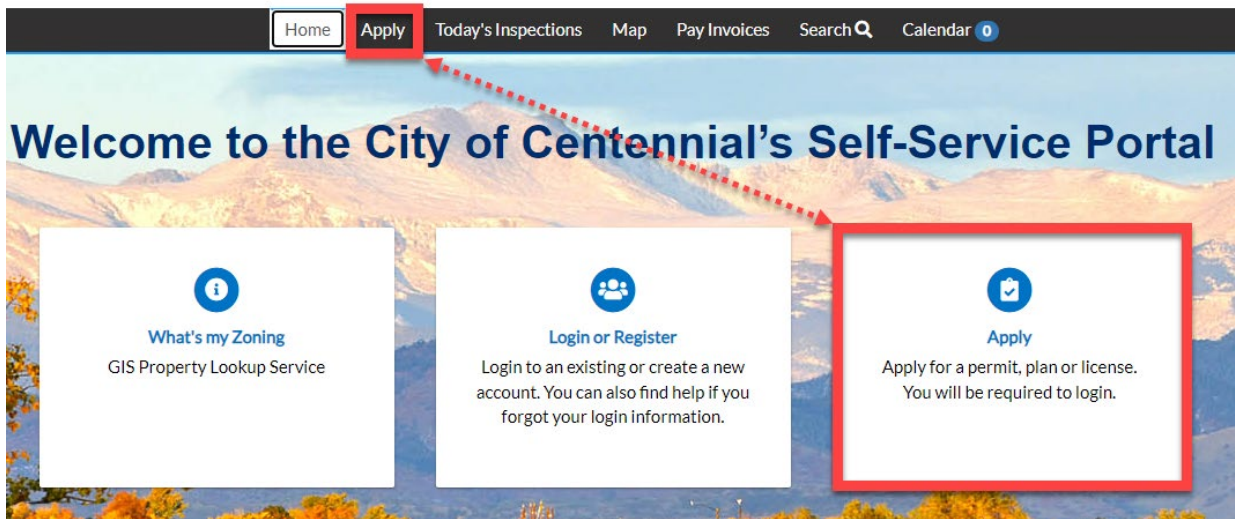
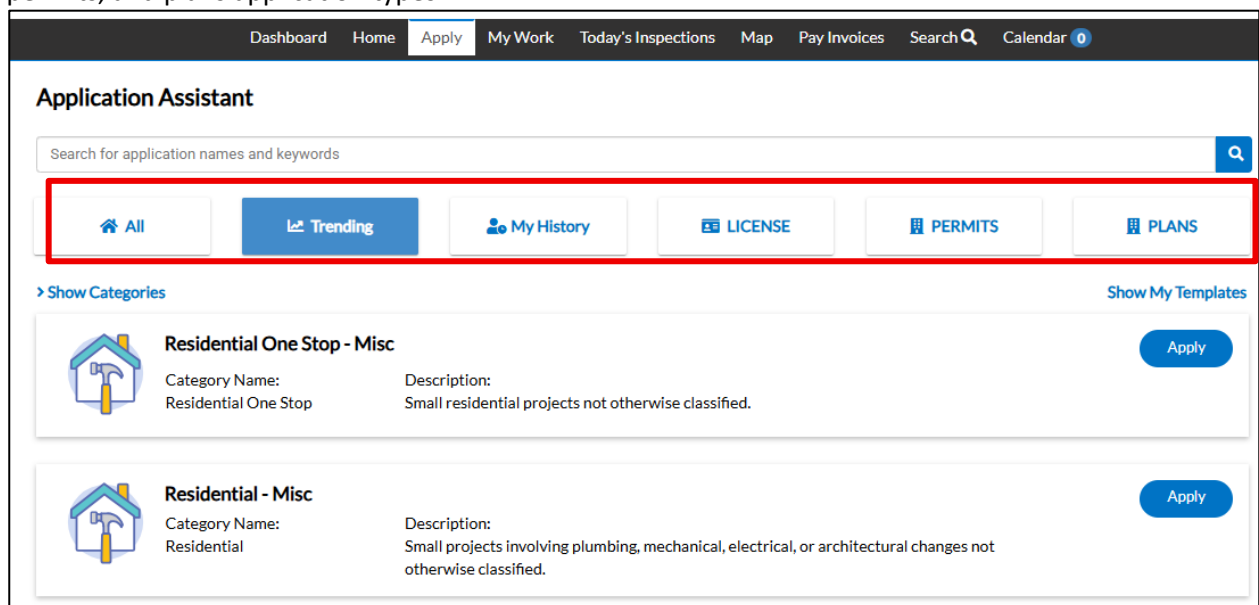


