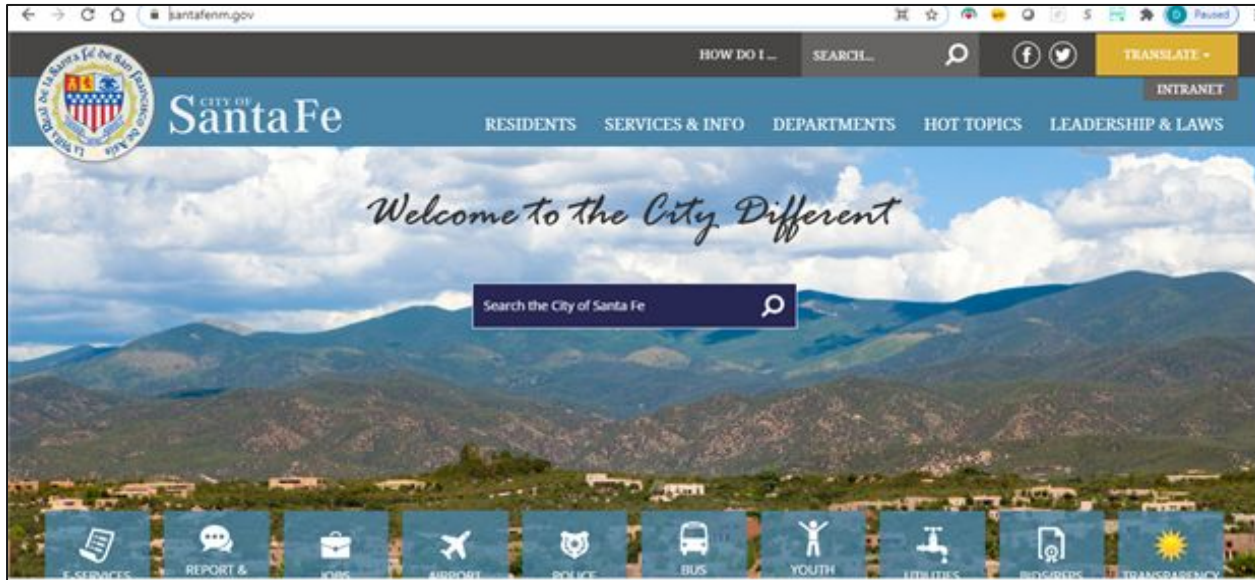


Checking Permit Status Using Customer Self Service (CSS)

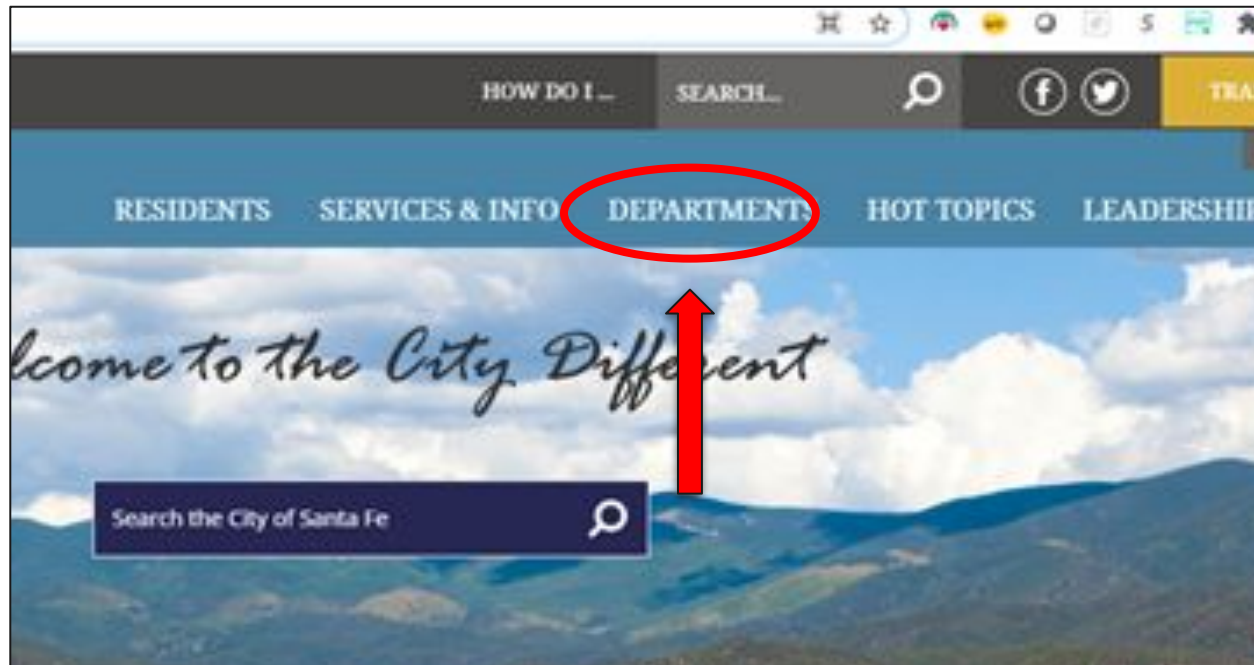
<https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home>

