

## How to Request Inspections Online

Updated May 2022



**01.** To request inspections, please log on to your CSS account using the following link: www.mbselfservice.com

| CSS and 2 more pages - Work - Microsoft Edge   | _   |   | X 5 -   |
|--|---|---|---|
| $\leftarrow$ $\rightarrow$ $\circlearrowright$ $\textcircled{a}$ https://eservices.miam  | ibeachfl.gov/energovprod/selfservice#/home  |   | < 🌣 🏚 😩 …   |
| MIAMIBEACH   | CITIZEN SELF SERVICE  |   | Good Afternoon, Guest   |
|  | Home Apply Fee Estimator Pay Inv  | oices Search Q, Calendar o Login/Sign Up <del>v</del>   | Register  |
|  | Click Here To Migrate Your Existing Miami B   | each CAP Account.   | < II > .  |
|  | Welcome to Miami Be   | ach Citizen Self Service(CSS)   |   |
|  | Search permits, plans, inspect  | ions and code cases based on keyword.   |   |
|  | Q Sear  | ch All Records  |   |
| 8  |   | Ξ   | 0   |
| Permits  | Plans   | Code Cases  | Licensing   |
| Apply for Permits Online<br>Search for Permits<br>Search for Inspections related to Permits<br>Estimate Permit Reas<br>Interactive Permit Guide<br>Online Permitting Resource Center | Apply for Plans Online<br>Search for an working Plan<br>Estimate Plan fees  | Search for Code Cases<br>Report a Complaint<br>Special Master Cases<br>Special Master Cases<br>Special Master Case Synophis and Agenda<br>Request an Involce  | Apply for a Business Tax Receipt Online.<br>Search for Business Tax Receipt<br>Sign Up or Pay Your Resort Tax |
|  | Additio   | nal Resources   |   |
|  | For videos tutorial<br>For more informatio<br>To research permits created prior to<br>To research code Cases cre<br>To check Special Master Cases by Por<br>To review Special Ma<br>To review the daily | son howr buye, click here.<br>on CS and FAQ2, click here.<br>04/27/2016 in our legacy system click here.<br>ated prior to 04/27/2016, click here.<br>ber Crasis symptonic click here.<br>Inspection routes, click here. |   |
|  |   |   |   |

**02.** Once logged in, search for the permit to be requesting inspections for. Either select "Search for Permits", "Search All Records", "Search", or open the Dashboard and select the permit from that screen. Person requesting Inspections **must be a contact on the permit record selected**. If not, inspections can't be requested. In this case, an email from the contractor or owner must be emailed to **Buildinginspection@miamibeachfl.gov** requesting the addition of such person to a particular permit record, or a set of permits, or all pulled by the contractor or owner.

| CSS and 2 more pages - Work - Microsoft Edge  |   |   |               |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---------------|--|--|--|--|--|--|--|--|--|--|--|
| $\leftarrow$ $\rightarrow$ $\circlearrowright$ $\textcircled{a}$ https://eservices.mi | amibeachfl.gov/energovprod/selfservice#/home  |   | 🔍 ् 🌣 ቱ 📵 💲 … |  |  |  |  |  |  |  |  |  |  |  |
| MIAMIBEACH  | MIAMIBEACH CITIZEN SELF SERVICE   |   |               |  |  |  |  |  |  |  |  |  |  |  |
|   |   |   |               |  |  |  |  |  |  |  |  |  |  |  |
|   | All payments that are not honored by the bank for ANY reason  | will result in fines and penalties.   | < II >        |  |  |  |  |  |  |  |  |  |  |  |
|   |   |   |               |  |  |  |  |  |  |  |  |  |  |  |
| Search permits, elans, lauxections and code cases have on keyword.                    |   |   |               |  |  |  |  |  |  |  |  |  |  |  |
| Pernits<br>Apply for Pernits Online<br>Search Search of Pernits                       | Permits         Plans         Code Cases           Apply for Permits Online         Search for Code Cases         Search for Code Cases           Search for Permits         Search for Code Cases         Search for Code Cases           Search for Permits         Search for Code Cases         Search for Code Cases |   |               |  |  |  |  |  |  |  |  |  |  |  |
| Interactive Permit Guide<br>Online Permitting Resource Center                         |   | Request an Invoice  |               |  |  |  |  |  |  |  |  |  |  |  |
|   | Additiona<br>For videos tutorials or<br>To research control for more information or<br>To research control for to 04<br>To research Conto Cases create<br>To check Special Maste<br>To review a Special Maste<br>To review the daily insp   | I Resources<br>how-to-use, click-here,<br>ICS and FAQs, click-here,<br>27/2016 in our legy system, Click-here,<br>27/2016 in our legy system, Click-here,<br>Y doless prior to out/27/2016, click-here,<br>Crase's sympols, click-here,<br>extent routes, click-here, |               |  |  |  |  |  |  |  |  |  |  |  |

