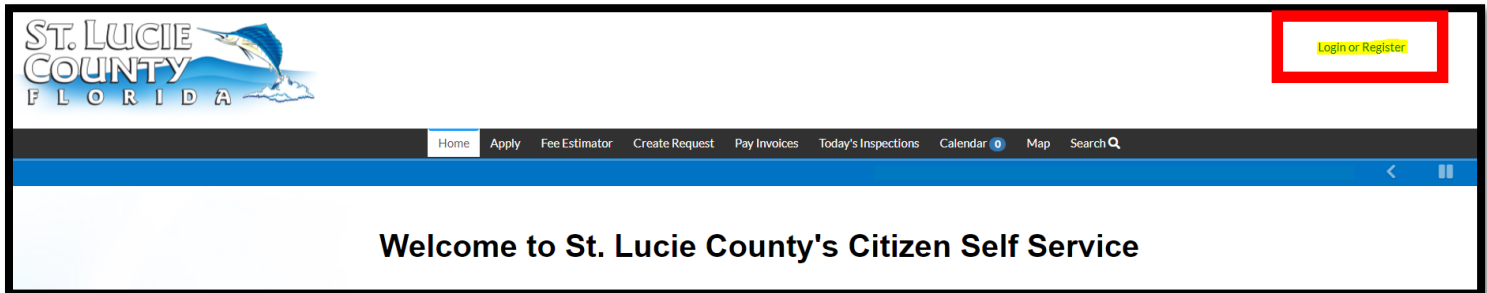




Citizen Self Service (CSS) Add a Permit Guide

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**:

Sign in to community access services.

[Sign in with Google](#)

[Sign in with Apple](#)

[Sign in with Microsoft](#)

[Sign in with Facebook](#)

OR

Email address

Password

Remember me

[Sign in](#)

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

Don't have an account? [Sign up](#)

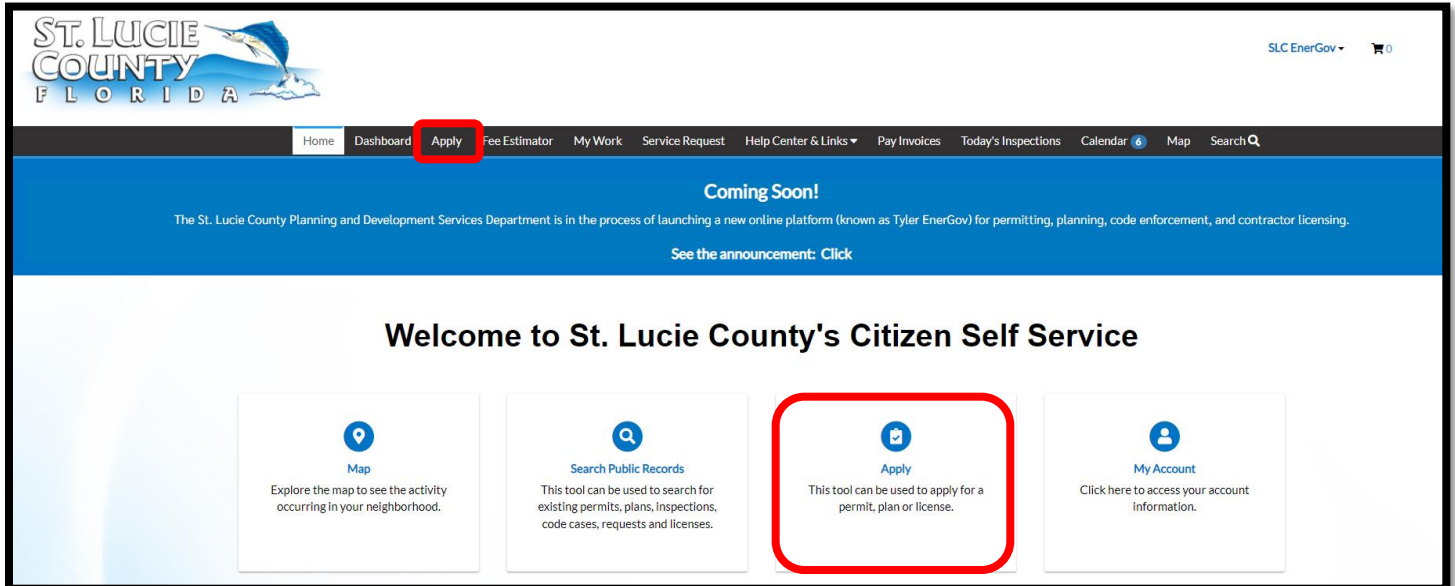
Note: Not applicable to owner-builder. An Owner must personally appear and sign the building permit application. This online application cannot be completed by an owner-builder.