How to Check Permit Status

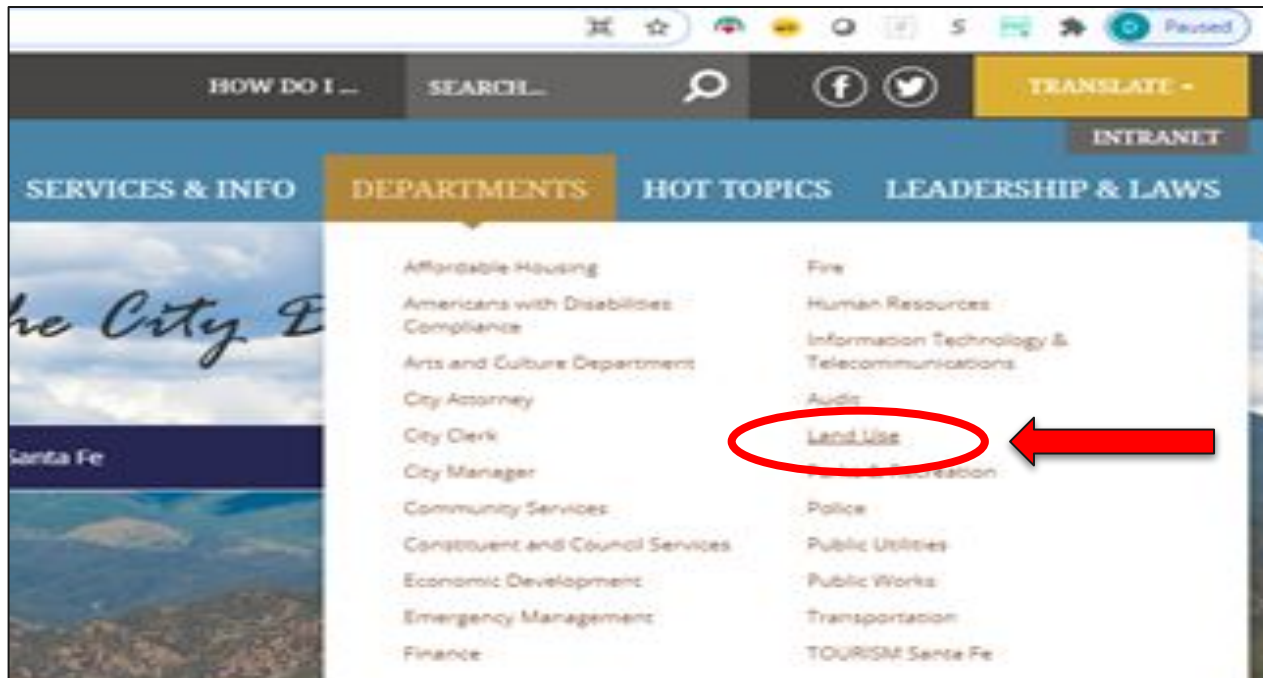
Step 1. Access URL via the City website: <https://www.santafenm.gov/>



Step 2. Select the Departments tab at top of screen.



