



CSS: How to Check Permit Status

Purpose of document: Show the process of how to check the permit status within the CSS Site.

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.

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

You are Here: Home > Land Use

LAND USE
 Building Permits
 Current Planning
 Long Range Planning
 Santa Fe Metropolitan Planning Organization
 Historic Preservation
 Inspections and Enforcement
 Green Building Codes
 Engineering
 Property Management
 City Annexation Plan
 Short-Term Rentals
 Fees

Land Use

ANNOUNCEMENTS:

March 15, 2021

Please renew your Short-Term Rental Permit and business License for 2021 before the 5:00pm April 15th Deadline!

If you are having issues submitting your STR Renewal Application using the online CSS portal, please contact our office via email at shorttermrental@santafenm.gov so we have a timestamped record of your attempt to renew prior to the deadline. Phone calls to the STR office will not be accepted 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:
 Please 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.

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

Good Afternoon, **Guest**

Home Apply Pay Invoices Search Help

Please use **Chrome** as your browser with CSS, we have found that CSS works best with Chrome. Thank you!

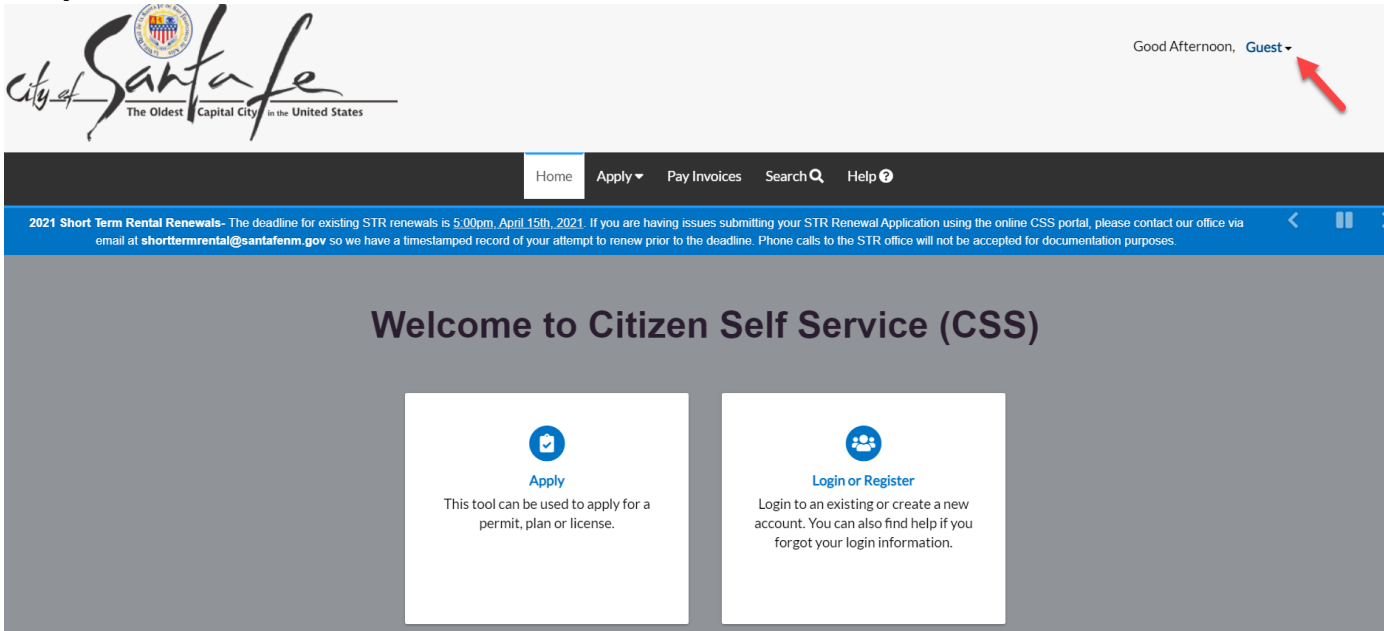
Welcome to Citizen Self Service (CSS)

Apply
 This tool can be used to apply for a permit, plan or license.

