

How To Schedule an Inspection and Attach a Document to an Inspection in the CSS Portal

Step 1: Log into your account and go to **My Work** and click on **My Permits** and find the permit that you want to schedule an inspection and click on it, and it will bring the permit up or go to **Request Inspections** and click on the inspection you want to request.

The screenshot shows the 'My Work' section of the CSS Portal. The navigation bar includes 'Home', 'Dashboard', 'Apply', 'Fee Estimator', 'My Work', 'Service Request', 'Help Center & Links', 'Pay Invoices', 'Today's Inspections', 'Calendar', and 'Map'. Below the navigation bar, there are tabs for 'MY INVOICES', 'MY PERMITS', 'MY PLANS', 'MY EXISTING INSPECTIONS', 'REQUEST INSPECTIONS', and 'MY LICENSES'. The 'REQUEST INSPECTIONS' tab is highlighted with a yellow box and a red arrow. Below the tabs, there is a search bar and a table of permits. The table has columns for 'Permit Number', 'Project', 'Address', 'Permit Type', 'Status', and 'State'. The first row is highlighted with a red arrow pointing to the permit number 'POOLR-2205-000059'.

Permit Number	Project	Address	Permit Type	Status	State
POOLR-2205-000059		38 Sovereign Way Fort Pierc...	Pool Residential - Pool/Spa In Ground	Issued	Active, Attention, Recent (Review Not Approved)
2104-0118		761 ALTURA ST PORT ST L...	Building Residential - New Construction	Fees Paid	Active, Attention (Inspection N Passed)
2107-0461		8327 AMALFI CIR FORT PI...	Building Residential - New Construction	Issued	Active
PLMR-2206-000319		38 Sovereign Way Fort Pierc...	Plumbing Residential - New Construction	Issued	Active, Recent
ELER-2206-000440		38 Sovereign Way Fort Pierc...	Electrical Residential - New Construction	Issued	Active, Recent
1403-0037		1 Alcalá Ln PORT SAINT LU...	Electrical Residential - New Construction	On Hold	Active, Attention (On Hold, Inspection Not Passed, Review Not Approved, Resubmit File)
2203-0483		10614 PINE NEEDLE DR F...	Pool Residential - Pool/Spa In Ground	Issued	Active, Attention (Inspection N Passed)

Step 2: Your inspections are now listed on the screen. On the right of the screen, there will be a list of **Available Actions**; click **Request** for the type of inspection needed (if you choose this way, please skip, and go to Step 4) or select **Inspections** on the top (and go to Step 3).

The screenshot shows the 'Available Actions' page for a permit. At the top, there is a summary of the permit: IVR Number: 94376, District: 4, Description: TEST PERMIT, Applied Date: 03/04/2014, Issue Date: 07/27/2021, Assigned To: , Expire Date: 12/12/2022, Valuation: \$2,500.00, and Finalized Date: . Below the summary, there is a navigation bar with tabs for 'Summary', 'Locations', 'Fees', 'Reviews', 'Inspections', 'Attachments', 'Contacts', 'Sub-Records', 'Holds', and 'More Info'. The 'Inspections' tab is selected. Below the navigation bar, there are three main sections: 'Progress', 'Workflow', and 'Available Actions'. The 'Progress' section shows a donut chart with 21% completed. The 'Workflow' section shows a list of steps: 'GES connection (Ufer) (R) - Canceled : 05/09/2022', 'Application Completeness Check - Passed : 05/11/2022', 'Survey - Form Board (R) - Accepted as noted : 05/20/2022', 'Notice of Commencement (R) - Accepted as noted : 05/23/2022', 'Column pads (R) - Re-inspection required (no fee) : 06/13/2022', 'Notice of Commencement (R) - Re-inspection required (no fee) : 06/13/2022', 'Notice of Commencement (R) - Scheduled', and 'Asbestos Certification/Study (R) -'. The 'Available Actions' section shows a list of actions: 'Canceled Inspection' (Reschedule), 'Re-inspection required (no fee)' (Reschedule), 'Resubmit File' (Resubmit), 'Request Inspection' (Request), and 'Request Inspection' (Request).

