



# **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

Registering with CSS (required only the first time you use the system)

Logging Into CSS

Top Menu Navigation Tabs

Dashboard

Home

Apply

My Work

Today's Inspections

Map

Pay Invoices

Search

Calendar

311

Common Tasks

Applying for a Permit (using the Apply Tab - Residential Construction example)

Paying Invoices/Fees

Requesting Inspections (Permits Initially Applied For In Energov)

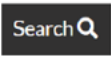
Requesting Inspections (Permits Initially Applied For In TrakIt and Converted)

Monitoring Inspection Status

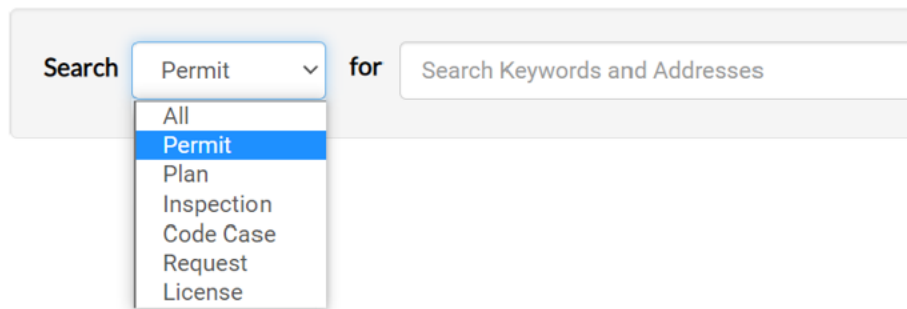
Submitting a Revision or Resubmitting Documents With Corrections

# 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  to access information:

## Public Information



The screenshot displays a search interface for public information. On the left, the word "Search" is followed by a dropdown menu currently showing "Permit". Below the dropdown, a list of options is visible: "All", "Permit", "Plan", "Inspection", "Code Case", "Request", and "License". To the right of the dropdown is the word "for", followed by a search input field containing the text "Search Keywords and Addresses".

# 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, you must use the identical email address in EnerGov. This will ensure that your account will be created correctly and not duplicated.



Citizens Self Service

Good Afternoon, [Guest](#)

[Home](#) [Apply](#) [Map](#) [Pay Invoices](#) [Search](#) [Calendar](#) 311

### Registration

Step 1 of 4: Email Address

Email  [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.

## Citizen Self Service New User Account Confirmation Inbox x

**TotalTyler@energov.com**

 to me ▾

You are receiving this automated e-mail based on a user registration request that we received for the Citizen S process is the correct e-mail address for your user account. Please click the link below to continue to the next :

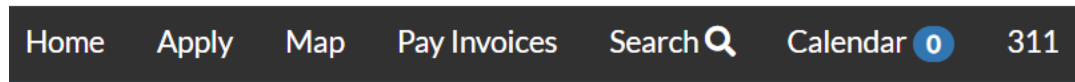
[Confirm](#)

# 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.



## 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.

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

### My Permits

Attention	Pending	Active	Draft	Recent
<b>99+</b>	<b>99+</b>	<b>99+</b>	<b>0</b>	<b>99+</b>
Residential Cons... 9	Mechanical/HVA... 32	Antenna/Tower 42		Antenna/Tower 38
Window/Door/S... 7	Pool Heater: Gas ... 20	Mechanical/HVAC... 23		Mechanical/HVAC... 31
Other 101	Other 165	Other 64		Other 50

[View My Permits](#)

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### My Plans

Attention	Pending	Active	Draft	Recent
<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>
Master Plans: Singl... 3	Master Plans: Singl... 6			Variance 1
Variance 1				

[View My Plans](#)

---

My Inspections			My Invoices	
Requested	Scheduled	Closed	Current	\$0.00
<b>32</b>	<b>9</b>	<b>79</b>	Past Due	\$0.00
BLD - Miscella... 3	UEP - WTR/S... 2	BLD - Notice ... 32	Total	\$0.00
BLD - Tie Do... 3	SW - Initial Cu... 1	BLD - Electric... 6		
Other 26	Other 6	Other 41		

[View My Inspections](#)      [View My Invoices](#)

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### My Licenses

Expired <b>492</b>	Draft <b>0</b>
Deon Anderson	

# 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.

The screenshot shows a self-service portal interface. At the top is a dark navigation bar with the following items: Dashboard, Home (highlighted), Apply, My Work, Today's Inspections, Map, Pay Invoices, Search (with a magnifying glass icon), Calendar (with a notification icon), and 311. Below the navigation bar is a large grey header area with the text "Welcome to Self Service" in bold. The main content area consists of six white tiles arranged in a 2x3 grid. Each tile features a blue circular icon, a title, and a brief description of the service.