Step 3. Then select the “Land Use” option.



Step 4. After you select the Land Use option, user will be directed to Land Use home screen. Scroll down and then select the hyperlink - <https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home>

The screenshot displays the City of Santa Fe website interface. On the left, a sidebar menu lists various services: City Annexation Plan, Short Term Rentals, Fees, E-SERVICES, REPORT & REQUEST, JOBS, AIRPORT, POLICE, BUS SCHEDULE, YOUTH PROGRAMS, and UTILITIES. The main content area features a notice about permit renewals, stating that permits expire on April 15th and that the STR Office offers online submission. A red circle highlights the URL <https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home>, with a red arrow pointing to it from the right. Below the URL, there is a link to 'CSS Registration and Renewal Instructions' and contact information for the shorttermrental@sanrafael.gov.

City Annexation Plan
Short Term Rentals
Fees

E-SERVICES REPORT & REQUEST
JOBS AIRPORT
POLICE BUS SCHEDULE
YOUTH PROGRAMS UTILITIES

THE STR OFFICE 2020 PERMITS ARE EXPIRING FOR DOCUMENTATION PURPOSES.

If you do not apply for renewal by 5:00pm, April 15th your permit will **expire** and will no longer be valid.

If your permit **expires** and you re-apply, your application will be subject to several new provisions of the recently updated STR Ordinance (Ord. 2020-35). Among other changes, the revised ordinance states newly issued permits shall be limited to one per natural person, and that the City will not issue a new permit for a short-term rental unit if the subject property is located within a fifty (50)-foot radius of a residentially zoned property that has a permitted short-term rental unit.

The STR Office offers online submittal of both new applications or renewals.

The CSS portal will be available for the 2021 STR renewals.

Follow this link to access CSS to create an account and process a new or renewed STR permit:

Use Google Chrome or Firefox when accessing the CSS website. The CSS site does not support the Safari browser

<https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home>

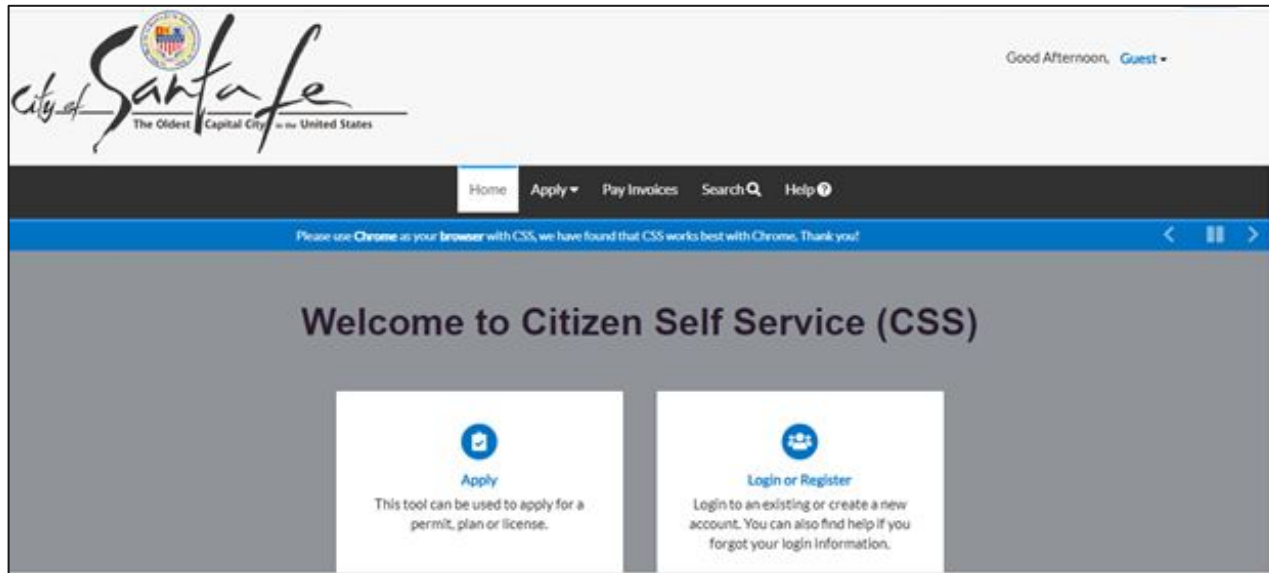
Please see the document below for detailed instructions for renewing existing STR permits via CSS.

