



Milestone Inspection Information on County Website:

[MILESTONE INSPECTIONS | St. Lucie County, FL \(stlucieco.gov\)](http://stlucieco.gov)

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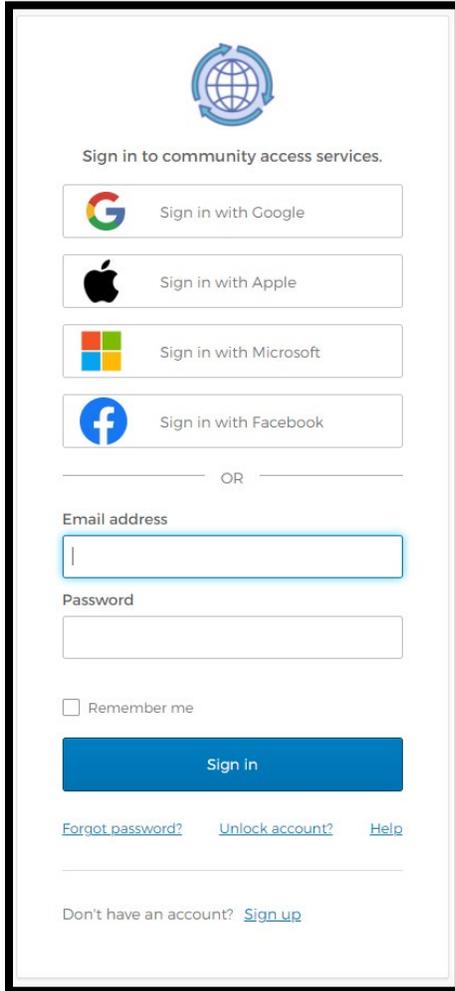
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A. Log In and Apply

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.



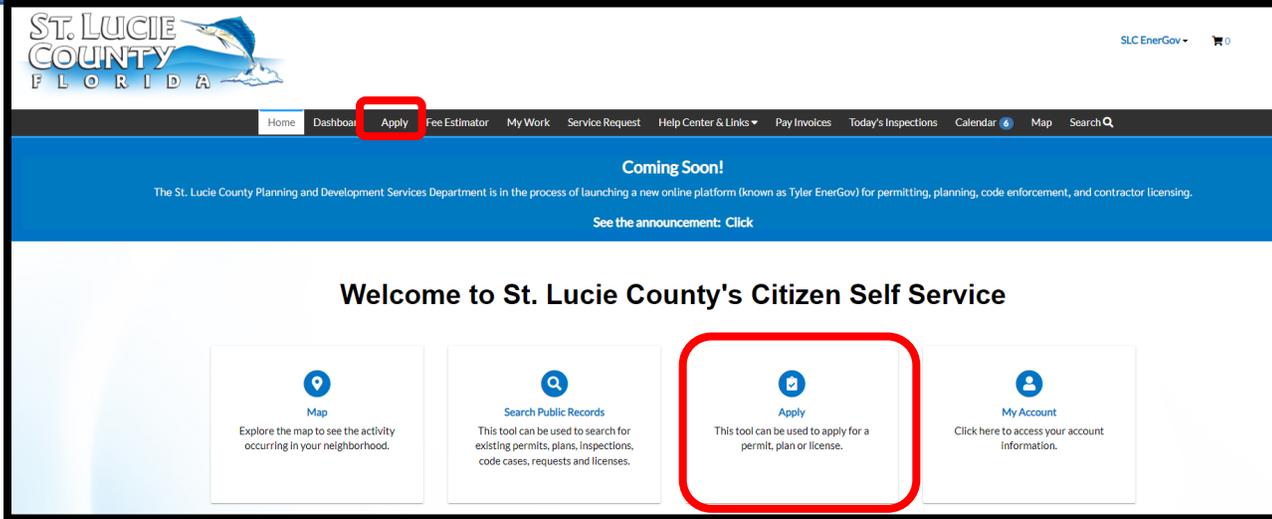
3. Use one of the following options to **Register** or **Log In**:



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.

