How to use City of Coral Gables Online Services

The City has a new web based program called Online Services which allows residents to track their permits and inspections for Building, Public Works, Historical Resources and Fire departments.

To access Online Services
1. click on the **Online Services** icon located on the City's homepage, www.coralgables.com.

To View Permit Status
1. click on the **Permits Inquiry** icon.
2. There are several ways to retrieve records. Entering a permit number is the easiest way to access the information for a specific permit.
3. After entering a number, click the **Search for Permits**' button.
4. Once the system locates the permit – click on the highlighted number to view.
5. The next screen will include detailed information such as the dates the permit was applied for, approved, issued and if the permit was closed, it would also show a final date.

To view the plan review or inspections actions
1. locate the drop down menu titled '**Viewing'**. Highlight and select '**Actions/Status**' from the menu.
2. The following grid allows you to track your permit from the moment you apply to when a permit is closed.
3. The grid shows the plan review actions, and comments made and if you keep scrolling down you will see the most recent phase of the job

Searching if you don't have a permit number
1. Type owner's last name or street address in the search engine
   a. If using the 'owner name' prompt, enter an asterisk before and after entering the last name.
   b. If searching by 'address', use common abbreviations such as st for street, ave for avenue, dr for drive and rd for road.