Icon	Title	Description
	Search Public Records	This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
	Apply	This tool can be used to apply for a permit, plan or license.
	My Account	Click here to access your account information.
	Pay Invoice	Use this tool to pay for individual invoices.
	Map	Explore the map to see the activity occurring in your neighborhood.
	Calendar	Click here to find out about certain events like holidays and public hearings.

# Apply

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

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

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

**Home-Based Business Tax (BTR)** [Apply](#)

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

**Residential Construction** [Apply](#)

Category Name: Building      Description: 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 311

**My Work**

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

Search for  Exact Phrase  Search Filters Export

Display  for  Sort

Invoice Number	Amount Due	Status	Case Number	Address	Select All
<a href="#">INV-00001006</a>	\$40.05	Pending	BLDP21-000049	137 SE 32ND ST Parcel Cape Coral, FL 33904	<input type="checkbox"/>
<a href="#">INV-00001606</a>	\$48.00	Pending	BLDW22-000027	1004 NE 36TH TER Cape Coral, Florida 33909	<input type="checkbox"/>

Results per page  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 311

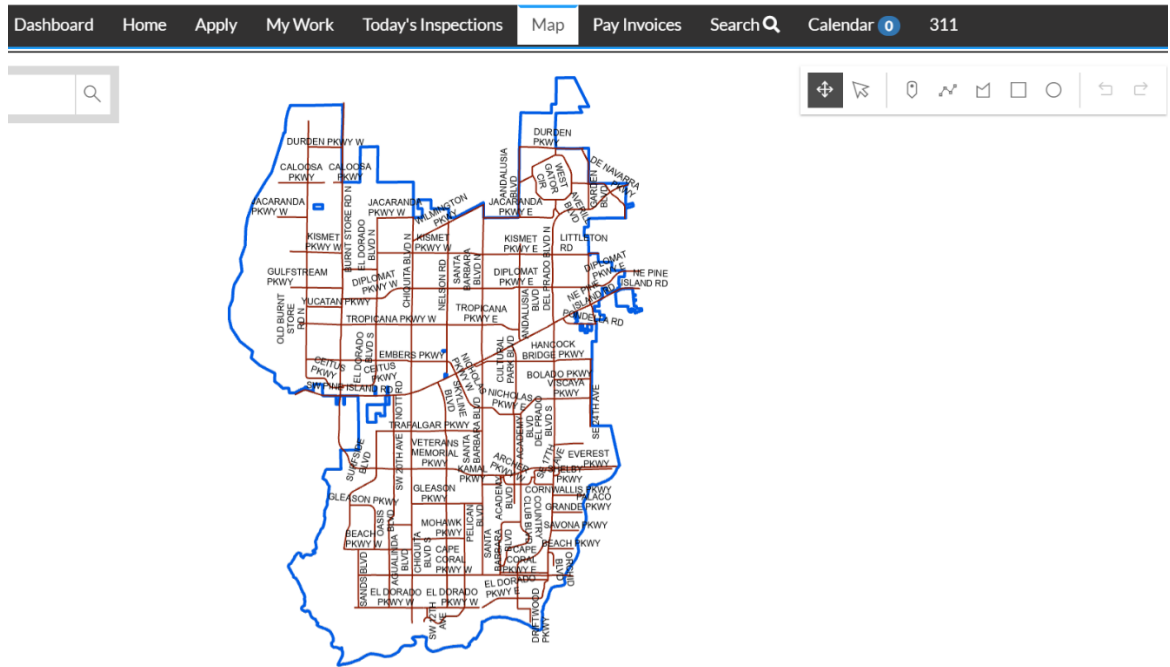
**Today's Inspections**   Exact Match

\*Date   Exclude Completed Sort

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

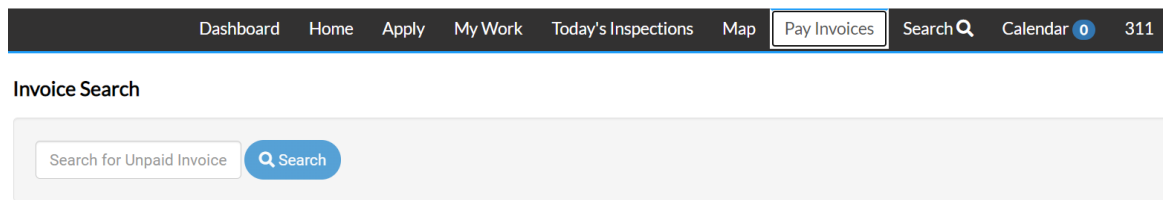
# Map

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.

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

