EnerGov Citizen Self Service (CSS) User Manual

The online component of EnerGov that allows citizens to view basic information related to Permits, Plans, Inspections, Business Licenses, and Code Cases.

Contents

SEARCHING WITHOUT LOGGING INTO CSS

CSS provides a home page to allow users to access public information without being logged in to CSS. Users can still access the GIS Map, Global Search, User Registration, Today's Inspections, and Global Notifications.

Citizens may click on **Search** Q to access information:

Public Information

Search	Permit ⌄	for	Search Keywords and Addresses

All
Permit
Plan
Inspection
Code Case
Request
License

REGISTERING FOR CSS (FIRST TIME USE)

1. Before using EnerGov (for the first time only) you must register by creating an account. After you have registered, you can log into the Citizen Self Service (CSS) portal at any time in the future.

2. From the home tab, click the Login or Register tile:

Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.

3. Enter in your email address. If you had an account with our previous TrakIt permitting system, <u>you must use the identical email address in EnerGov</u>. This will ensure that your account will be created correctly and not duplicated.

Good Afternoon, **Guest ▾**

Cape Coral FLORIDA   Citizens Self Service

Home   Apply   Map   Pay Invoices   Search 🔍   Calendar **0**   311

Registration

Step 1 of 4: **Email Address**

Email [yourID@yourdomain.com]   [Next]

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

4. After clicking "Next," an email will be sent to the email address entered. You must click on the "Confirm" link in the email to move to the next step of the registration process.

LOGGING INTO CSS

1. Visit the Cape Coral EnerGov CSS Portal at the following link:

   https://energovweb.capecoral.gov/EnerGovProd/selfservice#/

2. Enter your Username and Password in the fields provided. If you do not have an Email Address/Password already registered with CSS and EnerGov, click on "Register Here" and follow the directions to register for an account.

3. Mark the Remember me checkbox to have the system remember your credentials.

4. Click Log In. CSS validates your login and, if it is valid, opens CSS with the functions you are authorized to access.

Home	Apply	Map	Pay Invoices	Search Q	Calendar 0	311
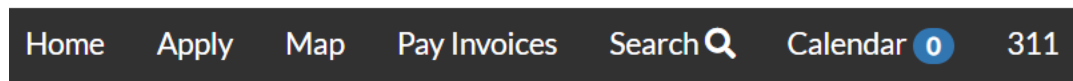
Log In

*Username

*Password

Remember Me ☐

Log In
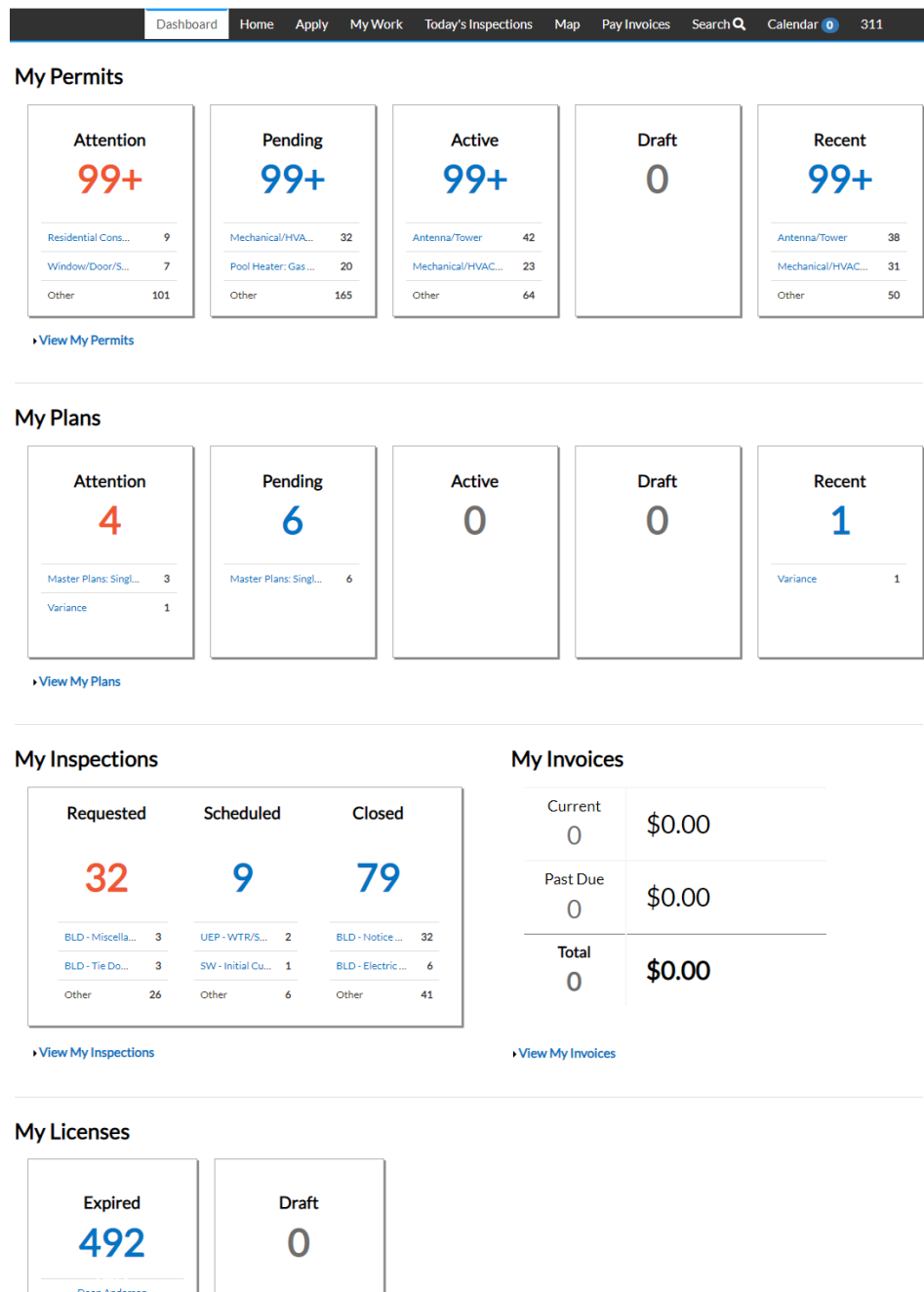
Forgot your password? Reset it
Forgot your username? Email it
Don't have an account yet? Register Here