Applying for a permit, plan or license

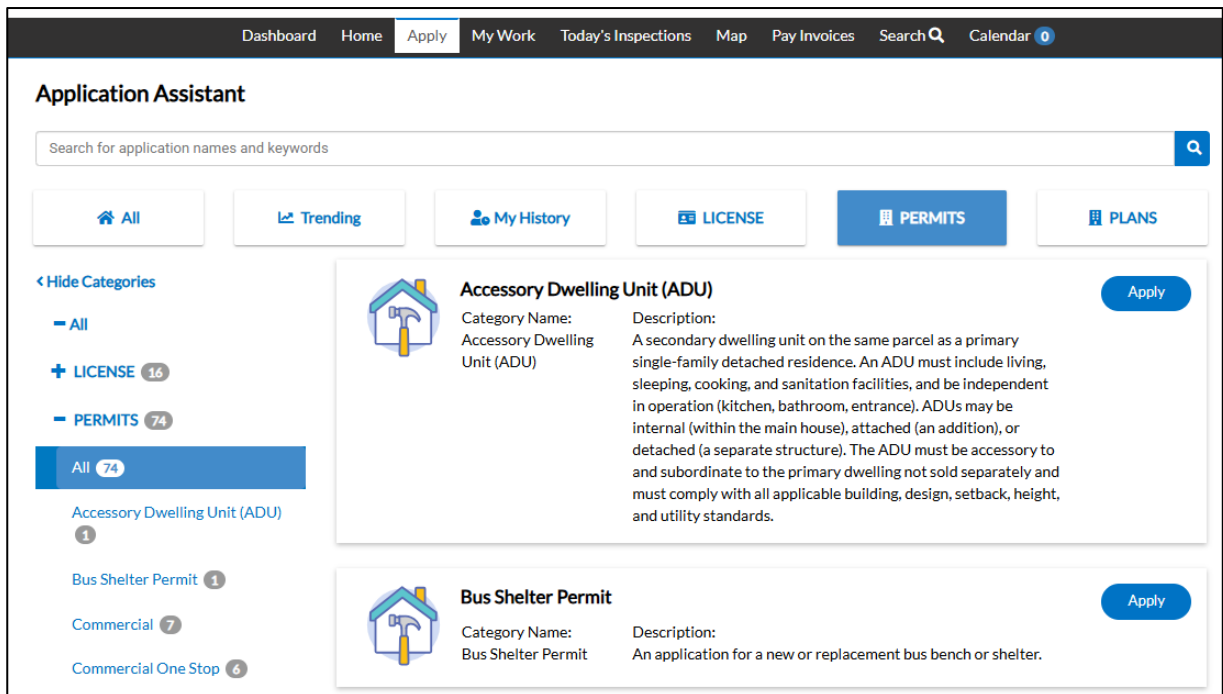
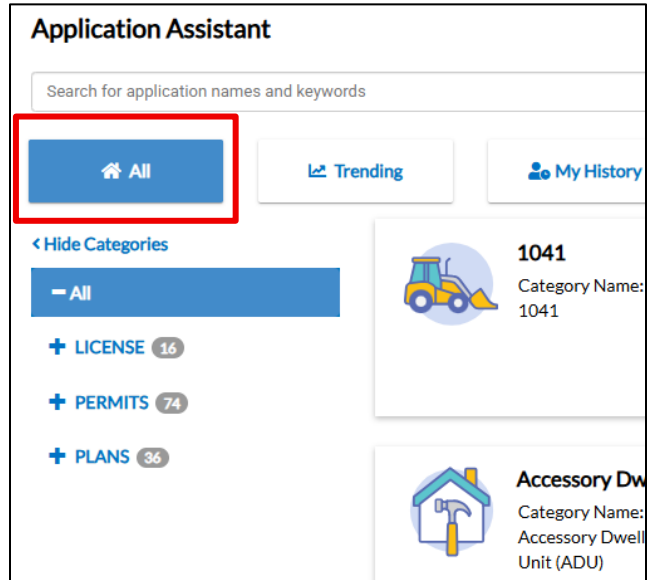
1. Navigate to the City of Centennial's Self-Service Portal (CSS portal) to login.
<https://cityofcentennialco-energovweb.tylerhost.net/apps/selfservice>
2. Click **Apply** in the menu on the Self-Service Portal home page or click the **Apply** card to open the Application Assistant page.



