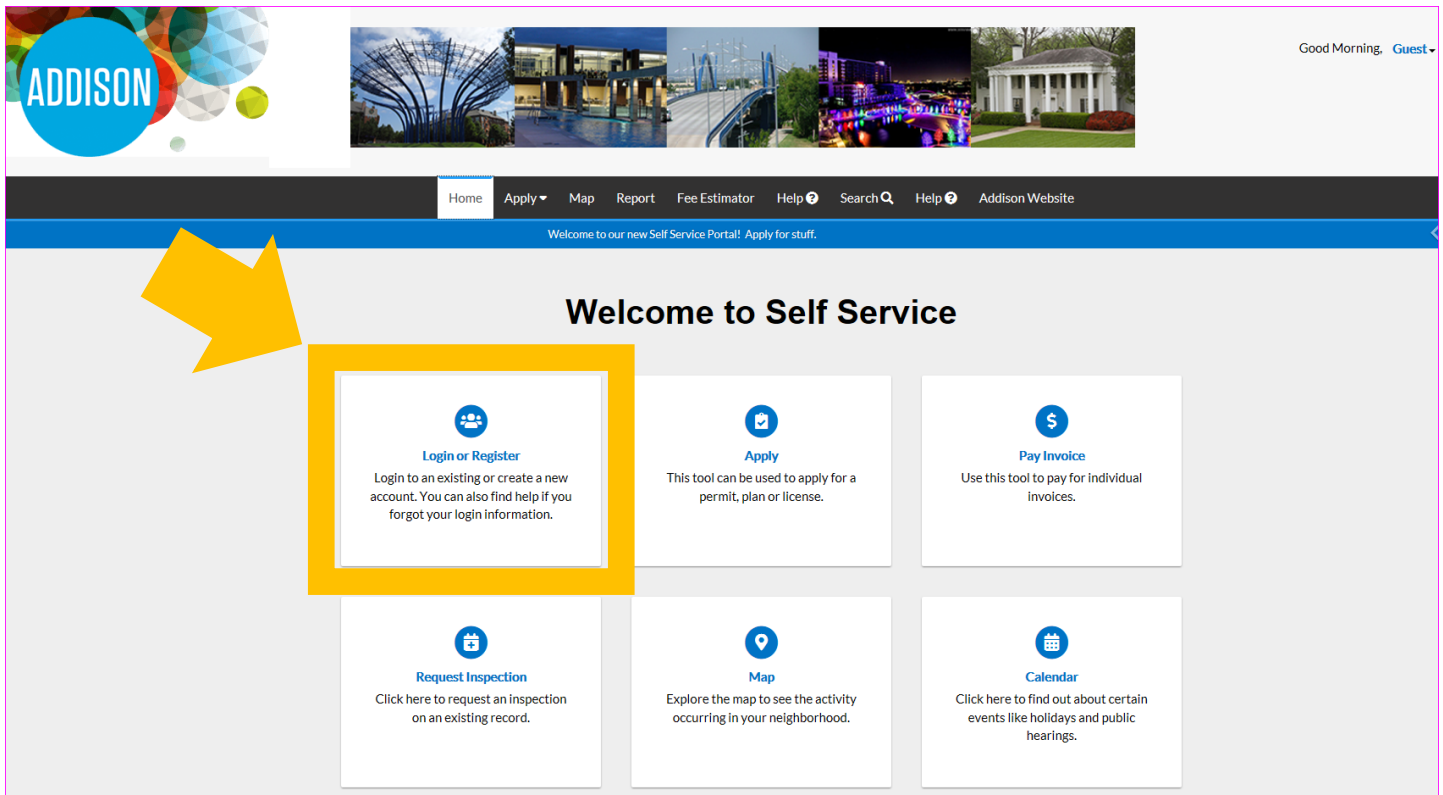


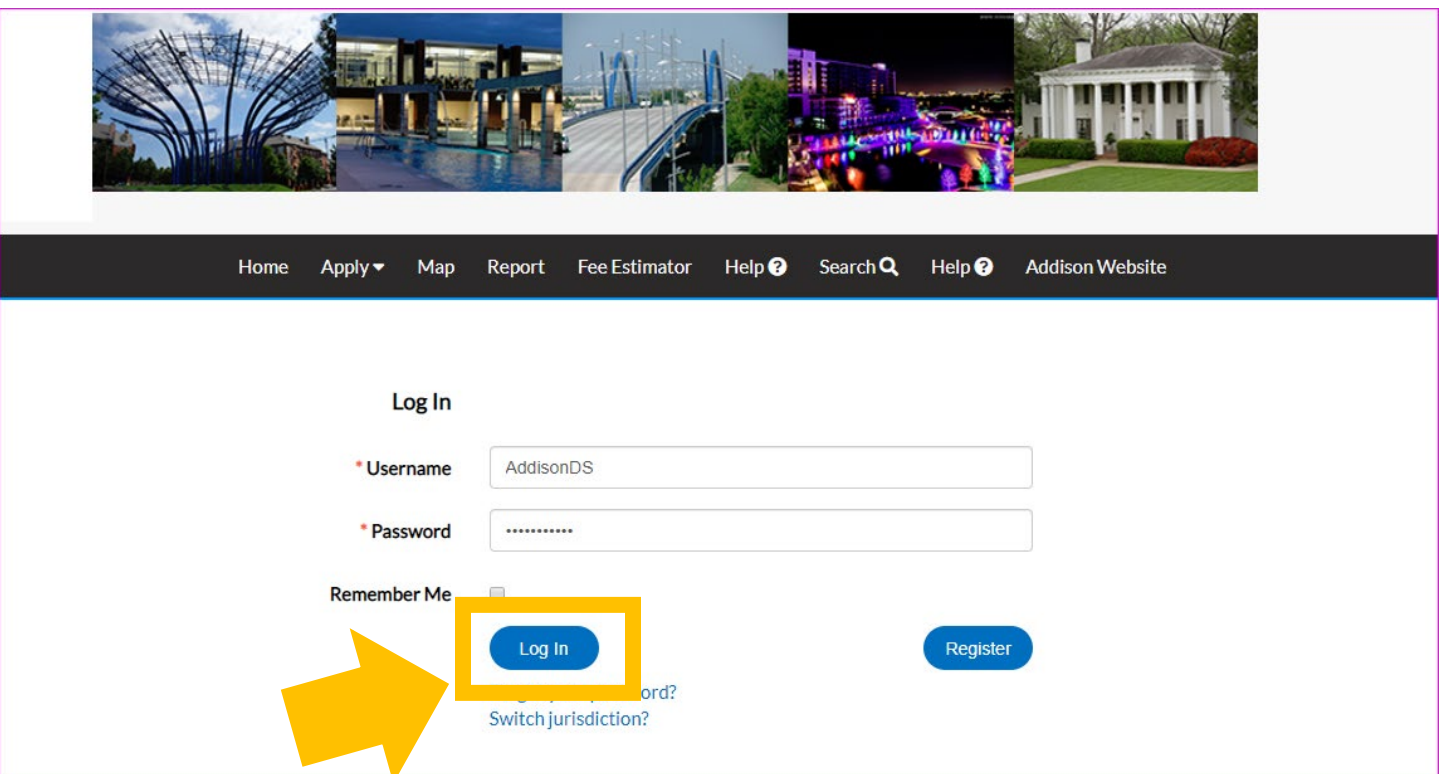
HOW TO APPLY FOR PLANS OR PERMITS IN CSS PORTAL

MAKE SURE YOU HAVE A REGISTERED ACCOUNT IN THE CSS PORTAL. IF YOU HAVE NOT REGISTERED, PLEASE REFER TO THE INSTRUCTIONAL GUIDE OR VIDEO TITLED “HOW TO REGISTER IN CSS.”

STEP 1. FROM THE CSS HOME PAGE, CLICK THE LOGIN OR REGISTER ICON.

