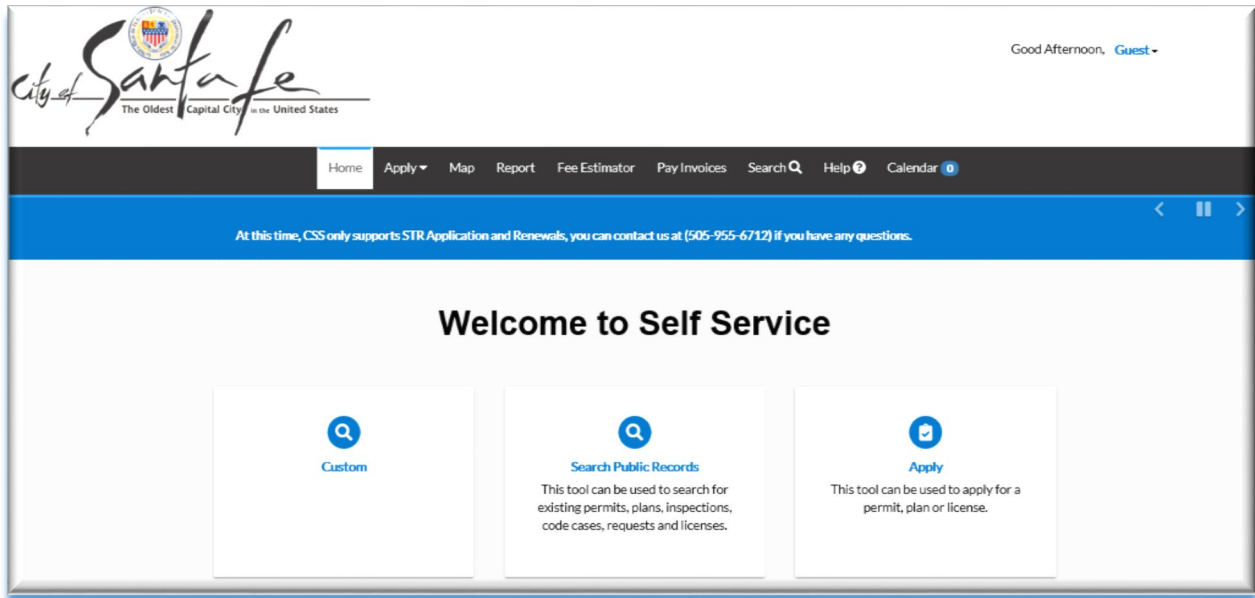


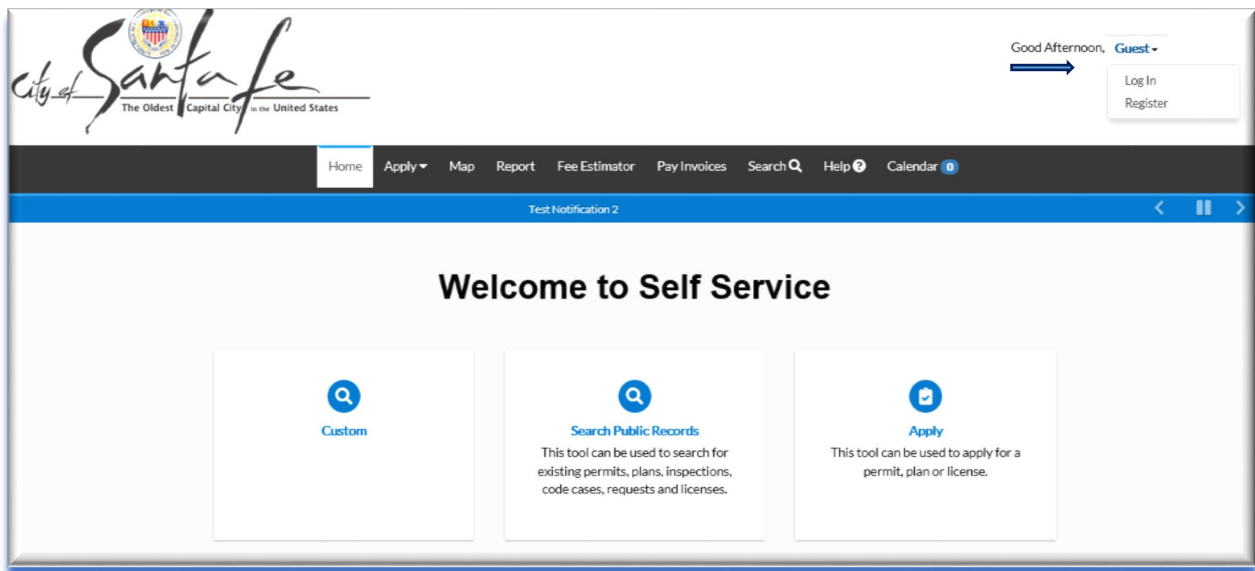
How to apply for a Secondary permit under an active Primary permit via the CSS website

