

HOW TO SUBMIT A DOCUMENT REVIEW

Step 1: Login to the CSS portal. Click on “My Work”, then “My Permits”, and then click on the permit you are wanting to upload a document review for.

Seminole Tribe of Florida Customer Self Service

My Work

MY PERMITS MY PLANS

Search... Export to Excel

Display: All Records: Updated In: Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
C-BLDG-06-25-015446	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Step 2: Once you click on the permit, click on the inspections tab. The list of available inspections will populate. Document inspections will begin with “(DOC)”. Schedule the inspection and make sure it is submitted. Once you click on “request inspection”, this will mean your inspection is now scheduled.

Permit Number: C-BLDG-06-25-015446

Permit Details | Tab Elements | Main Menu

Type:	Commercial Building - New Construction	Status:	Active	Project Name:	
IVR Number:	146975	Applied Date:	06/18/2025	Issue Date:	07/21/2025
District:	Brighton	Assigned To:		Expire Date:	12/22/2025
Square Feet:	0.00	Valuation:	\$0.00	Finalized Date:	
Description:	FOUNDATION ONLY - PRESCHOOL & PLAYGROUND W/PARKING LOT				

Summary Locations Fees **Inspections** Contacts Sub-Records More Info

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

Existing Inspections

Sort: Description

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Existing Inspections

Sort

Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
I-BLDG-186749-2025	(DOC) Compaction/Density Reports	Failed	08/20/2025	08/20/2025	Brookins Oscar	
I-BLDG-186732-2025	Foundation	Partial	08/13/2025	08/13/2025	Brookins Oscar	
I-BLDG-186535-2025	Foundation	Partial	07/23/2025	07/23/2025	Wiechert George	
I-BLDG-186654-2025	Foundation	Partial	08/07/2025	08/07/2025	Wiechert George	

Results per page

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Request Inspections

Sort

Order

Description	Reinspection	Action
Foundation	Yes	☐
Concrete Slab	No	☐
(DOC) Compaction/Density Reports	Yes	☐
(DOC) Form Board Survey	No	☐
(DOC) Inspection Reports	No	☐
(DOC) Soil Bearing Capacity Statement	No	☐
(DOC) Soil Pretreatment (Termite)	No	☐
Final Building	No	☐ This inspection cannot be requested yet due to prerequisites.

Request Inspections

Sort

Order

Description	Reinspection	Action
Foundation	Yes	☐
Concrete Slab	No	☐
(DOC) Compaction/Density Reports	Yes	☒
(DOC) Form Board Survey	No	☐
(DOC) Inspection Reports	No	☐
(DOC) Soil Bearing Capacity Statement	No	☐
(DOC) Soil Pretreatment (Termite)	No	☐
Final Building	No	☐ This inspection cannot be requested yet due to prerequisites.

Results per page

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Request Inspection

Optional Inspections

*REQUIRED

1 #C-BLDG-06-25-015446



Inspection Type: (DOC)
Compaction/Density
Reports

Case Type: Commercial Building - New Construction

Address:



**** Due to the current workload, Inspections will be conducted within 24-72 hours ****

* Requested Date

08/21/2025



Comments/Gate Code



1 Case #C-BLDG-06-25-015446

Inspection Type: (DOC) Compaction/Density Reports

Case Type: Commercial Building - New Construction

Address:



Requested Date

08/21/2025

Comments/Gate Code



Step 3: Now your inspection is scheduled. Click back on the inspections tab within the permit you are working on. Click on the attachment tab and upload the documents pertaining to the document review you have chosen. Once you upload and submit the documentation, there will be a green checkmark window popup advising you that this has been successfully uploaded.

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Existing Inspections Sort [Description](#) ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
I-BLDG-186789-2025	(DOC) Compaction/Density Reports	Pending	08/21/2025	08/21/2025	Brookins Oscar	

Inspection Number: I-BLDG-186789-2025

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

Inspection Type:

(DOC) Compaction/Density Reports

Requested Date:

08/21/2025

Requested Time:

11:47 AM

Inspection Status:

Pending

Scheduled Date:

08/21/2025

Scheduled Time:

11:47 AM

Permit Number:

C-BLDG-06-25-015446

Completed Date:

Completed Time:

Inspector Name:

Oscar Brookins

Main Address:

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Attachments

click or drag files

Add Attachment

+

Supported: .pdf, .zip, .doc, .docx

Inspection Type:	(DOC) Compaction/Density Reports	Requested Date:	08/21/2025	Requested Time:	03:47 PM
Inspection Status:	Assigned	Scheduled Date:	08/21/2025	Scheduled Time:	11:47 AM
Permit Number:	C-BLDG-06-25-015446	Completed Date:		Completed Time:	
Inspector Name:	Oscar Brookins				
Main Address:					

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 Attachments

click or drag files

Add Attachment

Supported: .pdf, .zip, .doc, .docx

Submit

Inspection Number: I-BLDG-186789-2025

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Inspection Type:	(DOC) Compaction/Density Reports	Requested Date:	08/21/2025	Requested Time:	11:47 AM
Inspection Status:	Pending	Scheduled Date:	08/21/2025	Scheduled Time:	11:47 AM
Permit Number:	C-BLDG-06-25-015446	Completed Date:		Completed Time:	
Inspector Name:	Oscar Brookins				
Main Address:					

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 Attachments

✓ Upload Successful! After these attachments have been approved, they will be available in the attachments section.

NOTE: Documents that are accepted and submitted in full will receive a PASSED result, documents that are incomplete or incorrect will receive a FAIL. IF you submit a partial set of documents that are acceptable, you will have a partial pass until the full package of documents is completed.