**02. A. Select "Permit"** form the dropdown menu next to "**Search".** Enter the permit number and click on "**Search**".

| Public Information and 2 more pages - Work - Microsoft Ec                         | dge  |       | - 8 %   |
|---|--|-------|---------|
| $\leftarrow$ $\rightarrow$ $\circlearrowright$ $\textcircled{a}$ https://eservice | es.miamibeachfl.gov/EnerGovProd/SelfService#/search?category=permits                   | ९ 🎄 🛓 | ··· 🔋 🗄 |
| MIAMIBEACH  | CITIZEN SELF SERVICE   |       |         |
|   | Dashboard Home Apply View FeeEstimator PayInvoices Search Q Calendar 0 Login/Sign Up + |       |         |
|   | Public Information   |       |         |
|   | Search Permit v for BCR1900126 Exact Phrase [2] Q Search Advanced • Prest              |       |         |
|   | 1  |       |         |
|   |  |       |         |
|   |  |       |         |
|   |  |       |         |
|   |  |       |         |
|   |  |       |         |
|   |  |       |         |
| CSS Contact Directory ↑   |  |       |         |

**02.A.1** From the "**Dashboard**" screen, the permit can be selected also.

| C Dashboard and 2 more pages - Work - Microsoft Edge                              |   | -  |   |  |   |       | 6 | - 6 × |  |  |  |  |  |
|---|---|--|---|--|---|-------|---|-------|--|--|--|--|--|
| $\leftarrow$ $\rightarrow$ $\circlearrowright$ $\textcircled{a}$ https://eservice | ces.miamibeachfl.gov/Ene  | erGovProd/SelfService#   | #/dashboard                                   |  |   | ् 🌣 🗲 | Ġ | •     |  |  |  |  |  |
| MIAMIBEACH  |   |  |   |  |   |       |   |       |  |  |  |  |  |
|   | Dashboar  | rd Home Apply View   | <ul> <li>Fee Estimator Pay Invoice</li> </ul> | es Search <b>Q</b> Calendar o  | Login/Sign Up 🕶   |       |   |       |  |  |  |  |  |
|   | Citid Here To Migrate Your Existing Marril Beach CAP Account.                             |  |   |  |   |       |   |       |  |  |  |  |  |
|   | Attention<br>28<br>Connecta Buld. 4<br>Builing Order J. 4<br>Other 20<br>>View My Permits | Pending<br>57<br>Building Colline A. 4<br>Recidious Are Builts 4<br>Other 49 | Active<br>1<br>Condentifiem Floa 1            | Draft<br>11<br>Building-Commerc. 2<br>Building-Commerc. 2<br>Other 7 | Recent<br>55<br>Building Online A 9<br>Revisions Are Builts 3<br>Other 43 |       |   |       |  |  |  |  |  |
|   | Attention<br>O  | Pending<br>O   | Active<br>O                                   | Draft<br>O   | Recent<br>O   |       |   |       |  |  |  |  |  |

**03. Click** on the highlighted permit number.

| Public Information and 2 more pages - Work - Microsoft E        | Edge   |   |       |       |
|---|--|---|-------|-------|
| $\leftarrow$ $\rightarrow$ O $\textcircled{a}$ https://eservice | ces.miamibeachfl.gov/EnerGovProd/SelfService#/se   | earch?m=2&ps=10&pn=1&em=true&st=BCR1900126  | ् 🌣 👂 | ₪ 😩 … |
| MIAMIBEACH  | CITIZEN SELF SERVICE   |   |       |       |
|   | Dashboard Home Apply View▼   | Fee Estimator Pay Invoices Search Q Calendar o Login/Sign Up ▼                                    |       |       |
|   | Public Information   |   |       |       |
|   | Search Permit v for BCR1900126   | Exact Phrase 🛛 🔍 Gearch Advanced 🗸 Reset Export   |       |       |
|   | Found 1 result   |   |       |       |
|   | Sort   Permit Number V   Ascending V<br>Next   Too   Paging Options   Malin Menu<br>Permit Number (SKISS00326<br>Type Condominium Flooring<br>Project Name<br>Status Issued<br>Main Parcel<br>Address<br>Description TEST BY IT DEPARTMENT | Applied Date 07/15/2019<br>Issued Date 05/13/2020<br>Expiration Date 06/01/2021<br>Finalized Date |       |       |
|   | кезинзреградо <u>то v</u> 1-1ot 1 \infty 🖍 🗾 2   |   |       |       |
| CSS Contact Directory <b>↑</b>                                  |  |   |       |       |