Step 1. **Visit** - <https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home> and user will be navigated to the CSS Website Home Page

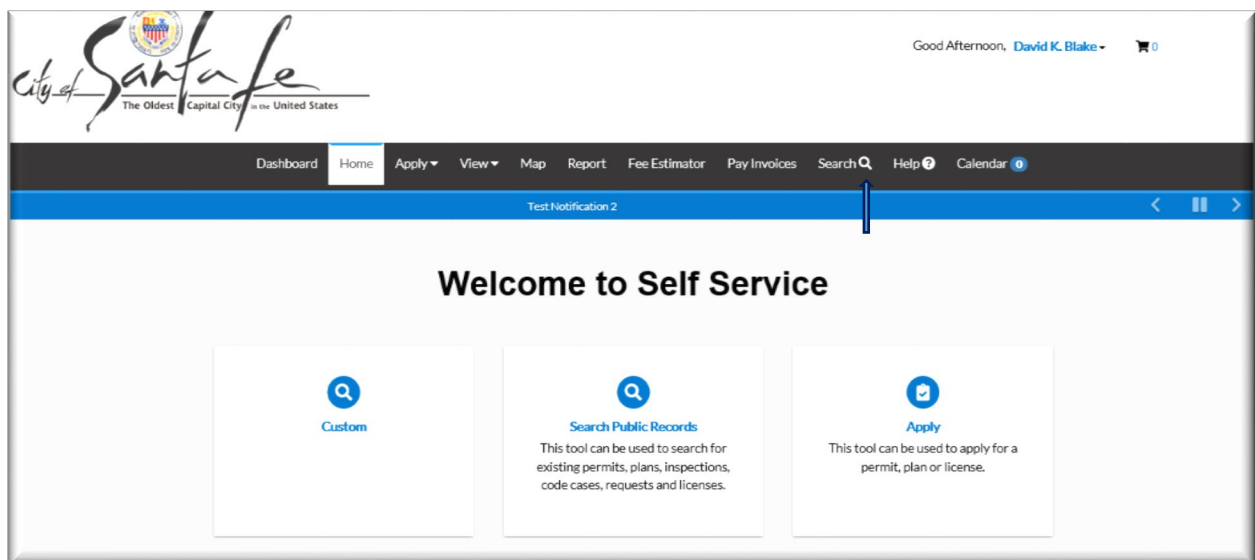


Step 2. Log in to the CSS website, using login credentials:

(Note: If you don't have a sign in please go ahead and register your email and create a profile.)



Step 3. Select the Search Icon



Step 4. Input the **Permit Number** then hit **Search**

City of Santa Fe
The Oldest Capital City in the United States

Good Afternoon, [David K. Blake](#)

Dashboard Home Apply View Map Report Fee Estimator Pay Invoices Search Help Calendar

Public Information

Search All for 2020-5574-EXPC Exact Phrase Search Reset

Step 5. The **Permit number** will be displayed and then **Select** the number

City of Santa Fe
The Oldest Capital City in the United States

Good Afternoon, [David K. Blake](#)

Dashboard Home Apply View Map Report Fee Estimator Pay Invoices Search Help Calendar

