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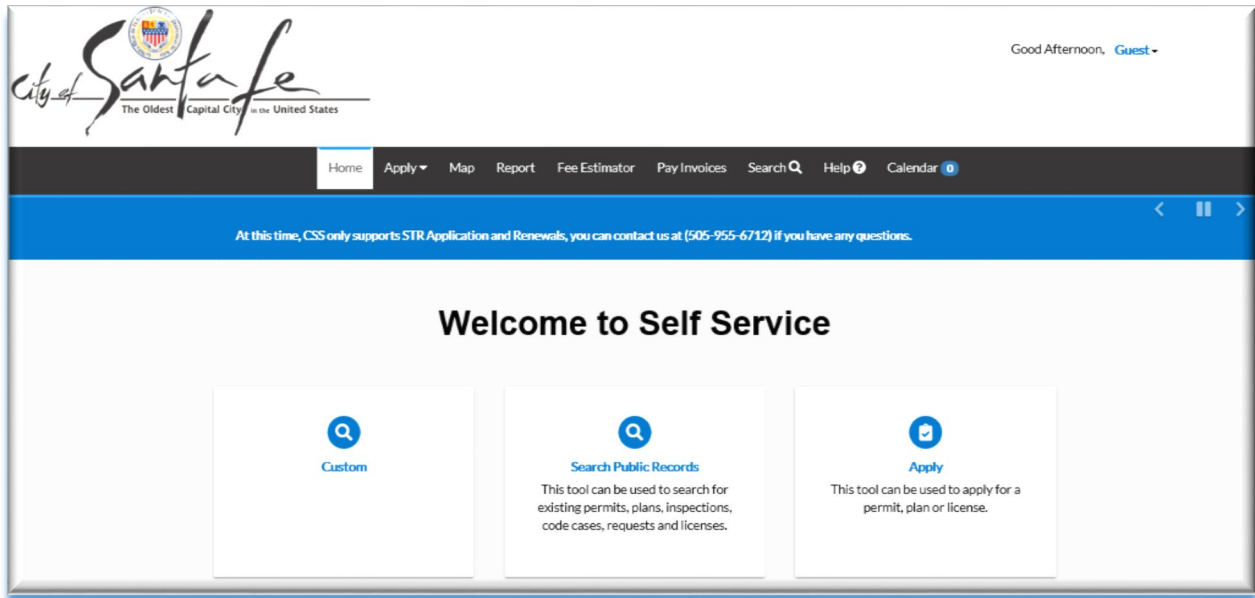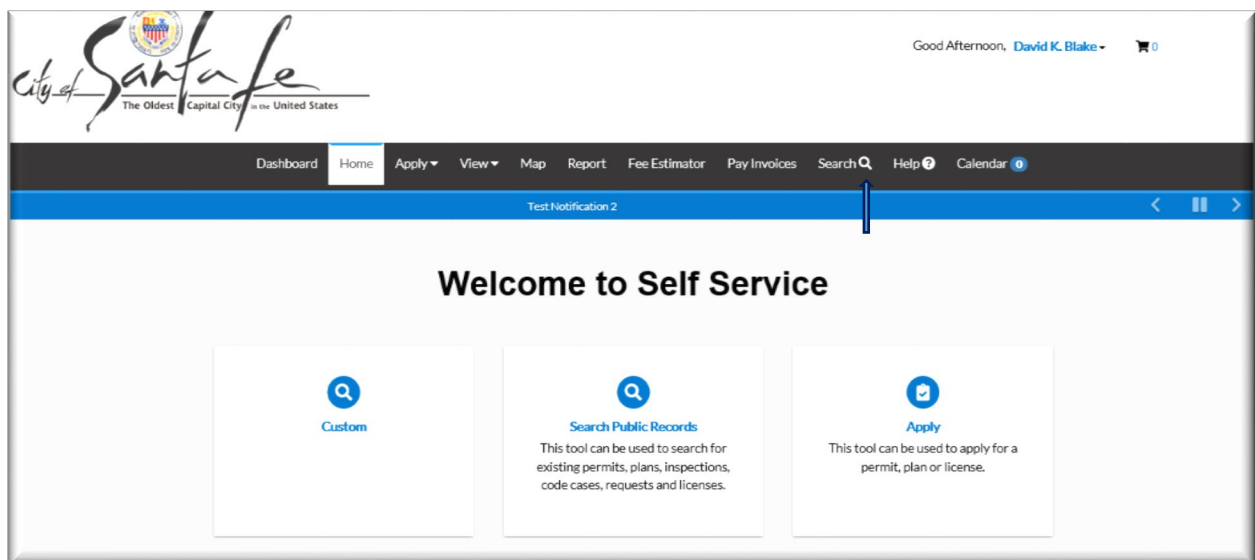
Step 2. **Log in** to the CSS website, using login credentials:

(Note: If you don't have a sign in please go ahead and register your email and create a profile.)
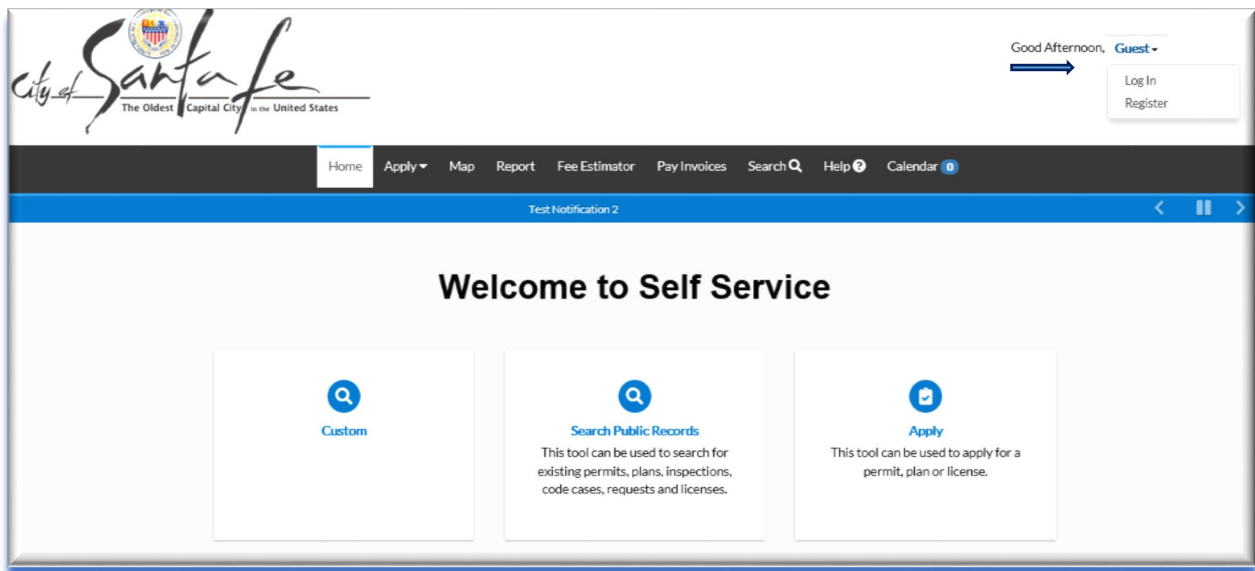
Step 3. Select the **Search Icon**