CSS Registration and Renewal Instructions

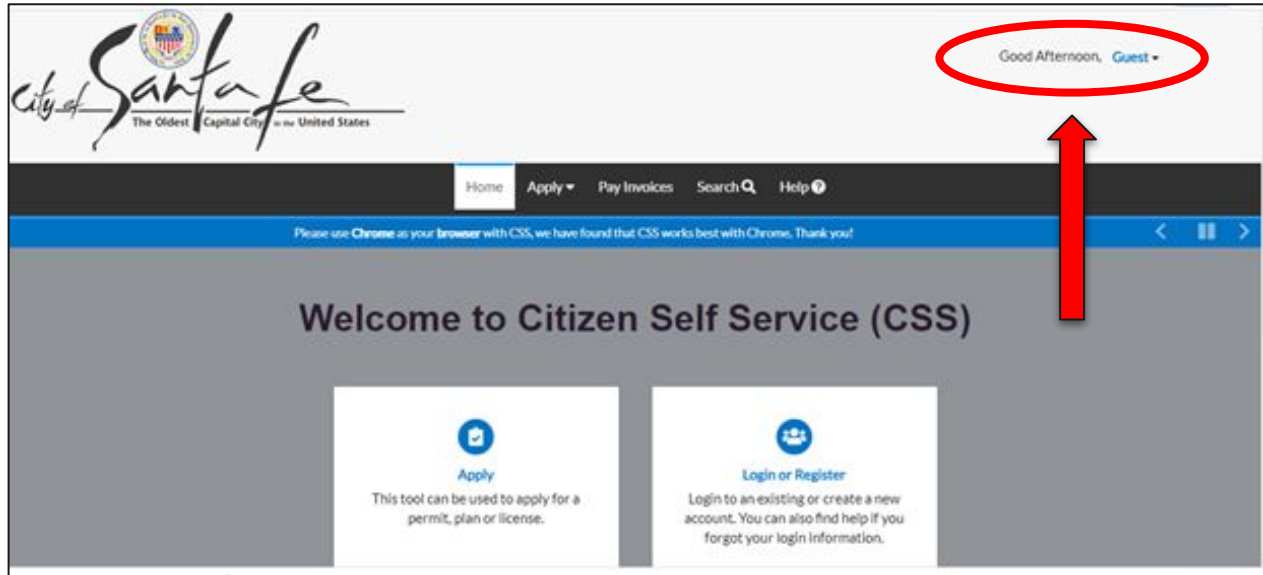
If you have questions regarding CSS portal please contact: shorttermrental@santafenm.gov, or call 505-955-6712

April 1, 2020

Step 5. After selecting the Hyperlink. The user will be directed to the home screen for CSS (Citizen Self Service).