Public Information

Search All for 2020-6719-BLDR Exact Phrase Search Reset Export

Found 1 result

Filter Results

Next | Top | Paging Options | Filter Options | Main Menu

Permit Number 2020-6719-BLDR

Type Building (Residential) 1 and 2 Fam and Additions - Single

Family Attached

Expiration Date 04/26/2021

Finalized Date

Address 123 W SAN FRANCISCO ST Santa Fe NM 87501

Applied Date 04/24/2020

Issued Date 04/24/2020

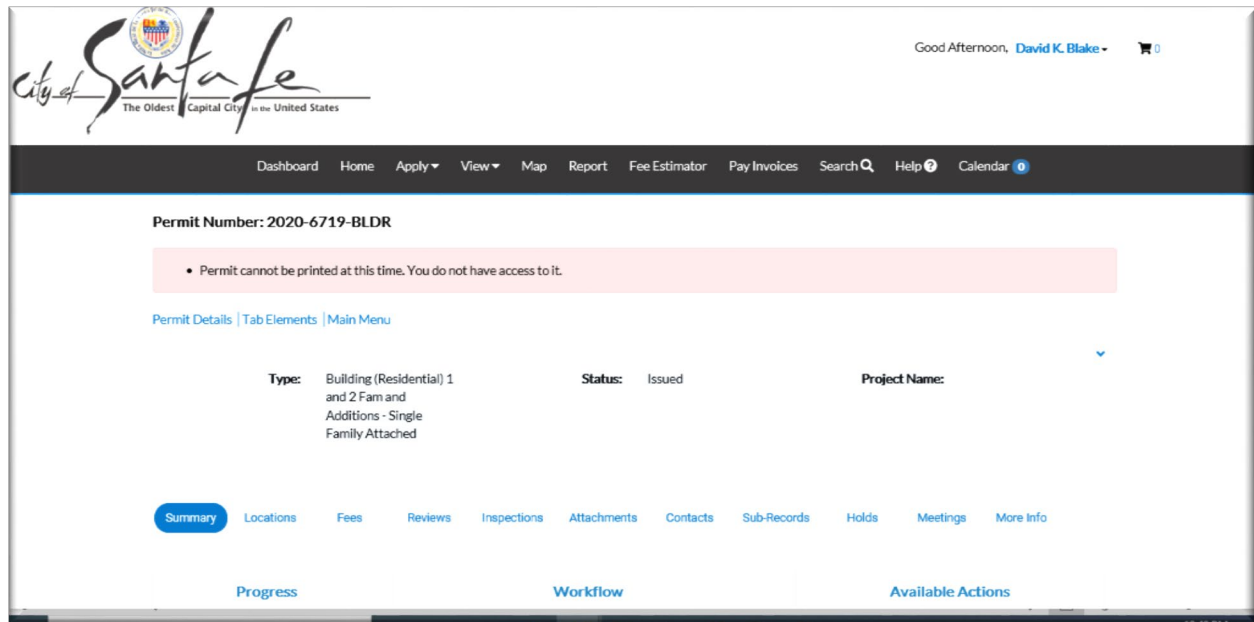
Project Name

Status Issued

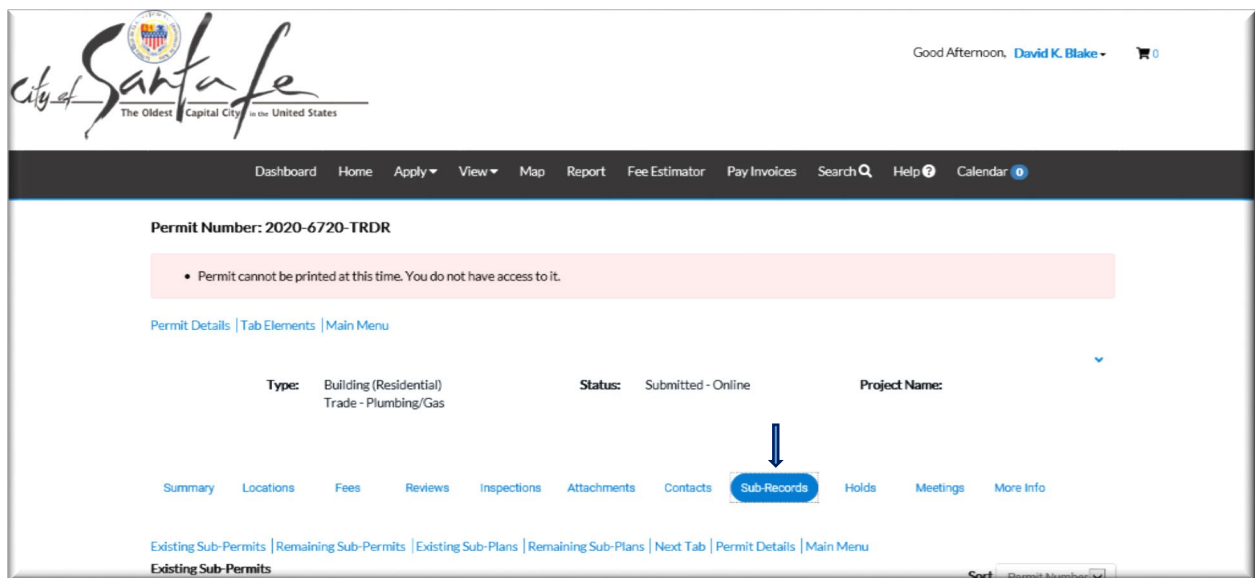
Main Parcel 12547200

Results per page 10 1 - 1 of 1

Step 6. User will be navigated to **Summary Page** for the **Permit**



Step 7. Select the **Sub-Records** Tab



Step 8. User/Sub-Contractor will have the option to **Apply** for any of the Sub task

Permit Number	Type	Status
2020-6720-TRDR	Building (Residential) Trade - Plumbing/Gas	Submitted - Online

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

Remaining Sub-Permits

Type	Action
Building (Residential) Trade - Electrical	Apply
Building (Residential) Trade - Mechanical	Apply
Building (Residential) Trade - Sewer	Apply

Results per page 10 1 - 3 of 3 << < 1 > >>

Existing Sub-Plans

Sort: Plan Number

Plan Number	Type	Status
No records to display.		

Remaining Sub-Plans

Step 9. Once the Sub Task has been selected, the user will be navigated to the **Location Screen** – Select **Next**

Dashboard Home Apply View Map Report Fee Estimator Pay Invoices Search Help Calendar

Apply for Permit - Building (Residential) Trade - Electrical REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Type: Location
123 W SAN FRANCISCO ST,
Santa Fe, NM, United States,
87501
Main Address
Parcel Number
12547200
Main Parcel
Remove

Save Draft Next

Step 10. User is navigated to Permit Details (Type) screen – User will be required to type in the Description.

Dashboard Home Apply View Map Report Fee Estimator Pay Invoices Search Help Calendar