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.

Citizen Self Service (CSS) Add a Permit Guide

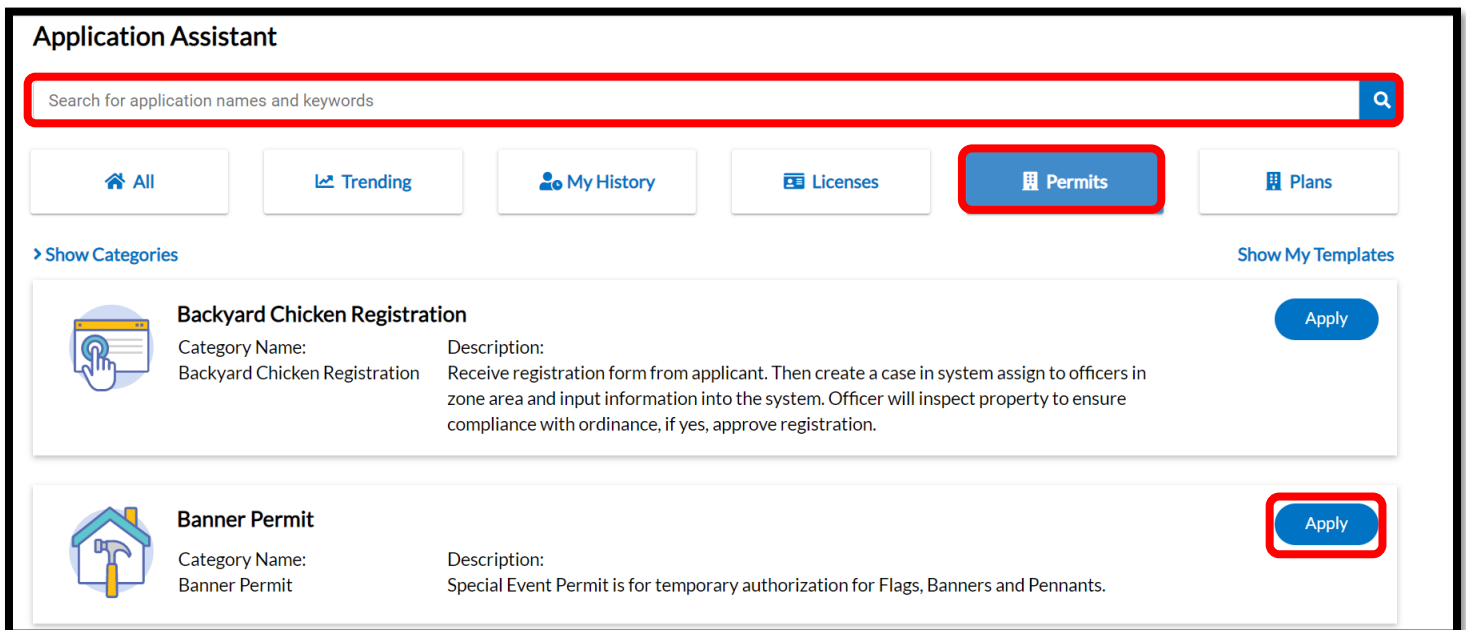
Purpose: To provide guidance on how to apply for a permit on CSS.

- Once logged in, click on the **Apply** button on either the top header bar in black or the shortcut on the homepage.