TOP MENU NAVIGATION TABS

Across the top of the page, there are various tabs which you will use to navigate CSS.

Dashboard

Contains an overview of your current permits, plans, inspections, invoices, and licenses.

Home

The starting point for many activities. Contains links to search public records, apply for a permit, access your account information, pay invoices, use the GIS map feature, and access the calendar.

Apply

Search and apply for any permit type, business tax receipt or business license, or plan.

Application Assistant

Search for application names and keywords

| All | Trending | My History | BTR and LICENSES | PERMITS | PLANS |

> Show Categories   Show My Templates

Building B (License)   Apply

Category Name: Description:
Contractor Registration   Use this application when applying for a Building B Contractor
                            Registration

Home-Based Business Tax (BTR)   Apply

Category Name: Description:
Business Tax   Use this application when applying for a Home based Business Tax
                            License.

Residential Construction   Apply

Category Name: Description:
Building   New Building Residential Construction Single Family Home Duplex
                            Residential Addition/Remodel

My Work

Search and access all of your invoices, permits, plans, inspection history, licenses, or request an inspection.

| Dashboard | Home | Apply | My Work | Today's Inspections | Map | Pay Invoices | Search 🔍 | Calendar 0 | 311 |

My Work

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

Search for [Invoice number, case number, or address]   Exact Phrase ☐   🔍 Search   Filters ▲   📄 Export

Display [Unpaid ▾] for [All Invoices ▾]   Sort [Amount Due ▾]

Invoice Number	Amount Due	Status	Case Number	Address	Select All ■
INV-00001006	$40.05	Pending	BLDP21-000049	137 SE 32ND ST Parcel Cape Coral, FL 33904	☐
INV-00001606	$48.00	Pending	BLDW22-000027	1004 NE 36TH TER Cape Coral, Florida 33909	☐

Results per page [10 ▾]   1 - 2 of 2   << < 1 > >>

Add To Cart

Today's Inspections

View your inspections scheduled for the day. Search function allows you to search or sort by case number, case type, inspection type, inspection status, address, primary inspection, or inspection order.

| Dashboard | Home | Apply | My Work | Today's Inspections | Map | Pay Invoices | Search 🔍 | Calendar 0 | 311 |

Today's Inspections   [Search for Case Number, Inspection Type, Addre 🔍]

Exact Match ☐
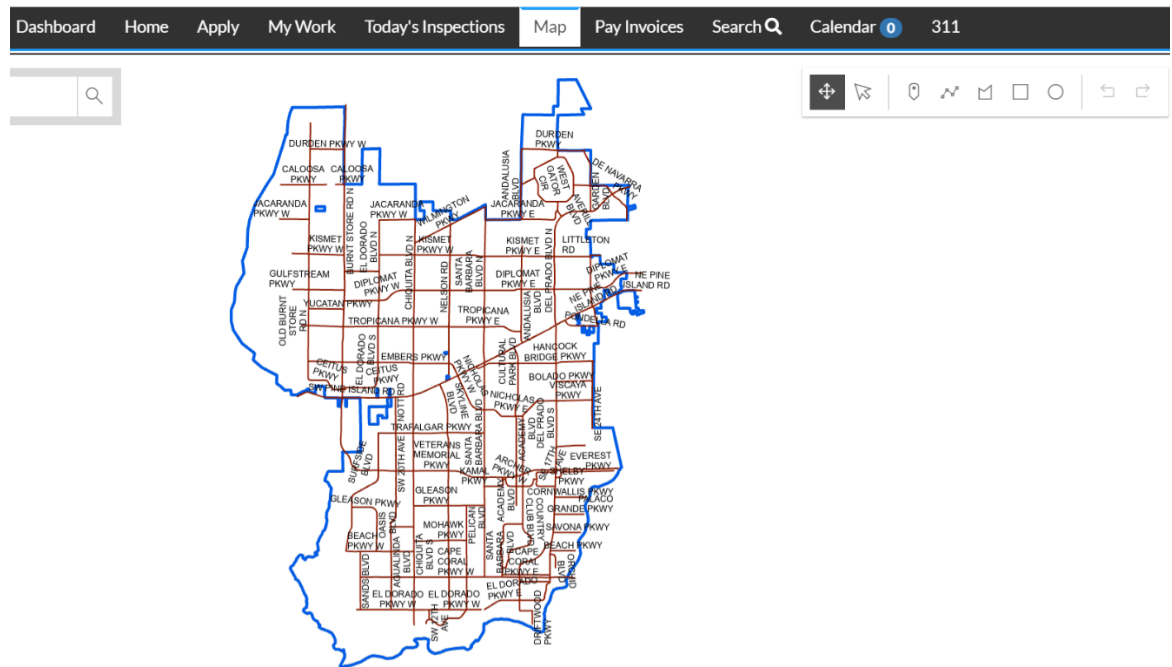
*Date [02/04/2022 📅]   ☐ Exclude Completed   Sort [Case Number ▾]

