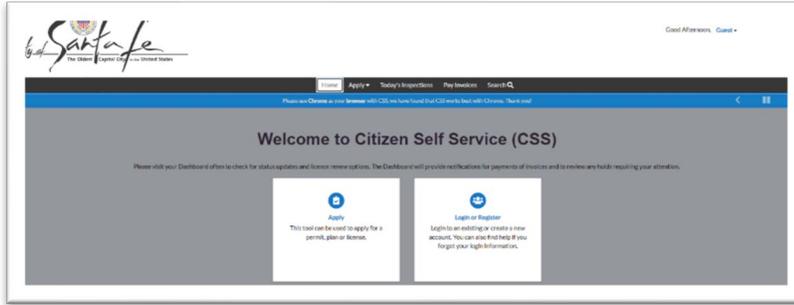




Citizen Self Service (CSS) Guide: How to Apply for a Secondary Permit

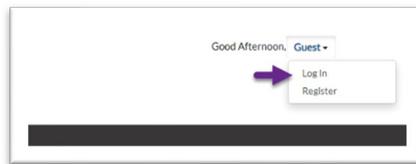
I. Visit

Visit <https://santafenm-energypub.tylerhost.net/Apps/selfservice#/home> and user will be navigated to the CSS Website Home Page



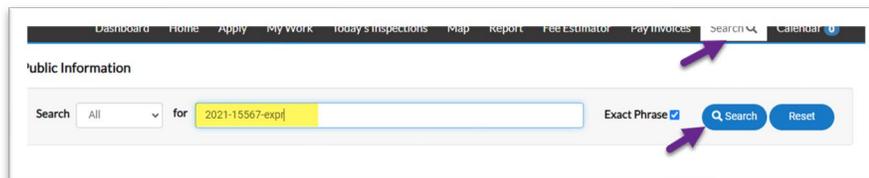
II. Log in

Log In to the CSS website, using login credentials (Note: If you have not registered for an account click register and create a profile.)



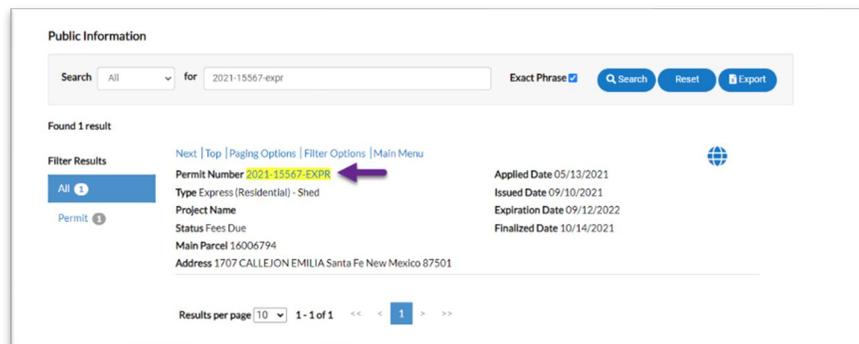
III. Search

Select the Search Icon. Input the Permit Number and click Search



IV. Permit Number

The permit number will be displayed, Select the permit number you will be navigated to the Summary Page for the Permit





Citizen SelfService (CSS) Guide: How to Apply for a Secondary Permit

V. Sub Records

Select the Sub-Records

Permit Number: ZU21-1556/-EXPR Add to Cart

• Permit cannot be printed at this time. You do not have access to it.

Permit Details | Tab Elements | Main Menu

Type:	Express (Residential) - Shed	Status:	Fees Due	Project Name:	
IVR Number:	225812	Applied Date:	05/13/2021	Issue Date:	09/10/2021
District:	Council District 1	Assigned To:	Smith, Kevin	Expire Date:	09/12/2022
Square Feet:	0.00	Valuation:	\$10,200.00	Finalized Date:	10/14/2021
Description:	for new 14'x22' 308 sf tuff shed garage model structure placed on lot behind residence				

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

VI. Apply

You will have the option to Apply for any Sub-Task

Type	Action
Building (Residential) Trade - Electrical	Apply
Building (Residential) Trade - Mechanical	Apply
Building (Residential) Trade - Plumbing/Gas	Apply

Results per page 10 1 - 3 of 3 << < 1 > >>

VII. Location

Once the Sub-Task is selected, you will be navigated to the Location Screen – Select Next

LOCATIONS

If you require documents for Historic District Property applications, you can find them here: https://www.santafenm.gov/historic_preservation If you require a Technical Review for an Escarpment District, you can contact engineering@santafenm.gov.