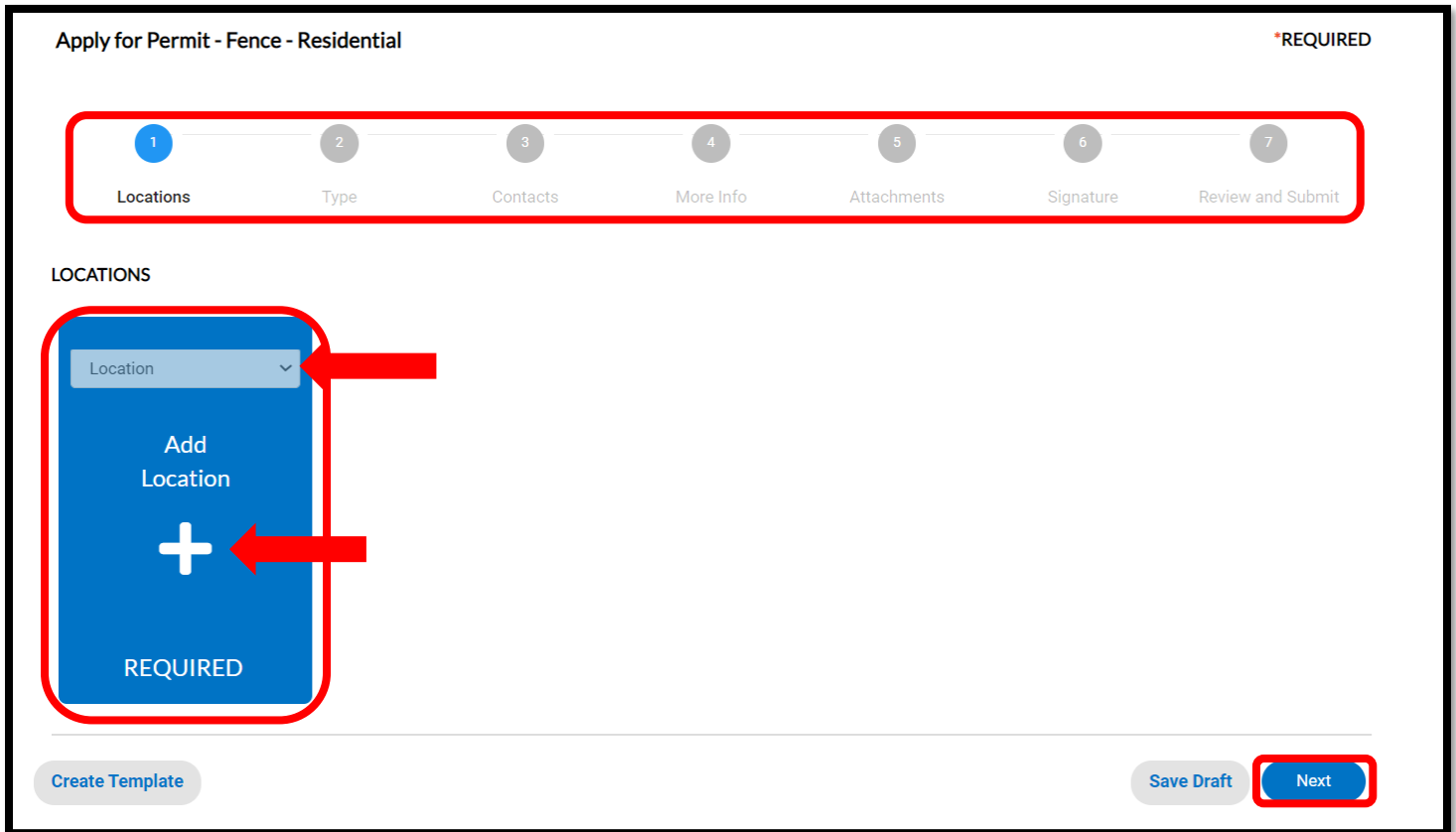
The screenshot shows the homepage of the Citizen Self Service portal. At the top left is the St. Lucie County Florida logo. To the right, there is a navigation bar with links: Home, Dashboard, **Apply** (highlighted with a red box), Fee Estimator, My Work, Service Request, Help Center & Links, Pay Invoices, Today's Inspections, Calendar, Map, and Search. Below the navigation bar is a blue banner with the text "Coming Soon!" and a link to "See the announcement: Click". The main content area is titled "Welcome to St. Lucie County's Citizen Self Service" and features four service tiles: "Map", "Search Public Records", "Apply" (highlighted with a red box), and "My Account".

- 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.



The screenshot shows the "Application Assistant" interface. At the top is a search bar with the placeholder text "Search for application names and keywords" and a search icon. Below the search bar are several filter buttons: "All", "Trending", "My History", "Licenses", **Permits** (highlighted with a red box), and "Plans". Below the filters are two expandable sections for permit types. The first section is "Backyard Chicken Registration" with an "Apply" button. The second section is "Banner Permit" with an "Apply" button (highlighted with a red box). Each section includes a category name, a description, and an "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.