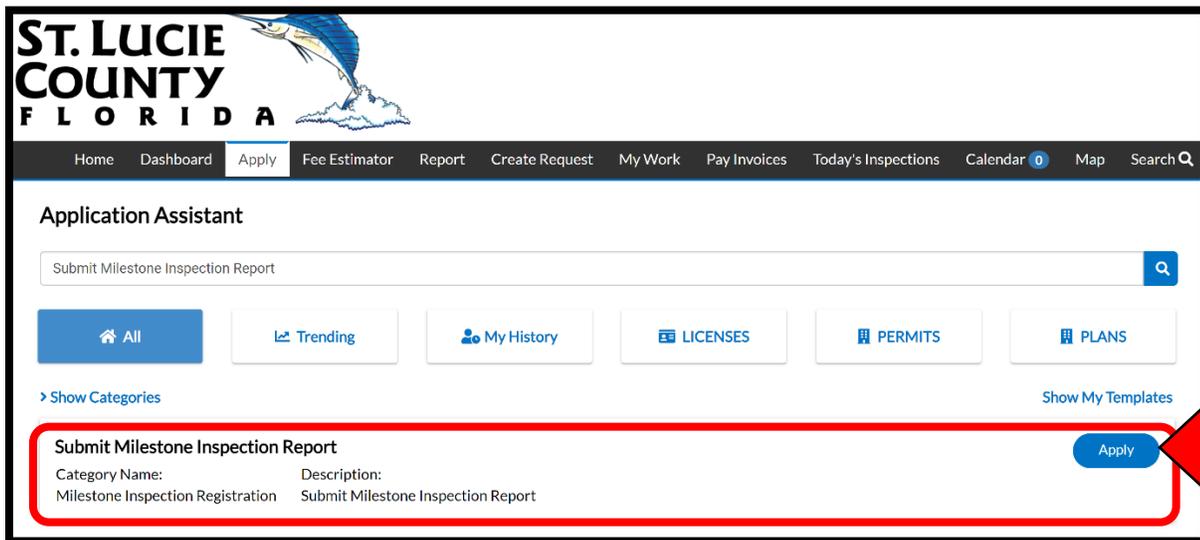
Note: If registering for the first time, to proceed with enrollment, the user must click the link in the confirmation email which will be sent to the email the user provides at registration.

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



B. Submit Milestone Inspection Report Permit

1. Type the “**Submit Milestone Inspection Report**” permit name in the search field.
2. Click on the **Apply** button



3. Add a **location** for the Milestone Inspection Report Request. Then press **Next**.

Apply for Permit - Submit Milestone Inspection Report *REQUIRED

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

LOCATIONS

Location

Add Location

+

REQUIRED

[Create Template](#) [Save Draft](#) [Next](#)

4. Add the **description**. Example in the screenshot below. Click **Next**.

Apply for Permit - Submit Milestone Inspection Report *REQUIRED

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

PERMIT DETAILS

Notice to Association Representative

The phase I inspection will designate whether the building has "substantial structural deterioration" or not via a visual inspection or habitable and non habitable space including recommendations for repair. If no "substantial structural deterioration" is noted then there is no requirement for a phase 2. If there is "substantial structural deterioration" present then a phase two would be required.

* Permit Type

* Description

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

EnerGov: Upload Milestone Inspection & Progress Reports

Purpose: To guide design professionals on basic steps To submit Milestone and Progress Reports on CSS.

5. The applicant is automatically added as a contact in the application. It is also required that you add an **Association Representative** as a contact in this step. Once added click **Next**.

