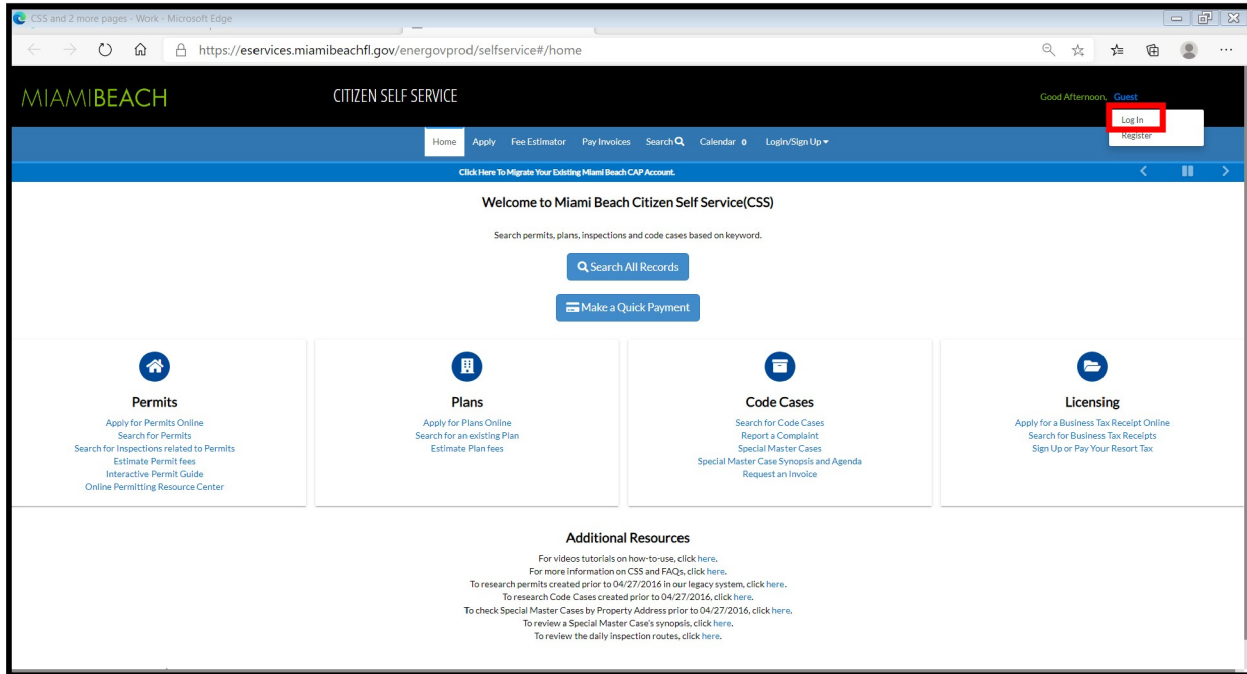
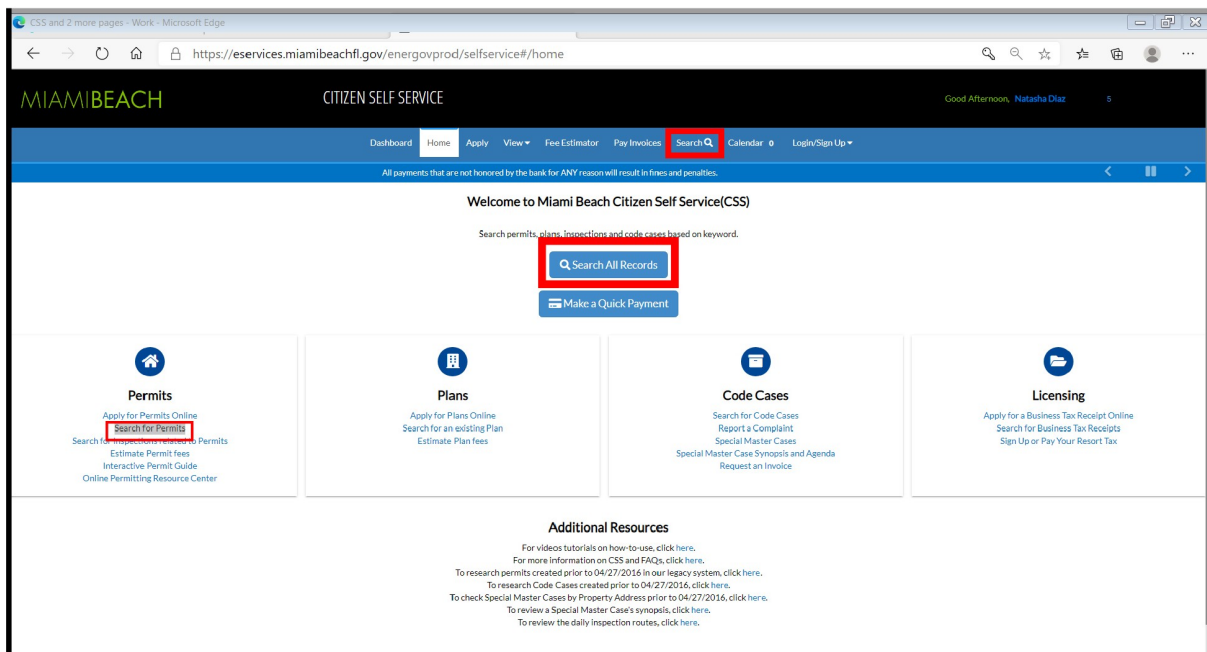