Apply for Permit - Fence - Residential *REQUIRED

1 2 3 4 5 6 7
 Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Location

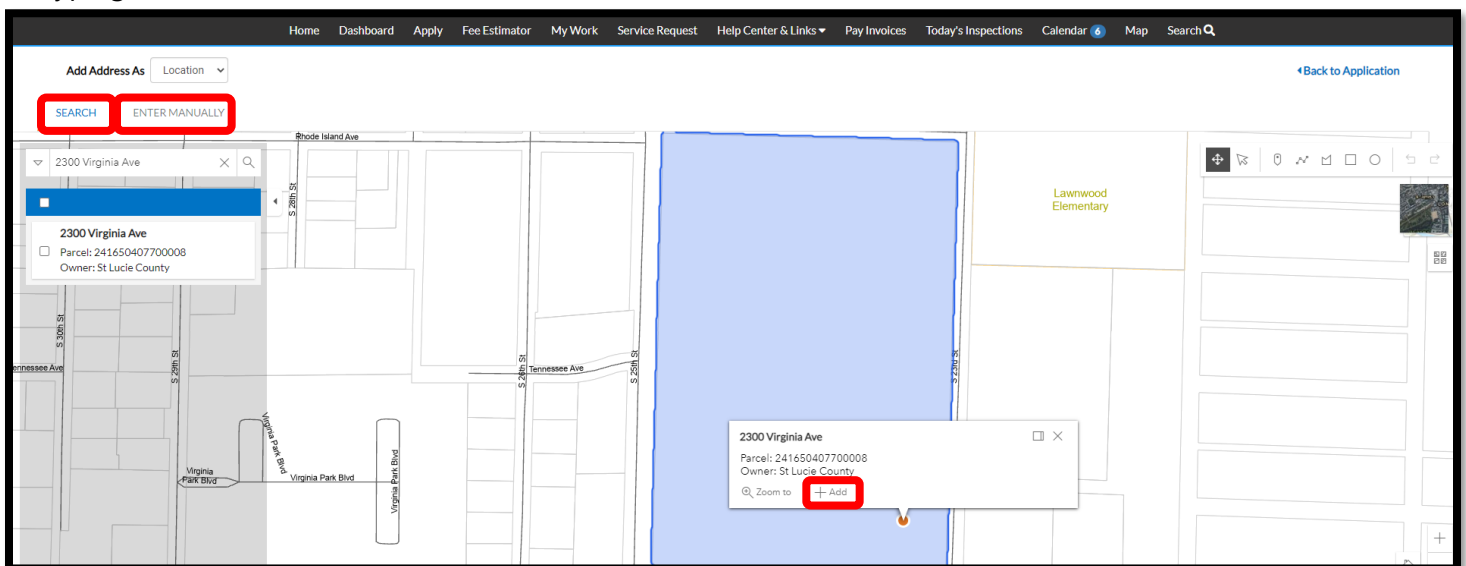
Add Location

+

REQUIRED

Create Template Save Draft **Next**

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.



Home Dashboard Apply Fee Estimator My Work Service Request Help Center & Links Pay Invoices Today's Inspections Calendar Map Search

