



Customer Self Service (CSS) Guide: Application for Permit Online Process

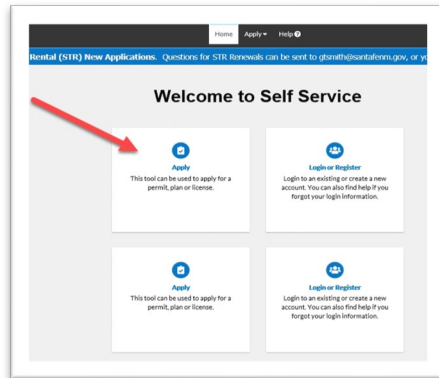
I. Log In:

Log into Customer Self Service (CSS) at <https://santafenm-energypub.tylerhost.net/Apps/selfservice#/home>.

Note: If you have not created a CSS profile, see documentation called CSS Create a Profile. This document is step by step instruction on how to create a profile in CSS.

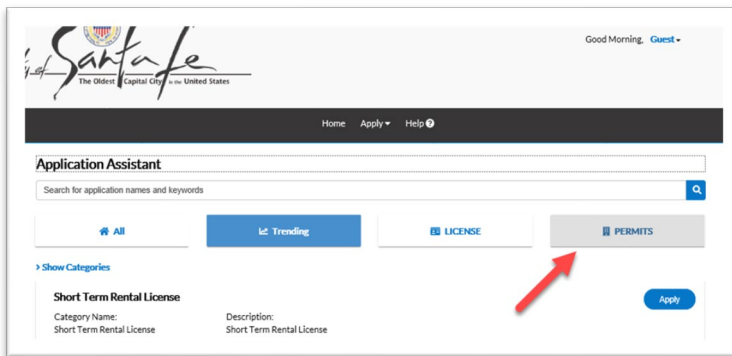
II. Apply:

Once you are logged into CSS. Click on Apply button.

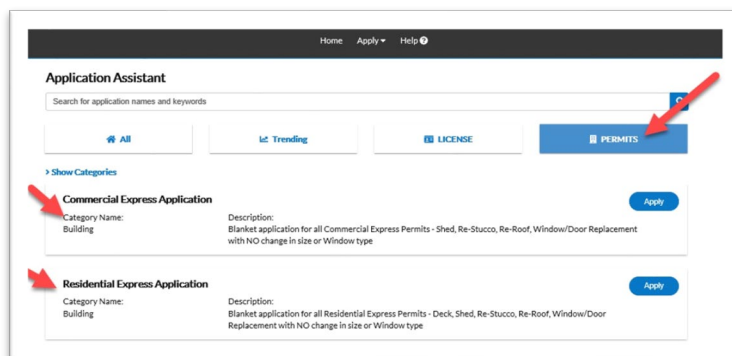


III. Application Type:

Choose the application type you wish to apply for. In this instance we will apply for a Permit



Choose the permit type. Scroll down as there are a few to choose from. Press the apply button. Next CSS will walk you through the necessary information the City of Santa Fe requires for a permit.

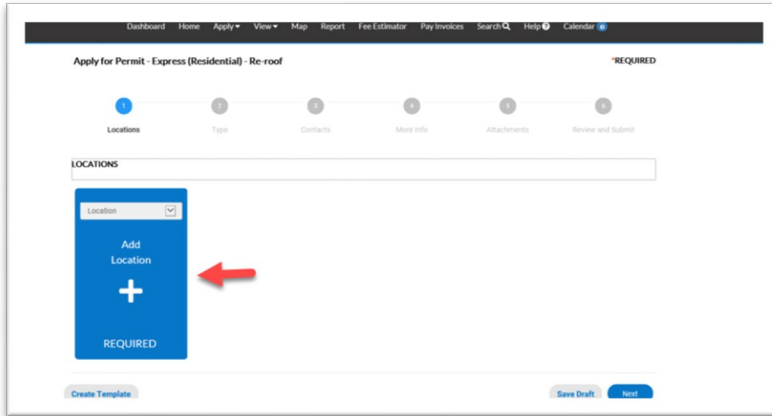




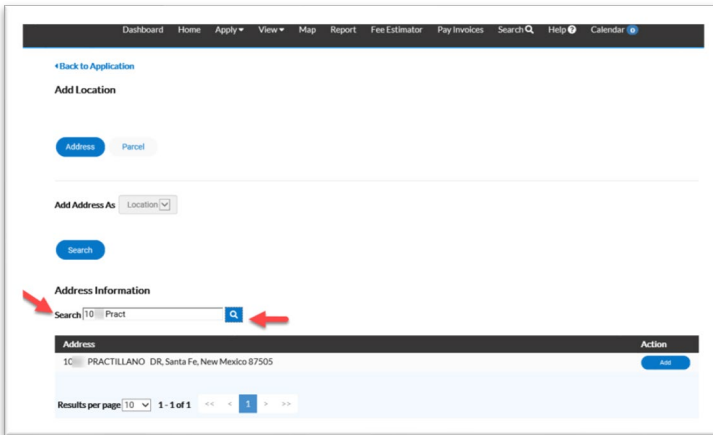
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IV. Location:

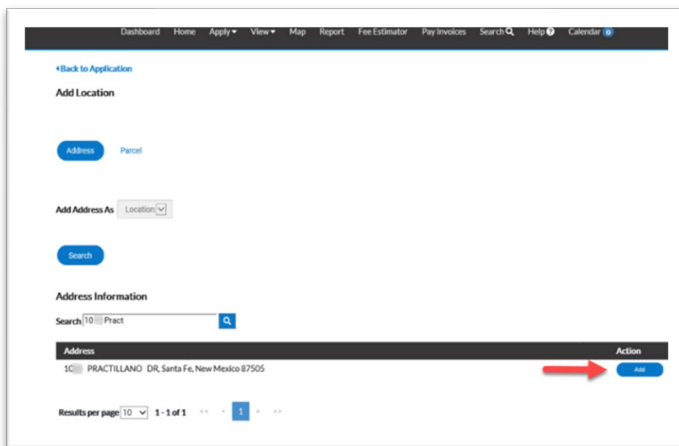
Add the location of the project. Click on large blue Add Location button



In Search field type your project address location and press the search button. The address will display.



Click the Add button

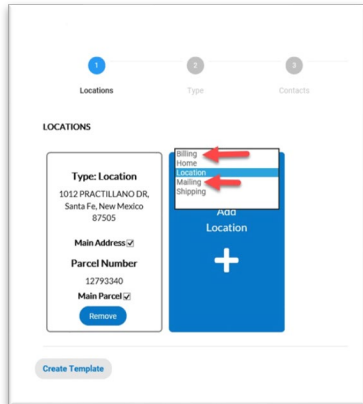




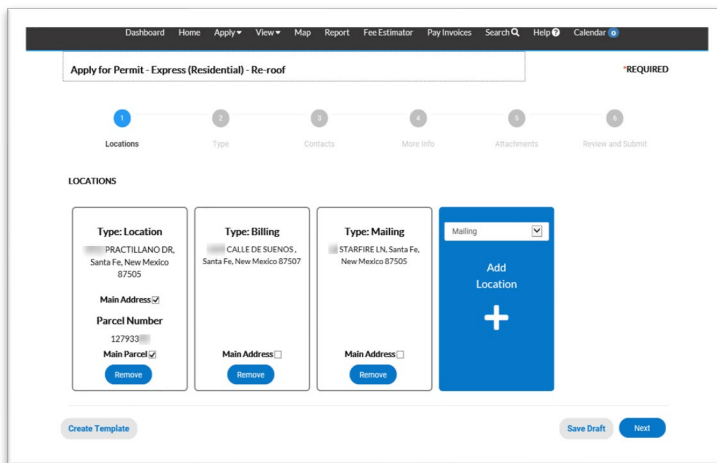
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V. Address Type

Add the billing address, where invoices should be sent and or mailing address where notifications from the City should be sent. From drop down choose Billing and/or Mailing.

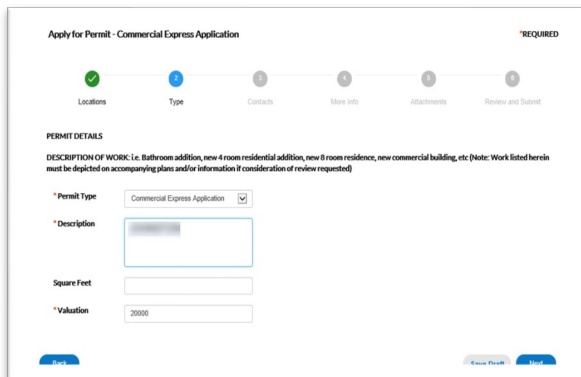


Follow previous steps in Add Location section. Once all addresses have been added in CSS click on the next button