# How to Request Inspections Online

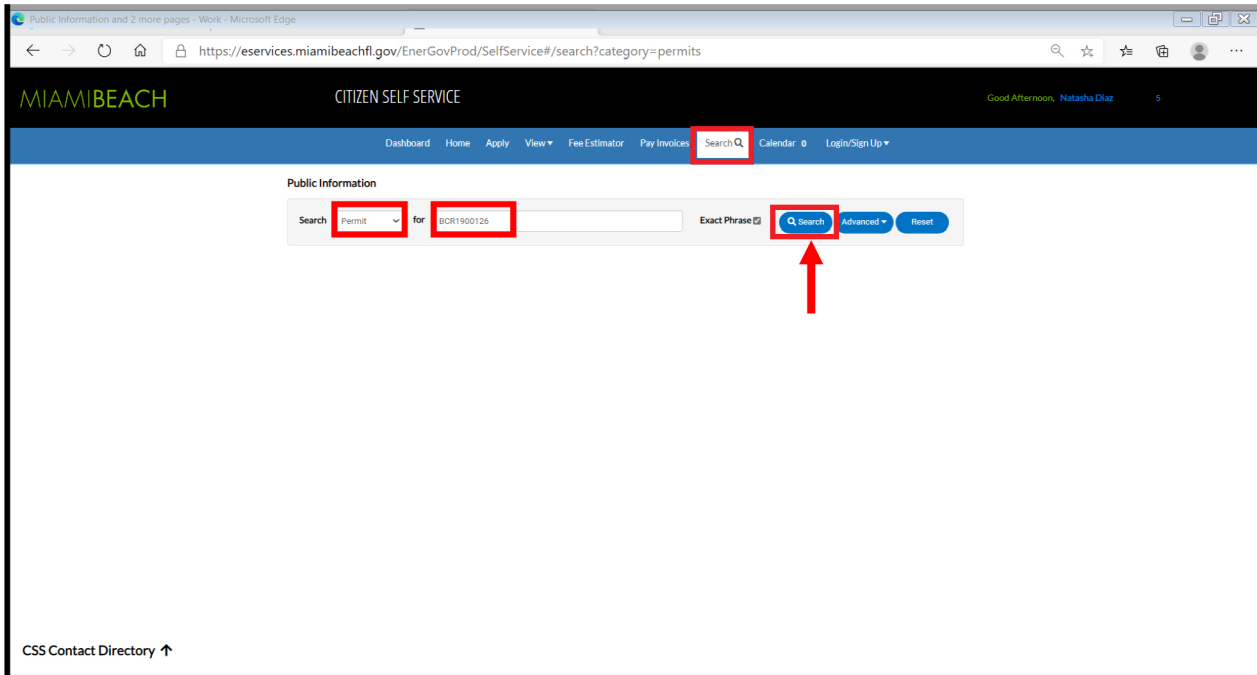
01. To request inspections, please log on to your CSS account using the following link:  
[www.mbselfservice.com](https://www.mbselfservice.com)