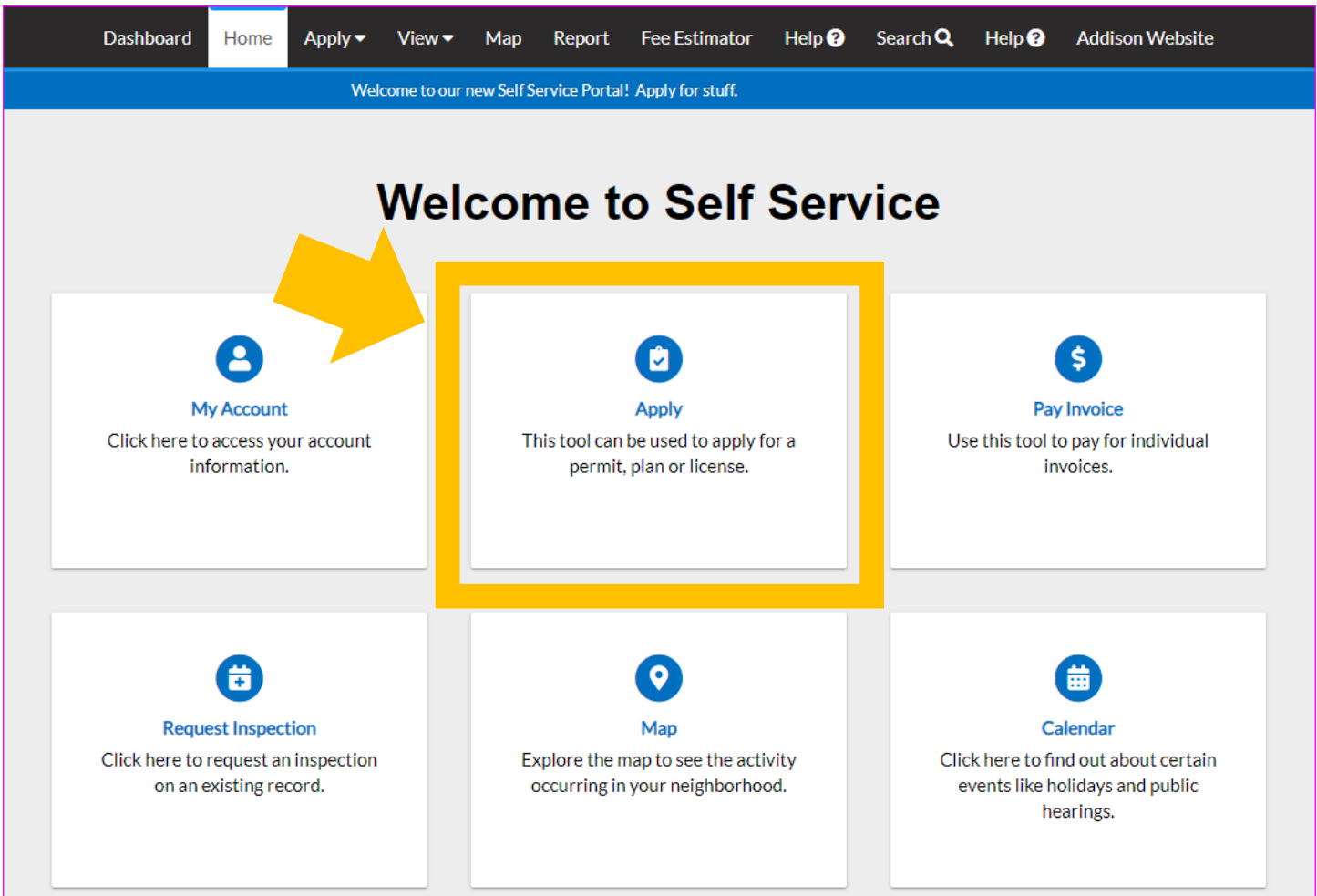


STEP 2. ENTER YOUR LOGIN INFORMATION AND CLICK LOG IN.



