Customer Self Service (CSS) Application for Permit Online Process

Log into Customer Self Service (CSS) at https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home. If you have not created a CSS profile, see documentation called CSS Create a Profile. This document is step by step instruction on how to create a profile in CSS.

Once you are logged into CSS. Click on Apply button.
Choose the permit type for your project. Scroll down as there are a few to choose from. Then press the button.

Next CSS will walk you through the necessary information that the City of Santa Fe requires for a permit.
Add Location

1. Add the location of the project. Click on large blue button.

2. In Search field type your project address location and press the search button. The address will display. See pic below.

3. Click the Add button
Add Billing or Mailing Address

Add the billing address, where invoices should be sent and or mailing address where notifications from the City should be sent.

1. From drop down choose Billing and/or Mailing.
2. Follow steps 2-3 in Add Location section.
Once all addresses have been added in CSS click on the next button.

Apply for Permit - Express (Residential) - Re-roof

Locations  Type  Contacts  More Info  Attachments  Review and Submit

LOCATIONS

Type: Location
- PRACTILLANO DR, Santa Fe, New Mexico 87505
  - Main Address
  - Parcel Number 127933
  - Main Parcel
  - Remove

Type: Billing
- CALLE DE SUENOS, Santa Fe, New Mexico 87507
  - Main Address
  - Remove

Type: Mailing
- STARFIRE LN, Santa Fe, New Mexico 87505
  - Main Address
  - Remove

Add Location

Create Template  Save Draft  Next
Fill out all required fields for the permit application.

**PERMIT DETAILS**

DESCRIPTION OF WORK: i.e. Bathroom addition, new 4 room residential addition, new 8 room residence, new commercial building, etc. (Note: Work listed herein must be depicted on accompanying plans and/or information if consideration of review requested)

* Permit Type: Commercial Express Application

* Description: [Redacted]

Square Feet: [Redacted]

* Valuation: 20000
Enter Contacts

Entering Contact information is a vital piece of information for the City of Santa Fe and our customers. This is how we will be able to maintain contact with the appropriate people on the project. You will receive any notifications that we send out that are specific about your project.

Note: The person that created the profile will automatically show up as the Applicant.

Add all the different type of contacts that are on the project.

1. To add another contact click on the Add Contact.
2. Choose the type of contact to add. The different types of contacts available to add are displayed below.

3. Search for Name, E-mail, or Company in the search field and click the search button.
4. If after you have searched and the contact information displayed is not what you are looking for, you are able to enter Contacts manually. Click on the Enter Manually option and will be able to enter the contact information. See red arrow below.
5. Once you have completed the Contacts for your project click the next **Next** button.

Permit Application Information
Please fill out all the required fields in the More Info section.
Applicant Signature
Once you have completed the More Info portion of the application you will be required to electronically sign the application. Enter you name and click Next.
Attachments

Please attach all required documents for the permit application in this section and click Next.
Review and Submit

Review the permit application and click submit

Apply for Permit - Commercial Express Application

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

Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>ALARID ST, Santa Fe, New Mexico, 87505</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel Number</td>
<td>125495</td>
</tr>
</tbody>
</table>

Basic Info

<table>
<thead>
<tr>
<th>Type</th>
<th>Commercial Express Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Valuation</td>
<td>20000</td>
</tr>
<tr>
<td>Applied Date</td>
<td>03/30/2020</td>
</tr>
</tbody>
</table>

Contacts

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Albany</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test CIS Property Mgt. LLC.</td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td>AUDREY</td>
</tr>
<tr>
<td>Owner</td>
<td>AUDREY</td>
</tr>
</tbody>
</table>

You have completed your permit application online.

Thank you!