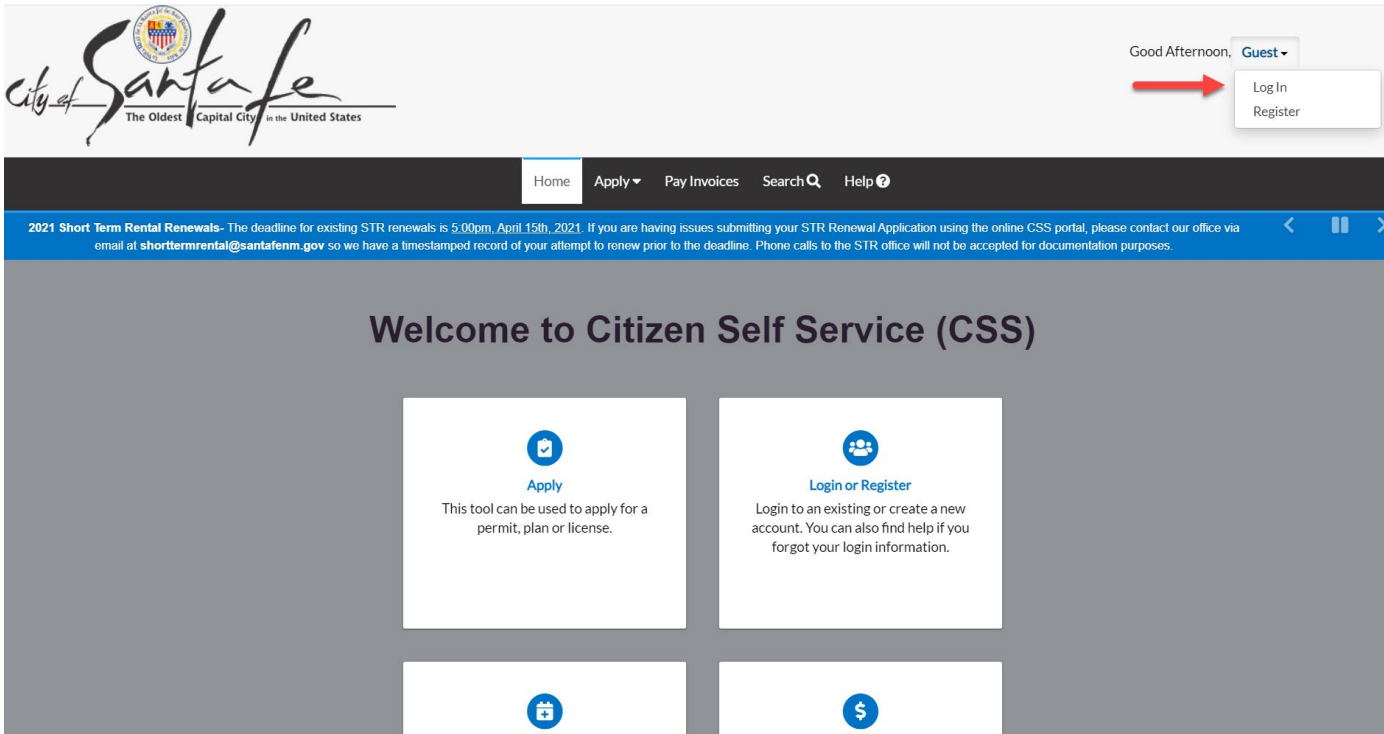
Login or Register
 Login to an existing or create a new account. You can also find help if you forgot your login information.



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



STEP 7: 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.



STEP 8: Input User Credentials: **Username** and **Password** then Select the **Log in** Button.

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](#)

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.

Good Afternoon, [Audre](#)

Dashboard Home Apply View Pay Invoices Search Help

Please use **Chrome** as your **browser** with CSS, we have found that CSS works best with Chrome. Thank you!

Welcome to Citizen Self Service (CSS)

Apply
This tool can be used to apply for a permit, plan or license.

My Account
Click here to access your account information.

Request Inspection

Pay Invoice



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

Navigation: Dashboard | Home | Apply | View | Pay Invoices | Search | Help

Message: To cancel a scheduled inspection, please email inspectioncenter@santafenm.gov with the request. Please include the permit and inspection number in your message.

My Permits

Attention: 0	Pending: 0	Active: 4 Additional Permits: 2 Residential Plumbin...: 2	Draft: 0	Recent: 2 Additional Permits: 2
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[View My Permits](#)

My Plans

Attention: 0	Pending: 0	Active: 0	Draft: 0	Recent: 0
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[View My Plans](#)

My Inspections

Requested: 1 Residential Plumb...: 1	Scheduled: 0	Closed: 0
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[View My Inspections](#)

My Invoices

Current	0 \$0.00	Add To Cart
Past Due	0 \$0.00	Add To Cart
Total	0 \$0.00	Add To Cart

[View My Invoices](#)

My Licenses

Between: 238 DWS	Draft: 0
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FRANCIS TREES & LANDSC...
No. 222279
Type: Out of Jurisdiction...

STEP 11: User selects the **View My Permits** button.

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

Good Afternoon, [Audrey Abeyta](#)

Navigation: Dashboard | Home | Apply | View | Pay Invoices | Search | Help

My Permits

Attention: 0	Pending: 0	Active: 2 Residential Express...: 1 Residential Plumbin...: 1	Draft: 1 Commercial Express...: 1	Recent: 2 Residential Express...: 1 Residential Plumbin...: 1
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[View My Permits](#)



STEP 12: Select the Permit Number.

Good Afternoon, [Audrey Abeyta](#) 🛒 0

Dashboard Home Apply View Pay Invoices Search Help

My Permits

Search for permit number, project, or address

Exact Match

Display Select Case Type Sort

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	



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STEP 13: After selecting the permit number, user will be directed to the permit details where the workflow displays status.

Dashboard Home Apply View Pay Invoices Search Help

Permit Number: 2021-15140-BLDC

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

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

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

Progress

12% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

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
- 📌 Building Plan Review - Scheduled for 06/15/2021
- Remove Departments As Needed
- Verify Corrections Requested Were Received and Approved
- Verify All Code Requirements are Addressed

Available Actions



STEP 14: 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: [dropdown]

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

Reviews | Next Tab | Permit Details | Main Menu

Reviews Sort: Review Type

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	

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STEP 15: 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.

Review Items Sort: Review Type 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	Benavidez Dana	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

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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.)