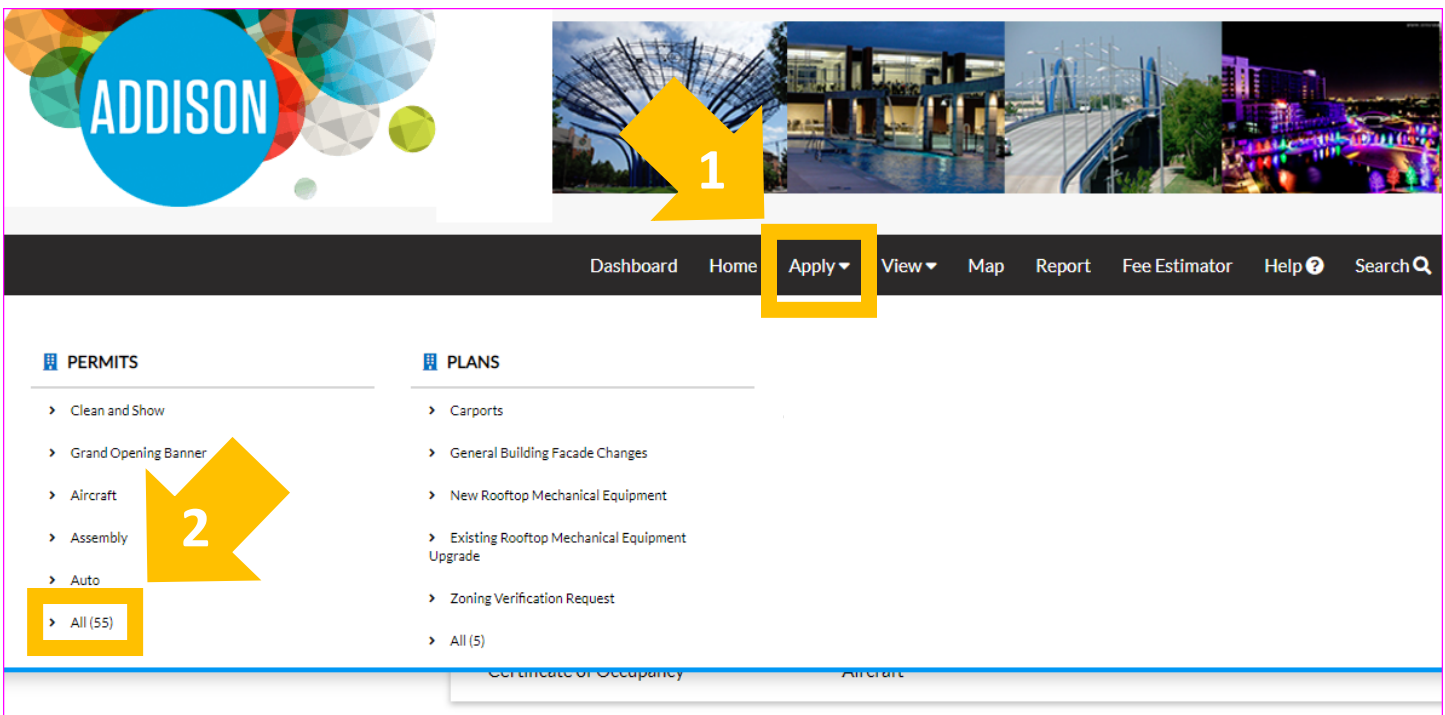
STEP 3. OPTION A

UPON LOGGING IN, YOU WILL BE DIRECTED BACK TO THE HOME PAGE. CLICK THE APPLY ICON.