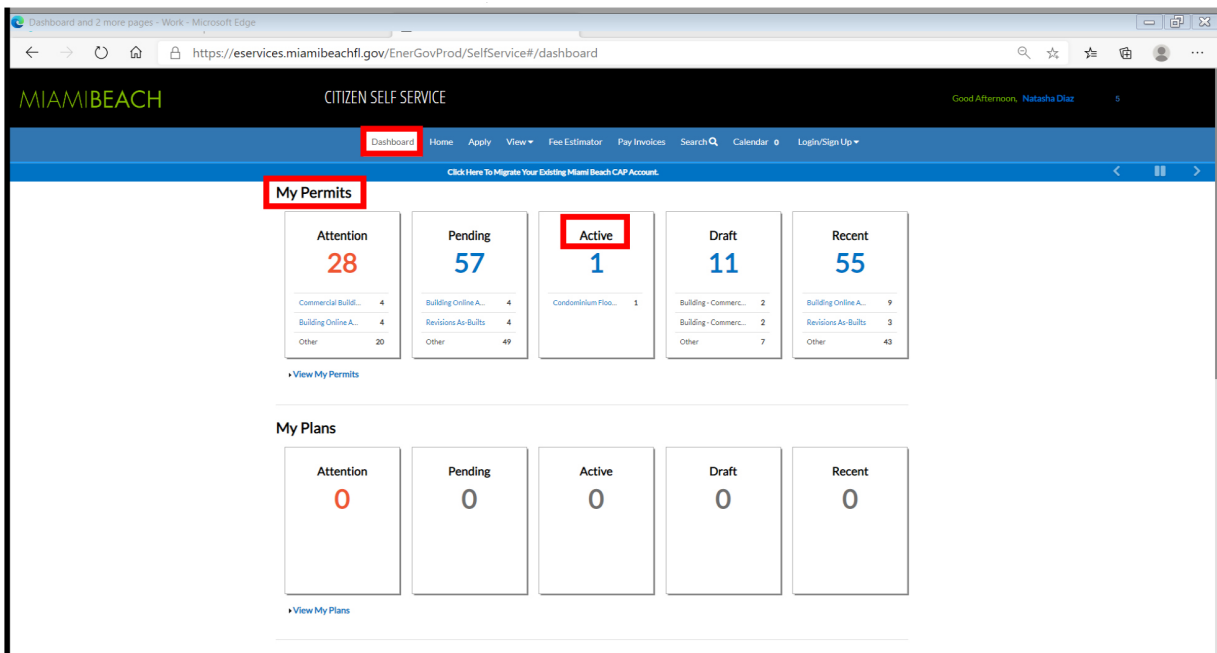
02. Once logged in, search for the permit to be requesting inspections for. Either select “Search for Permits”, “Search All Records”, “Search”, or open the Dashboard and select the permit from that screen. Person requesting Inspections **must be a contact on the permit record selected**. If not, inspections can’t be requested. In this case, an email from the contractor or owner must be emailed to [Buildinginspection@miamibeachfl.gov](mailto: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.



**02. A.** Select “Permit” from the dropdown menu next to “Search”. Enter the permit number and click on “Search”.



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



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

Public Information and 2 more pages - Work - Microsoft Edge

https://eservices.miamibeachfl.gov/EnerGovProd/SelfService#/search?m=2&ps=10&pn=1&em=true&st=BCR1900126

MIAMIBEACH CITIZEN SELF SERVICE Good Afternoon, Natasha Diaz 5

Dashboard Home Apply View Fee Estimator Pay Invoices Search Q Calendar 0 Login/Sign Up

Public Information

Search Permit for BCR1900126 Exact Phrase Search Advanced Reset Export

Found 1 result

Sort Permit Number Ascending

Next Top | Paging Options | Main Menu

Permit Number: **BCR1900126** Applied Date: 07/16/2019  
 Type: Condominium Flooring Issued Date: 05/13/2020  
 Project Name: Expiration Date: 06/01/2021  
 Status: Issued Finalized Date:  
 Main Parcel:  
 Address:  
 Description: TEST BY IT DEPARTMENT

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

CSS Contact Directory ↑

### 04. Select the desired inspection. Read any alerts noted on the listed inspections to choose from. Click on “Request Inspection”.