Step 3: Within the **Request Inspections** screen, scroll down to request the inspection types and click which inspection on the **Action** box you want to request and in the right-hand corner click **Request inspection**.

Description	Reinspection	Action
Asbestos Certification/Study Residential	No	<input checked="" type="checkbox"/>
GES connection (Ufer) Residential	Yes	<input type="checkbox"/>
Termite Treatment Certificate Residential	No	<input type="checkbox"/>
Column pads Residential	Yes	<input type="checkbox"/>
Columns Residential	No	<input type="checkbox"/>
Bora Care Treatment Certificate Residential	No	<input type="checkbox"/>
Above Ceiling Residential	No	<input type="checkbox"/>
Address Posted Residential	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Final Electrical Residential	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Miscellaneous Electrical Residential	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 10 1 - 10 of 10

Request Inspection

Step 4: The inspection screen will show after you click on **Request Inspection**. You will need to enter the requested date and AM or PM, then click **Submit**. Please note, time (AM and PM) requests are not guaranteed, however, the inspector will try to accommodate. If unable to do so, they will make attempt to contact you to reschedule.

Request Inspections (1)

#1403-0037

Inspection Type: Asbestos Certification/Study (R) Case Type: Electrical Residential - New Construction

Address: 1 Alcalá Ln PORT SAINT LUCIE, FL 34952

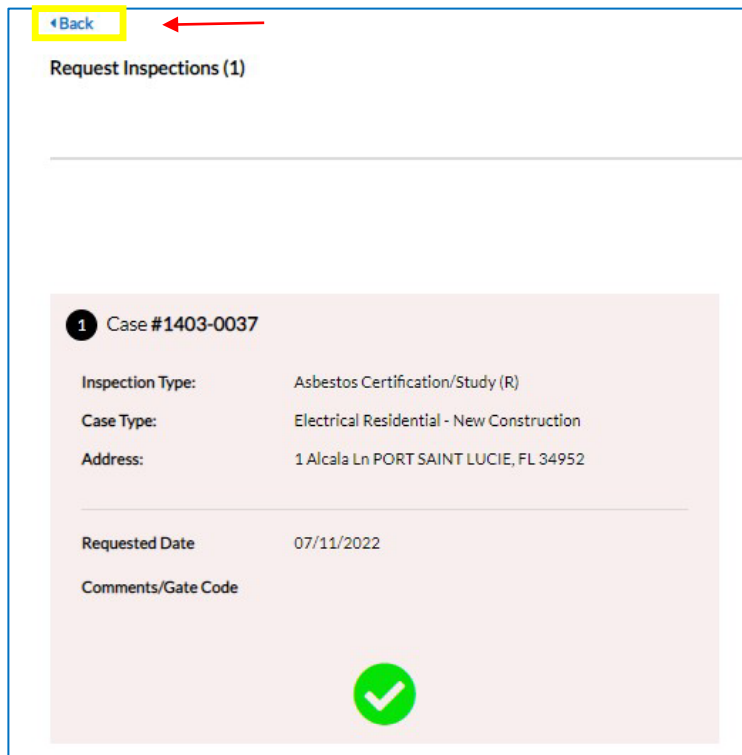
Important Note: Requested timeframe is not guaranteed. We suggest contacting the inspector on the day of the inspection if a specific time for access is needed.

* Requested Date 07/11/2022

Comments/Gate Code

Submit

Step 5: Once the inspection is requested, a screen will show the date requested, then you will need to click **Back**.



Step 6: If you need to cancel the inspection you can click **Cancel Inspection**. Additionally, if you have an inspection that needs a document attachment; click the specific inspection in **Existing Inspections**.

