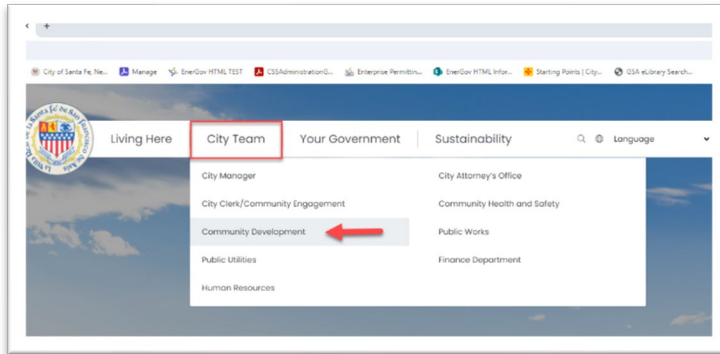


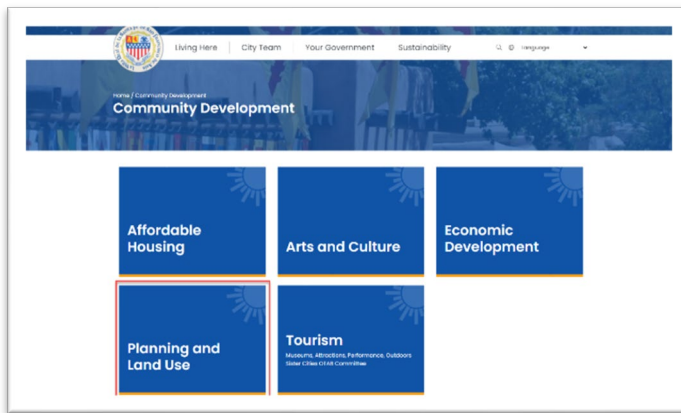


# Citizen Self Service (CSS) Guide: How to Check Application Status

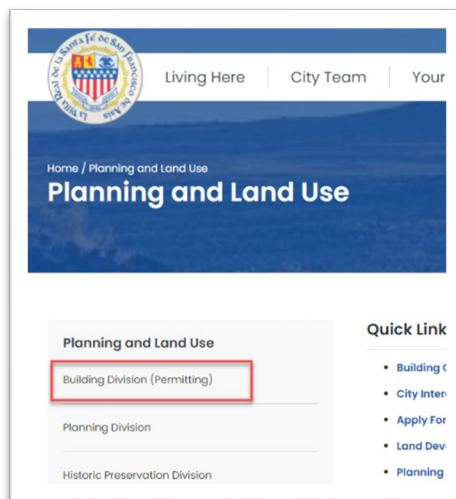
- I. Access URL via the City website: <https://santafenm.gov/>
- II. Select Community Development under the City Team tab.



- III. Select the "Planning and Land Use" option.



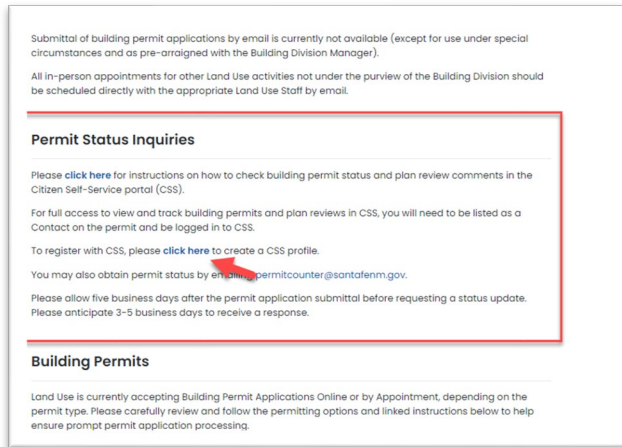
- IV. Select the Building Division (Permitting) Option



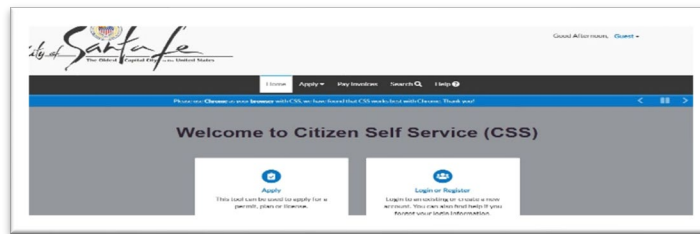


# Citizen Self Service (CSS) Guide: How to Check Application Status

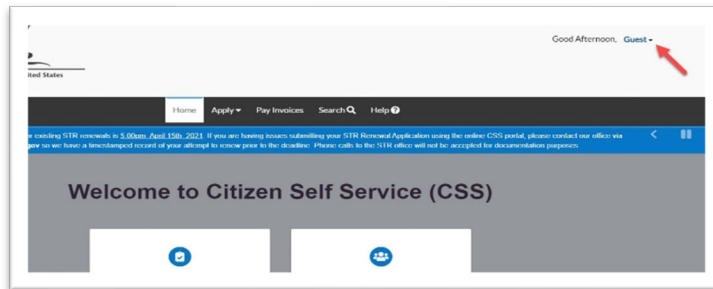
V. Scroll down to the Permit Status Inquiries section on the Building Division (Permitting) Page and click the “Click Here” hyperlink (red arrow pointing to the link)



