



CSS Dashboard and My Work



Citizens Self Service

Good Morning, [Test User](#)  0

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

My Permits

Attention	Pending	Active	Draft	Recent
65	26	44	0	34
Residential Constr... 18	Residential Constr... 7	Residential Constr... 12		Enclosure: Fence/... 9
Enclosure: Fence/... 6	Enclosure: Fence/... 3	RV/Boat Permit - ... 6		RV/Boat Permit - ... 5
Other 41	Other 16	Other 26		Other 20

[View My Permits](#)

My Plans

Attention	Pending	Active	Draft	Recent
0	0	0	0	0

My Inspections

Requested	Scheduled	Closed
22	99+	99+
BLD - Notice... 20	BLD - Notice... 12	BLD - Notice... 31
BLD - Retaini... 1	BLD - Roof Fl... 10	BLD - Fence 13
BLD - Sheathi... 1	Other 250	Other 311

[View My Inspections](#)

My Invoices

Current	\$0.00	
Past Due	\$209.00	Add To Cart
Total	\$209.00	Add To Cart

[View My Invoices](#)

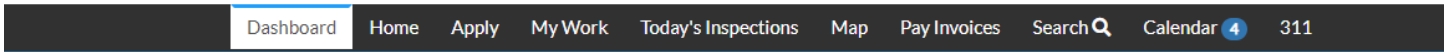
My Licenses

Expires in 999+ DAYS	Draft 0
Test User No. 000174-2022 Type Owner Builder - Test	

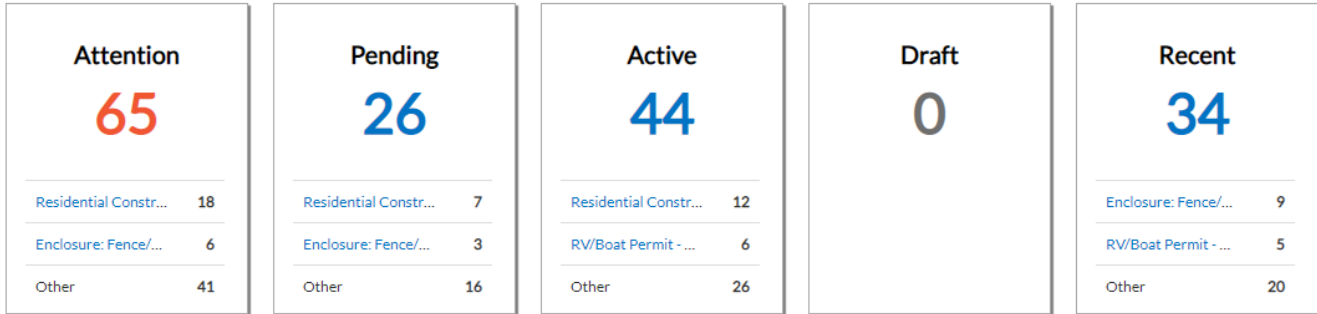
[View My Licenses](#)

My Permits and My Plans

1. Clicking any of the boxes in the My Permits or My Plans section will take you to the same screen as the “My Work” tab (see point 2 below), but with filters automatically applied