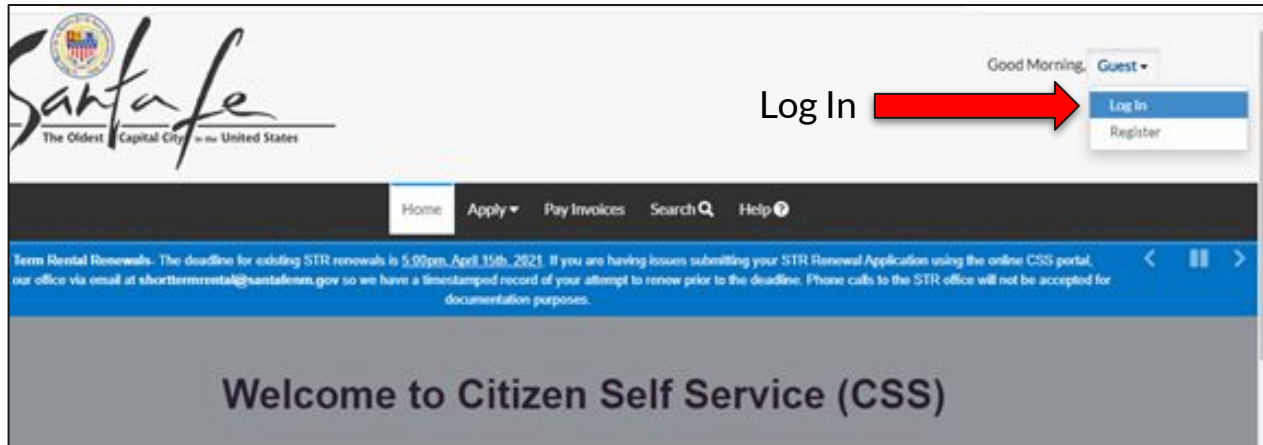


Step 6. Select the drop down displayed “Guest”.

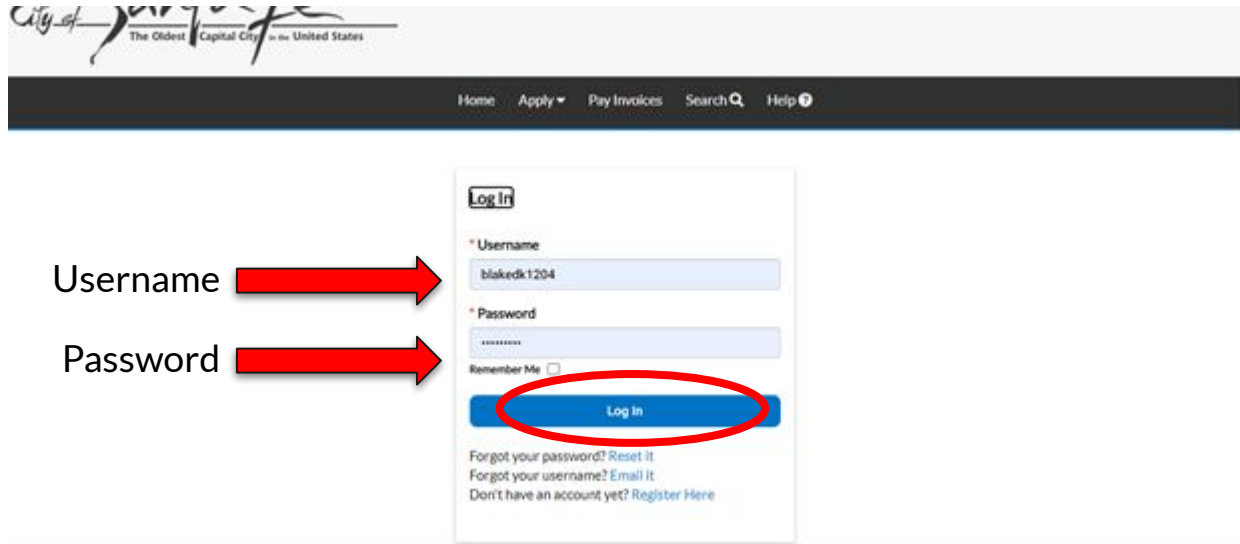


Step 7. Select the “Log In” option, or “Register” if you are a first time user.