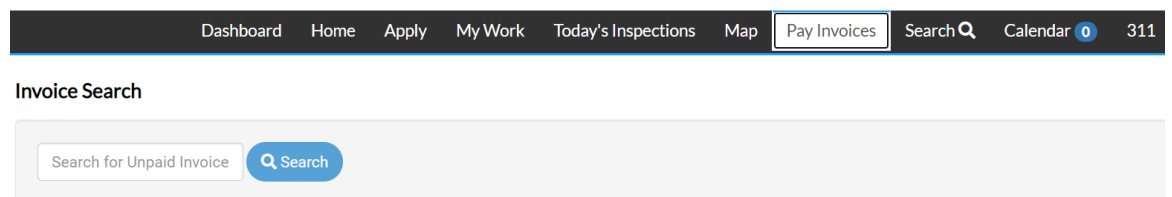| View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
No records to display.									

Map

Access the GIS mapping system. Type in a specific address to obtain permitting history, apply for a new permit for a particular parcel, and more.

Pay Invoices

Search for a specific invoice number.

Search

Search for public information by permit number, plan number, inspection, code case, request, or license.
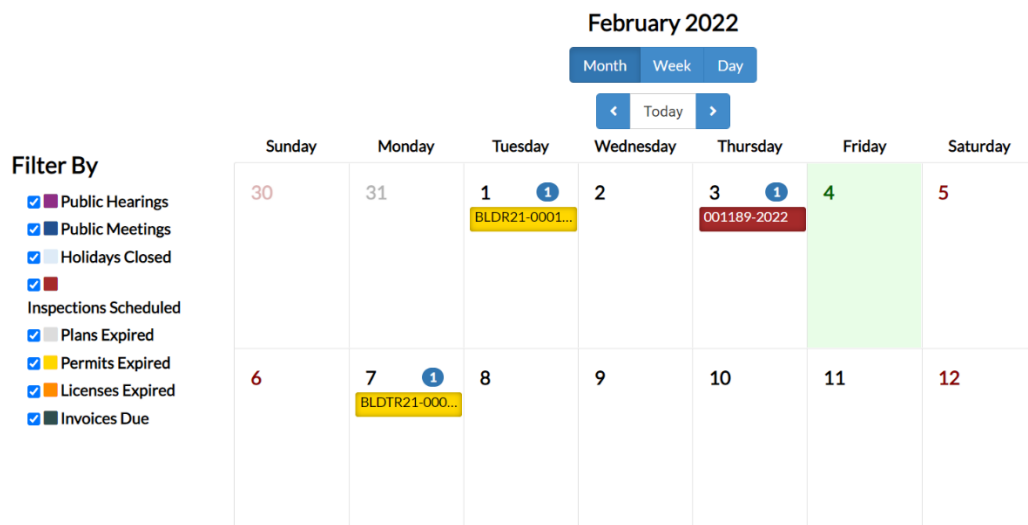

Calendar

View upcoming events by month, week, or day. Filter results by public hearings and meetings, City holidays, inspections scheduled, plans expired, permits expired, licenses expired, and invoices due.

311

Submit public information requests, track requests, download the mobile app, and access your public information request account.

Welcome to 's Service Request Access

See something amiss? Report it.

's Service Request Access is not for emergency situations. Please dial 911 for emergencies.

Having an issue? Create a New Request >

View Existing Requests

See what requests are open in your neighborhood

View Requests

COMMON TASKS

APPLYING FOR A PERMIT (USING THE APPLY TAB – RESIDENTIAL CONSTRUCTION EXAMPLE)

- Follow the process explained below to apply for a permit and pay the initial required deposit fee.
- Before using EnerGov (for the first time only) you must register by creating an account. After you have registered, you can log into Citizen Self Service (CSS) portal at any time in the future.
- After logging into your account, click the "Apply" tab at the top menu.
  - Note: Alternatively, you can also begin the new permit application process through the Home or Map tabs.
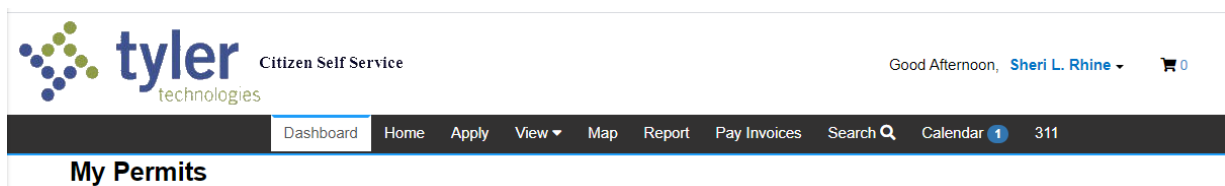
- Type in keywords "Residential" or "Construction" to search for the permit type and click the search icon on the right.
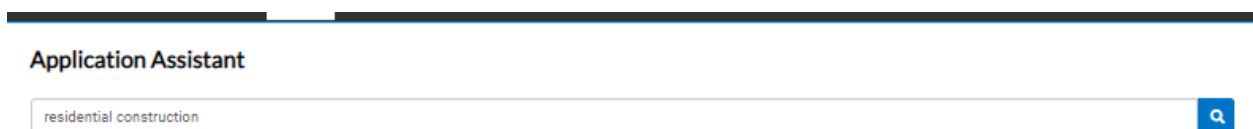
- Click [Apply]