**04. Select** the desired inspection. Read any alerts noted on the listed inspections to choose from. Click on "**Request Inspection**".

| C BCR1900126             | 5 and 3 mo | ore pages | - Work - | Microsoft Edg | e   |            |               |               |               |                |                 |            |                  |               |                |            |   |   |   |     |   | -   6 | × |
|--------------------------|------------|-----------|----------|---------------|---|------------|---------------|---------------|---------------|----------------|-----------------|------------|------------------|---------------|----------------|------------|---|---|---|-----|---|-------|---|
| $\leftarrow \rightarrow$ | Ö          | ŵ         | AH       | https://eser  | vices.miamibeachfl.gov                                    | /Ener@     | GovProd,      | /SelfServ     | vice#/peri    | mit/42d7c      | 69a-c444-4      | 16e2-98d8  | B-1d11395        | db285?tab:    | inspectio=     | ns         |   | Q | * | r∕≡ | œ |       |   |
|                          | -          |           | _        | 1             | D~  | chhoard    | Homo          | Apply A       | four Ea       | o Estimotor    | Paul puol coc   | Search O   | Colordar 0       | Logio/Sigo L  | 1              |            |   |   |   |     | _ | -     |   |
|                          |            |           |          |               | Dæ  | shboard    | Home          | Apply V       | new • re      | eesumator      | Pay Invoices    | Search     | Calendar 0       | Loginysign C  | ф <del>*</del> |            |   |   |   |     |   |       |   |
|                          |            |           |          |               | Permit Number: BCR19                                      | 00126      |               |               |               |                |                 |            |                  |               |                | B          |   |   |   |     |   |       |   |
|                          |            |           |          |               | Permit Details   Tab Element                              | ts   Main  | Menu          |               |               |                |                 |            |                  |               |                |            |   |   |   |     |   |       |   |
|                          |            |           |          |               | Type:   | Cond       | Iominium Flo  | poring        |               | Status:        | Issued          |            | Pro              | ject Name:    |                | *          |   |   |   |     |   |       |   |
|                          |            |           |          |               | Summary Locations   | Fee        | es Re         | views         | nspections    | Attachments    | Contacts        | Sub-Record | ds Holds         | Meetings      | More Info      |            |   |   |   |     |   |       |   |
|                          |            |           |          |               | Existing Inspections Reque                                | est Inspec | ctions Option | onal Inspecti | ions  Next Ti | ab   Permit De | tails   Main Me | ıu         |                  |               | Sort Descript  | ion 🗸      |   |   |   |     |   |       |   |
|                          |            |           |          |               | View Inspection   |            | Descri        | ption         |               | Statu          | s Reque         | st Date    | Schedule         | ed Date       | Inspector      | Action     |   |   |   |     |   |       |   |
|                          |            |           |          |               | Request Inspections                                       |            |               |               |               |                |                 |            |                  |               | Sort Order     | ~          |   |   |   |     |   |       |   |
|                          |            |           |          |               | Description   |            |               | 1             | Reinspection  | 1              |                 | Action     |                  |               |                |            |   |   |   |     |   |       |   |
|                          |            |           |          |               | Building - Sound Proofing<br>Building - Building Final In | inspection | on<br>1       | 1             | No<br>No      |                |                 | This inspe | ection cannot be | requested yet | due to prerequ | isites.    |   |   |   |     |   |       |   |
|                          |            |           |          |               | Results per page 10 🗸                                     | 1 - 2 of 2 | ~~ ~          | 1 >           | **            |                |                 |            |                  |               |                |            |   |   |   |     |   |       |   |
|                          |            |           |          |               |   |            |               |               |               |                |                 |            |                  |               | Request        | Inspection | + |   | - |     |   |       |   |
|                          |            |           |          |               | Optional Inspections                                      |            | _             | _             | _             | _              |                 | _          |                  |               | _              | _          |   |   |   |     |   |       |   |
|                          |            |           |          |               | Description   |            |               |               |               |                |                 |            |                  |               |                |            |   |   |   |     |   |       |   |
|                          |            |           |          |               | No records to display.                                    |            |               |               |               |                |                 |            |                  |               |                |            |   |   |   |     |   |       |   |
|                          |            |           |          |               |   |            |               |               |               |                |                 |            |                  |               |                |            |   |   |   |     |   |       |   |