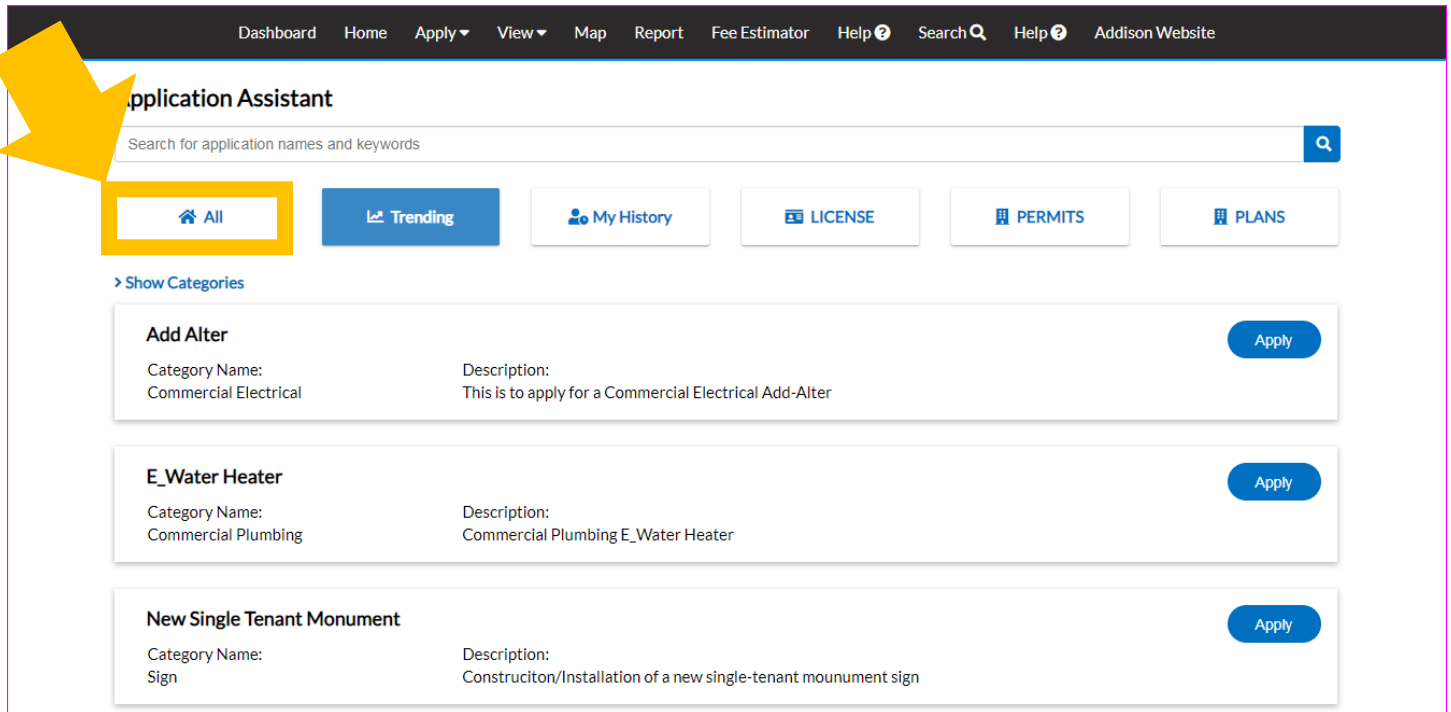


STEP 3. OPTION B.

YOU CAN ALSO ACCESS ALL AVAILABLE ONLINE PERMITS AND PLANS BY CLICKING ON THE APPLY TAB FROM THE BLACK BAR THAT RUNS ACROSS THE TOP OF THE PAGE. CLICK ALL TO EXPAND.