BCR1900126 and 3 more pages - Work - Microsoft Edge

https://eservices.miamibeachfl.gov/EnerGovProd/SelfService#/permit/42d7c69a-c444-46e2-98d8-1d11395db285?tab=inspections

Dashboard Home Apply View Fee Estimator Pay Invoices Search Q Calendar 0 Login/Sign Up

Permit Number: BCR1900126

Permit Details | Tab Elements | Main Menu

Type: Condominium Flooring Status: Issued Project Name:

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

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

| View Inspection        | Description | Status | Request Date | Scheduled Date | Inspector | Action |
|------------------------|-------------|--------|--------------|----------------|-----------|--------|
| No records to display. |             |        |              |                |           |        |

Request Inspections

| Description                          | Retinspection | Action   |
|--------------------------------------|---------------|--|
| Building - Sound proofing inspection | No            | <a href="#">Yes</a>  |
| Building - Building Final Inspection | No            | <input type="checkbox"/> This Inspection cannot be requested yet due to prerequisites. |

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

Optional Inspections

Description

No records to display.

[Request Inspection](#)

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

The screenshot shows the Miami Beach Citizen Self Service portal. The page title is "Request Inspections (1)". A modal window displays the following information:

- Case ID: #BCR1900126
- Inspection Type: Sound Proofing Inspection
- Case Type: Condominium Flooring
- Address: (empty field)

Below the modal, the "Requested Date" field is active, and a calendar for August 2020 is displayed. The date 18 is selected. The calendar shows the following dates:

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 31  | 01  |
| 02  | 03  | 04  | 05  | 06  | 07  | 08  |
| 09  | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  | 01  | 02  | 03  | 04  | 05  |

Buttons for "Today", "Clear", and "Close" are visible at the bottom of the calendar.

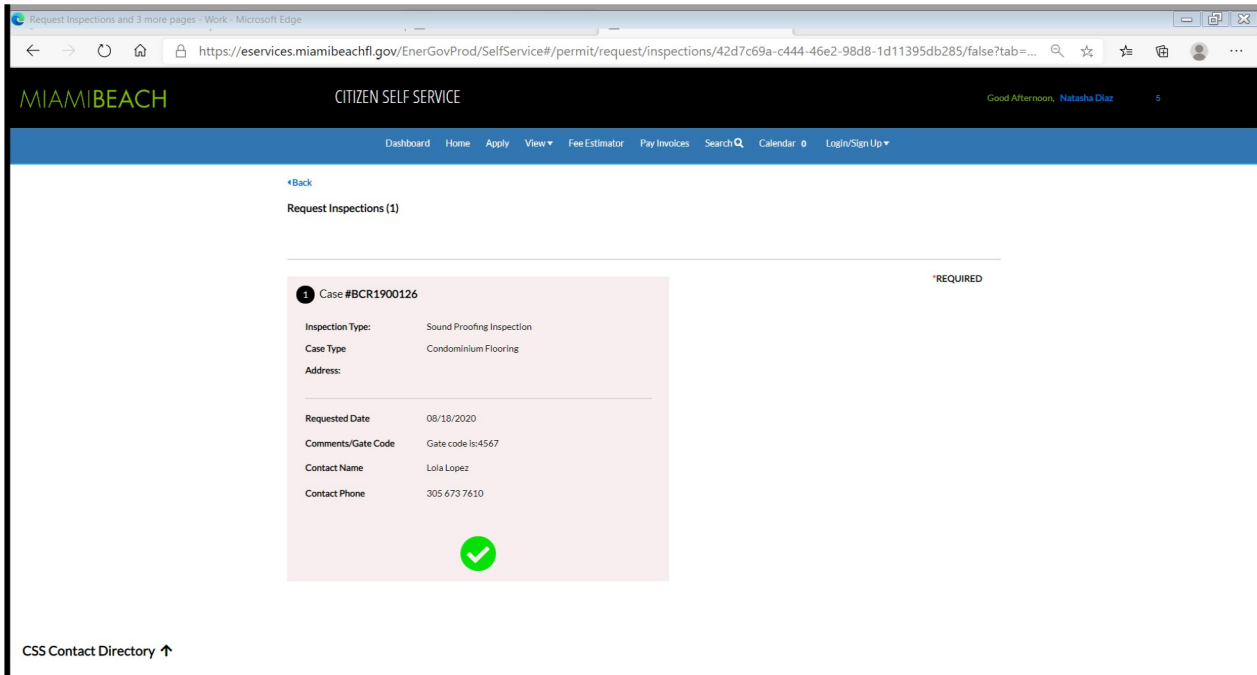
- 04. B.** Enter the required information and click "Submit". Required fields are marked with a red asterisk (\*).