Public Information

Search All for  Exact Phrase   Search Reset

# 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.

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

## Calendar Events

**February 2022**

Month Week Day

< Today >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 <span>1</span> BLDR21-0001...	2	3 <span>1</span> 001189-2022	4	5
6	7 <span>1</span> BLDTR21-000...	8	9	10	11	12

**Filter By**

- Public Hearings
- Public Meetings
- Holidays Closed
- Inspections Scheduled
- Plans Expired
- Permits Expired
- Licenses Expired
- 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

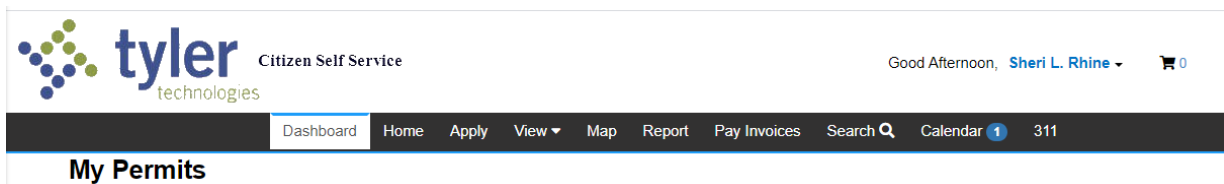
See what requests are open in your neighborhood

[View Requests](#)

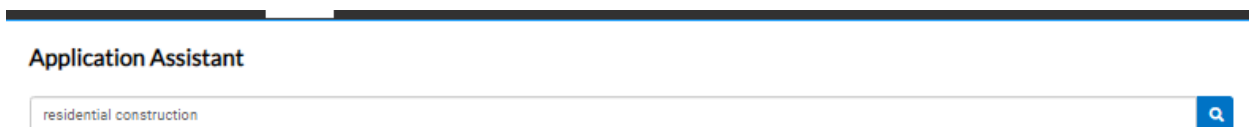
# COMMON TASKS

## 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

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

### Application Assistant

residential construction

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

[Show Categories](#) [Show My Templates](#)

**Residential Construction** Apply

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

- Click Add Location

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

### Apply for Permit - Residential Construction \*REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit


**LOCATIONS**

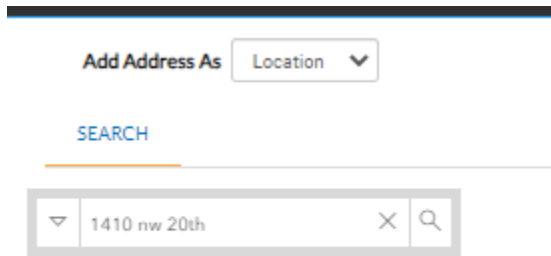
Please enter the site address where the work is being done.

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  or Enter on your keyboard to start the search.

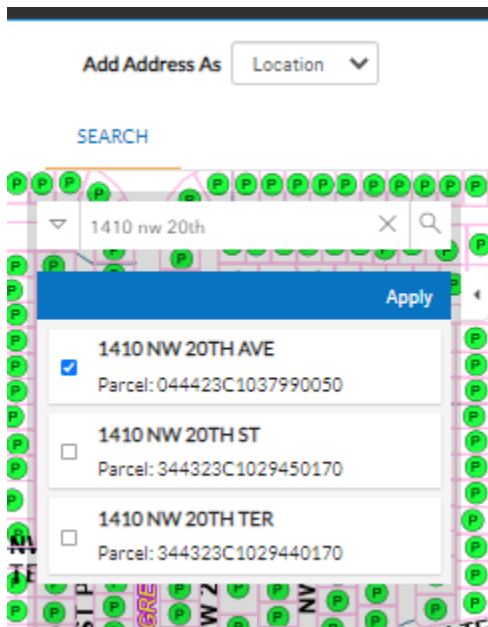


Add Address As Location

SEARCH

1410 nw 20th

- 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:



Add Address As Location

SEARCH

1410 nw 20th

Apply

<input checked="" type="checkbox"/>	1410 NW 20TH AVE Parcel: 044423C1037990050
<input type="checkbox"/>	1410 NW 20TH ST Parcel: 344323C1029450170
<input type="checkbox"/>	1410 NW 20TH TER Parcel: 344323C1029440170

- Click [Next](#) to continue.

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

### 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.

**Type: Location**  
1410 NW 20TH AVE Parcel

**Main Address**

**Parcel Number**  
044423C1037990050

**Main Parcel**

[Remove](#)

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

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

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

### Apply for Permit - Residential Construction \*REQUIRED

✓ — 2 — 3 — 4 — 5 — 6

Locations Type Contacts More Info Attachments Review and Submit

#### PERMIT DETAILS

This permit is for New Construction (Single Family Homes, Duplexes, Townhouses, Model Homes, Semi-Detached Houses, Detached Garages), Residential Remodels, Residential Additions and New Construction of Single Family Homes using Mastered Plans.

\* **Permit Type**

\* **Description**

\* **Square Feet**

\* **Valuation**

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

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

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Pay Invoices Search Q Calendar 311

### Apply for Permit - Residential Construction \*REQUIRED

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


#### CONTACTS

You must be registered with the City of Cape Coral. Only the following type of contractors may apply for this permit:  
Certified General A  
Certified Building B  
Certified Residential C  
Owner/Builder

does not have the required certification for the selected case type

Sheri Rhine does not have the required certification for the selected case type

**Building Contractor**



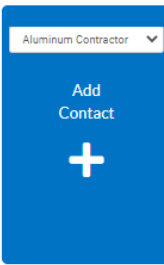
Sheri Rhine (You)

Test


1234 Test, Cape Coral, FL,  
33904


Aluminum Contractor

Add Contact









Back Create Template Save Draft Next

- 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  .

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

Apply for Permit - Residential Construction \*REQUIRED


Progress:  —  — **** —  —  — 

**CONTACTS**

You must be registered with the City of Cape Coral. Only the following type of contractors may apply for this permit:

- Certified General A
- Certified Building B
- Certified Residential C
- Owner/Builder


**Building Contractor**




Sheri Rhine (You)

Test


1234 Test, Cape Coral, FL,  
33904



Aluminum Contractor 

Add Contact









Back Create Template Save Draft **Next**

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

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

Apply for Permit - Residential Construction \*REQUIRED

MORE INFO [Next Section](#) | [Top](#) | [Main Menu](#)

Master Permit Number

Basic Info [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

\*Occupancy Type

\*Construction Type

\*Type of Foundation

\*Firewall

\*Firewall Rating

\*Number of Stories

\*Number of Bedrooms

\*Number of Bathrooms

\*Building Height

\*Required Elevation

\*Base Floor Elevation

*Roof Type	<input type="checkbox"/> Shingle <input checked="" type="checkbox"/> Tile <input type="checkbox"/> Metal <input type="checkbox"/> Build up <input type="checkbox"/> Flat Deck <input type="checkbox"/> Other <input type="checkbox"/> N/A
Other List Roof Type	<input type="text"/>
*Proposed Number of Drives	<input type="text" value="1"/>
*Basal Frontage in Linear Feet	<input type="text" value="80"/>
*Septic	<input type="text" value="Yes"/>
Septic Permit Number	<input type="text"/>
Water Meter Quantity	<input type="text"/>
*Water Meter Size	<input type="text" value="N/A"/>
*Electric Service	<input type="text" value="TUB"/>
GIS	<a href="#">Previous Section</a>   <a href="#">Next Section</a>   <a href="#">Top</a>   <a href="#">Main Menu</a> <input type="text" value="X"/>
*Flood Zone (GIS)	
Square Feet	<a href="#">Previous Section</a>   <a href="#">Next Section</a>   <a href="#">Top</a>   <a href="#">Main Menu</a>
*Living Area Sq Ft	<input type="text" value="2262"/>
*Garage Area Sq Ft	<input type="text" value="621"/>
*Covered Entry Sq Ft	<input type="text" value="44"/>
*Covered Lateral Sq Ft	<input type="text" value="248"/>
Setback	<a href="#">Previous Section</a>   <a href="#">Top</a>   <a href="#">Main Menu</a>
*Front Setback	<input type="text" value="34.7"/>
*Rear Setback	<input type="text" value="22.6"/>
*Right Setback	<input type="text" value="10.0"/>
*Left Setback	<input type="text" value="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.
  - Note: Documents must be in pdf (portable document) format.