**04.** A. The available dates for the required inspection will be displayed once the calendar is clicked on. Select the inspection's date.

| Request Inspections and 3 more pages - Work - Microsoft P                         | Edge ,  |  |   | _                  |                 |            |                             |                       | _       |     | e X |
|---|---|--|---|--------------------|-----------------|------------|-----------------------------|-----------------------|---------|-----|-----|
| $\leftarrow$ $\rightarrow$ $\circlearrowright$ $\textcircled{a}$ https://eservice | es.miamibeachfl.gov/Er  | nerGovProd/SelfSe  | ervice#/permit/   | request/inspect    | tions/42d7c6    | 69a-c444-4 | 16e2-98d8-1d11395db285/fals | e?tab=… ♀             | ☆ ☆     | œ ( |     |
| MIAMIBEACH  | CITIZEN SELF  | SERVICE  |   |                    |                 |            | c                           | iood Afternoon, Natas | ha Diaz | 5   |     |
|   | Dashba  | oard Home Apply  | View 👻 Fee Estin  | nator Pay Invoices | Search <b>Q</b> | Calendar 0 | Login/Sign Up <del>-</del>  |                       |         |     |     |
|   | <back (1)<="" inspections="" request="" th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></back> |  |   |                    |                 |            |                             |                       |         |     |     |
|   | #BCR1900126 Inspection Type: Case Type Address:   | Sound Proofing Inspect<br>Condominium Flooring   | ion   | ×                  |                 |            | *REQUIRED                   |                       |         |     |     |
|   | * Requested Date<br>Comments/Gate Code<br>* Contact Name<br>* Contact Phone   | C         August 20           50         Mon         Mod           50         50         64         65           60         9         19         13         12           15         17         10         19         13         12           23         24         25         26         30         31         01         62           10         31         10         62         25         26         26         25         26           10         31         01         62         10         62         10         62         10         62         10         62         10         62         10         10         62         10< | 20         >           Thu         FI         Sat           30         31         01           06         07         08           13         14         15           20         21         22           20         22         29           03         04         05           Circee         Circee |                    |                 |            |                             |                       |         |     |     |

**04. B. Enter** the required information and click **"Submit"**. Required fields are marked with a red asterisk (\*).

| Request Inspections and 3 more pages - Work - Microsoft f            | idge  | _   |                  |                   |                              |                           |                 |     |  |
|--|---|---|------------------|-------------------|------------------------------|---------------------------|-----------------|-----|--|
| $\leftrightarrow$ $\rightarrow$ O $\textcircled{a}$ https://eservice | es.miamibeachfl.gov/En  | erGovProd/SelfService#/                           | permit/request/  | /inspections/4    | 2d7c69a-c444-4               | 46e2-98d8-1d11395db285/fa | alse?tab= 🔍 🏂 🕇 | ≌ @ |  |
| MIAMIBEACH   | CITIZEN SELF  |   |                  |                   |                              |                           |                 |     |  |
|  | Dashbo  | ard Home Apply View▼                              | Fee Estimator Pa | ay Invoices Searc | h <b>Q</b> Calendar <b>o</b> | Login/Sign Up 🕶           |                 |     |  |
|  | <back (1)<="" inspections="" request="" th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></back> |   |                  |                   |                              |                           |                 |     |  |
|  | 1 #BCR1900126   |   |                  | ×                 |                              | *REQUIRE                  | D               |     |  |
|  | Inspection Type:<br>Case Type<br>Address:   | Sound Proofing Inspection<br>Condominium Flooring |                  |                   |                              |                           |                 |     |  |
|  | * Requested Date<br>Comments/Gate Code  | 08/18/2020  |                  |                   |                              |                           |                 |     |  |
|  | * Contact Name  | Lola Lopez  |                  |                   |                              |                           |                 |     |  |
|  | Connact r (10118  | Submit  |                  |                   |                              |                           |                 |     |  |