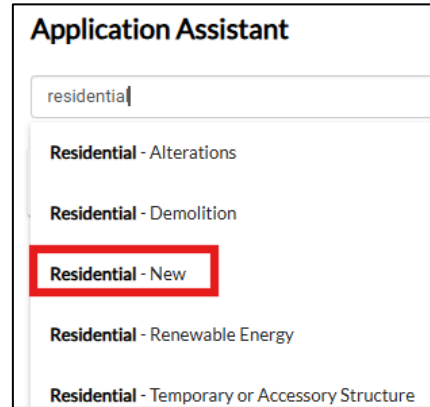
3. The Application Assistant displays tabs for all, trending, my history (when logged in), license, permits, and plans application types.



4. Click **All** to choose from all types of permits, plan, and license applications available in the CSS portal.
5. Click **Show Categories** to select a category and narrow the results.
6. Click **Hide Categories** to collapse the category list.
7. Click **Trending** to choose from the jurisdiction’s current most common application types.
8. Click **My History** to choose an application type for which the customer has previously applied. This tab displays only for registered users.
9. Click **LICENSES** to choose a type of license, which includes professional and business licenses.
10. Click **PERMITS** to choose a type of permit.
11. Click **PLANS** to choose a type of plan.



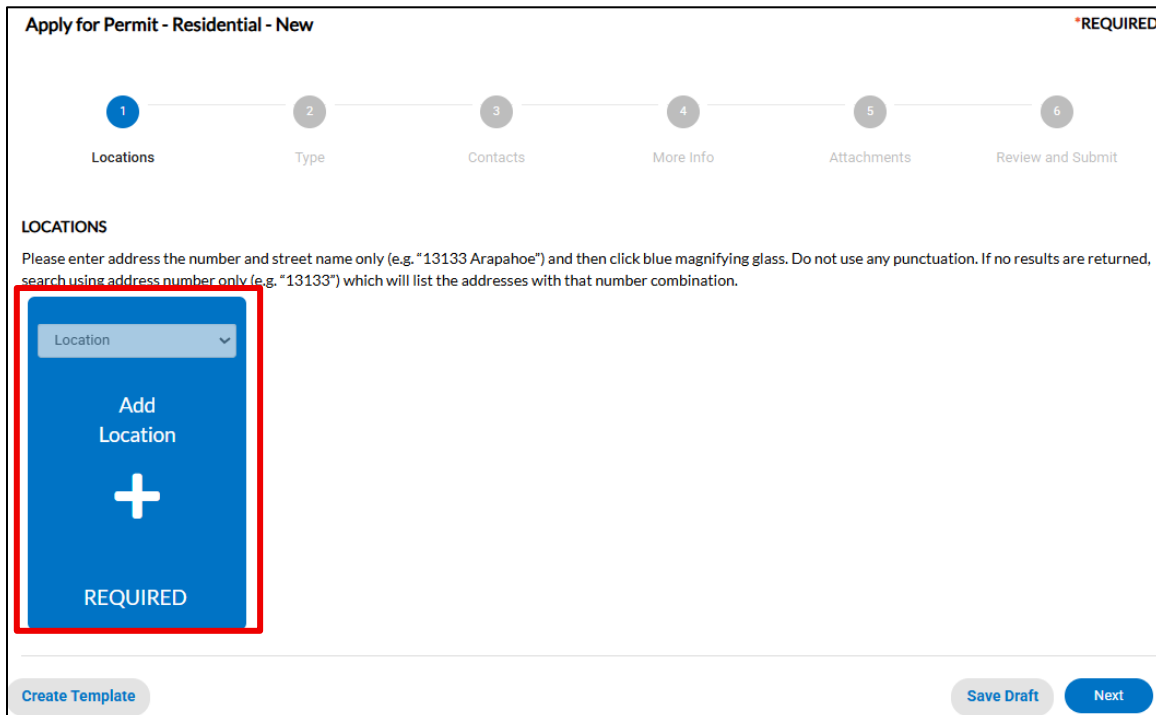
12. Type **key words** to search for application types. As the customer types, the CSS portal displays common results.
13. Select the **desired result** in the list. See example below for a Residential – New application.