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

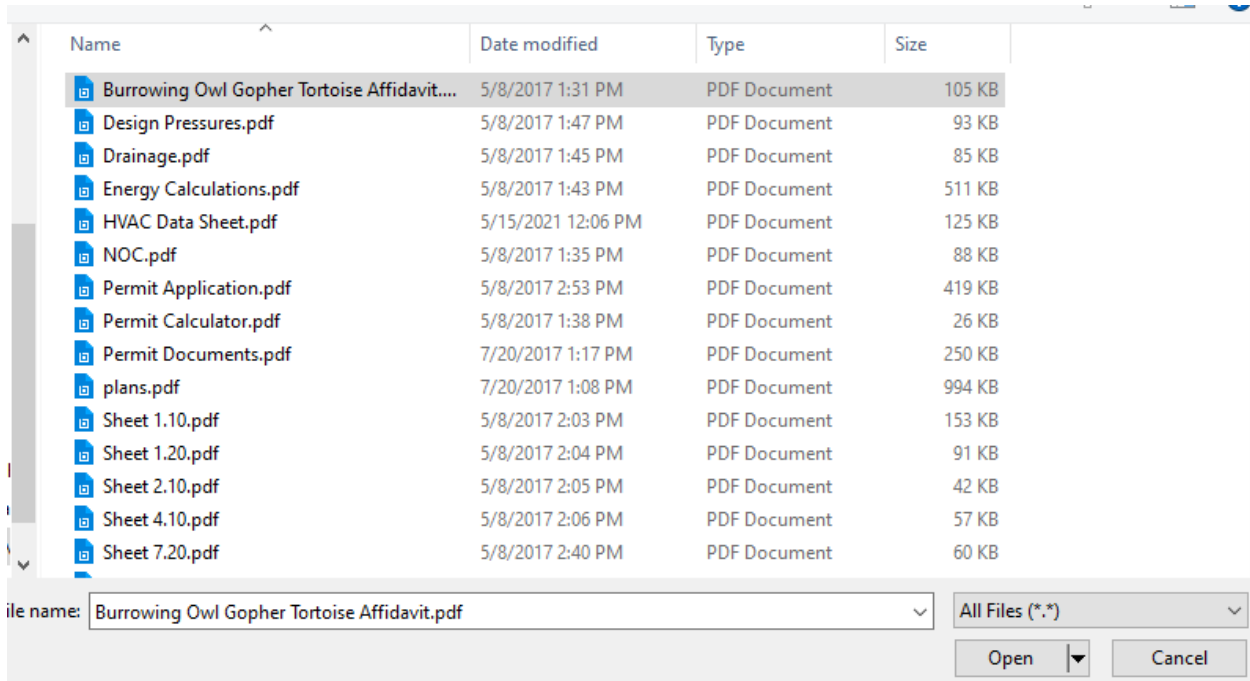
+

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:




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

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

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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.

 <b>Burrowing Owl/Gopher Tortoise Affidavit</b> Burrowing Owl Gopher Tortoise Affidavit.pdf Size: 104.14 KB <a href="#" style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; width: 100px; text-align: center;">Remove</a>	 <b>Drainage</b> Drainage.pdf Size: 84.93 KB <a href="#" style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; width: 100px; text-align: center;">Remove</a>	 <b>Electrical Pages</b> Sheet 1.10.pdf Size: 152.44 KB <a href="#" style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; width: 100px; text-align: center;">Remove</a>	 <b>Energy Calculations</b> Energy Calculations.pdf Size: 510.42 KB <a href="#" style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; width: 100px; text-align: center;">Remove</a>
 <b>Health Department Receipt</b> Sheet 1.20.pdf Size: 90.01 KB <a href="#" style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; width: 100px; text-align: center;">Remove</a>	 <b>Impervious Calculations Worksheet</b> Sheet 2.10.pdf Size: 41.47 KB <a href="#" style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; width: 100px; text-align: center;">Remove</a>	 <b>Mechanical Pages</b> Sheet 4.10.pdf Size: 56.89 KB <a href="#" style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; width: 100px; text-align: center;">Remove</a>	 <b>Notice of Commencement (NOC)</b> NOC.pdf Size: 87.58 KB <a href="#" style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; width: 100px; text-align: center;">Remove</a>

- 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.