The screenshot shows the Miami Beach Citizen Self Service portal. The page title is "Request Inspections (1)". A modal window displays the following information:

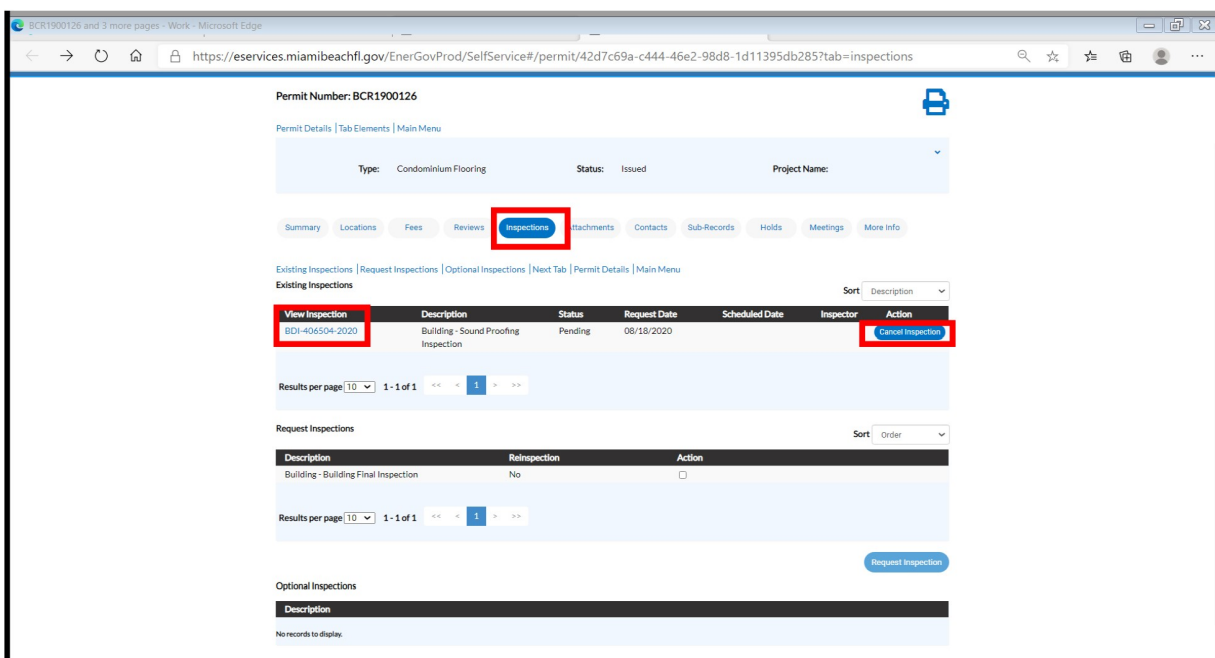
- Case ID: #BCR1900126
- Inspection Type: Sound Proofing Inspection
- Case Type: Condominium Flooring
- Address: (empty field)

Below the modal, the "Requested Date" field is filled with "08/18/2020". The "Comments/Gate Code" field is filled with "Gate code is 4567". The "Contact Name" field is filled with "Lola Lopez". The "Contact Phone" field is filled with "305 673 7610". A red arrow points to the "Submit" button.