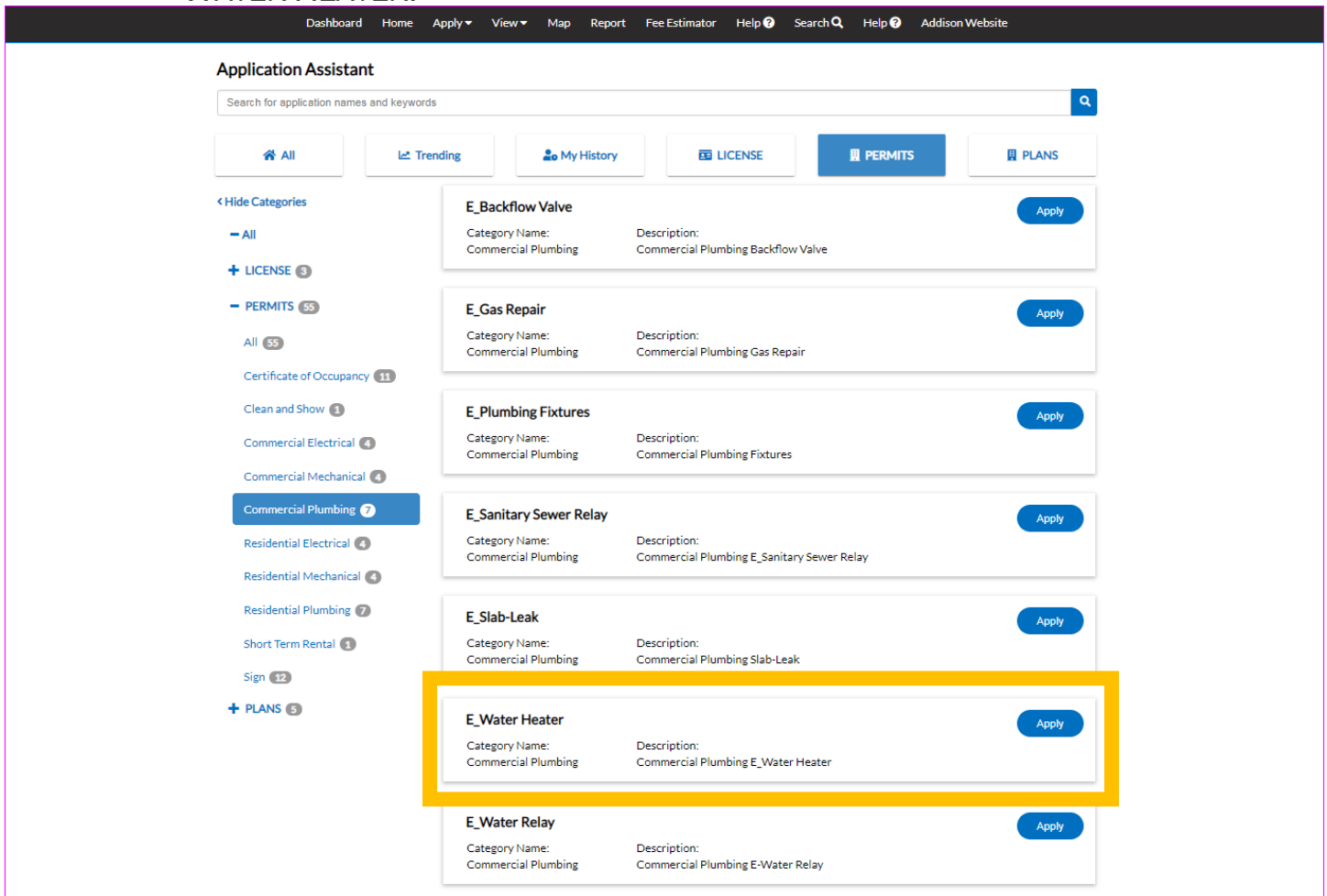
STEP 4. THE APPLICATION ASSISTANT PAGE WILL AUTOMATICALLY OPEN TO TRENDING PERMITS AND PLANS. EACH PERMIT OR PLAN WILL HAVE A BRIEF DESCRIPTION TO ASSIST YOU WITH YOUR SUBMITTAL. CLICK SHOW CATEGORIES, TO SHOW ALL AVAILABLE ONLINE PERMITS AND PLANS.



The screenshot shows the 'Application Assistant' page. At the top is a navigation bar with links: Dashboard, Home, Apply, View, Map, Report, Fee Estimator, Help, Search, Help, and Addison Website. Below the navigation bar is a search bar with the text 'Search for application names and keywords'. A yellow arrow points to the 'All' button in the 'Show Categories' section. The 'Show Categories' section contains three items: 'Add Alter', 'E_Water Heater', and 'New Single Tenant Monument'. Each item has a 'Category Name', a 'Description', and an 'Apply' button.

Category Name	Description	Action
Add Alter	This is to apply for a Commercial Electrical Add-Alter	Apply
E_Water Heater	Commercial Plumbing E_Water Heater	Apply
New Single Tenant Monument	Construction/Installation of a new single-tenant monument sign	Apply

STEP 5. HERE, YOU CAN MAKE YOUR SELECTION. FOR THIS EXAMPLE, WE WILL APPLY FOR A WATER HEATER.



The screenshot shows the 'Application Assistant' page with the 'PERMITS' button selected. The left sidebar shows a list of categories: All, LICENSE, PERMITS, Certificate of Occupancy, Clean and Show, Commercial Electrical, Commercial Mechanical, Commercial Plumbing, Residential Electrical, Residential Mechanical, Residential Plumbing, Short Term Rental, and Sign. The 'Commercial Plumbing' category is selected. The main content area shows a list of permits: 'E_Backflow Valve', 'E_Gas Repair', 'E_Plumbing Fixtures', 'E_Sanitary Sewer Relay', 'E_Slab-Leak', 'E_Water Heater', and 'E_Water Relay'. The 'E_Water Heater' permit is highlighted with a yellow box.