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Pay Invoices Search Q Calendar 311

Apply for Permit - Pool: Above Ground, In Ground, Spa, Renovation, Koi Pond, Fountain \*REQUIRED

Submit

---

**Locations**

Location	2216 NW 127th Pl, Parola
Parcel Number	3042000000000000

---

**Basic Info**

Type	Pool: Above Ground, In Ground, Spa, Renovation, Koi Pond, Fountain
Description	pool construction and paving deck
Valuation	22000
Applied Date	02/08/2021

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**Contacts**

Building Contractor	Shari Rhine Tel: 1224 211 West 5010, Cape Coral, FL, 33904
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**Estimated Fees**

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
S/C - Permit Deposit - Residential	\$14.00
S/C - Swimming Pool Deposit - Residential	\$48.00
<b>Total:</b>	<b>\$62.00</b>

---

**More Info**

General Info [Next Section | Top | Main Menu](#)

Business/Condo Name/Unit #	n/a
Type of Work	2 - In Ground
Zoning	Residential (S.D.D Family)
Safety Option Home to Pool	2 - Alarms
Safety Option Yard to Pool	Fence
Fill Placement	on site
Deck Type	Paver
Retaining Wall	No
Spa Included with In-Ground Pool?	No

If house under construction enter permit number:

Permit Number:

We will obtain permission from the property owner prior to use of any vacant or occupied property and agree to remove and restore fill placement lot to its original state prior to final inspection.

**Agree**

---

**Setback** [Previous Section | Top | Main Menu](#)


Right Setback	21.1
Left Setback	20.7
Front Setback	0
Rear Setback	0.0



---


**Attachments**

Borrowing Owl/Gopher Tortoise Affidavit	Borrowing Owl/Gopher Tortoise Affidavit.pdf
Notice of Commencement (NOC)	NOC.pdf
Site Plan	Site plan.pdf
Construction Plans - Building	Sheet 1.100.pdf
Pool Engineering	Sheet 1.200.pdf
Hydraulic flow velocity calculations/pump curve	Sheet 2.100.pdf
Impervious Calculations Worksheet	Sheet 4.100.pdf

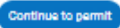
Back
Create Template
Save Draft
Submit

- 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  to add the fees to your shopping cart.

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

 Your application was successfully submitted!



You have successfully applied for a residential construction permit. Please be advised that the permit will not be processed until the non-refundable deposit fees have been paid.






Fees

---

\$229.91


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

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

[Back](#)


### Shopping Cart

Total \$229.91




Invoice: INV-00001609		Description: NONE	
Due Date: 01/20/2022		Billing Contact: Test (Rhine, Sheri)	
Case Number	Project	Case Address	Amount Due
BLDR22-000141		1410 NW 20TH AVE Cape Coral Florida 33993	\$229.91

\$229.91



[Top | Main Menu](#)

Total \$229.91



- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
<input type="text" value="Select one..."/>	<input type="text"/>	Month... <input type="text"/> Year... <input type="text"/>
CVV Code		
<input type="text"/>		
<a href="#">Pay Now - \$229.91</a>		

[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

The site is running in demo mode therefore the credit card was NOT actually charged for this transaction.

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.

**My Permits**

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

[View My Permits](#)

# PAYING INVOICES/FEEES

- 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    Exact Phrase    [Search](#)   [Filters](#)   [Export](#)

Display  for    Sort

Invoice Number	Amount Due	Status	Case Number	Address	Select All
<a href="#">INV-00001006</a>	\$40.05	Pending	BLDP21-000049	137 SE 32ND ST Parcel Cape Coral, FL 33904	<input type="checkbox"/>
<a href="#">INV-00001606</a>	\$48.00	Pending	BLDW22-000027	1004 NE 36TH TER Cape Coral, Florida 33909	<input type="checkbox"/>

Results per page    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.”