Add Address As Location Back to Application

SEARCH ENTER MANUALLY

2300 Virginia Ave

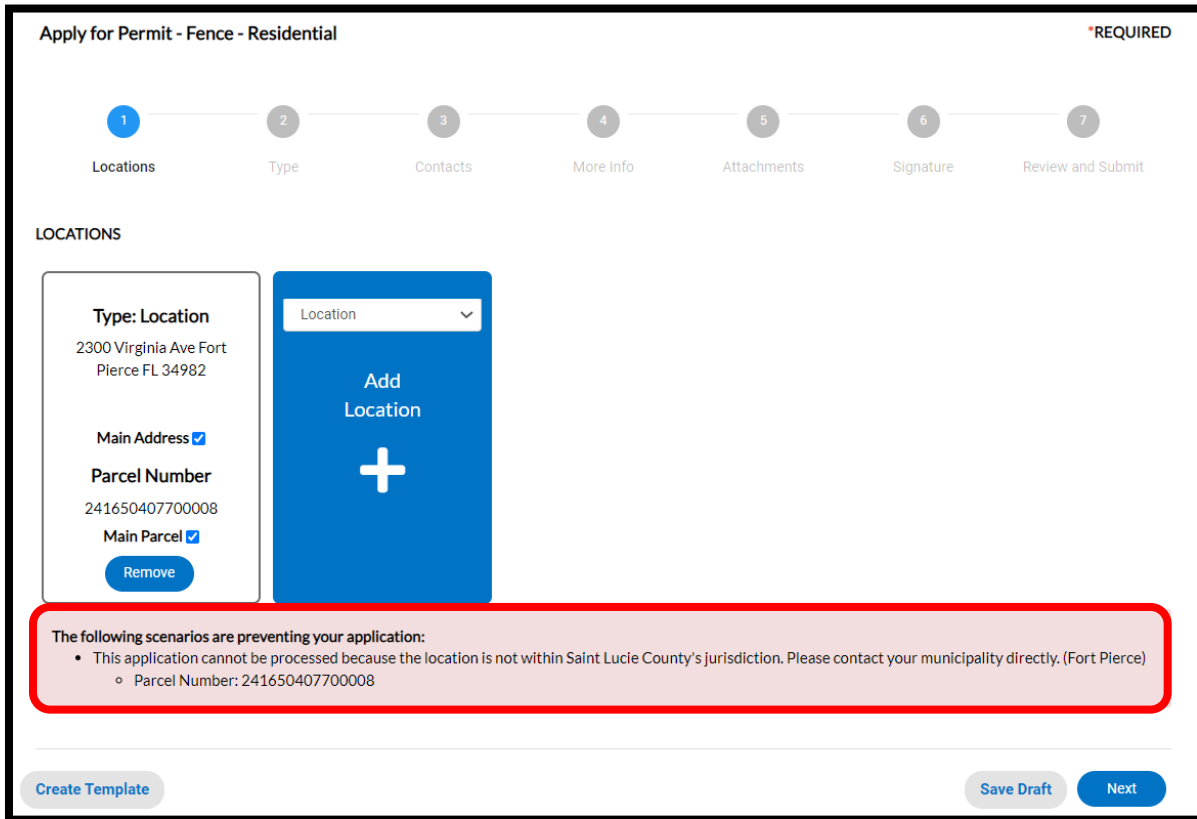
2300 Virginia Ave
 Parcel: 241650407700008
 Owner: St Lucie County

2300 Virginia Ave
 Parcel: 241650407700008
 Owner: St Lucie County
 Zoom to **+ Add**

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.



Apply for Permit - Fence - Residential *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Type: Location
2300 Virginia Ave Fort
Pierce FL 34982

