Citizen Self Service (CSS) Resubmit a Permit
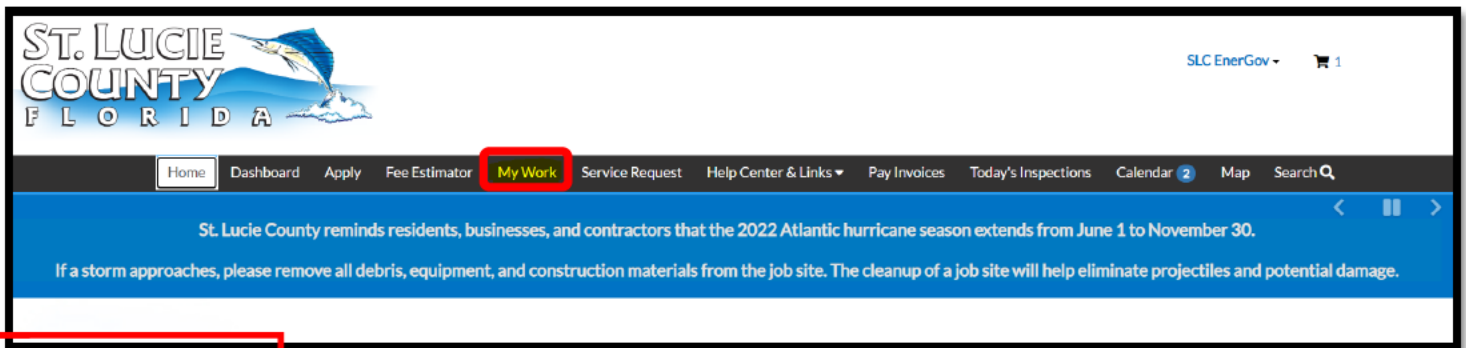**Purpose:** To provide guidance on how to resubmit permits, and view and respond to comments.

1. Go to **Citizen Self Service Site:** https://stluciecountyfl-energovpub.tylerhost.net/Apps/SelfService#/home

2. **Log In** - To register on CSS the user can click on the **Login or Register** box and select Register.
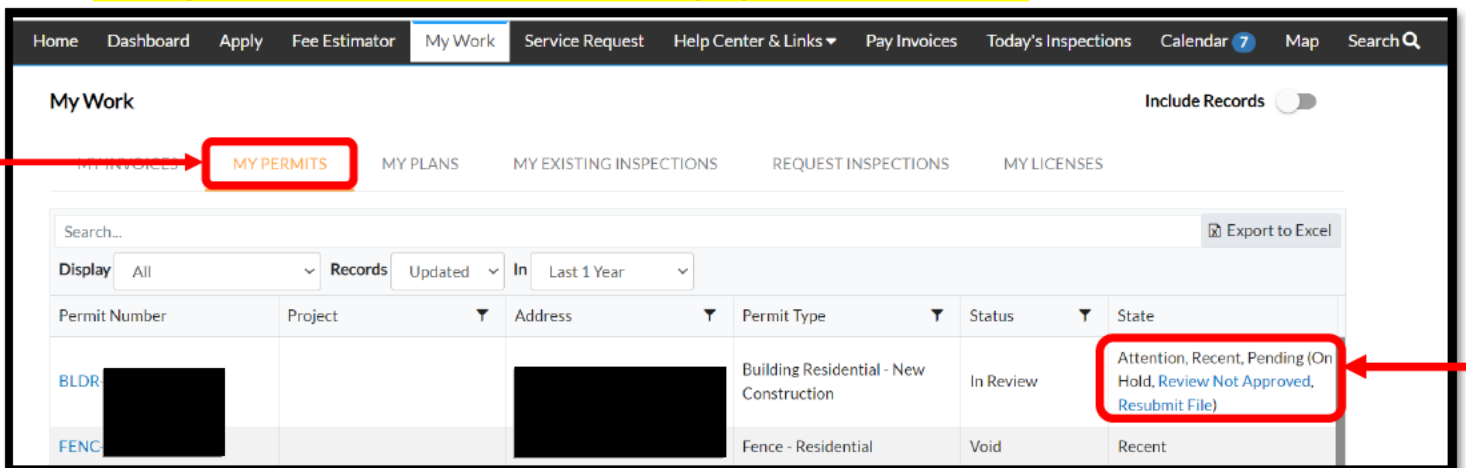

3. Once logged in, click on the **My Work** button on either the top header bar in black or the shortcut on the homepage.

4. Choose the **MY PERMITS** filter button. A listing of permit case types will be displayed.
Choose the permit number for resubmitting from the permit case type list.
   Note: Resubmittals **State Column** must say: **"Attention, Recent, Pending (Review Not Approved)".**
   If not, please reach out to 772-462-1553 to prepare the resubmittal.

5. The Permit Case **Summary** page appears. Click on the blue **Resubmit button(s)** on the right side of the screen under the Available Actions tab. **Note:** Resubmittals should have this button. **If not, please reach out to 772-462-1553 to prepare the resubmittal.**

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

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

❶ Building Plan Review - Not Passed : 01/04/2023
🔵 Application Completeness Check - Started
○ Building Plan Review
○ Link Electrical Permit (R)
○ Link Fuel Gas Permit (R)
○ Link Mechanical Permit (R)
○ Link Plumbing Permit (R)
○ Link Roofing Permit (R)
○ Link Specialty Permit

Available Actions

⚠ Resubmit File
Blank 2 .pdf
Next Version: 2   [Resubmit]

⚠ Resubmit File
Blank.pdf
Next Version: 2   [Resubmit]

6. **Steps 1—2**. The **first** step of the Resubmittal process appears. The first step is to review the markups on each PDF File and the text comments noted below (resolve by clicking on the blue **Respond** button).

Resubmit File(s)

1st step

①
Reviews

②
Resubmit

Reviews

All reviews in red must be acknowledged before continuing.

Building (R) New Construction

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	12/01/2022	12/16/2022	01/04/2023

❶ **Zoning • Requires Re-submit • ▬▬▬ • Completed : 12/15/2022**

Due Date	Completed Date
12/16/2022	12/15/2022

Corrections (6)   [Respond]

Respond to each of the reviewer's correction comments. Click on each of the blue **Respond** buttons and add a written response.

All reviews in red must be acknowledged before clicking the next button to continue.

7. The **second and final step** is to upload all files for resubmittal by file type.
Simply click on the blue **Select File** button to choose the file to attach.

It is important to names files according to the naming convention and file type. The document name needs to clearly reflect the content of the submitted document. For example: site permit, drainage permit, landscape permit, traffic impact report, tree survey, boundary survey. Improper naming can delay the review of the project.

If additional new files are needed toggle the **Include additional new file?** button.

Click **submit** when **complete** and the files will be submitted to the County for review and routing.