Apply for Permit - Submit Milestone Inspection Report *REQUIRED

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

CONTACTS

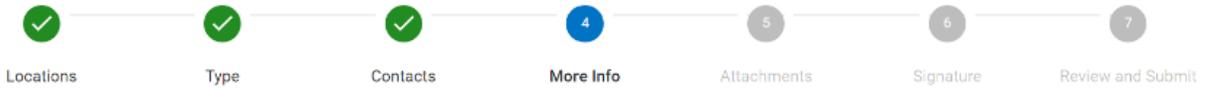
Applicant SLC EnerGov (You) 2300 Virginia Ave , Fort Pierce, FL , 34982	Association Representative SLC EnerGov(You) 2300 Virginia Ave , Fort Pier... Remove	Select Type Add Contact +
--	---	---------------------------------

Buttons: Back, Create Template, Save Draft, Next

6. Add all the required fields in the **More Info** step.

Apply for Permit - Submit Milestone Inspection Report

*REQUIRED



MORE INFO

Condo Association Details - Building Information

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

*Number of Dwelling Units

*FEI Number

*Build/CO/Registered Year

*Number of Stories

*Name of Association

*Address:

*Substantial Structural Deterioration Determination

Back

Create Template

Save Draft

Next

7. Click on the **add** button and upload the **Milestone Inspection Report**. Click **Next**.

Apply for Permit - Submit Milestone Inspection Report *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

Milestone Inspection Report
Add Attachment

Supported:
pdf, jpg, png, jpeg, tiff, doc, docx, xls, xlsx, txt

REQUIRED

Select Type

Add Attachment

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

Back Create Template Save Draft Next

8. Add signature. Click Next.

Apply for Permit - Submit Milestone Inspection Report *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

SIGNATURE

I certify that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By acknowledging below, I understand and agree that I am electronically signing and filing this application.

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

Enable Type Signature

SLC EnerGov
August, 28 2024

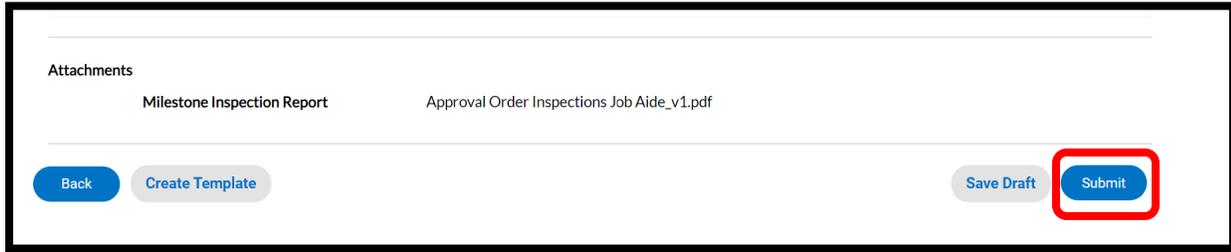
X test

Back Create Template Save Draft Next

EnerGov: Upload Milestone Inspection & Progress Reports

Purpose: To guide design professionals on basic steps To submit Milestone and Progress Reports on CSS.

9. The final step is reviewing the **summary** of the permit and then click on the **submit** button at the bottom of the page.