Main Address

Parcel Number
241650407700008

Main Parcel

Remove

Location

Add Location

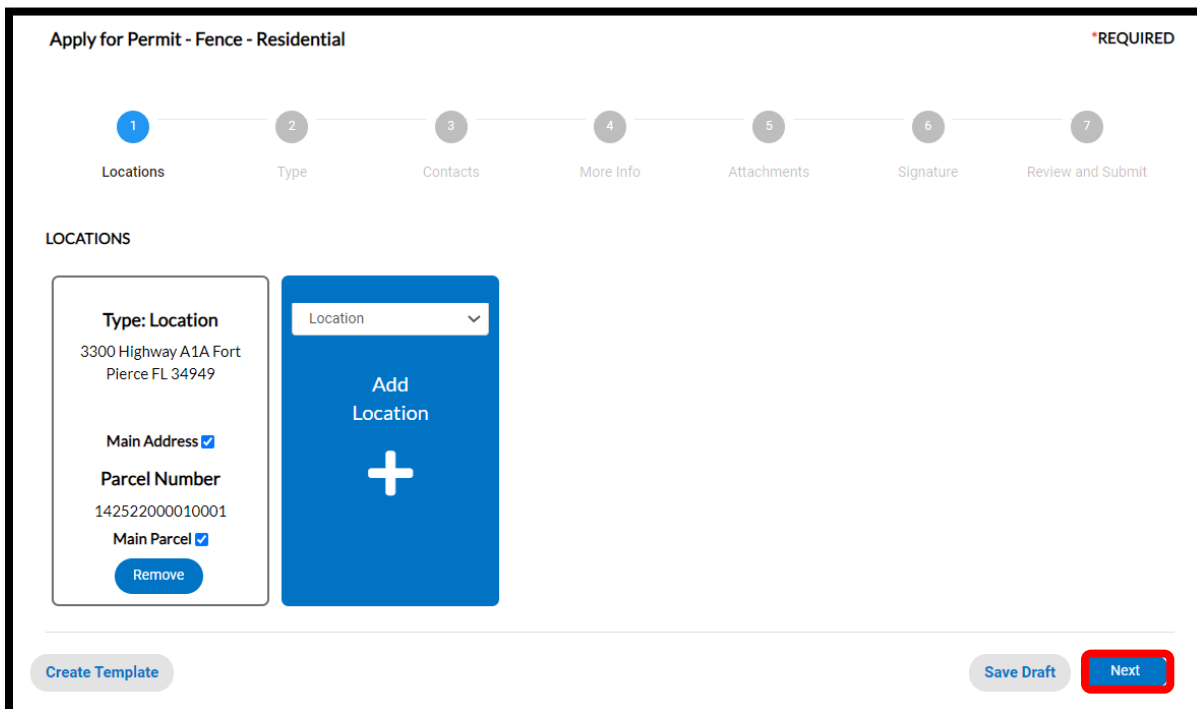
+

The following scenarios are preventing your application:

- This application cannot be processed because the location is not within Saint Lucie County's jurisdiction. Please contact your municipality directly. (Fort Pierce)
 - Parcel Number: 241650407700008

Create Template Save Draft Next

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



Apply for Permit - Fence - Residential *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Type: Location
3300 Highway A1A Fort
Pierce FL 34949

Main Address

Parcel Number
142522000010001

Main Parcel

Remove

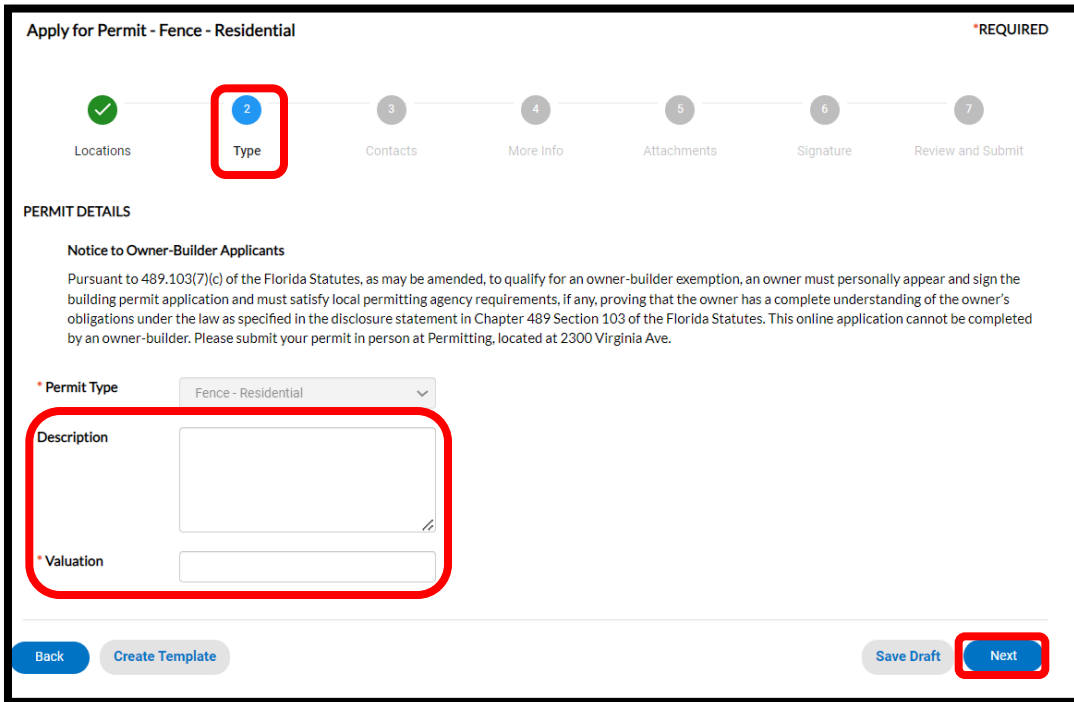
Location

Add Location

+

Create Template Save Draft **Next**

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.



Apply for Permit - Fence - Residential *REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, 7. Review and Submit

PERMIT DETAILS

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.