Application Assistant

residential construction [🔍]

| 🏠 All | 📈 Trending | 👤 My History | 🖼 BTR and LICENSES | 📖 PERMITS | 📖 PLANS |

› Show Categories

Show My Templates

Residential Construction
Category Name: Description: [Apply]
Building   New Building Residential Construction Single Family Home Duplex
                                  Residential Addition/Remodel

- Click [Add Location]

Apply for Permit - Residential Construction   *REQUIRED

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

LOCATIONS

Please enter the site address where the work is being done.

Location ⌄

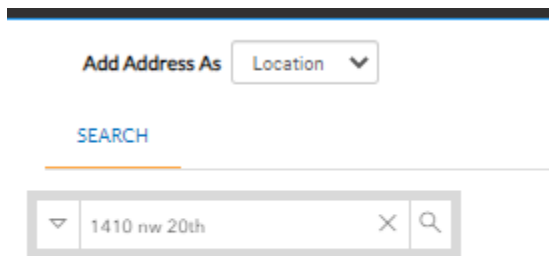Add
Location

+

Create Template   Save Draft   Next

- Enter part or all of the site address in the search box. Entering in more of the address will reduce the number of search results. Click the magnifying glass Q or Enter on your keyboard to start the search.
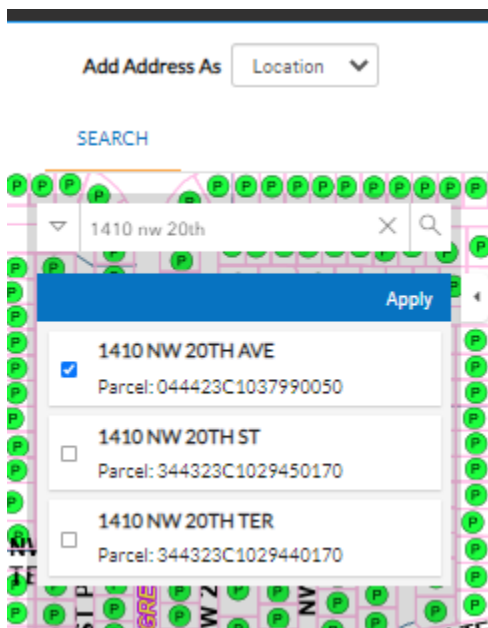

- Select the radio box ☑ next to the correct site address so a blue check mark is displayed, and click Apply to add the address to the permit:

- Click [Next] to continue.

- Enter the Description, Square Feet and Valuation and then click Next:

- If the contractor/applicant does not have the correct license type, they will get an error message at this point.

- Add any other required/optional contacts by selecting the identifier from the pull-down menu in the blue tile, and clicking Add Contact. When you have added all the required contacts for the permit, click [Next].

- Enter information into all the required fields (all fields in EnerGov with a red asterisk * next to them are required fields). Then click Next .

*Roof Type		
	☐	Shingle
	☑	Tile
	☐	Metal
	☐	Build up
	☐	Flat Deck
	☐	Other
	☐	N/A

Other: List Roof Type [ ]

*Proposed Number of Drives [1]

*Road Frontage in Linear Feet [80]

*Septic [Yes ▼]

Septic Permit Number [ ]

Water Meter Quantity [▼]

*Water Meter Size [NIL ▼]

*Electric Service [TUB ▼]

GIS

*Flood Zone (GIS) [X]

Square Feet

*Living Area Sq Ft [2042]

*Garage Area Sq Ft [621]

*Covered Entry Sq Ft [44]

*Covered Lanai Sq Ft [269]

Setback

*Front Setback [34.7]

*Rear Setback [59.6]

*Right Setback [10.0]

*Left Setback [10.0]

Back   Create Template   Save Draft   Next

- To add the required attachment(s), first select the appropriate attachment description from the pull-down menu on the blue tile(s). You can then either drag-and-drop the appropriate attachment (pdf file) from your desktop into the blue tile or click the "Add Attachment" link on the blue tile and manually select the file from the windows menu that appears.   Each tile will hold one document only.

    o   Note: Documents must be in pdf (portable document) format.