• A hold currently exists on this permit.

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

Type:	Residential Construction	Status:	Issued	Project Name:	
IVR Number:	101781	Applied Date:	02/02/2022	Issue Date:	02/03/2022
District:	Cape Coral	Assigned To:		Expire Date:	08/02/2022
Square Feet:	3,836.00	Valuation:	\$388,360.00	Finalized Date:	
Description:	Aspire model - garage right				

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

### Progress



9% Completed

- Completed
- In Progress
- Not Started

### Fees

**\$0.00**

[View Details](#)

### Workflow

- ✓ New Construction Residential Review - Passed : 02/03/2022
- ✓ Verify Fees are Paid - Passed : 02/03/2022
- ✓ Issue Permit - Passed : 02/03/2022
- ✓ BLD - Notice of Commencement - Pass : 02/03/2022
- BLD - Foundation -
- BLD - Mono Slab -
- BLD - Floor Slab -
- BLD - Plumbing Undergrd -
- BLD - Elev Certif.(Under) -

### Available Actions

- Request Inspection BLD - Foundation [Request](#)
- Request Inspection BLD - Awning/Shutter [Request](#)
- Request Inspection BLD - E2 Ceiling Insulation [Request](#)
- Request Inspection BLD - Elec T-Pole/Tug/Top [Request](#)
- Request Inspection BLD - Electric Hook-Up/Srv Chg [Request](#)

- 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 1](#)
[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
<a href="#">001190-2022</a>	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	<input type="checkbox"/>
BLD - Mono Slab	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
BLD - Floor Slab	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
BLD - Plumbing Undergrd	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
BLD - Elev Certif.(Under)	No	<input type="checkbox"/> Inspection type doesn't allow public request. This inspection cannot be requested yet due to prerequisites.
BLD - Tie Beam	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
BLD - Sheathing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
BLD - Electric Rough	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
BLD - Frame Rough	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
BLD - HVAC Rough	No	<input type="checkbox"/> 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  . 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.

The screenshot shows the 'My Work' section of the EnerGov application. At the top, there is a navigation bar with links for Dashboard, Home, Apply, My Work (selected), Today's Inspections, Map, Pay Invoices, Search, Calendar (with a notification icon), and 311. Below this, the 'My Work' section has sub-tabs: MY INVOICES, MY PERMITS, MY PLANS, MY EXISTING INSPECTIONS (selected), REQUEST INSPECTIONS, and MY LICENSES. A search bar is present with the placeholder text 'Inspection Number, Inspection Type, Address or Case Number'. To the right of the search bar are buttons for 'Search', 'Filters', and 'Export'. Below the search bar is a table with the following data:

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

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

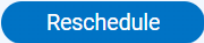
Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search  Calendar  311

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 
- 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 
 Exact Phrase

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

# 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.”


• A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type:	Residential Construction	Status:	Issued	Project Name:	
IVR Number:	101781	Applied Date:	02/02/2022	Issue Date:	02/03/2022
District:	Cape Coral	Assigned To:		Expire Date:	08/02/2022
Square Feet:	3,836.00	Valuation:	\$388,360.00	Finalized Date:	
Description:	Aspire model - garage right				

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

### Progress



9% Completed

- Completed
- In Progress
- Not Started

### Fees

\$0.00

[View Details](#)

### Workflow

- New Construction Residential Review - Passed : 02/03/2022
- Verify Fees are Paid - Passed : 02/03/2022
- Issue Permit - Passed : 02/03/2022
- BLD - Notice of Commencement - Pass : 02/03/2022
- BLD - Foundation -
- BLD - Mono Slab -
- BLD - Floor Slab -
- BLD - Plumbing Undergrd -
- BLD - Elev Certif.(Under) -

### Available Actions

- Request Inspection BLD - Foundation [Request](#)
- Request Inspection BLD - Awning/Shutter [Request](#)
- Request Inspection BLD - E2 Ceiling Insulation [Request](#)
- Request Inspection BLD - Elec T-Pole/Tug/Top [Request](#)
- Request Inspection BLD - Electric Hook-Up/Srv Chg [Request](#)

- 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 **1** More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action ▾

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

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).