* Permit Type: Fence - Residential

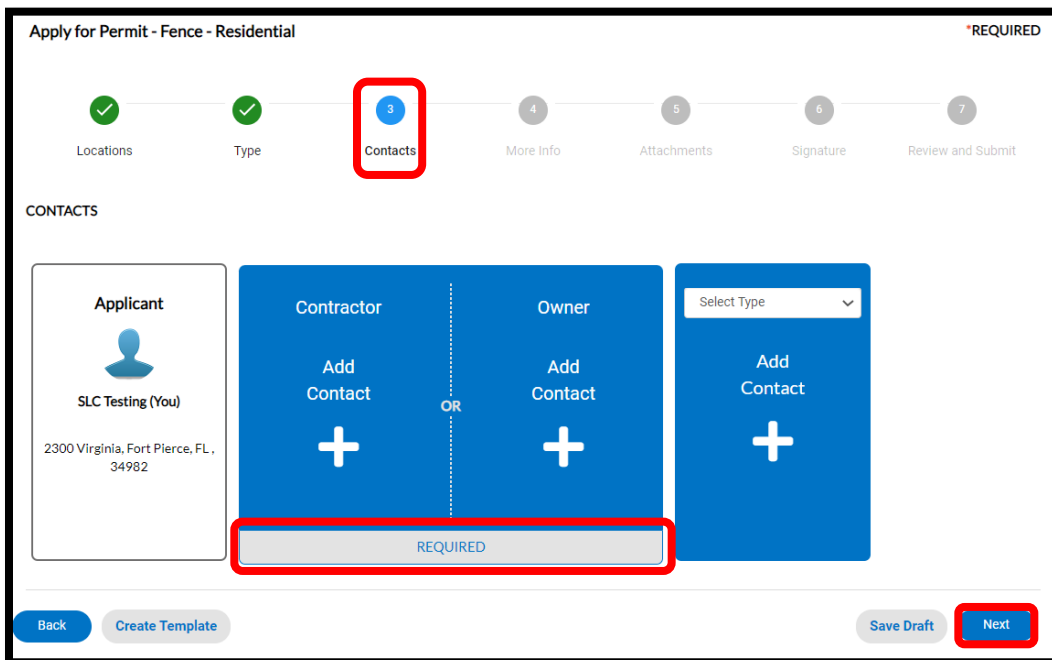
Description:

* Valuation:

Buttons: Back, Create Template, Save Draft, **Next**

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**.



Apply for Permit - Fence - Residential *REQUIRED

Progress: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, 6. Signature, 7. Review and Submit

CONTACTS

Applicant: SLC Testing (You), 2300 Virginia, Fort Pierce, FL, 34982

Options: Contractor Add Contact, Owner Add Contact, Select Type Add Contact

Label: **REQUIRED**

Buttons: Back, Create Template, Save Draft, **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**.

Apply for Permit - Fence - Residential *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. **More Info** (4) 5. Attachments (5) 6. Signature (6) 7. Review and Submit (7)

MORE INFO

Main Information [Top](#) | [Main Menu](#)

Project Name

Flood Zone

<input type="checkbox"/>	N/A
<input type="checkbox"/>	X
<input type="checkbox"/>	X500
<input type="checkbox"/>	A
<input type="checkbox"/>	AH
<input type="checkbox"/>	AO
<input type="checkbox"/>	AE1
<input type="checkbox"/>	AE2
<input type="checkbox"/>	AE3
<input type="checkbox"/>	AE4
<input type="checkbox"/>	V29
<input type="checkbox"/>	V30
<input type="checkbox"/>	AE
<input type="checkbox"/>	AR
<input type="checkbox"/>	D

