



## DID YOU KNOW .....

### YOU CAN ATTACH A DOCUMENT TO AN INSPECTION REQUEST

Use the option of attaching documents required for an inspection directly to the inspection as an attachment using the Customer Self Service (CSS) portal, and then request the inspection. See attached 'snapshot' instructions from EnerGov on **HOW TO ATTACH A DOCUMENT TO AN INSPECTION online**. Below are the inspection documents you can attach to the correlating inspection.

- Termite treatment
- Insulation certificate
- Blower Door/Duct Leakage Test forms
- Compaction test
- Engineer's letter, including threshold reports
- Elevation Certificates – formboard, under construction, final
- Notice of Commencement
- Form Board Surveys

***ALSO, YOU CAN USE THIS EMAIL ADDRESS TO SUBMIT MISCELLANEOUS DOCUMENTS...***

Use this email address to send the documents, as noted below. Make sure to include the permit number, and staff will process the document. Any documents other than those listed below will not be processed.

**EMAIL ADDRESS:** Public\_submittals@stlucieco.org

- Renewal Form
- Void/Cancellation documents
- Change of Contractor
- Health Department documents and inspections
- Request for Solid Waste pickup

For questions or assistance, please email [csshelp@stlucieco.org](mailto:csshelp@stlucieco.org) or stop in the permit office at 2300 Virginia Ave in Ft Pierce for personal assistance.