Step 1 - Location

To add the location for the case:

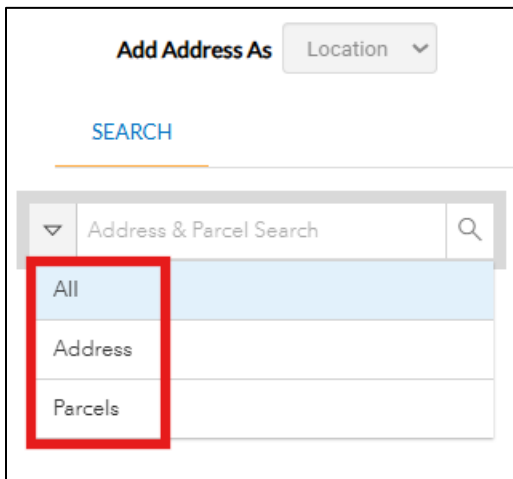
1. Select the **type of address** on the Add Location card. The card may display a default address type (e.g., Location).
2. Click **add** on the Location card to add a location.



The screenshot shows the "Apply for Permit - Residential - New" application form. At the top right, it is marked as "REQUIRED". A progress bar at the top indicates six steps: 1. Locations, 2. Type, 3. Contacts, 4. More info, 5. Attachments, and 6. Review and Submit. Step 1, "LOCATIONS", is currently active. Below the progress bar, there is a text instruction: "Please enter address the number and street name only (e.g. '13133 Arapahoe') and then click blue magnifying glass. Do not use any punctuation. If no results are returned, search using address number only (e.g. '13133') which will list the addresses with that number combination." Below this instruction is a blue card with a search bar labeled "Location", the text "Add Location", a white plus sign icon, and the word "REQUIRED" at the bottom. A red box highlights the entire blue card. At the bottom of the form, there are three buttons: "Create Template", "Save Draft", and "Next".

Search for an Address

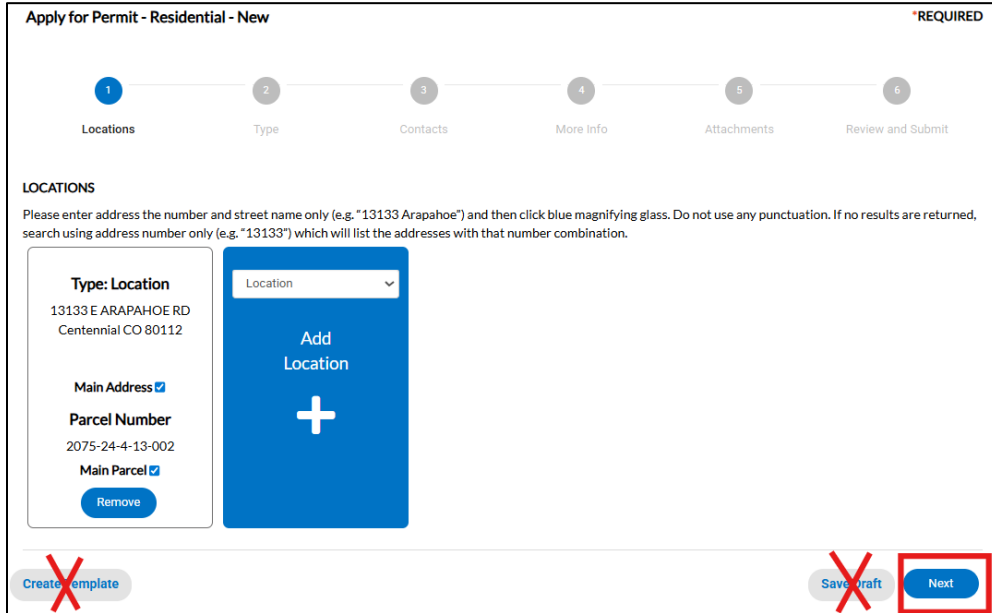
3. Click the **arrow** to expand the search box.
4. Select **All**, **Address**, or **Parcels** to filter the results. The default is All.