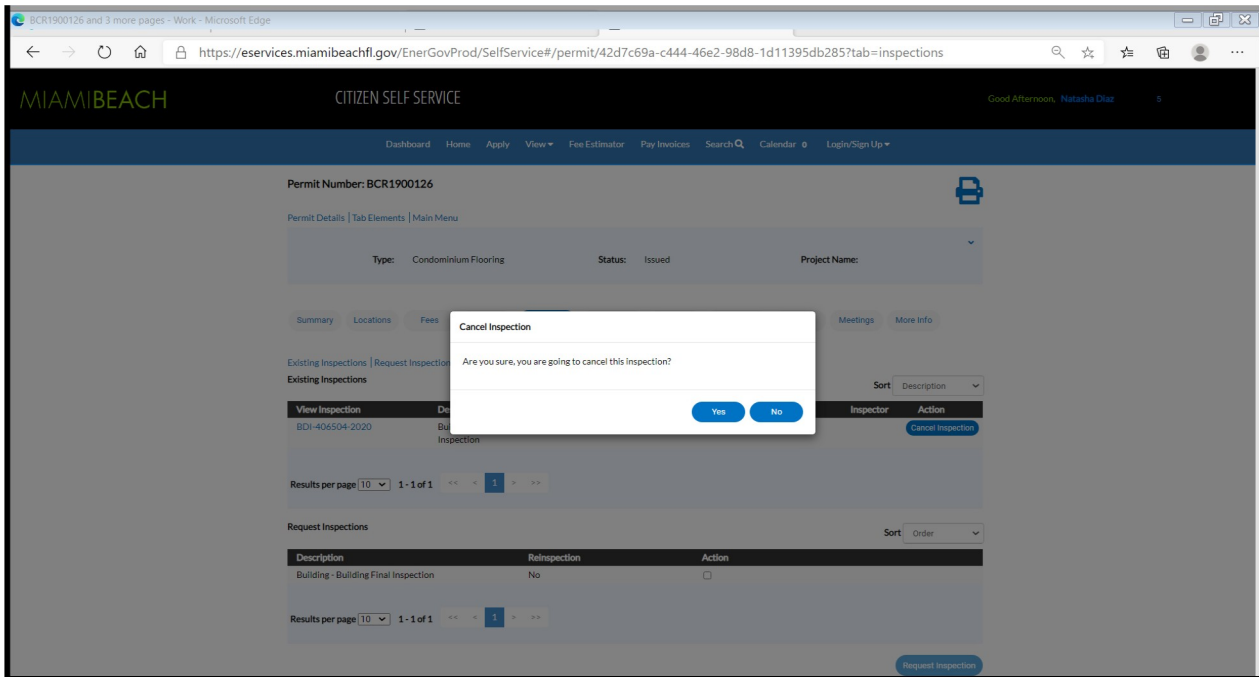
- 04. c.** Once the inspection request is complete, a confirmation message will appear. Go back or log out from CSS if no additional actions will take place.



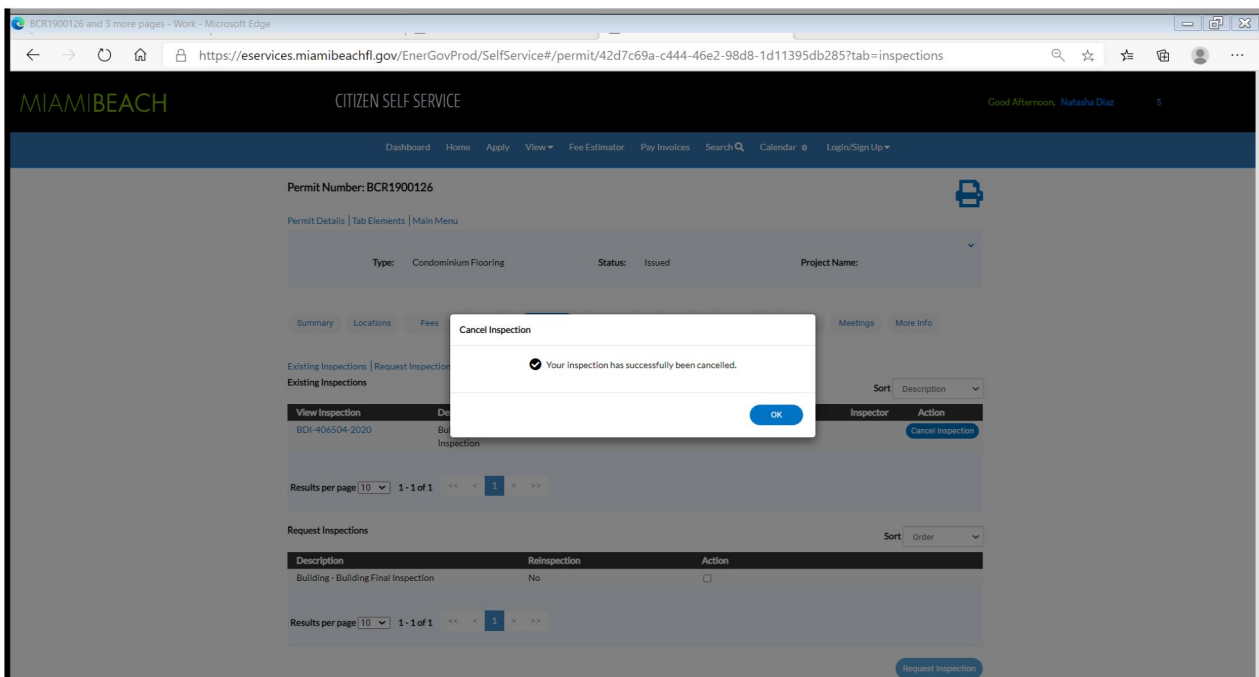
- 05. A.** To **cancel** an inspection, click on **"Inspections"**, find and select the one to be canceled, and click on **"Cancel Inspection"**.