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

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

Step 6. User will be navigated to **Summary Page** for the **Permit**
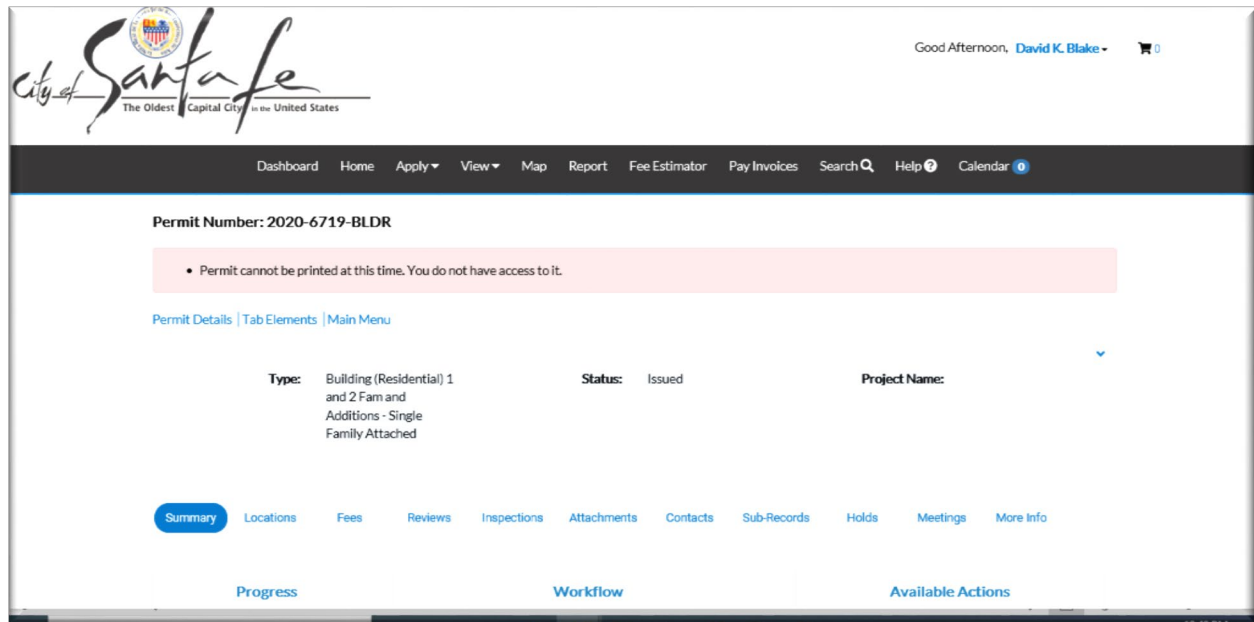
Step 7. **Select** the **Sub-Records Tab**
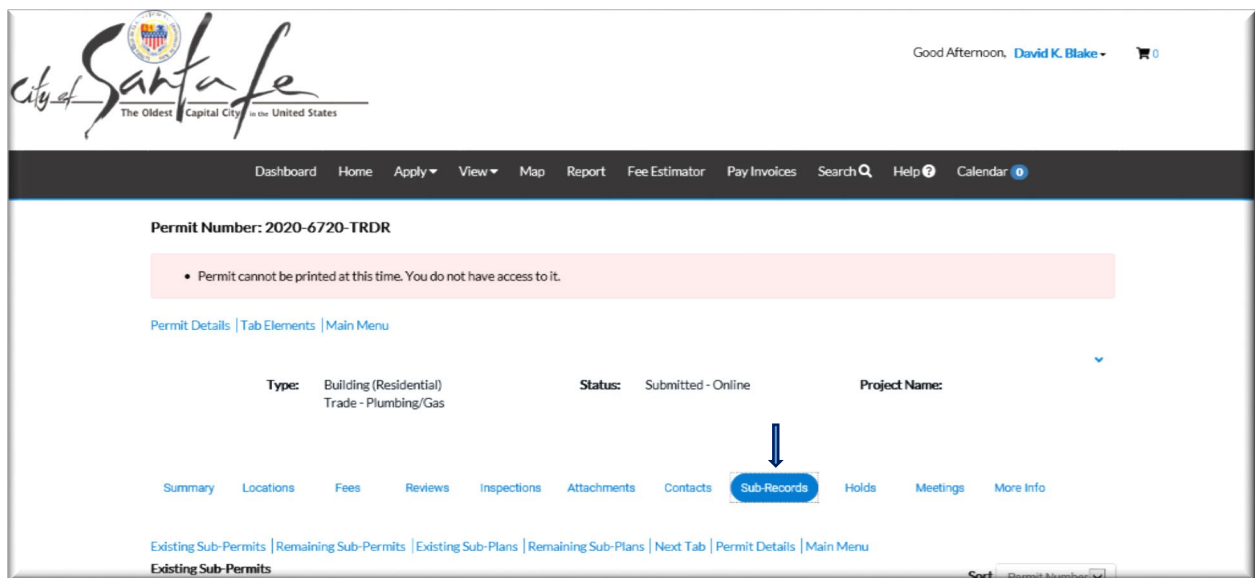
Step 8. User/Sub-Contractor will have the option to **Apply** for any of the Sub task

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

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

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

Step 12. User will be navigated to the Contacts Screen

Step 13. Select the Add Contact (Owner)

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

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)

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

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

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

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