Dashboard   Home   Apply   My Work   Today's Inspections   Map   Pay Invoices   Search 🔍   Calendar ⑤   311

Apply for Permit - Residential Construction   *REQUIRED

Locations — Type — Contacts — More Info — Attachments — Review and Submit

Attachments

Please provide the following required documents to be reviewed as part of your permit application:

1. Site Plan
2. Mechanical Pages
3. Plumbing Pages
4. Electrical Pages
5. Structural Pages
6. Truss Layout
7. Window/Door/Shutter Schedule or FL Product Approval or NOAs
8. Energy Calculations
9. Survey
10. Impervious Calculations Worksheet if in R-1 or RML zone
11. Health Department Receipt
12. Drainage
13. Utility Hold Harmless Agreement
14. Recorded & Certified Notice of Commencement (NOC)
15. Burrowing Owl/Gopher Tortoise affidavit
16. Eagle Affidavit - if applicable
17. Owner Builder Affidavit (if Applicable)
18. Use of Private Provider - if using a private provider firm for inspections
19. Seawall Affidavit

Once the permit has been issued the following documents can be uploaded if needed:
1. Elevation Certificate Under Construction
2. Piling(s) Report
3. Compaction Report
4. Elevation Certificate Finished
5. Final Drainage Survey
6. Private Provider Compliance Report with the Inspection Report Card once the work has been completed and all inspections done. This will be used to close out the permit
7. Extension Request - if the permit has expired prior to all inspections being completed submit this form to have the permit extended so all inspections can be completed.
8. Revision Letter - you will need to upload a letter stating what is being revised as well as a complete set of the required documents that have been changed due to the revision.

[Burrowing Owl/Goph ▼]

Add Attachment

+

Supported .pdf,
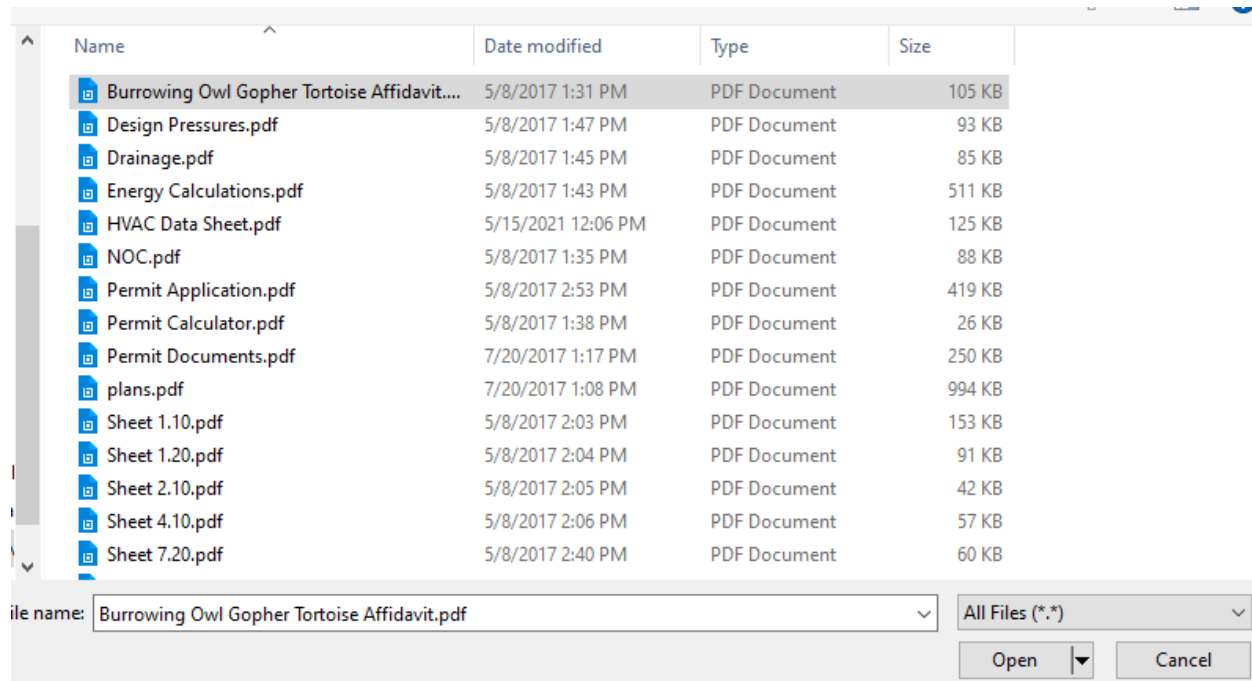
Back   Create Template   Save Draft   Next

- If you choose the second method of attaching documents, navigate to the location of the file on your computer, click the document and click Open:

Name	Date modified	Type	Size
Burrowing Owl Gopher Tortoise Affidavit....	5/8/2017 1:31 PM	PDF Document	105 KB
Design Pressures.pdf	5/8/2017 1:47 PM	PDF Document	93 KB
Drainage.pdf	5/8/2017 1:45 PM	PDF Document	85 KB
Energy Calculations.pdf	5/8/2017 1:43 PM	PDF Document	511 KB
HVAC Data Sheet.pdf	5/15/2021 12:06 PM	PDF Document	125 KB
NOC.pdf	5/8/2017 1:35 PM	PDF Document	88 KB
Permit Application.pdf	5/8/2017 2:53 PM	PDF Document	419 KB
Permit Calculator.pdf	5/8/2017 1:38 PM	PDF Document	26 KB
Permit Documents.pdf	7/20/2017 1:17 PM	PDF Document	250 KB
plans.pdf	7/20/2017 1:08 PM	PDF Document	994 KB
Sheet 1.10.pdf	5/8/2017 2:03 PM	PDF Document	153 KB
Sheet 1.20.pdf	5/8/2017 2:04 PM	PDF Document	91 KB
Sheet 2.10.pdf	5/8/2017 2:05 PM	PDF Document	42 KB
Sheet 4.10.pdf	5/8/2017 2:06 PM	PDF Document	57 KB
Sheet 7.20.pdf	5/8/2017 2:40 PM	PDF Document	60 KB

File name: Burrowing Owl Gopher Tortoise Affidavit.pdf   All Files (*.*)

Open   Cancel

- Continue until all required documents have been attached and click Next.