My Permits

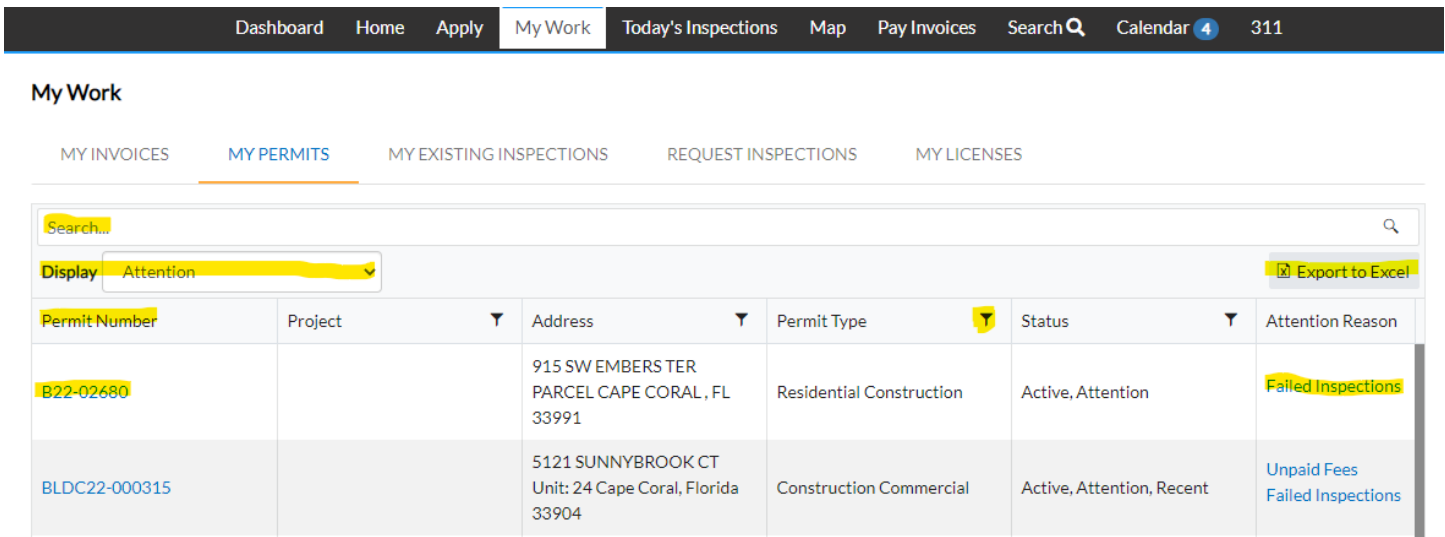


[View My Permits](#)

- a. Attention – shows all permits that need attention for failed inspections, unpaid fees, resubmit files, failed reviews, or on hold
- b. Pending – shows all permits that are not yet issued or closed out
- c. Active – shows issued permits
- d. Draft – shows permit applications that have not yet been submitted (saved as a draft)
- e. Recent – shows permits recently viewed
- f. View My Permits – shows all issued permits (same as the “Active” box)
- g. Above points also apply to “My Plans”
 - i. “My Plans” shows plans submitted to be mastered

My Permits and My Plans (continued)

2. My Work → My Permits



Permit Number	Project	Address	Permit Type	Status	Attention Reason
B22-02680		915 SW EMBERS TER PARCEL CAPE CORAL, FL 33991	Residential Construction	Active, Attention	Failed Inspections
BLDC22-000315		5121 SUNNYBROOK CT Unit: 24 Cape Coral, Florida 33904	Construction Commercial	Active, Attention, Recent	Unpaid Fees Failed Inspections

- Search bar: search by permit number, address, permit type, status, or attention reason
- Display: change the drop down menu to filter by attention reason, pending permits, active permits, or to see all permits. ***Use this to filter out the permits “on hold”**
- Headers: click the top of any column to sort alphabetically
- Filters: click the filter icon to filter by permit type
- Permit Number: click the blue permit number link to go directly to that permit’s summary page
- Export: click the button to export as an excel file
- Attention Reasons: click the blue link for more information
 - Unpaid Fees: takes you to the Permit Fee Summary page where you can pay fees
 - Failed Inspections: takes you to the Permit Inspections tab where you can see failure reasons and reschedule
 - Failed Reviews: takes you to the Permit Reviews tab where you can see plan review rejection comments
 - Resubmit File: takes you to the Permit Attachment tab where you can upload the documents needed
 - On Hold: this does NOT mean the permit itself is on hold. Click the permit number, then the “Holds” icon to see the reason. Flood Zone Conditions need no action. Protected Species Conditions require a burrowing owl/gopher tortoise affidavit, or eagle affidavit, to be submitted, as applicable (see Permitting with Protected Species handout)

My Inspections

1. Clicking any of the boxes in the My Inspections section will take you to the same screen as the “My Work” tab (see point 2 below), but with filters automatically applied

My Inspections

Requested	Scheduled	Closed
22	99+	99+
<hr/>	<hr/>	<hr/>
BLD - Notice... 20	BLD - Notice... 12	BLD - Notice... 31
BLD - Retaini... 1	BLD - Roof Fi... 10	BLD - Fence 13
BLD - Sheathi... 1	Other 250	Other 311

▶ [View My Inspections](#)

- a. Requested – shows inspections that have been requested
- b. Scheduled – shows inspections that have been scheduled, which means an inspector has been assigned
- c. Closed – shows inspections that have been resulted (either passed, failed, or partial)
- d. View My Inspections – shows scheduled inspections

My Inspections (continued)

2. My Work → My Existing Inspections

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

My Work

MY INVOICES
MY PERMITS
MY EXISTING INSPECTIONS
REQUEST INSPECTIONS
MY LICENSES

Q

Display All
Export to Excel

Inspection Number	Inspection Type	Address	Status	Case Number	Requested	Scheduled	Completed	C
062703-2022	Fire - Final	5121 SUNNYBROOK CT Unit:24 Cape Coral, Florida 33904	Closed	BLDC22-000315	07/01/2022	07/01/2022	07/01/2022	P
071821-2022	SW - Sod/Swale Final	915 SW EMBERSTER PARCEL CAPE CORAL, FL 33991	Scheduled	B22-02680	07/19/2022	07/20/2022		P
071823-2022	SW - Swale Stabilization	915 SW EMBERSTER PARCEL CAPE CORAL, FL 33991	Scheduled	B22-02680	07/19/2022	07/20/2022		P
065418-2022	BLD - Concrete Slab	1138 NW 18TH PL Parcel Cape Coral, FL 33993	Closed	BLDA22-001998	07/15/2022	07/15/2022	07/15/2022	P