**04. C.** Once the inspection request is complete, a confirmation message will appear. Go back or log out from CSS if no additional actions will take place.

| Request Inspections and 3 more pages - Work - Microsoft E                       | idge   | _   |                  |                      |                   |                             |             |         |
|---|--|---|------------------|----------------------|-------------------|-----------------------------|-------------|---------|
| $\leftarrow$ $\rightarrow$ D $\textcircled{a}$ $\textcircled{https://eservice}$ | es.miamibeachfl.gov/En   | erGovProd/SelfService#,                                       | /permit/request/ | inspections/42d7     | c69a-c444-4       | 6e2-98d8-1d11395db285/false | ?tab= 🤍 🏡 🗲 | ۰۰۰ 😩 ش |
| MIAMIBEACH  | CITIZEN SELF S   | ERVICE  |                  |                      |                   |                             |             |         |
|   | Dashbo   | ard Home Apply View <del>•</del>                              | Fee Estimator Pa | ay Invoices Search Q | Calendar <b>o</b> | Login/Sign Up 🕶             |             |         |
|   | <back (1)<="" inspections="" request="" th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th></back> |   |                  |                      |                   |                             |             |         |
|   | 1 Case #BCR1900126   |   |                  |                      |                   | *REQUIRED                   |             |         |
|   | Inspection Type:<br>Case Type<br>Address:  | Sound Proofing Inspection<br>Condominium Flooring             |                  |                      |                   |                             |             |         |
|   | Requested Date<br>Comments/Gate Code<br>Contact Name<br>Contact Phone  | 08/18/2020<br>Gate code is:4567<br>Lola Lopez<br>305 673 7610 |                  |                      |                   |                             |             |         |
| CSS Contact Directory <b>↑</b>  |  |   |                  |                      |                   |                             |             |         |

**05. A.** To **cancel** an inspection, click on "**Inspections**", find and select the one to be canceled, and click on "**Cancel Inspection**".

| C BCR19      | 00126 a       | ind 3 mc | ore page: | s - Wor | k - Microsoft Ed | ge   | . —   |                           | _                         |             |                     |                    |     |     |   | - 6 | × |
|--------------|---------------|----------|-----------|---------|------------------|--|---|---------------------------|---------------------------|-------------|---------------------|--------------------|-----|-----|---|-----|---|
| $\leftarrow$ | $\rightarrow$ | Ö        | ŵ         | A       | https://ese      | rvices.miamibeachfl.gov/                             | EnerGovProd/SelfSe                                | rvice#/permit/42          | d7c69a-c444-4             | l6e2-98d8-1 | d11395db285?tab=i   | inspections        | © ☆ | 2∕≡ | Ē |     |   |
|              |               |          |           |         |                  | Permit Number: BCR190 Permit Details   Tab Elements  | 20126   |                           |                           |             |                     | ₽                  |     |     |   |     |   |
|              |               |          |           |         |                  | Туре:  | Condominium Flooring                              | State                     | us: Issued                |             | Project Name:       | ( <b>*</b> )       |     |     |   |     |   |
|              |               |          |           |         |                  | Summary Locations                                    | Fees Reviews                                      | Inspections               | ments Contacts            | Sub-Records | Holds Meetings      | More Info          |     |     |   |     |   |
|              |               |          |           |         |                  | Existing Inspections Request<br>Existing Inspections | t Inspections Optional Inspe                      | ections   Next Tab   Perm | it Details   Main Mer     |             | So                  | nt Description ~   |     |     |   |     |   |
|              |               |          |           |         |                  | View Inspection<br>BDI-406504-2020                   | Description<br>Building - Sound Pro<br>Inspection | Status<br>ofing Pending   | Request Dat<br>08/18/2020 | e Sche      | duled Date Inspecto | Cancel Inspection  |     |     |   |     |   |
|              |               |          |           |         |                  | Results per page 10 V 1                              | -1of1 << < 1 >                                    | **                        |                           |             |                     |                    |     |     |   |     |   |
|              |               |          |           |         |                  | Request Inspections                                  |   |                           |                           |             |                     | Sort Order 🛩       |     |     |   |     |   |
|              |               |          |           |         |                  | Description<br>Building - Building Final Ins         | pection   | Reinspection<br>No        |                           | Action      |                     |                    |     |     |   |     |   |
|              |               |          |           |         |                  | Results per page 10 💌 1                              | -1of1 << < 1 >                                    | >>                        |                           |             |                     |                    |     |     |   |     |   |
|              |               |          |           |         |                  |  |   |                           |                           |             |                     | Request Inspection |     |     |   |     |   |
|              |               |          |           |         |                  | Optional Inspections                                 |   |                           |                           |             |                     |                    |     |     |   |     |   |
|              |               |          |           |         |                  | Description No records to display.                   |   |                           |                           |             |                     |                    |     |     |   |     |   |