5. Or type an **address, parcel number, or partial address or parcel number**.
6. Click **search** or press **enter** on the keyboard.
7. Or click **Use current location**.
8. Mark the desired **Address**.
 - a. Click **Add** in the search results to add a case at this location.
9. Or click **Add** in the popup on the map to add a case at this location.
10. Click **Next**.



11. Click the Next button to continue. **Do Not Create a Template or save a Draft.**

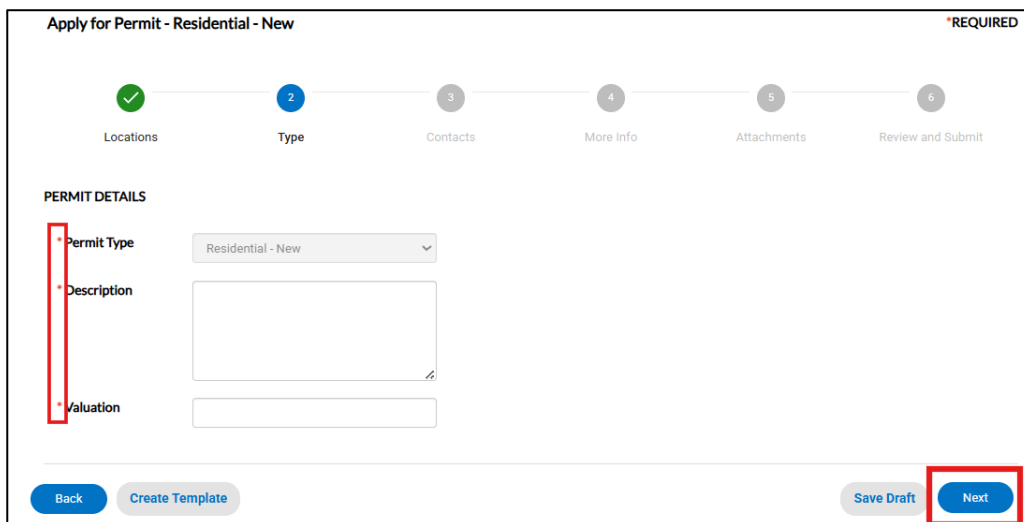


Step 2: Type

The CSS portal displays the application type. **NOTE Required fields are noted with a red asterisk (*).**

To add case details:

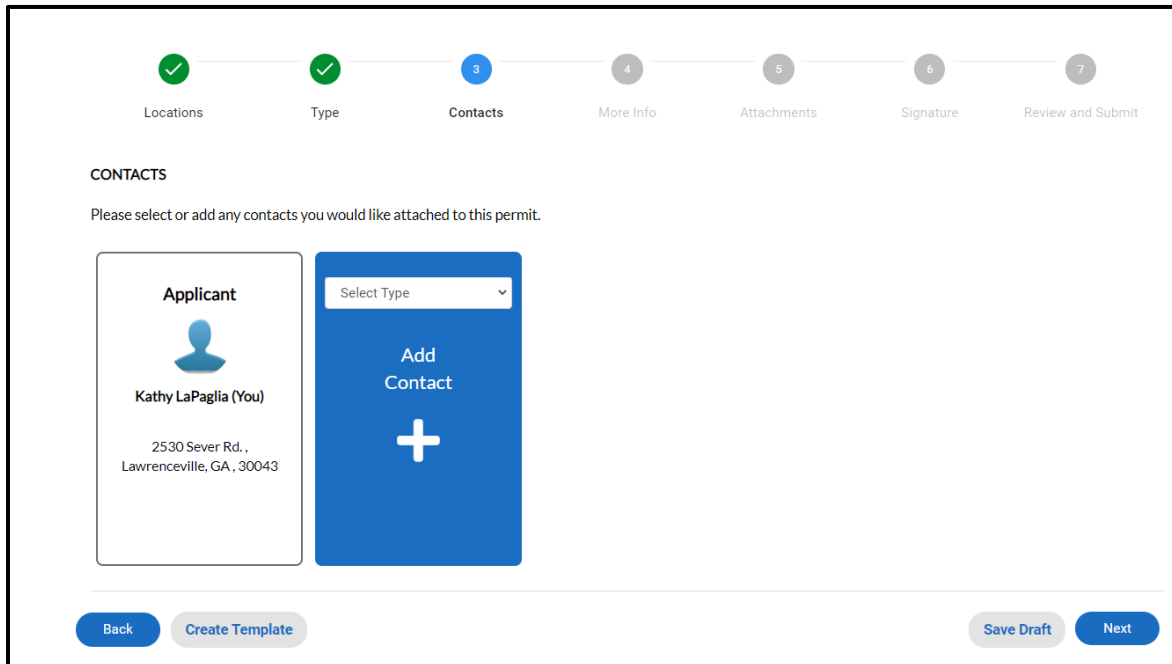
1. Type a **Description** if required.
2. Type **Square Feet** and/or **Valuation** if required.
3. Click **Next**.