Showing 649 records. Limited to the last 2000 records

- a. Search bar: search by permit number, inspection number, address, inspection type, inspection status, or yes/no (for reinspection needed)
- b. Display: change the drop down menu to filter by inspections that are requested, scheduled, or closed
- c. Export: click the button to export as an excel file
- d. Headers: click the top of any column to sort alphabetically
- e. Filters: click the filter icon to filter by inspection type
- f. Inspection Number: click the blue inspection number link to go directly to the inspection detail page
- g. Case Number: click the blue link to go to the permit summary page
- h. Requested: shows the date the inspection is scheduled for
- i. Scheduled: shows the date the inspection was assigned to an inspector
- j. Completed: shows the date the inspector resulted the inspection (does not necessarily mean the inspection has passed)
- k. Horizontal Scroll Bar: slide to see if reinspection is needed or not
- l. Reinspection: Yes = the inspection needs to be rescheduled. Click the blue inspection number link for more details. No = the inspection does not need to be rescheduled (either passed or is not needed)

Q

Export to Excel

Reinspection
▼

Yes

No

No

No

ited to the last 2000 records

My Invoices

1. Current: open invoices with fees due
2. Past Due: invoices that are past the due date and still have fees due
3. Add to Cart: will take you directly to the Shopping Cart

My Invoices

Current 0	\$0.00	
Past Due 2	\$209.00	Add To Cart
Total 2	\$209.00	Add To Cart

▶ [View My Invoices](#)

4. View My Invoices: will take you to the “My Work → My Invoices” screen. Default view shows unpaid invoices

My Invoices (continued)

Shopping Cart



Good Morning, Test User

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

[Back](#)

Shopping Cart

Total \$209.00

[Check Out](#)

Invoice: [INV-00035815](#) Description: BLDR22-005947
Due Date: 05/22/2022

Case Number	Project	Case Address	Amount Due
BLDR22-005947		1015 CULTURAL PARK BLVD S Parcel Cape Coral FL 33990	\$79.00

\$79.00
[Remove](#)
[Top](#) | [Main Menu](#)

Invoice: [INV-00026506](#) Description: BLDA22-000477
Due Date: 04/26/2022

Case Number	Project	Case Address	Amount Due
BLDA22-000477		1015 CULTURAL PARK BLVD S Parcel Cape Coral FL 33990	\$130.00

\$130.00
[Remove](#)
[Top](#) | [Main Menu](#)

Total \$209.00

[Check Out](#)

- Clicking the shopping cart icon (upper right) will also take you to this screen
- Click the invoice number for itemized fees and to see the billing contact
- Click the permit number to see the permit summary page
- Click remove to delete any invoices you don't want to pay at that time
- Click check out to pay all of the invoices listed (if you don't want to pay all invoices, you must delete them from your shopping cart)

My Invoices (continued)

My Work → My Invoices

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

My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES

Search...

Add To Cart Display **Unpaid** for **All Invoices** Export to Excel

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-00026506	\$130.00	04/26/2022	Invoiced, Past Due	BLDA22-000477	1015 CULTURAL PARK BLVD S Parcel Cape Coral, FL 33990
<input type="checkbox"/>	INV-00035815	\$79.00	05/22/2022	Invoiced, Past Due	BLDTR22-005947	1015 CULTURAL PARK BLVD S Parcel Cape Coral, FL 33990

- f. Search Bar: search by invoice number, permit number (case number), or address
- g. Export: click the export to excel button to create an excel sheet
- h. Add to Cart: click the box beside the permit number that you would like to pay, then click “add to cart” to go directly to your shopping cart to check out. If you want to add all invoices, click the top box to select all
- i. Display: change the drop down menu to see unpaid, paid, or voided invoices
- j. For: change the drop down menu to see the invoice type (inspections, permits, plans, business license, professional license, or application fees)
- k. Header: click any header to sort alpha-numerically
- l. Filter: click the filter icon to search for invoices between certain dates, or for certain amounts
- m. Invoice Number: click the blue link to see the invoice details (itemized fees; billing contact)

My Licenses

My Licenses

Expires in

999+

DAYS

[Test User](#)

No. 000174-2022

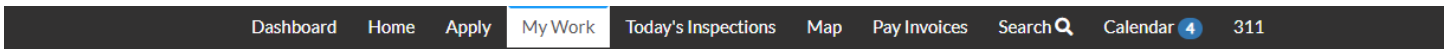
Type Owner Builder - Test

Draft

0

[View My Licenses](#)

1. Clicking the “Expires in” box will take you directly to the License Details page
2. Clicking “View My Licenses” will take you to “My Work → My Licenses”



My Work

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

Search...									
License Number	Renew	Name	DBA	Address	Status	Type	Applied	Export to Excel	
000174-2022		Test Company		123 Some PL Cape Coral, FL 33909	Issued	Owner Builder - Test	02/23/2022		

- a. Search Bar: search by license number, company name, company address, or license type
- b. Header: click the top of any column to sort alphabetically
- c. License Number: click the blue link to go directly to the License Details page
- d. Filter: click to apply detailed filters
- e. Export to Excel: click the button to create an excel sheet