**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.



**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"**.

Permit Number: PLR1901560

Permit cannot be printed at this time. You do not have access to it.

Permit Details | Tab Elements | Main Menu

Type: Plumbing - Residential - New      Status: Issued      Project Name:

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

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

| View Inspection        | Description                          | Status                | Request Date | Scheduled Date | Inspector    | Action |
|------------------------|--------------------------------------|-----------------------|--------------|----------------|--------------|--------|
| PBI-380906-2020        | Building - Plumbing Rough Inspection | Partial Pass          | 01/31/2019   | 01/31/2019     | Sosa Luis    |        |
| PBI-394399-2020        | Building - Plumbing Rough Inspection | Reinspection Required | 05/29/2020   | 05/29/2020     | Mears Lance  |        |
| <b>PBI-342418-2019</b> | Building - Plumbing Rough Inspection | Reinspection Required | 09/10/2019   | 09/10/2019     | Sosa Luis    |        |
| PBI-344834-2019        | Building - Plumbing Rough Inspection | Reinspection Required | 09/19/2019   | 09/19/2019     | Ojeda Rafael |        |
| PBI-394964-2020        | Building - Plumbing Rough Inspection | Partial Pass          | 06/03/2020   | 06/03/2020     | Ojeda Rafael |        |
| PBI-396289-2020        | Building - Plumbing Rough Inspection | Partial Pass          | 06/11/2020   | 06/11/2020     | Ojeda Rafael |        |

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

Inspection Number: PBI-342418-2019

Inspection cannot be printed at this time. You do not have access to it.

Inspection Details | Tab Elements | Main Menu

Inspection Type: Plumbing Rough 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

Permit Number: PLR1901560      Completed Date: 09/10/2019      Completed Time: 1:47 PM

Main Address: 2561 PINE TREE DR MIAMI BEACH, FL - 331404320

Locations   Contacts   **Checklist**   Fees   Attachments   Previous   More Info

Checklist | Next Tab | Inspection Details | Main Menu

Checklist

| Checklist Item   | Description      | Passed | Comments  | Order |
|------------------|------------------|--------|---|-------|
| General Comments | General Comments | No     | LS cancelled on site not ready. Ponding water on site must be remedied. Plumbing contractor on site aware issue correction will be verified on next inspection. | 0     |

Results per page: 10   1 - 1 of 1

CSS Contact Directory ↑



## Notes:

- **Inspections Routing's link:** [www.miamibeachfl.gov/inspectionroutes/](http://www.miamibeachfl.gov/inspectionroutes/)  
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:
  - The approved, stamped job copy of the plans and documents.
  - Permit Card
  - Recorded Notice of Commencement (for job values greater than \$2,500.)
  - Property address must be properly posted and visible from the street
  - Job to be inspected must be accessible
  - 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 [Buildingcontractor@miamibeachfl.gov](mailto:Buildingcontractor@miamibeachfl.gov) 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](mailto: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 [Chiefs](#) of the correspondent discipline.
- **Inspections' Information:** <https://www.miamibeachfl.gov/city-hall/building/inspections/>
- **If assistance is required**, please email [Buildinginspection@miamibeachfl.gov](mailto:Buildinginspection@miamibeachfl.gov) or contact the Building Department Call Center at 305 673-7610.
- **For additional information** visit our [Inspections' page](#).