Attachments

Milestone Inspection Report Approval Order Inspections Job Aide_v1.pdf

Back Create Template Save Draft **Submit**

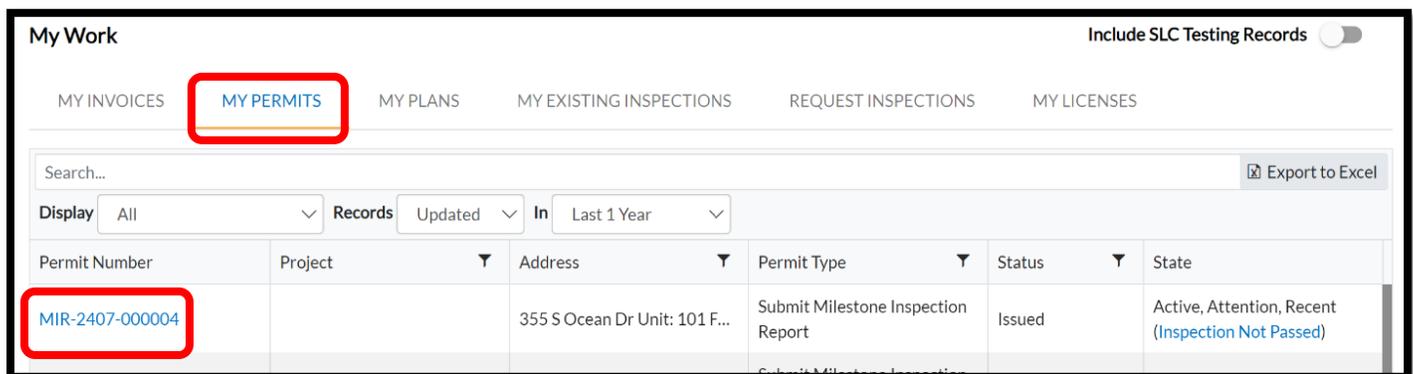
10. After submission reviewed by Building Official for Review and Inspection.

If no substantial structural deterioration is found and the building is deemed safe no further action will be necessary, and an email will be sent verifying acceptance of the report.

If substantial structural deterioration is found, a Phase II inspection is required. A Phase II Progress Report is required to be submitted no later than 180 days after the submittal of the Phase I Report to include an estimated time of completion of the Phase II Inspection Report.

C. Submit Phase II Progress Report

1. To request Inspection for Phase I, log in to the EnerGov Application (Page 1 has instructions) and open the **My Work** tab. Then open **My Permits** and click on the active Milestone Permit.



My Work Include SLC Testing Records

MY INVOICES **MY PERMITS** MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES

Search... Export to Excel

Display: All Records: Updated In: Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
MIR-2407-000004		355 S Ocean Dr Unit: 101 F...	Submit Milestone Inspection Report	Issued	Active, Attention, Recent (Inspection Not Passed)

EnerGov: Upload Milestone Inspection & Progress Reports

Purpose: To guide design professionals on basic steps To submit Milestone and Progress Reports on CSS.

2. In the **Available Actions** tab under the permit summary click on the

Reschedule button.

Permit Number: MIR-2407-000004 Add to Cart 

Permit Details | Tab Elements | Main Menu

Type: Submit Milestone Inspection Report	Status: Issued	Project Name:
IVR Number: 335974	Applied Date: 07/12/2024	Issue Date: 08/28/2024
District: 1	Assigned To:	Expire Date: 08/28/2024
Finalized Date:		
Description: Test		

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

Progress



60% Completed

- Completed
- In Progress
- Not Started

Workflow

- ✓ Building Plan Review - Passed : 08/28/2024
- ✓ Application Completeness Check - Passed : 08/28/2024
- ✓ Phase I - Milestone - Partial Pass : 08/28/2024
- Phase I - Milestone -

Available Actions

⚠ Requested Inspection
Phase I - Milestone Reschedule

3. Enter the first available date for the **requested date** and click **submit**.

1 #MIR-2407-000004 ✕

Inspection Type: Phase I - Milestone Case Type: Submit Milestone Inspection Report

Address: 355 S Ocean Dr Unit/Suite: 101 Fort Pierce, FL 34949

* Requested Date  *

Comments/Gate Code

More Info

Fee Applied

Inspection by Private Provider?

Submit

a. Once submitted a screen like that seen below appears.

1 Case #MIR-2407-000004

Inspection Type: Phase I - Milestone

Case Type: Submit Milestone Inspection Report

Address: 355 S Ocean Dr Unit/Suite: 101 Fort Pierce, FL 34949

Requested Date: 08/29/2024

Comments/Gate Code



4. The next step is to upload the Report. In the **Inspection tab** of the permit click on the **requested** inspection by clicking on the **inspection number**.