Apply for Permit - Residential Construction   *REQUIRED

Locations ✓ — Type ✓ — Contacts ✓ — More Info ✓ — Attachments 5 — Review and Submit 6

Attachments

Please provide the following required documents to be reviewed as part of your permit application:

1. Site Plan
2. Mechanical Pages
3. Plumbing Pages
4. Electrical Pages
5. Structural Pages
6. Truss Layout
7. Window/Door/Shutter Schedule or FL Product Approval or NOAs
8. Energy Calculations
9. Survey
10. Impervious Calculations Worksheet if in R-1 or RML zone
11. Health Department Receipt
12. Drainage
13. Utility Hold Harmless Agreement
14. Recorded & Certified Notice of Commencement (NOC)
15. Burrowing Owl/Gopher Tortoise affidavit
16. Eagle Affidavit - if applicable
17. Owner Builder Affidavit (if Applicable)
18. Use of Private Provider - if using a private provider firm for inspections
19. Seawall Affidavit

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3. Compaction Report
4. Elevation Certificate Finished
5. Final Drainage Survey
6. Private Provider Compliance Report with the Inspection Report Card once the work has been completed and all inspections done. This will be used to close out the permit
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8. Revision Letter - you will need to upload a letter stating what is being revised as well as a complete set of the required documents that have been changed due to the revision.

Burrowing Owl/Gopher Tortoise Affidavit	Drainage	Electrical Pages	Energy Calculations
Burrowing Owl Gopher Tortoise Affidavit.pdf	Drainage.pdf	Sheet 1.10.pdf	Energy Calculations.pdf
Size: 104.14 KB	Size: 84.93 KB	Size: 152.44 KB	Size: 510.42 KB
Remove	Remove	Remove	Remove

Health Department Receipt	Impervious Calculations Worksheet	Mechanical Pages	Notice of Commencement (NOC)
Sheet 1.20.pdf	Sheet 2.10.pdf	Sheet 4.10.pdf	NOC.pdf
Size: 90.01 KB	Size: 41.47 KB	Size: 56.89 KB	Size: 87.58 KB
Remove	Remove	Remove	Remove

- You are now on Review and Submit. Please review the information entered carefully prior to submitting. You can go back to any area and update the information prior to submitting. Once you have reviewed the information click Submit to have the permit created.

- The following is the Permit successfully created page. You will need to pay the non-refundable deposit prior to the permit being processed by City staff. Click Add to Cart [Add to Cart] to add the fees to your shopping cart.

- You can either pay the fees now or wait until later. However, <u>your permit will not be processed, and any associated plans will not be reviewed, until the non-refundable deposit has been paid.</u> To pay the fees now click Check Out [Check Out].

- Enter the payment information and click Pay Now **Pay Now** .

Cape Coral, FL

Order Number: 963
Thursday, January 20, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001609	NONE	1	$229.91	$229.91
			Item Total:	$229.91
			Order Total:	**$229.91**

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code

Card Type	Card Number	Expiration Date	
Select one...		Month...	Year...

CVV Code

Pay Now - $229.91

Cancel

- Once the transaction has been completed you will be shown the payment successfully processed page. A receipt will also be emailed to your registered email address. Click **Continue to site** to return to CSS.

Cape Coral, FL

Order Number: 963

Thursday, January 20, 2022

<div style="background-color:#e8492e;color:white;padding:8px;">The site is running in demo mode therefore the credit card was NOT actually charged for this transaction.</div>

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001609	NONE	1	$229.91	$229.91
			Item Total:	$229.91
			Order Total:	$229.91

Continue to site

- You will be able to see your permit in the Pending tile of the Dashboard tab of your CSS account.

| Dashboard | Home | Apply | My Work | Today's Inspections | Map | Pay Invoices | Search 🔍 | Calendar 4 | 311 |

My Permits

Attention	Pending	Active	Draft	Recent
99+	99+	99+	0	99+
Window/Door/Sh... 7	Mechanical/HVA... 28	Antenna/Tower 42		Antenna/Tower 40
Pool Heater: Gas /... 7	Pool Heater: Gas ... 20	Mechanical/HVAC... 22		Mechanical/HVAC... 40
Other 93	Other 151	Other 62		Other 79

▸ View My Permits

PAYING INVOICES/FEES

- Select the **Dashboard** tab from the top menu.
- In the My Invoices section, click "View My Invoices."

My Invoices

Current 0	$0.00
Past Due 0	$0.00
Total 0	$0.00

▸ View My Invoices

- Click the blue Invoice Number that you would like to pay.