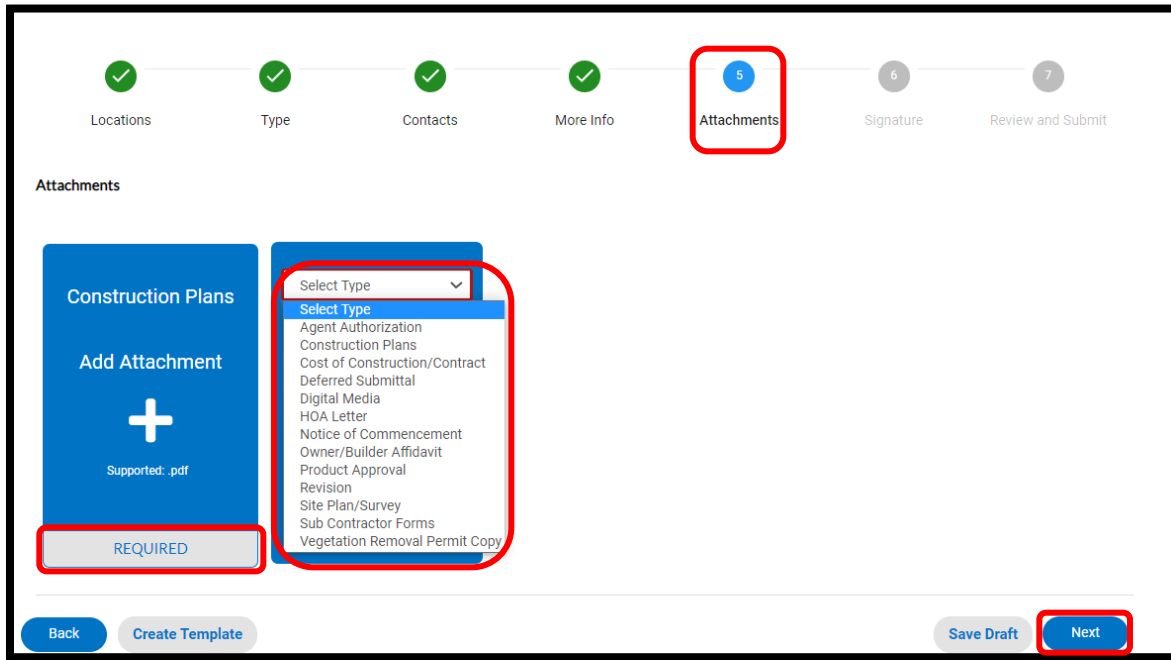
*Fence Type ▼
Fence Type is required.

Total of Linear Footage

*Fence Height
Fence Height is required.

[Back](#) [Create Template](#) [Save Draft](#) [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.



The screenshot shows a progress bar at the top with seven steps: Locations, Type, Contacts, More Info, Attachments, Signature, and Review and Submit. The 'Attachments' step is highlighted with a red box and a blue circle containing the number 5. Below the progress bar, the 'Attachments' section features a blue 'Add Attachment' button with a plus sign and 'Supported: .pdf'. A dropdown menu is open, listing various attachment types, with 'REQUIRED' highlighted in a red box. At the bottom, there are 'Back', 'Create Template', 'Save Draft', and 'Next' buttons, with 'Next' highlighted in a red box.

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

Construction Plans
Add Attachment
Supported: .pdf
REQUIRED

Select Type
Agent Authorization
Construction Plans
Cost of Construction/Contract
Deferred Submittal
Digital Media
HOA Letter
Notice of Commencement
Owner/Builder Affidavit
Product Approval
Revision
Site Plan/Survey
Sub Contractor Forms
Vegetation Removal Permit Copy

Back Create Template Save Draft **Next**

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

Citizen Self Service (CSS) Add a Permit Guide

Purpose: To provide guidance on how to apply for a permit on CSS.

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 **Signature** 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 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.**

Enable Type Signature

SLC EnerGov
April, 06 2022

SLC EnerGov



Citizen Self Service (CSS) Add a Permit Guide

Purpose: To provide guidance on how to apply for a permit on CSS.

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

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Signature 7 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: [REDACTED]

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.

✓ 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: FENC-2204-000069 Add to Cart

Permit Details | Tab Elements | Main Menu

Type: Fence - Residential	Status: Submitted - Online	Project Name:
IVR Number: 297798	Applied Date: 04/21/2022	Issue Date:
District: 1	Assigned To:	Expire Date:
Description: Test	Valuation: \$2,000.00	Finalized Date:

Summary | Locations | Fees | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Application Completeness Check
- Building Plan Review
- Collect Permit Fees
- Link Electrical Permit (R)
- Issue Permit
- Address Posted (R) -
- Final Building (R) -
- Issue Certificate (If Requested)
- Send all Documents to Scanning

Available Actions

No Actions

Fees

\$0.00

View Details Add to Cart

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.

Summary | Locations | Fees | Inspections | Attachments | Contacts | Sub-Records | More Info

Existing Sub-Records | Remaining Sub-Records | Next Tab | Permit Details | Main Menu

Existing Sub-Records Sort Record Number

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
Electrical Residential - New Construction	Parent Permit has not been issued.

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>