| C BCR1900126 and 3 more pages - Work - Microsoft Edge |   |                                  |                     |                           |                           |                      | -   |   |  |
|---|---|----------------------------------|---------------------|---------------------------|---------------------------|----------------------|-----|---|--|
| ← → ♡ ᡬ A https://eservi                              | ces.miamibeachfl.gov/EnerGovProd/SelfSe   | ervice#/permit/42d7c             | 69a-c444-46e2-98d8- | 1d11395db285?tab=inspecti | ons                       | 0, ☆                 | s⁄⊒ | 庙 |  |
| MIAMIBEACH  | CITIZEN SELF SERVICE  |                                  |                     |                           | Good Aff                  | ternoon, Natasha Dia | ız  | 5 |  |
|   |   |                                  |                     |                           |                           |                      |     |   |  |
|   | Permit Number: BCR1900126   |                                  |                     |                           | A                         |                      |     |   |  |
|   | Permit Details   Tab Elements   Main Menu                                       |                                  |                     |                           |                           |                      |     |   |  |
|   | Type: Condominium Flooring  | Status:                          | Issued              | Project Name:             | ~                         |                      |     |   |  |
|   | Summary Locations Fees Cancel Inspec  | tion                             |                     | Meetings More In          | fo                        |                      |     |   |  |
|   | Existing Inspections   Request Inspection Are you sure,<br>Existing Inspections | you are going to cancel this in: | spection?           | Sort Descr                | iption 🗸                  |                      |     |   |  |
|   | View Inspection De<br>BDI-406504-2020 But<br>Inspection                         | _                                | Yes                 | No Inspector A            | action<br>neel Inspection |                      |     |   |  |
|   | Results per page 10 v 1 · 1 of 1 · · · · · · · · · · · · · · · · · ·            |                                  |                     |                           |                           |                      |     |   |  |
|   | Request Inspections   |                                  |                     | Sort On                   | der 🗸                     |                      |     |   |  |
|   | Description<br>Building - Building Final Inspection                             | Reinspection<br>No               | Action              |                           |                           |                      |     |   |  |
|   | Results per page 10 V 1-1 of 1 << < 1   |                                  |                     |                           |                           |                      |     |   |  |
|   |   |                                  |                     | Requ                      | est Inspection            |                      |     |   |  |

**05. B.** A message will pop up requesting confirmation of cancellation. Select "Yes" or "No".

**05. C.** If affirmative, a "Cancel Inspection" message will be displayed.

| BCR1900126 and 3 more pages - Work - Microsoft Edge |   |   |                                    |          | - 6 | × |
|---|---|---|------------------------------------|----------|-----|---|
| ← → ♡ ⋒ A https://eservice                          | es.miamibeachfl.gov/EnerGovProd/SelfSer                             | rvice#/permit/42d7c69a-c444-46e2            | -98d8-1d11395db285?tab=inspections | ९ ☆ ≴    | · 😩 |   |
| MIAMIBEACH  | CITIZEN SELF SERVICE  |   |                                    |          |     |   |
|   |   |   |                                    |          |     |   |
|   | Permit Number: BCR1900126 Permit Details   Tab Elements   Main Menu |   |                                    | 8        |     |   |
|   | Type: Condominium Flooring  | Status: Issued                              | Project Name:                      | Ť        |     |   |
|   | Summary Locations Fees Cancel Inspecti                              | ion   | Meetings More Info                 |          |     |   |
|   | Existing Inspections Request Inspection<br>Existing Inspections     | Your inspection has successfully been cance | Illed.<br>Sort Description         | ~        |     |   |
|   | BDI-406504-2020 Bul<br>Inspection                                   |   | Cancel Ins                         | pection  |     |   |
|   | Results per page 10 v 1.1of 1 << 1                                  |   |                                    |          |     |   |
|   | Request Inspections   |   | Sort                               | ~        |     |   |
|   | Description<br>Building - Building Final Inspection                 | Reinspection Activ                          | on                                 |          |     |   |
|   | Results per page 10 v 1 · 1 of 1 · · · · · 1 >                      |   |                                    |          |     |   |
|   |   |   | Request Ins                        | spection |     |   |

- **05.** D. Click "OK" and proceed to log out or continue with other selections.
- **06.** Rescheduling an inspection can take place before the scheduled inspection's date. Follow the steps in item 4 to change the date of the desired inspection.