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

Search for: [Invoice number, case number, or address] Exact Phrase ☐   🔍 Search   Filters ▲   📄 Export

Display [Unpaid ▾] for [All Invoices ▾]   Sort [Amount Due ▾]

Invoice Number	Amount Due	Status	Case Number	Address	Select All ☐
INV-00001006	$40.05	Pending	BLDP21-000049	137 SE 32ND ST Parcel Cape Coral, FL 33904	☐
INV-00001606	$48.00	Pending	BLDW22-000027	1004 NE 36TH TER Cape Coral, Florida 33909	☐

Results per page [10 ▾] 1 - 2 of 2   << < **1** > >>

Add To Cart

- Follow the screen prompts to pay the invoice.

REQUESTING INSPECTIONS (PERMITS INITIALLY APPLIED FOR IN ENERGOV)

- Click on the **My Work** tab.
- Select **MY PERMITS** and click on the blue permit number for which you would like to schedule an inspection. The information and workflow screen for that permit will appear.
- Note that many permits will display a "Hold" notice at the top of the screen. In many cases, these notices are informational only and will not restrict permitting activity such as scheduling an inspection or paying fees/invoices. Examples include notices stating that the "Parcel is in a Flood Zone" or "Parcel has a Burrowing Owl or Gopher Tortoise present."

- Select **Inspections** . A menu will appear which displays the inspections for the permit. In the Action column, inspections which can be requested next have a radio box ☐ next to them which can be selected. Inspections which cannot be requested yet due to prerequisite inspections not being passed yet have a red comment declaring this status.

| Summary | Locations | Fees | Reviews | Inspections | Attachments | 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
001190-2022	BLD - Notice Of Commencement	Pass	02/03/2022		Poposki Stephen	

Results per page [10 ⌄]   1 - 1 of 1   << < **1** > >>

Request Inspections

Sort [Order ⌄]

Description	Reinspection	Action
BLD - Foundation	No	☐
BLD - Mono Slab	No	☐ This inspection cannot be requested yet due to prerequisites.
BLD - Floor Slab	No	☐ This inspection cannot be requested yet due to prerequisites.
BLD - Plumbing Undergrd	No	☐ This inspection cannot be requested yet due to prerequisites.
BLD - Elev Certif.(Under)	No	☐ Inspection type doesn't allow public request. This inspection cannot be requested yet due to prerequisites.
BLD - Tie Beam	No	☐ This inspection cannot be requested yet due to prerequisites.
BLD - Sheathing	No	☐ This inspection cannot be requested yet due to prerequisites.
BLD - Electric Rough	No	☐ This inspection cannot be requested yet due to prerequisites.
BLD - Frame Rough	No	☐ This inspection cannot be requested yet due to prerequisites.
BLD - HVAC Rough	No	☐ This inspection cannot be requested yet due to prerequisites.

Results per page [10 ⌄]   1 - 10 of 37   << < **1** 2 3 4 > >>

Request Inspection

- Select the inspection(s) you would like to schedule and click Request Inspection
  Request Inspection .

Request Inspections (1)

---

1 **#BLDR22-000148**   ✕

Inspection Type:	BLD - Foundation
Case Type	Residential Construction
Address:	1015 CULTURAL PARK BLVD S Cape Coral, Florida 33990

* Requested Date

Comments/Gate Code

Submit

- Click the calendar icon ▣ in the Requested Date field and select a desired inspection date. Enter in any additional information, comments, or gate codes in the box provided, and click Submit [Submit] . A confirmation screen will appear:

1 Case **#BLDR22-000148**

Inspection Type:	BLD - Foundation
Case Type	Residential Construction
Address:	1015 CULTURAL PARK BLVD S Cape Coral, Florida 33990

Requested Date	02/07/2022
Comments/Gate Code	Gate code 1234

✅

- Return to the work area of your choice by clicking one of the menu buttons at the top of the screen.

REQUESTING INSPECTIONS (PERMITS INITIALLY APPLIED FOR IN TRAKIT AND CONVERTED)

- If you have a permit that was initially applied for using the previous TrakIt system, the permit and inspections have been transferred over to the EnerGov system automatically. However, it was necessary to assign a single "requested date" for all inspections which were transferred over between permitting systems. All of these inspections will show up with a "Requested Date" and "Scheduled date" of 01/01/2035 in EnerGov.
- The scheduling process for these inspections differs slightly, as follows:
- To schedule these inspections, first click the My Work **My Work** tab.
- Click My Existing Inspections MY EXISTING INSPECTIONS in the menu that appears.
- Click on the blue case number in the table corresponding to the inspection that you would like to schedule.

	Dashboard	Home	Apply	My Work	Today's Inspections	Map	Pay Invoices	Search 🔍	Calendar 1	311

My Work

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

Search for [Inspection Number, Inspection Type, Address or Case Number] Exact Phrase ☐ 🔍 Search Filters ▾ 📄 Export

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
ALSI:2109231 13135216	BLD - E2 Ceiling Insulation	416 CORAL REEF PL CAPE CORAL, FL 33993	Scheduled	Permit	B21-39249	No	01/01/2035	01/01/2035	

- Click on the Inspections button **Inspections** in the middle of the screen.