VI. Permit Application

Fill out all required fields for the permit application





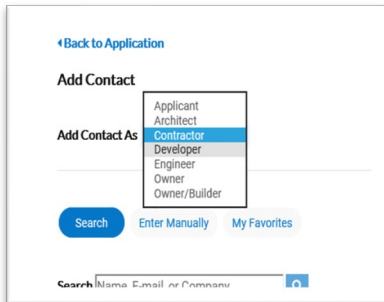
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VII. Enter Contacts

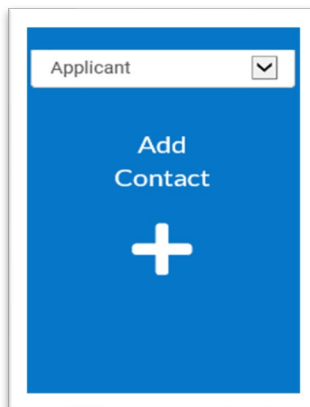
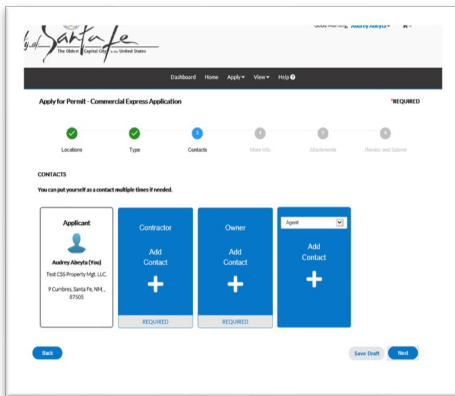
Entering Contact information is a vital piece of information for the City of Santa Fe and our customers. This is how we will be able to maintain contact with the appropriate people on the project. You will receive any notifications that we send out that are specific about your project.

Note: The person that created the profile will automatically show up as the Applicant.

Add all the different type of contacts that are on the project.



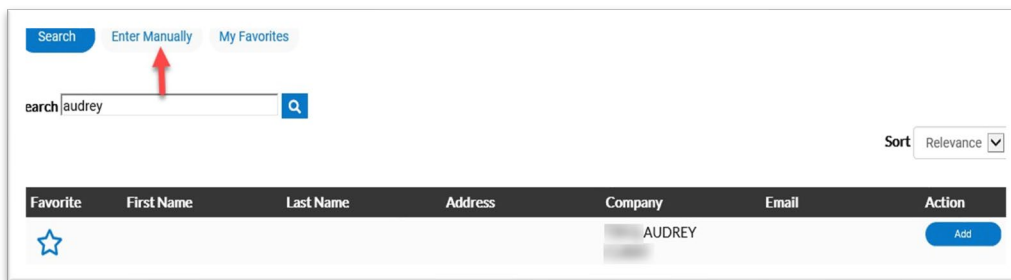
To add another contact click on the Add Contact.



Choose the type of contact to add. The different type of contacts available to add are displayed below.

Search for Name, E-mail, or Company in the search field and click the search button.

If after you have searched and the contact information displayed is not what you are looking for, you are able to enter Contacts manually. Click on the Enter Manually option and will be able to enter the contact information. See red arrow below.





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Once you have completed the Contacts for your project click the next button.

Good Morning, Audrey Abeyta

Dashboard Home Apply View Help

Apply for Permit - Commercial Express Application **REQUIRED**

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS
You can put yourself as a contact multiple times if needed.

Applicant
Audrey Abeyta (You)
Test CSS Property Mgt. LLC.
9 Cumbres, Santa Fe, NM,
87505

Contractor
Add Contact
REQUIRED

Owner
Add Contact
REQUIRED

Agent

Add Contact

Back Save Draft Next

VIII. Permit Application Information

Please fill out all the required fields in the More Info section.

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

Apply for Permit - Commercial Express Application **REQUIRED**

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

You can download the applications using the links below, or go to the Santa Fe Building Permit Submittals site here:
https://www.santafenm.gov/construction_permit_submittal_checklists

Re-Roof Application [Re-Roof Application](#) [Next Section | Top | Main Menu](#)

Info [Building Permit Application](#) [Building Permit Application](#) [Previous Section | Next Section | Top | Main Menu](#)

Describe what facility is to be used for, i.e. new single family residence, new fast food restaurant,

*Proposed Use(s)

Proposed Use(s) is required.

Waiver of Affordable Housing Fees 100% No



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IX. Applicant Signature

Once you have completed the More Info portion of the application you will be required to electronically sign the application. Enter your name and click Next.

X. Attachments

Please attach all required documents for the permit application in this section and click Next.

XI. Review and Submit

Review the permit application and click submit

You have completed your application online!!