Step 3: Contacts

The CSS portal populates the registered user's contact information as the first contact on permit and plan applications. The customer must add the first contact for other types of records. Customers can add more contacts if desired.

If a contact card is outlined in red and labeled Required, the customer must add the contact type to the application.



Progress bar: 1 (check), 2 (check), 3 (3), 4 (4), 5 (5), 6 (6), 7 (7)

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

CONTACTS

Please select or add any contacts you would like attached to this permit.

Applicant
Kathy LaPaglia (You)
2530 Sever Rd.,
Lawrenceville, GA , 30043

Select Type

Add Contact

Back Create Template Save Draft Next


To add contacts:

1. Select the **contact type** if the card displays the Select Type dropdown.
2. Click **add** (the plus button) to search for a contact or manually enter contact information.
3. Type a full or partial **Name, email, or Company name**.
4. Click **search**.

CONTACTS

Please select or add any contacts you would like attached to this permit.

Applicant



Kathy LaPaglia (You)

2530 Sever Rd.,
Lawrenceville, GA, 30043

Select Type ▼

Select Type

- Applicant
- Architect
- Contractor
- Developer
- Owner
- Owner/Builder

+

[Back to Application](#)

Add Contact

Add Contact As

Search
My Favorites

Search 🔍

5. Click **add** to add the contact to the application if the person or company is an existing contact or their email address is connected to an existing contact.
6. Click the **star** to add the contact as a favorite to easily locate it in the future in My Favorites.
7. Click **Next** after adding all case contacts.

Step 4: More Info

The More Info step displays fields required by the City of Centennial that vary based on application type. **NOTE: Required fields are noted with a red asterisk (*).**