Permit Number: B21-39249

Permit Details | Tab Elements | Main Menu

Type:	Residential Construction	**Status:**	Issued	**Project Name:**	
IVR Number:	390383	**Applied Date:**	09/23/2021	**Issue Date:**	11/02/2021
District:	Cape Coral	**Assigned To:**		**Expire Date:**	07/11/2022
Square Feet:	0.00	**Valuation:**	$191,065.00	**Finalized Date:**	
Description:	EPLAN				
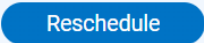
Summary | Locations | Fees | Reviews | **Inspections** | Attachments | Contacts | Sub-Records | More Info

- You will notice that both the "Requested Date" and "Scheduled Date" for imported inspections are set to 01/01/2035. To the right of an inspection with these dates, click the blue "Reschedule" button **Reschedule**
- Request a new inspection date in the window that appears by entering the date manually or using the calendar icon, then click Submit.

Enter a new request date

* Requested Date [   ] 📅

Submit   Cancel

- This is a required procedure only for those inspections that have been converted over to the new EnerGov system from the old TrakIt system. Inspections for permits which are initially applied for through the EnerGov system will be able to be scheduled normally

for the life of the permit. They do not need to be "rescheduled." See also user manual example: REQUESTING INSPECTIONS (PERMITS INITIALLY APPLIED FOR IN ENERGOV).

MONITORING INSPECTION STATUS

- Click on the **My Work** tab.
- Select MY PERMITS to view the information for the permit of your choice. The information and workflow screen for that permit will appear. Permit notifications such as failed inspections will appear as a blue link in the Attention Reason column. Click on the "Failed Inspections" link to see more information:

My Work

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

Search for [Permit number, project, or address]   Exact Phrase ☐   🔍 Search   Filters ▾   📄 Export

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDA20-000120		130 SE 43RD ST Cape Coral, FL 33904	Window/Door/Shutter	Active, Attention	On Hold Failed Inspections
BLDA20-000121		1015 CULTURAL PARK BLVD S Cape Coral, FL 33990	Concrete: Retaining Wall/Slab/Pilings/Concrete Wall	Attention	On Hold
BLDA20-000122		130 SE 43RD LN Cape Coral, FL 33904	Window/Door/Shutter	Attention, Pending	On Hold
BLDA20-000123		126 SE 43RD ST Cape Coral, FL 33904	Window/Door/Shutter	Attention, Pending	On Hold
BLDA20-000124		126 SE 43RD ST Cape Coral, FL 33904	Window/Door/Shutter	Attention, Pending	On Hold Failed Reviews Resubmit File

SUBMITTING A REVISION OR RESUBMITTING DOCUMENTS WITH CORRECTIONS

- Click on the **My Work** tab.
- Select **MY PERMITS** to view the information for the permit of your choice. The information and workflow screen for that permit will appear.
- Note that many permits will display a "Hold" notice at the top of the screen. In many cases, these notices are informational only and will not restrict permitting activity such as scheduling an inspection or paying fees/invoices. Examples include notices stating that the "Parcel is in a Flood Zone" or "Parcel has a Burrowing Owl or Gopher Tortoise present."

- The **Available Actions** menu in the lower right of the screen will list several available actions for the permit. Select the Attachments button **Attachments**. Select "Revision Letter" from the pull-down menu in the blue Add Attachment tile at the bottom of the screen. Drag and drop the Revision Letter (in pdf format) to the blue tile, or click on the plus sign and select the file from your computer.

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

Attachments | Next Tab | Permit Details | Main Menu
Attachments

Sort [Needs Action ▼]

📄	📄	📄	📄	📄
Burrowing Owl/Gopher Tortoise Affidavit	**Notice of Commencement (NOC)**	**Energy Calculations**	**Impervious Calculations Worksheet**	**Site Plan**
Burrowing Owl Gopher Tortoise Affidavit_v1.pdf	Notice of Commencement Recorded & Certified_v1.pdf	Energy Calculations_v1.pdf	Impervious Calculations Worksheet_v1.pdf	Site Plan_v1.pdf
Uploaded: 02/03/2022	Uploaded: 02/03/2022	Uploaded: 02/03/2022	Uploaded: 02/03/2022	Uploaded: 02/03/2022
Notes: Burrowing Owl/Gopher Tortoise Affidavit	Notes: Notice of Commencement (NOC)	Notes: Energy Calculations	Notes: Impervious Calculations Worksheet	Notes: Site Plan
History	History	History	History	History
📄	📄	📄	📄	📄
Structural Pages	**Survey**	**Truss Layout**	**Attachment**	**Attachment**
Structural Pages_v1.pdf	Survey_v1.pdf	Truss Layout_v1.pdf	Permit Receipt.pdf	Inspection Card - Cape Coral.pdf
Uploaded: 02/03/2022	Uploaded: 02/03/2022	Uploaded: 02/03/2022	Uploaded: 02/03/2022	Uploaded: 02/03/2022
Notes: Structural Pages	Notes: Survey	Notes: Truss Layout	Notes: Permit Receipt	Notes: Permit Board to be posted at job site.
History	History	History		

ℹ️
[Revision Letter ▼]

Add Attachment

➕

- Repeat this process with any documents which will be part of the revision. Select the appropriate file description from the pull-down menu in the blue Add Attachment tile, drag and drop the Revision Letter (in pdf format) to the blue tile, or click on the plus sign and select the file from your computer. Each tile holds one file (pdf).