Note: User must be a Contact on the permit and have registered/created a CSS Profile in order to have the ability to log in. If you do not have a log in, user must Register.



Step 8. Input User Credentials: Username and Password then Select the “Log in” Button.



The screenshot shows the login interface of the City of New York website. At the top, the header includes the City of New York logo and the tagline "The Oldest Capital City in the United States". Below the header is a navigation bar with links for Home, Apply, Pay Invoices, Search, and Help. The main content area features a "Log In" form. The form has a "Log In" button at the top, followed by input fields for "Username" and "Password". The "Username" field contains the text "blakedk1204". Below the password field is a "Remember Me" checkbox. The "Log In" button is highlighted with a red oval. To the left of the form, there are two red arrows pointing to the "Username" and "Password" fields, with the labels "Username" and "Password" respectively. Below the form, there are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

City of New York
The Oldest Capital City in the United States

Home Apply Pay Invoices Search Help

Log In

* Username
blakedk1204

* Password

Remember Me ☐

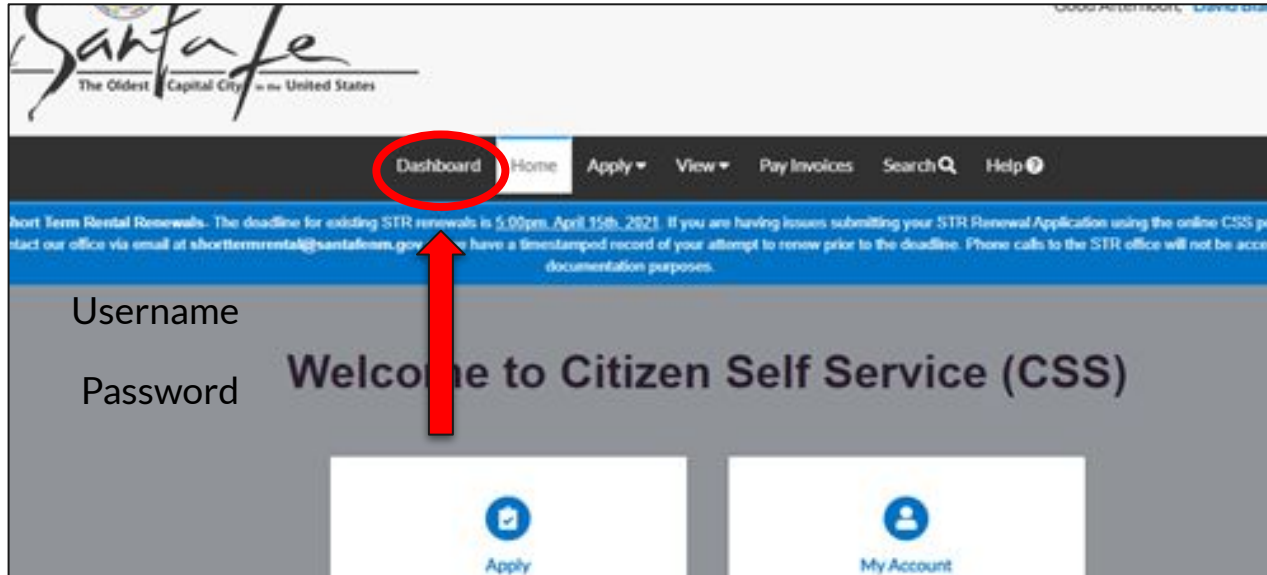
Log In

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

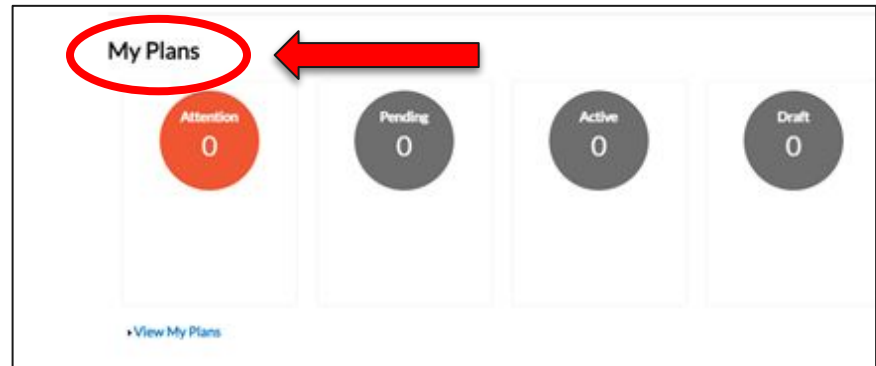
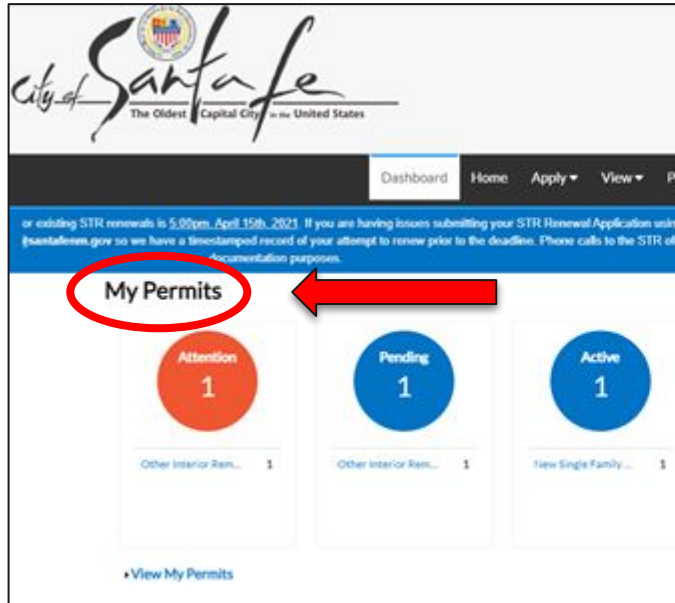
Username →

Password →

Step 9. Once User selects the Log in, they will be directed to the Home Screen for CSS. Select the **Dashboard** tab in the top toolbar.



Step 10. After selecting the Dashboard tab, user will be able to see **My Permits, My Plans, My Inspections, My Invoices, and My License.**



Step 11. User selects the **View My Permits** button.