VI. After selecting the Hyperlink. The user will be directed to the home screen for CSS

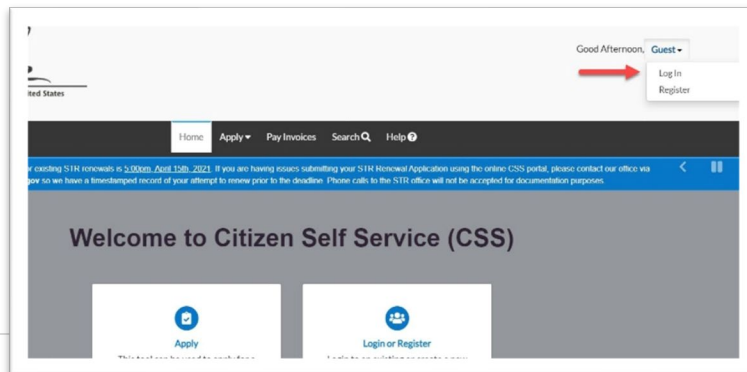


VII. Select the drop down displayed “Guest”.



VIII. There are two options Log In or Register, Select the “Log In” option.

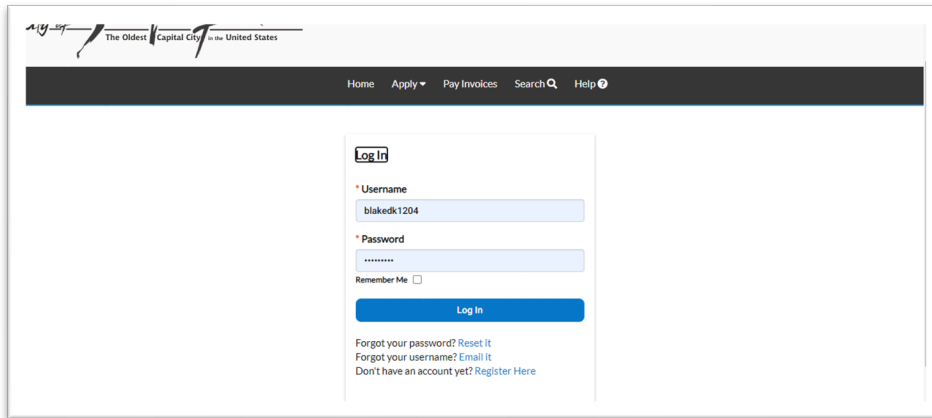
Note: In order to see permit status you will have to be a listed contact on the permit and you must have a login for CSS. If you do not have a log in please register in CSS.



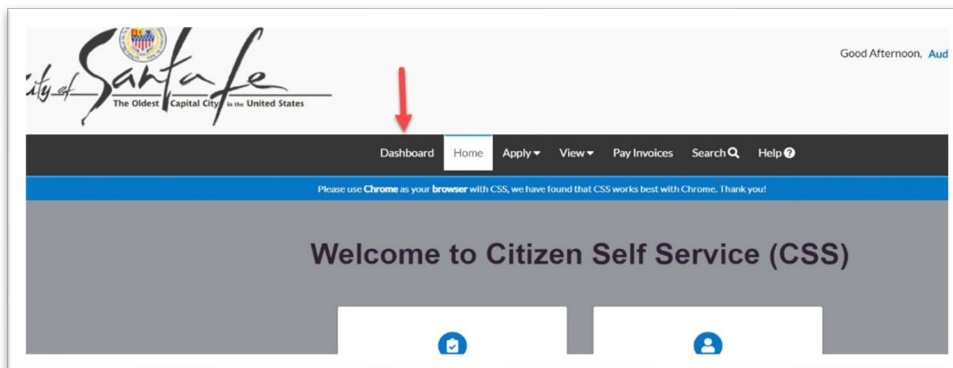


# Citizen Self Service (CSS) Guide: How to Check Application Status

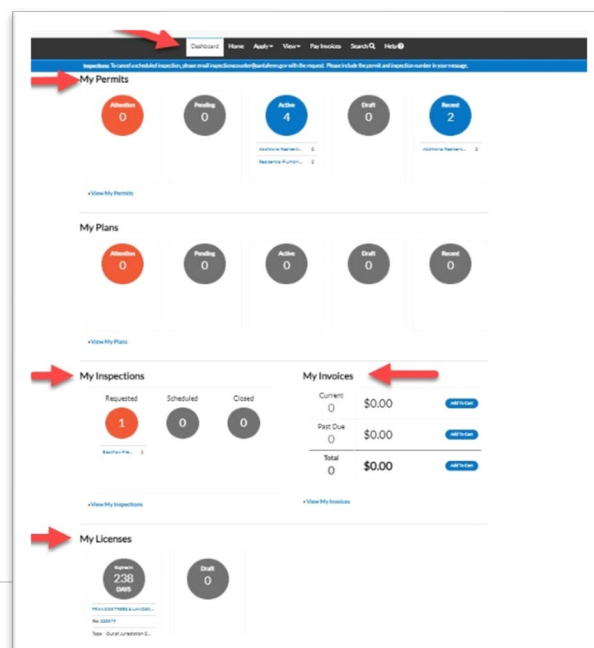
**IX. Input User Credentials: Username and Password then Select the Log in Button.**