Permit Number: MIR-2407-000004 Add to Cart 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Submit Milestone Inspection Report Status: Issued Project Name:

IVR Number: 335974 Applied Date: 07/12/2024 Issue Date: 08/28/2024

District: 1 Assigned To: Expire Date: 08/28/2024

Finalized Date:

Description: Test

Summary Locations Fees Reviews **Inspections 1** Attachments Contacts Sub-Records 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
IBLD-141135-2024	Phase I - Milestone	Requested	08/29/2024		Jerrahian Michael	Cancel Inspection
IBLD-141134-2024	Phase I - Milestone	Partial Pass	08/28/2024	08/28/2024	Jerrahian Michael	

5. Once the inspection opens click on the **Attachments** tab, **add the report**, and click **submit**.

Inspection Number: IBLD-141135-2024

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

Inspection Type:	Phase I - Milestone	Requested Date:	08/29/2024	Requested Time:	01:00 PM
Inspection Status:	Requested	Scheduled Date:	08/29/2024		
Permit Number:	MIR-2407-000004	Completed Date:		Completed Time:	
Inspector Name:	Michael Jerrahian				
Main Address:	355 Ocean Fort PierceFL 34949				

[Locations](#) [Contacts](#) [Checklist](#) [Fees](#) [Attachments](#) [Previous](#) [More Info](#)

[Attachments](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Attachments

click or drag files

Add Attachment

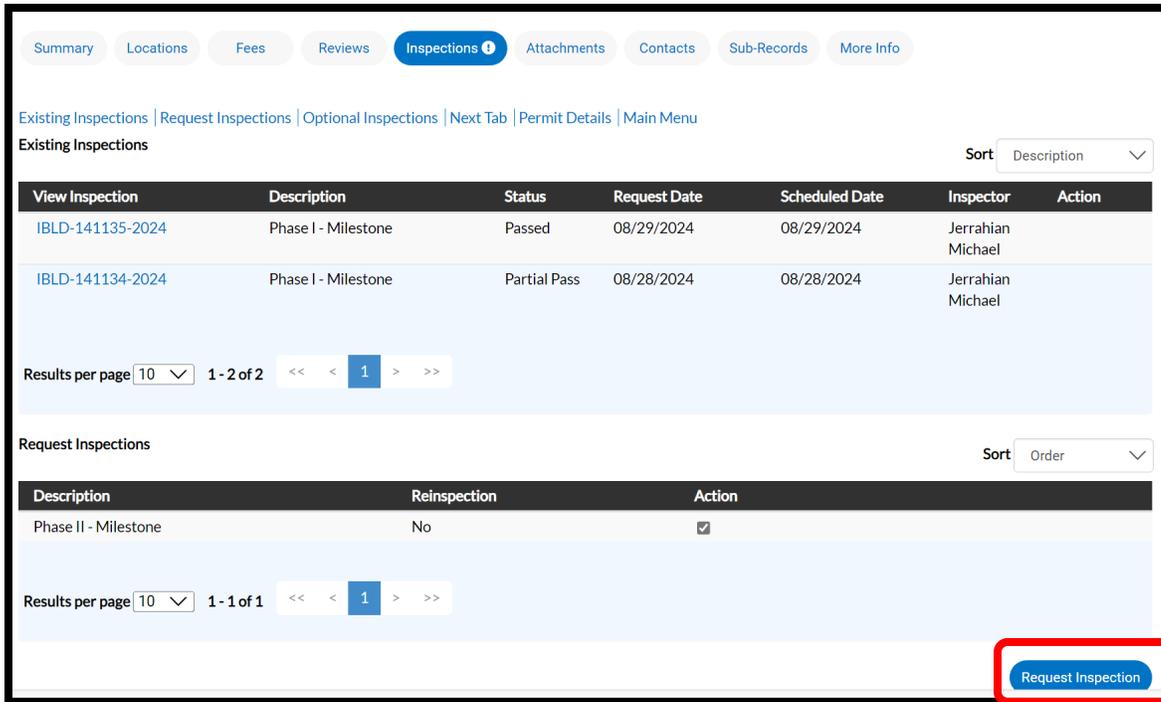
+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