Apply for Permit - Building (Residential) Trade - Electrical ***REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

* Permit Type Building (Residential) Trade - Electric

* Description
Description is required.

Valuation 0

Back Save Draft Next

Step 11. Then hit the **Next** button

Dashboard Home Apply View Map Report Fee Estimator Pay Invoices Search Help Calendar

Apply for Permit - Building (Residential) Trade - Electrical ***REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

* Permit Type Building (Residential) Trade - Electric

* Description Putting in Electrical plugs


Valuation 0

Back Save Draft Next

Step 12. User will be navigated to the Contacts Screen

CONTACTS

Applicant



David K. Blake (You)

Dukes of Hazard LLC

6700 Cantata St NW, Unit
402 6700 Cantata St NW,
Albuquerque, NM , 87114

Applicant

▼

Add
Contact

+

Owner

Add
Contact

+

REQUIRED

Contractor

Add
Contact

+

REQUIRED

OR

Owner/Builder

Add
Contact

+

Step 13. Select the Add Contact (Owner)

Applicant

David K. Blake (You)
Dukes of Hazard LLC
6700 Cantata St NW, Unit 402 6700 Cantata St NW, Albuquerque, NM, 87114

Owner

FRANCISCO DIAZ
TACOS MI LAGUNITA
Remove

Contractor
Add Contact
+

Owner/Builder
Add Contact
+

OR

REQUIRED

Applicant
Add Contact
+

Step 14. Select the Add Contact (Contractor) – Then Select the Next button

Apply for Permit - Building (Residential) Trade - Electrical

*REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

CONTACTS

Applicant

David K. Blake (You)
Dukes of Hazard LLC
6700 Cantata St NW, Unit 402 6700 Cantata St NW, Albuquerque, NM, 87114

Owner

FRANCISCO DIAZ
TACOS MI LAGUNITA
Remove

Contractor

Audrey Abeyta
99 Cumbres, Santa Fe, NM ...
Remove

Applicant
Add Contact
+

Back Save Draft Next

Step 15. User will be navigated to the More Info Screen in which the user is required to fill in **all fields**.