**X. Once User selects the Log in, they will be directed to the Home Screen for CSS. Select the Dashboard tab in the top toolbar.**



After selecting the Dashboard tab, user will be able to see My Permits, My Plans, My Inspections, My Invoices, and My License.





# Citizen Self Service (CSS) Guide: How to Check Application Status

## XI. User selects the View My Permits button.

The screenshot shows the 'My Permits' dashboard with the following data:

Category	Count
Attention	0
Pending	0
Active	2
Draft	1
Recent	2

Sub-categories for Active permits:

Sub-category	Count
Residential Expressions	1
Residential Plumbers	1

Sub-categories for Draft permits:

Sub-category	Count
Commercial Expressions	1

Sub-categories for Recent permits:

Sub-category	Count
Residential Expressions	1
Residential Plumbers	1

## XII. Select the Permit Number.

The screenshot shows the search results for 'My Permits' with the following table:

Permit Number	Project	Address	Permit Type	Status	Attention Reason
2021-15498-EXPR		1115 N LUNA CIR Santa Fe, NM 87501	Residential Express- Re-roof	Active, Recent	

Additional details: Results per page: 10, 1 - 1 of 1.

## XIII. After selecting the permit number, user will be directed to the permit details where the workflow displays status.

The screenshot shows the 'Permit Details' page for permit number 2021-15140-BLDC. The permit type is 'Other Interior Remodel to Commercial Building', the status is 'In Review', and the project name is 'Project Name'. The progress bar shows 12% completed. The workflow section includes the following steps:

- Verify Valuation Correctness - Passed: 04/22/2021
- Confirm Required Materials Comm Alt Int Permit - Passed: 04/22/2021
- Create Invoice - Passed: 04/22/2021
- Building Plan Review - Failed: 05/03/2021
- Building Plan Review - Scheduled for 06/15/2021

Available Actions:

- Remove Departments As Needed
- Verify Corrections Requested Were Received and Approved
- Verify All Code Requirements are Addressed



# Citizen Self Service (CSS) Guide: How to Check Application Status

**XIV. If the User would like to check the status of a particular Review on the permit submitted, select the Reviews tab in the middle of the screen. Select a review listed to get more information.**

Permit Number: 2021-15140-BLDC  
Permit Details | Tab Elements | Main Menu

Type: Other Interior Remodel to Commercial Building      Status: In Review      Project Name: [v]

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

Reviews | Next Tab | Permit Details | Main Menu

Reviews Sort: Review Type v

Review Type	Status	Version	Received Date	Due Date	Completed Date
Building Review Commercial Alteration Int Only	Requires Revision	1	04/22/2021	05/06/2021	05/20/2021
Building Review Commercial Alteration Int Only	In Review	2	06/01/2021	06/15/2021	

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

**XV. A list of reviews are displayed, choose the details button to see more information. The comments from the reviewer will be displayed in the comments sections.**

View Items Sort: Review Type v   Export

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Accessibility	Requires Revision	05/06/2021	05/19/2021	Lopez Bennett	Details
Building	Requires Revision	05/06/2021	05/19/2021	Lopez Bennett	Details
Electrical	Requires Revision	05/14/2021	05/18/2021	Bonavillez Diana	Details
Expediter Approval	Requires Revision	04/22/2021	05/20/2021	RomeroAvila Amanda	Details
Fire Department	Approved	05/06/2021	04/30/2021	Griego Geronimo	Details
Impact Fees	Approved	05/06/2021	05/20/2021	Kluck Jason M.	Details
Plumbing/Mechanical/ Gas	Approved	05/14/2021	05/12/2021	Herrera Tomas	Details
Site Accessibility Review	Approved	05/06/2021	04/22/2021	Kluck Jason M.	Details
Water Engineering	Approved	04/27/2021	04/28/2021	Gagnon Lee	Details
Zoning	Approved	04/27/2021	04/23/2021	Logston Lee	Details

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

Comments | Recommendations | Corrections | Review Detail | Review Items | Main Menu

**Comments**

- CRQ: Proposed project will need a complete Code Analysis.
- 2) Please indicate if this is a change in use Or level of alteration.
- 3) Please show location of service sink.
- 4) Please provide elevation details of Kitchen Cabinets.
- 5) proposed new opening door in corridor does not meet ADA standards! Front Approach pull side. 18" min on latch side is required.
- 6) Please provide a complete wall section.
- 7)