[Submit](#)

D. Submit Phase II Milestone Inspection

1. Start with opening the milestone permit and the **Inspection** tab. Click on the **Request Inspection** button.



Summary Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records 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
IBLD-141135-2024	Phase I - Milestone	Passed	08/29/2024	08/29/2024	Jerrahian Michael	
IBLD-141134-2024	Phase I - Milestone	Partial Pass	08/28/2024	08/28/2024	Jerrahian Michael	

Results per page: 10 1 - 2 of 2 << < 1 > >>

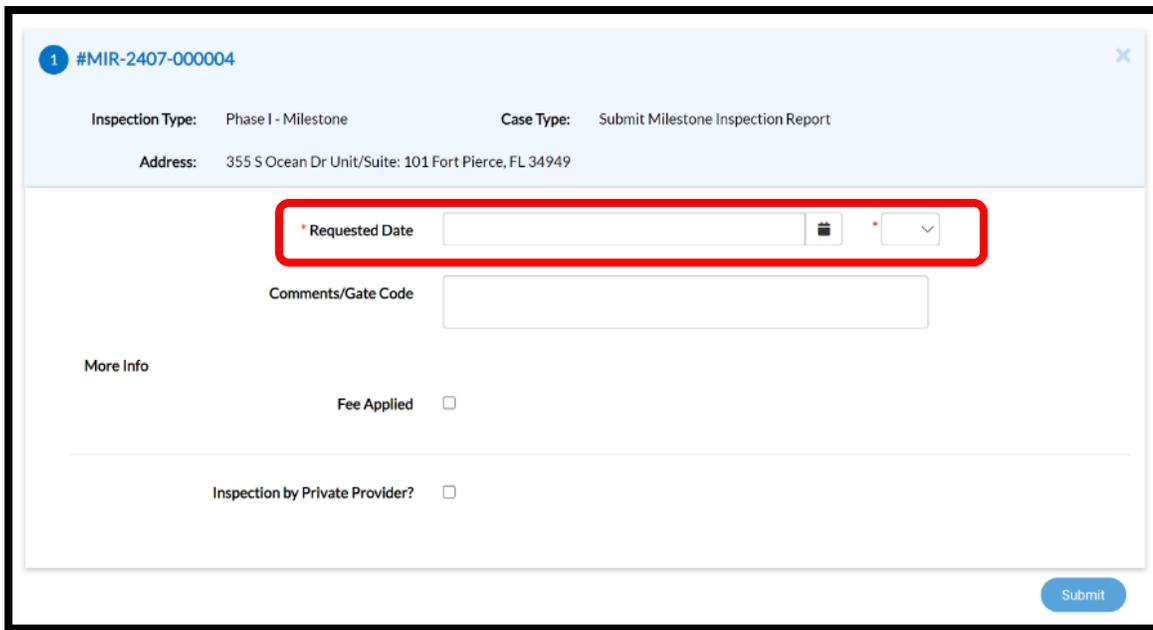
Request Inspections Sort Order

Description	Reinspection	Action
Phase II - Milestone	No	<input checked="" type="checkbox"/>

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

Request Inspection

2. Enter the first available date for the **requested date** and click **submit**.



#MIR-2407-000004

Inspection Type: Phase I - Milestone Case Type: Submit Milestone Inspection Report