1. Type **information** required or mark applicable **boxes**.
2. Click **Next** to continue.

***REQUIRED**

✔ ✔ ✔ 4 5 6

Locations
Type
Contacts
More Info
Attachments
Review and Submit

MORE INFO

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***Building Occupancy**

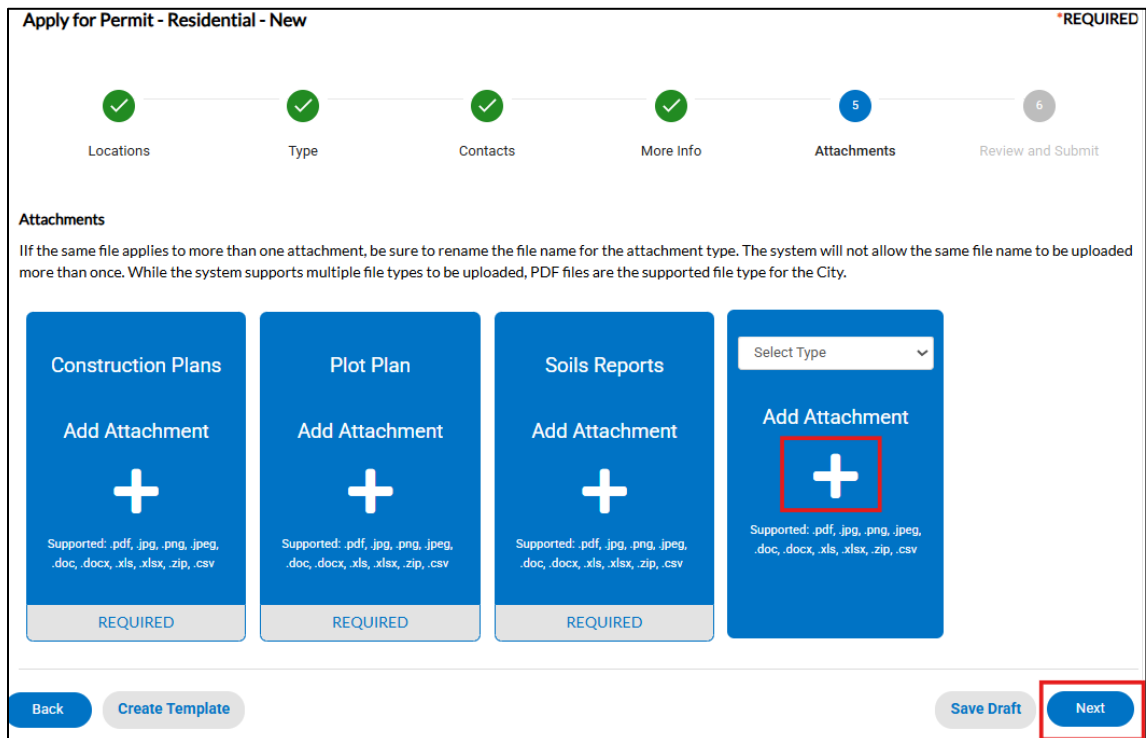
<input type="checkbox"/>	A-1 Theaters, Concert Halls
<input type="checkbox"/>	A-2 Restaurants, Night Clubs
<input type="checkbox"/>	A-3 Churches, Gymnasiums
<input checked="" type="checkbox"/>	A-4 Arenas, Skating Rinks

Step 5: Attachments

The Attachments step allows customers to upload files related to the application. To attach files:

1. Select the **file type** if the card displays the Select Type dropdown.
2. Click **add** on each card to attach files. The CSS portal displays REQUIRED on a card if the jurisdiction requires a certain file type (e.g., building plans, blueprints, driver's license).
3. Locate and select the **file** on the computer or server.
4. Click **Open**.
5. Click **Next** after all files have been uploaded.

NOTE: If the same file applies to more than one attachment, be sure to rename the file name for the attachment type. The system will not allow the same file name to be uploaded more than once. While the system supports multiple file types to be uploaded, PDF files are the supported file type for the City.



Apply for Permit - Residential - New *REQUIRED

Progress: Locations (✓), Type (✓), Contacts (✓), More Info (✓), Attachments (5), Review and Submit (6)

Attachments

If the same file applies to more than one attachment, be sure to rename the file name for the attachment type. The system will not allow the same file name to be uploaded more than once. While the system supports multiple file types to be uploaded, PDF files are the supported file type for the City.

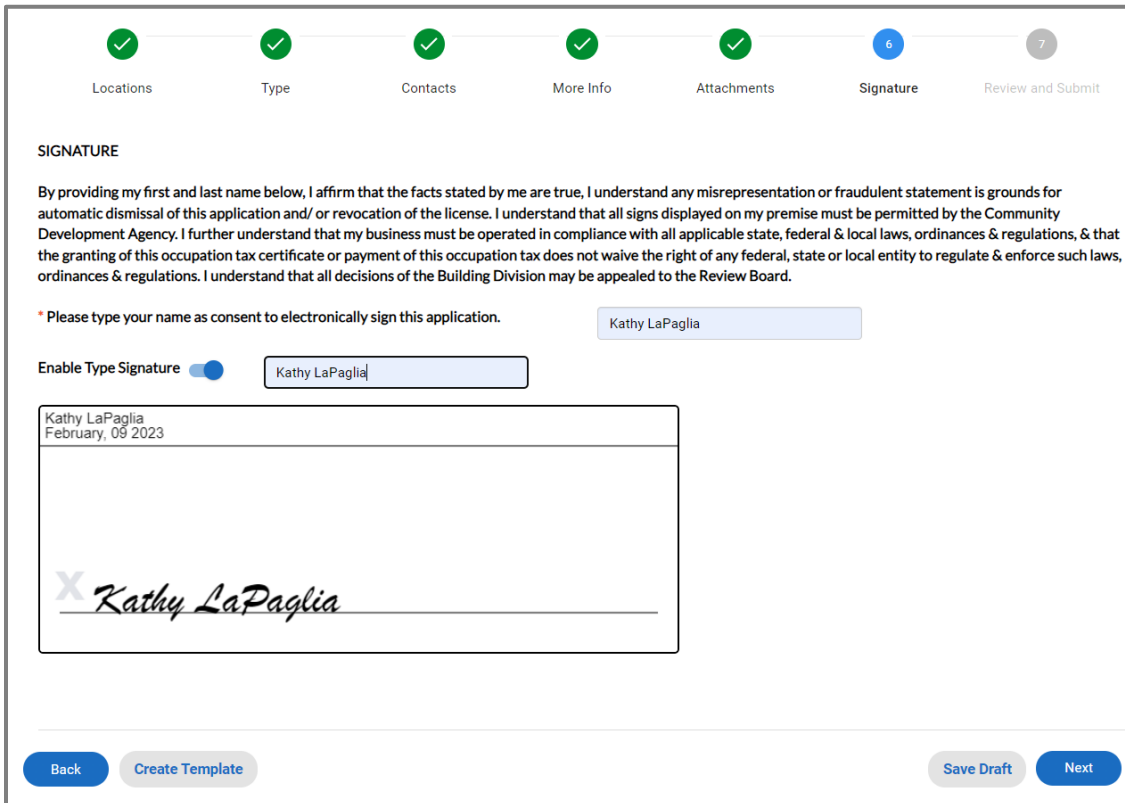
Attachment Type	Supported File Types	Required
Construction Plans	.pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv	REQUIRED
Plot Plan	.pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv	REQUIRED
Soils Reports	.pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv	REQUIRED
Other (with dropdown)	.pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv	REQUIRED