Type: Location

US

1707 CALLEJON EMILIA,
Santa Fe, New Mexico,

Main Address

Parcel Number

16006794

Main Parcel

Remove

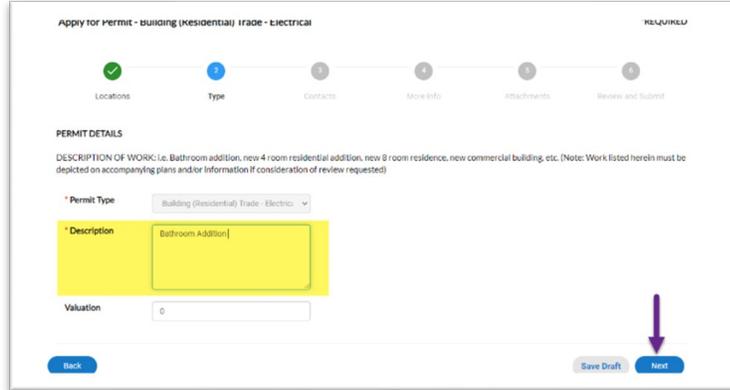
Save Draft Next



Citizen SelfService (CSS) Guide: How to Apply for a Secondary Permit

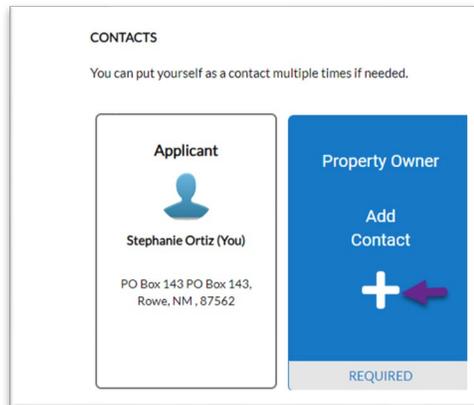
VIII. Permit Details

User is navigated to Permit Details (type) screen (NOTE: You will be required to type a description) Click the Next button



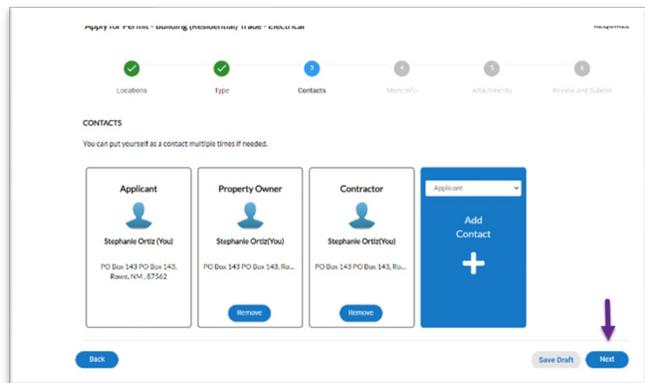
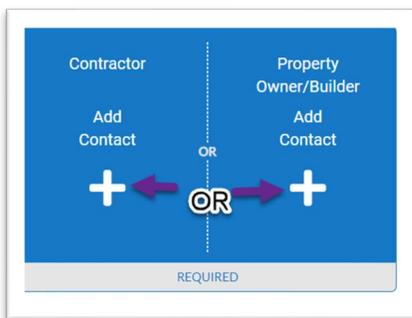
IX. Contact

User is navigated to Contact screen Select the Add Contact (Owner)



X. Add Contact

Select Add Contact (Contractor) and Click the Next button





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XI. Application

User is navigated to the More Info Screen and is Required to fill 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)

Apply for Permit - Building (Residential) Trade - Electrical *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

Permit Info

*Linear Feet of Trenching

*Equipment Mounting

Electrical

*Low Voltage Units

*Temporary Power Pole (Yes/No)

*Customer-Owned Distribution (each pole)

*Customer-Owned Dist. Underground (Per 100ft)

*Service Charge Only/No Outlets

*Low Voltage (Yes/No)

Electrical Service/Panel Size - Residential Details

	0-100 AMP	150 - 200 AMP	201-320 AMP	321-400 AMP	Over 400 AMP
1					

*Manufactured Home Service (Yes/No)

Once all fields have been completed click the Next button

Back Save Draft **Next**

XII. Attachments

Users navigate to the Attachments Screen. User can add any attachments needed once you have attached everything click next. (NOTE: You do not need to attach any attachments to move forward)

Apply for Permit - Building (Residential) Trade - Electrical *REQUIRED

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

Attachments

Please attach a filled out version of the application to this permit, along with any other required documents noted on the application. Electrical Plan required with 400 or greater amps.

Select Type

Add Attachment

Supported: pdf, jpg, png, jpeg, gif, ppt, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf,...



Citizen SelfService (CSS) Guide: How to Apply for a Secondary Permit

XIII. Review

User is navigated to the Review Screen. Verify all information is correct and Click Submit.

The screenshot shows the 'Review and Submit' step of the permit application process. The title is 'Apply for Permit - Building (Residential) Trade - Electrical'. A progress bar at the top shows six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. The 'Review and Submit' step is highlighted with a blue circle and a '1' inside. A purple arrow points to the 'Submit' button. Below the progress bar, the application details are displayed in a form:

Locations	
Location	1707 CALLE JON EMILIA, Santa Fe, New Mexico, 87501
Parcel Number	16006794

Basic Info	
Type	Building (Residential) Trade - Electrical
Description	Bathroom Addition
Valuation	0
Applied Date	01/30/2024

Contacts	
Applicant	Stephanie Ortiz PO Box 143 PO Box 143, Rowe, NM., 87562
Property Owner	Stephanie Ortiz PO Box 143 PO Box 143, Rowe, NM., 87562
Contractor	Stephanie Ortiz PO Box 143 PO Box 143, Rowe, NM., 87562

XIV. Submission

User will receive a confirmation indicating the application was submitted successfully

The screenshot shows the confirmation screen after a permit application has been submitted successfully. A green banner at the top reads: '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.' Below the banner, the permit details are displayed:

Permit Number: 2024-22522-TRDR

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

Type:	Building (Residential) Trade - Electrical	Status:	Submitted - Online	Project Name:	
IVR Number:	236317	Applied Date:	01/30/2024	Issue Date:	
District:	Council District 1	Assigned To:		Expire Date:	
		Valuation:	\$0.00	Finalized Date:	
Description:	Bathroom Addition				