(**Note:** If the numerical fields are not valid/don't apply for user, user must input a 0 as the smallest numerical number to move forward)

Apply for Permit - Building (Residential) Trade - Electrical

REQUIRED

Locations

Type

Contacts

More Info

Attachments

Review and Submit

MORE INFO

Next Section | Top | Main Menu

Previous Section | Next Section | Top | Main Menu

Permit Info

*Linear Feet of Trenching

Linear Feet of Trenching is required.

*Equipment Mounting

Equipment Mounting is required.

Electrical

Previous Section | Top | Main Menu

Electrical Service/Panel Size - Residential Details

+ Add Row

0-100	150 - 199	200-319	320-400	Over 400
-------	-----------	---------	---------	----------

Step 16. Make sure all fields are filled out then **Select the Next** button

Locations

Type

Contacts

More Info

Attachments

Review and Submit

MORE INFO

Next Section | Top | Main Menu

Previous Section | Next Section | Top | Main Menu

Permit Info

*Linear Feet of Trenching

100

*Equipment Mounting

Ground

Electrical

Previous Section | Top | Main Menu

Electrical Service/Panel Size - Residential Details

+ Add Row

0-100	150 - 199	200-319	320-400	Over 400
AMP	AMP	AMP	AMP	AMP

*Temporary Power Pole (Y/N)

Yes

*Low Voltage (Y/N)

Yes

*Customer-Owned Distribution (Each pole)

1

*Customer-Owned Dist. Underground (Per 5000)

0

*Service Charge Only/No Outlets

No

Step 17. User will be navigated to the Attachments Screen where if they have any attachments they will be able to add then Select the **Next** button

The screenshot shows the 'Apply for Permit - Building (Residential) Trade - Electrical' application process. The progress bar indicates that 'Locations', 'Type', 'Contacts', and 'More Info' are completed (green checkmarks), while 'Attachments' is the current step (blue circle with '1') and 'Review and Submit' is required (grey circle with '1'). Below the progress bar, there is an 'Attachments' section with a blue box containing a '+ Add Attachment' button and a list of supported file types: pdf, jpg, png, mp3, mp4, gif, vtt, doc, docx, xls, xlsx, text, flac, zip, ocs, rtf, dot, dotx, ddt. At the bottom right, there are 'Back', 'Save Draft', and 'Next' buttons. A blue arrow points to the 'Next' button.

Step 18. User is navigated to the Review Screen. Review to see if all of the information is correct. Once verified, select the **Submit** Button

The screenshot shows the 'Review and Submit' step of the application process. The progress bar indicates that all previous steps are completed (green checkmarks), and 'Review and Submit' is the current step (blue circle with '1'). Below the progress bar, there is a 'Review' section with a 'Submit' button. A blue arrow points to the 'Submit' button. The 'Review' section contains the following information:

Locations	
Location	123 W SAN FRANCISCO ST, Santa Fe, NM, United States, 87501
Parcel Number	12547220

Basic Info	
Type	Building (Residential) Trade - Electrical
Description	Putting in Electrical plugs
Valuation	0
Applied Date	08/11/2020

Contacts	
Applicant	David K. Blake Dukes of Hazard LLC 8700 Cantata St NW, Unit 402 8700 Cantata St NW, Albuquerque, NM, 87114
Owner	FRANCISCO DIAZ TACOS N1 LAGUNITA
Contractor	Audrey Roberts 99 Cumbrus PASS, Santa Fe, NM, 87508

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

Step 19. You will receive a confirmation indicating that the application was submitted **successfully**

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕

Permit Number: 2020-6724-TRDR

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