Buttons: Back, Create Template, Save Draft, **Next**

Step 6: Signature (not applicable in all application types)

The Signature step allows the customer to consent electronically for the application. If required:

1. Type the **applicant's name** in the first field.
2. Toggle on **Enable Type Signature**.
3. Type the **name** again and the CSS portal populates the signature field.
4. Or leave the **Enable Type Signature** toggled off and draw the **signature** in the signature field.
5. Click **Next**.



The screenshot shows a progress bar at the top with seven steps: Locations, Type, Contacts, More Info, Attachments, Signature (highlighted in blue), and Review and Submit. Below the progress bar, the 'SIGNATURE' section contains a disclaimer: 'By providing my first and last name below, I affirm that the facts stated by me are true, I understand any misrepresentation or fraudulent statement is grounds for automatic dismissal of this application and/ or revocation of the license. I understand that all signs displayed on my premise must be permitted by the Community Development Agency. I further understand that my business must be operated in compliance with all applicable state, federal & local laws, ordinances & regulations, & that the granting of this occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate & enforce such laws, ordinances & regulations. I understand that all decisions of the Building Division may be appealed to the Review Board.' Below the disclaimer is a text input field with the name 'Kathy LaPaglia' and a note: '* Please type your name as consent to electronically sign this application.' Underneath is a toggle for 'Enable Type Signature' which is turned on, followed by another text input field with 'Kathy LaPaglia'. A large signature box contains the name 'Kathy LaPaglia' and the date 'February, 09 2023'. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

Step 7: Review and Submit

1. Review the application including uploaded attachments, more info fields, and estimated fees (if configured to display). **Do Not Create a Template or save a Draft.**
2. Click **Submit** if the application is complete and accurate.

Height	250
Number of Units	100
Total Sq. Ft. of House	

Electrical

Electrical Voltage	256666
Electrical Amperage	5335588
Electrical Valuation	1222556

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Attachments

Construction Plans	Sample attachment 4.pdf
Plot Plan	Sample attachment 2.xlsx
Soils Reports	Sample attachment 3.docx

[Back](#)
[Create Template](#)
[Save Draft](#)
[Submit](#)

Success Page

Once the application is submitted, the CSS portal may display a success message or immediately display the record based on application type. The CSS portal displays fee information if an invoice for fees has been created automatically.

1. Click **Continue To** the record if no fees display.
2. Or click **Add to Cart** in the Fees section for fees that the CSS portal has automatically invoiced.

✔ **Your application was successfully submitted!**

Your application has been submitted successfully! We are currently reviewing your application for completeness and will notify you if additional information is needed.

[Continue to permit](#)

Fees

\$825.00

[View Details](#)
[Add to Cart](#)