# How to Apply for a Case in CSS

*EnerGov – CSS*

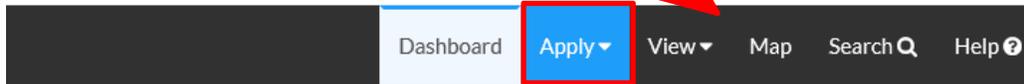## OVERVIEW

This document will take you through the steps to register or log in to CSS.

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# How to Apply for a Case

1. Click on **Apply**.



| Permits | Plans |
|---|---|
| > Residential Accessory Structure | > Easement Abandonment |
| > Residential Alteration | > Board of Administrative Review Appeal |
| > Residential Deck | > Board of Zoning Appeals |
| > Residential Driveway | > Council Appeal |
| > Residential Fence | > Planning Commission Appeal |
| > All (54) | > All (22) |

2. Select from the choices listed.

3. The **Apply for Permit/Plan** screen will open and the Type chosen will default under **Details**.



- (\*)Denotes that the field is required in order to save the Permit/Plan.
- **Description:** Citizen will need to complete a description of the work that the Permit/Plan is being created for in this field.
- **Square Feet:** (may not be required for all types) Citizen will need to provide how many square feet the Permit/Plan will occupy. This value must be greater than zero.
- **Valuation:** (may not be required for all types) Citizen will need to provide the estimated cost of the task that the Permit/Plan relates to in this field. This value must be greater than zero.

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4. **Add Address:** Select from the dropdown box what type of address is being added. Click on the **+** in the center of the **Add Address** card. An **Add Address** screen will appear. Enter the full address and click **Search** or the magnifying glass. If your address is located within the municipality, the record for the address will appear. If not, choose **Enter Manually** if your address is outside the municipality. (EnerGov Best Practice is to always **Search** first.) Add in the address for the Permit/Plan. The street number, street name, city and postal code are required. Click **Submit**.

5. **Contacts:** The registrants contact information will default to the first Contact card listed. If there are additional contacts that need to be added to the Permit/Plan that is being applied for, click on the **Add Contact +**. Choose from the dropdown box the contact type. In the search box, type in Name, Email, or Company name and click the magnifying glass to search the Global Contacts in EnerGov for an existing contact. If the person, email or company is an existing contact click **Add** to add the contact to the application. If contact does not exist in Global Contacts, click **Enter Manually** and fill in the required fields. Click **Submit**.

**ATTACHMENTS**
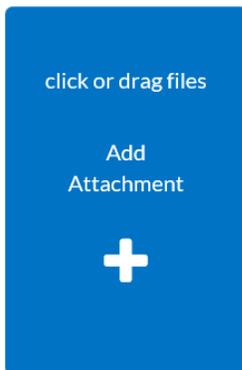


4. **Attachments:** Click on the **Add Attachment +** card to open Windows Explorer. The citizen may click to insert or drag files into the Add Attachment card. (Certain Plan/Permit types may have required documents that must be attached in order to save.)

Save Draft    Next    Save

5. **Save Daft:** Click **Save Draft** if the information is incomplete and needs to be finished at a later date. The citizen may click on the Draft status circle on the Dashboard to resume their Permit/Plan.

6. **Next:** Click **Next** to be taken to the **Additional Information** page. These fields are customized by the System Administrator.

7. **Save:** Click **Save** to submit the application if the no other fields are required.

**If fields are left blank and Save Draft, Next or Save is clicked, an alert box will notify the citizen that information is missing.