The screenshot displays a web application interface for managing permits. At the top, a dark navigation bar contains links for 'Dashboard', 'Home', 'Apply', 'View', 'Pay Invoices', 'Search', and 'Help'. Below this, a blue banner provides instructions on how to cancel a scheduled inspection. The main section, titled 'My Permits', features four cards representing different permit statuses: 'Attention' (1), 'Pending' (1), 'Active' (1), and 'Draft' (0). Each card includes a colored circle with the status name and count, and a list of permit items below. At the bottom left, a red circle highlights the 'View My Permits' button, and a red arrow points to it from the right.

Status	Count	Permit Items
Attention	1	Other Interior Rem... 1
Pending	1	Other Interior Rem... 1
Active	1	New Single Family... 1
Draft	0	

Step 12. Select the Permit Number.

The screenshot shows a web application interface for managing permits. At the top is a navigation bar with links: Dashboard, Home, Apply, View, Pay Invoices, Search, and Help. Below this is a section titled 'My Permits' with a search bar labeled 'Search for permit number, project, or address'. There are filters for 'Display' (set to 'All') and 'Select Case Type'. An 'Export' button is also present. A table lists the permits with columns: Permit Number, Project, Address, Permit Type, Status, and Attention Reason. The first row shows permit 2007-1363. The second row, which is highlighted, shows permit 2021-15140-BLDC. This permit number is circled in red, and a red arrow points to it from the left.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
2007-1363		604 AVENIDA VILLAHERMOSA Unit: 108 SANTA FE, NM 87507	New Single Family Attached Dwelling Unit	Active	
2021-15140-BLDC		130 E MARCY ST Santa Fe, NM 87501	Other Interior Remodel to Commercial Building	Attention, Recent, Pending	On Hold Failed Reviews

Step 13. After Selecting the permit number, user will be directed to the details of the permit where they will be able to check the status.