**07.** To view previous inspections' comments, click on "**Inspections**", select and click on an inspection number under "**View Inspection**".

| C PLR1901560 and 10 more pages - Work - Microsoft Edge                                      |  |                                      |                                       |       |            |
|---|--|--------------------------------------|---------------------------------------|-------|------------|
| $\leftrightarrow$ $\rightarrow$ $\circlearrowright$ $\textcircled{a}$ https://eservices.mia | mibeachfl.gov/EnerGovProd/SelfService#/p                   | permit/55b4380c-2f37-4778-8          | 5a6-2f37f5d42195?tab=inspections      | ९ ☆ ≵ | @ <b>@</b> |
| MIAMIBEACH  | CITIZEN SELF SERVICE                                       |                                      |                                       |       | 5          |
|   | Dashboard Home Apply View▼                                 | Fee Estimator Pay Invoices Search    | I <b>Q</b> Calendar 0 Login/Sign Up ▼ |       |            |
| Permit  | Number: PLR1901560   |                                      |                                       |       |            |
| •   |  |                                      |                                       |       |            |
| Permit I  | Details   Tab Elements   Main Menu                         |                                      |                                       |       |            |
|   | <b>Type:</b> Plumbing - Residential -<br>New               | Status: Issued                       | Project Name:                         | *     |            |
| Summ  | nary Locations Fees Reviews Inspection                     | Attachments Contacts Sub-            | Records Holds Meetings More Info      |       |            |
| Existing  | Inspections  Request Inspections  Optional Inspections  Ne | ext Tab   Permit Details   Main Menu | Sort Description                      | ~     |            |
| View  | Inspection Description                                     | Status Request Date                  | Scheduled Date Inspector Action       |       |            |
| 1012  | Building - Plumbing Rough<br>Inspection                    | Partial Pass 01/31/2019              | 01/31/2019 Sosa Luis                  |       |            |
| PBI-3   | 80906-2020 Building - Plumbing Rough<br>Inspection         | Partial Pass 02/26/2020              | 02/26/2020 Ojeda<br>Rafael            |       |            |
| PBI-3   | 94399-2020 Building - Plumbing Rough<br>Inspection         | Reinspection 05/29/2020<br>Required  | 05/29/2020 Mears<br>Lance             |       |            |
| PBI-3   | 42418-2019 Building - Plumbing Rough<br>Inspection         | Reinspection 09/10/2019<br>Required  | 09/10/2019 Sosa Luis                  |       |            |
| PBI-3   | 44834-2019 Building - Plumbing Rough<br>Inspection         | Reinspection 09/19/2019<br>Required  | 09/19/2019 Ojeda<br>Rafael            |       |            |
| PBI-3   | 94964-2020 Building - Plumbing Rough<br>Inspection         | Partial Pass 06/03/2020              | 06/03/2020 Ojeda<br>Rafael            |       |            |
| PBI-3   | 96289-2020 Building - Plumbing Rough<br>Inspection         | Partial Pass 06/11/2020              | 06/11/2020 Ojeda<br>Rafael            |       |            |