Address: 355 S Ocean Dr Unit/Suite: 101 Fort Pierce, FL 34949

* Requested Date

Comments/Gate Code

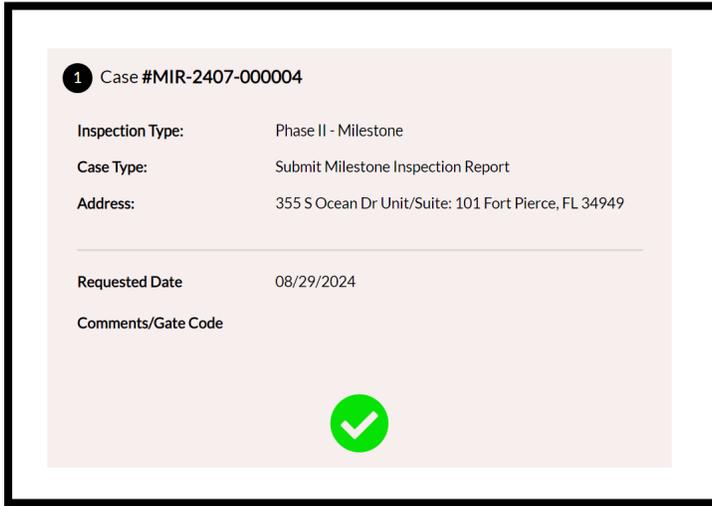
More Info

Fee Applied

Inspection by Private Provider?

Submit

a. Once submitted a screen like that seen below appears.



3. The next step is to upload the Report. In the **Inspection tab** of the permit click on the **requested** inspection by clicking on the **inspection number**.

Permit Number: MIR-2407-000004 Add to Cart 

Permit Details | Tab Elements | Main Menu

Type:	Submit Milestone Inspection Report	Status:	Issued	Project Name:	
IVR Number:	335974	Applied Date:	07/12/2024	Issue Date:	08/28/2024
District:	1	Assigned To:		Expire Date:	08/28/2024
Finalized Date:					
Description:	Test				

Summary | Locations | Fees | Reviews | **Inspections** | Attachments | Contacts | Sub-Records | 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
IBLD-141135-2024	Phase I - Milestone	Passed	08/29/2024	08/29/2024	Jerrahian Michael	
IBLD-141134-2024	Phase I - Milestone	Partial Pass	08/28/2024	08/28/2024	Jerrahian Michael	
IBLD-141136-2024	Phase II - Milestone	Requested	08/29/2024			Cancel Inspection

Results per page: 10 | 1 - 3 of 3 | << < 1 > >>

4. Once the inspection opens click on the **Attachments** tab, **add the report**, and click **submit**.

Inspection Number: IBLD-141136-2024

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

Inspection Type:	Phase II - Milestone	Requested Date:	08/29/2024	Requested Time:	01:00 PM
Inspection Status:	Requested	Scheduled Date:	08/29/2024		
Permit Number:	MIR-2407-000004	Completed Date:		Completed Time:	
Inspector Name:	System Administrator				
Main Address:	355 Ocean Fort PierceFL 34949				

[Locations](#) [Contacts](#) [Checklist](#) [Fees](#) **[Attachments](#)** [Previous](#) [More Info](#)

[Attachments](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Attachments Sort Needs Action ▾

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

Submit

5. After submitting **Phase 2 if passed** you will receive a **confirmation email**, and your permit will be **100% completed**.

Permit Number: MIR-2407-000004 Add to Cart 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Submit Milestone Inspection Report	Status: Completed\Finald	Project Name:
IVR Number: 335974	Applied Date: 07/12/2024	Issue Date: 08/28/2024
District: 1	Assigned To:	Expire Date: 08/28/2024
Finalized Date: 08/28/2024		
Description: Test		

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

Progress



100%

Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

[View Details](#) [Add to Cart](#)

Workflow

- ✔ Building Plan Review - Passed : 08/28/2024
- ✔ Application Completeness Check - Passed : 08/28/2024
- ✔ Phase I - Milestone - Partial Pass : 08/28/2024
- ✔ Phase I - Milestone - Passed : 08/28/2024
- ✔ Phase II - Milestone - Passed : 08/28/2024

Available Actions



No Actions