Description: TEST PERMIT

Summary Locations Fees Reviews 1 Inspections 1 Attachments 1 Contacts Sub-Records Holds More Info

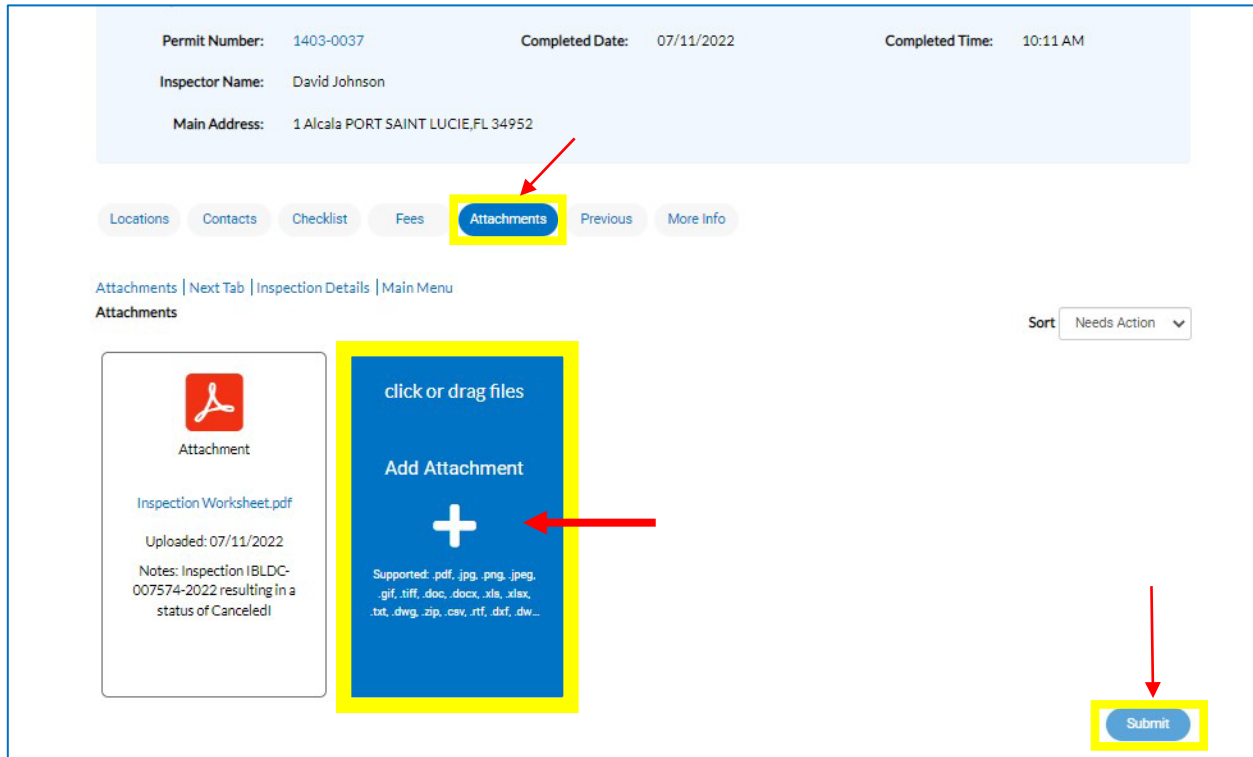
Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLDC-007574-2022	Asbestos Certification/Study Residential	Requested	07/11/2022			Cancel Inspection
IBLDC-004615-2022	Column pads Residential	Re-inspection required (no fee)	06/13/2022	06/14/2022	Waters Alphanette	
IELEC-001550-2022	GES connection (Ufer) Residential	Canceled	05/09/2022	05/09/2022	Waters Alphanette	
IBLDC-004963-2022	Notice of Commencement Residential	Scheduled	06/16/2022	06/20/2022	Miller William	
IBLDC-002524-2022	Notice of Commencement Residential	Accepted as noted	05/23/2022	05/23/2022	Johnson David	
IBLDC-004665-2022	Notice of Commencement Residential	Re-inspection required (no fee)	06/13/2022	06/13/2022	Miller William	

Step 7: Once you click in the specific inspection, a new page will be displayed and you will need to click on the **Attachments** button. Documents can be added by clicking the **Add Attachment + Sign**, then add the needed attachment and click **Submit**.



You are now finished; your inspection is scheduled, and the documents are uploaded to the inspection.

Thank you