**07. A.** In the next screen, select "Checklist" to read the comments.

| PBI-342418-2019 and 10 more pages - Work - Microsoft E                            | dge  |                              |   | . –  |  |                       |                       |         |     | 1 23 |
|---|--|------------------------------|---|--|--|-----------------------|-----------------------|---------|-----|------|
| $\leftarrow$ $\rightarrow$ $\circlearrowright$ $\textcircled{a}$ https://eservice | es.miamibeachfl.gov/   | 'EnerGovProd/SelfSe          | ervice#/inspectionDe                    | tail/inspection/48c6   | 64769-dcb4-4e78-a11  | 7-d57aef27c09a?tab    | =checkl Q             | ☆ ≰     | œ 😩 |      |
| MIAMIBEACH  | CITIZEN SEL  | F SERVICE                    |   |  |  |                       | Good Afternoon, Natas | ia Diaz | 5   |      |
|   | Das  | bhoard Llome Annly           | View - Eee Estimator                    | Pay Invoirage Sasrch Q   | Calandar n Login/Sigr  | u lo <del>v</del>     |                       |         |     |      |
|   | Dasi   | board Home Appry             | View View View View View View View View | Pay Invoices Searcing  | Calendar U Cognivingi  | iop+                  |                       |         |     |      |
|   | Inspection Number: PBI-  | -342418-2019                 |   |  |  |                       |                       |         |     |      |
|   | Inspection cannot be printed at this time. You do not have access to it. |                              |   |  |  |                       |                       |         |     |      |
|   | Inspection Details   Tab Eleme   | ents   Main Menu             |   |  |  |                       |                       |         |     |      |
|   | Inspection Type:   | Plumbing Rough<br>Inspection | Requested Date:                         | 09/10/2019   | Requested Time:  | 3:25 PM               |                       |         |     |      |
|   | Inspection Status:   | Reinspection Required        | Scheduled Date:                         | 09/10/2019   | Scheduled Time:  | 12:00 AM              |                       |         |     |      |
| 1   | Permit Number:   | PLR1901560                   | Completed Date:                         | 09/10/2019   | Completed Time:  | 1:47 PM               |                       |         |     |      |
|   | Main Address:  | 2561 PINE TREE DR MIAN       | MI BEACH,FL -331404320                  |  |  |                       |                       |         |     |      |
|   | Locations Contacts (   | Checklist Fees               | Attachments Previous                    | More info  |  |                       |                       |         |     |      |
| 1   | Checklist   Next Tab   Inspecti<br>Checklist                             | ion Details   Main Menu      |   |  |  |                       |                       |         |     |      |
| 1   | Checkist   | Developing                   |   |  |  | Sort Checklist Item 🗸 |                       |         |     |      |
|   | General Comments   | General Comments             | No                                      | LS cancelled on site ,not rea<br>remedied. Plumbing contra<br>be verified on next inspecti | ady. Ponding water on site mus<br>actor on site aware issue correc<br>ion. | t be 0                |                       |         |     |      |
|   | Results per page 10 🗸 1  | -1of1 << < 1 >               | **                                      |  |  |                       |                       |         |     |      |
| CSS Contact Directory <b>个</b>  |  |                              |   |  |  |                       |                       |         |     |      |

## Notes:

- Inspections Routing's link: <u>www.miamibeachfl.gov/inspectionroutes/</u> Inspection routes are reordered between 7:30 a.m. to 8:15 a.m.
- **Inspections** are performed Monday-Friday from 8:30 a.m. through 3:30 p.m.
- The following items are required for inspection:
  - O The approved, stamped job copy of the plans and documents.
  - O Permit Card
  - O Recorded Notice of Commencement (for job values greater than \$2,500.)
  - O Property address must be properly posted and visible from the street
  - O Job to be inspected must be accessible
  - O An OSHA approved ladder must be available if needed
- Contractors to have all required certifications Up to Date. Otherwise, a hold will automatically be
  assessed on their licenses and permit records and will not be able to request inspections. If this happens,
  email the current certificates to <u>Buildingcontractor@miamibeachfl.gov</u> and request removal of the
  hold.
- State licenses and Certificates of Competency expire on 8/31/2022; Local Business Tax licenses expire on 9/30/2021. All current certifications (PDF format) to be emailed to
   Buildingcontractor@miamibeachfl.gov or be uploaded through the contractors' CSS accounts.
- Inspections are to be requested on "Issued" permits only.
- **Inspections** are not allowed to be requested on BOA permits.
- **Logged in users** must be a contact on the parent record (permit) to request inspections.
- **Sub-Permits** are issued upon request and after on-line payment. However, inspections cannot be requested until the Permit Intake review is completed.
- Virtual Inspections can be arranged by contacting the <u>Chiefs</u> of the correspondent discipline.
- Inspections' Information: <u>https://www.miamibeachfl.gov/city-hall/building/inspections/</u>
- If assistance is required, please email <u>Buildinginspection@miamibeachfl.gov</u> or contact the Building Department Call Center at 305 673-7610.
- For additional information visit our Inspections' page.