The screenshot displays a web application interface for permit management. At the top, a navigation bar includes links for Dashboard, Home, Apply, View, Pay Invoices, Search, and Help. Below this, the permit number '2021-15140-BLDC' is shown. The main content area features a light blue header with the permit type 'Other Interior Remodel to Commercial Building', the status 'Correction Required' (circled in red), and the project name. A horizontal menu below the header includes buttons for Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, Attachments, Contacts, Sub-Records, Holds, Meetings, and More Info. A red arrow points from the 'Reviews' button to the 'Status' field. The bottom section is divided into three panels: 'Progress' showing a 12% completion donut chart, 'Workflow' listing tasks like 'Verify Valuation Correctness' and 'Building Plan Review' with their respective dates and statuses, and 'Available Actions'.

Permit Number: 2021-15140-BLDC

Permit Details | Tab Elements | Main Menu

Type: Other Interior Remodel to Commercial Building

Status: Correction Required

Project Name:

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

Progress: 12% Completed

Workflow:

- 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: 05/20/2021

Available Actions

Step 14. If the User would like to check the Status of the permit submitted, they can Select the Review tab in the middle of the screen

The screenshot displays a web application interface for permit management. At the top, a dark navigation bar contains links for Dashboard, Home, Apply, View, Pay Invoices, Search, and Help. Below this, the permit details for 'Permit Number: 2021-15140-BLDC' are shown, including tabs for Permit Details, Tab Elements, and Main Menu. The permit information section lists the Type as 'Other Interior Remodel to Commercial Building', the Status as 'Correction Required', and the Project Name. A horizontal menu of tabs is visible, with 'Summary', 'Locations', 'Fees', 'Reviews', 'Inspections', 'Attachments', 'Contacts', 'Sub-Records', 'Holds', 'Meetings', and 'More Info'. The 'Reviews' tab is highlighted with a red circle. A red arrow points from the bottom of the screen up to the 'Reviews' tab. Below the tabs, the 'Progress' section shows a donut chart indicating 12% completion, with a legend for Completed, In Progress, and Not Started. The 'Workflow' section lists several 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), and 'Building Plan Review' (Failed: 05/20/2021). The 'Available Actions' section is currently empty.

Step 15. After selecting “Reviews”, the user can go into the details of the Permit by selecting the “Review Type”.

Permit Number: 2021-15140-BLDC

Permit Details | Tab Elements | Main Menu

Type: Other Interior Remodel to Commercial Building Status: Correction Required Project Name:

Summary | Locations | Fees | **Reviews 1** | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info


Reviews | Next Tab | Permit Details | Main Menu

Sort: Review Type

Review Type	Status	Version	Received Date	Due Date	Completed Date
Building Review Commercial Alteration Int Only			04/22/2021	05/06/2021	05/20/2021

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

Step 16. Once selected user can check the details within the permit and their status by selecting the Details button.



Permit Number: 2021-15140-BLDC

[Review Detail](#) | [Review Items](#) | [Main Menu](#)

Review Type: Building Review Commercial Alteration Int Only Status: Requires Revision Version: 1

Received Date: 04/22/2021 Due Date: 05/06/2021 Completed Date: 05/20/2021

Review Items

Sort: Review Type [Export](#)

Review Type	Status	Due Date	Completed Date	Assigned To	Details
Accessibility	Requires Revision	05/06/2021	05/19/2021	Lopez Bennett	Details
Building	Requires Revision	05/06/2021	05/19/2021	Lopez Bennett	Details

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.