Category Name	Description	Action
E_Backflow Valve	Commercial Plumbing Backflow Valve	Apply
E_Gas Repair	Commercial Plumbing Gas Repair	Apply
E_Plumbing Fixtures	Commercial Plumbing Fixtures	Apply
E_Sanitary Sewer Relay	Commercial Plumbing E_Sanitary Sewer Relay	Apply
E_Slab-Leak	Commercial Plumbing Slab-Leak	Apply
E_Water Heater	Commercial Plumbing E_Water Heater	Apply
E_Water Relay	Commercial Plumbing E-Water Relay	Apply

STEP 6. CLICK APPLY.

Commercial Plumbing 7

Residential Electrical 4

Residential Mechanical 4

Residential Plumbing 7

Short Term Rental 1

Sign 12

+ PLANS 5

E_Sanitary Sewer Relay Apply

Category Name: Commercial Plumbing Description: Commercial Plumbing E_Sanitary Sewer Relay

E_Slab-Leak Apply

Category Name: Commercial Plumbing Description: Commercial Plumbing Slab-Leak

E_Water Heater Apply

Category Name: Commercial Plumbing Description: Commercial Plumbing E_Water Heater

E_Water Relay Apply

Category Name: Commercial Plumbing Description: Commercial Plumbing E-Water Relay

STEP 7. YOU WILL BE PROMPTED TO ENTER THE PHYSICAL LOCATION OF THE PROPERTY FOR WHICH YOU ARE REQUESTING A PERMIT. CLICK ADD LOCATION.

Dashboard Home Apply View Map Report Fee Estimator Help Search Help Addison Website

Apply for Permit - E_Water Heater *REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Physical Property Addr

Add Location

+

Save Draft Next

STEP 8. ENTER THE ADDRESS IN THE SEARCH BAR AND CLICK THE MAGNIFYING GLASS. SELECT YOUR DESIRED ADDRESS BY CLICKING THE ADD BUTTON. NOTE THAT YOU CAN ALSO SEARCH BY PARCEL NUMBER.

[Back to Application](#)


Add Location

Address **Parcel**


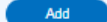
Add Address As Physical Property Address ▼

Search

Address Information

Search 


1

Address	Action
16801 WESTGROVE DR ADDISON Texas 75001	
16801 WESTGROVE DR ADDISON Texas 75001	

2

Results per page 10 ▼ 1 - 2 of 2 << < 1 > >>

STEP 9. YOUR ADDRESS OR PARCEL NUMBER SHOULD NOW BE ADDED TO YOUR PERMIT.

Dashboard Home Apply ▼ View ▼ Map Report Fee Estimator Help ? Search  Help ? Addison Website

Apply for Permit - E_Water Heater *REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Type: Physical Property Address

16801 WESTGROVE DR,
ADDISON, Texas, , 75001

Main Address ☒

Parcel Number

10ADDISON00000000T0930

Main Parcel ☒

Remove

Physical Property Addr ▼

Add Location

+

Save Draft **Next**

STEP 10. YOU WILL BE PROMPTED TO ENTER ADDITIONAL PERMIT DETAILS. THE PERMIT TYPE WILL BE AUTOMATICALLY SHOWN AS THE ORIGINAL SELECTION. ENTER THE REQUIRED FIELDS AND CLICK NEXT TO PROCEED. PLEASE NOTE THAT WHILE THE DESCRIPTION IS NOT REQUIRED, IT MAY BE HELPFUL TO PROVIDE A BRIEF DESCRIPTION OF YOUR REQUEST.

DashboardHomeApply▼View▼MapReportFee EstimatorHelp?Search?Help?Addison Website

Apply for Permit - E_Water Heater

REQUIRED

1

PERMIT DETAILS

* Permit Type

E_Water Heater

Description

Commercial water heater request.

* Valuation

2500

Back

Save Draft

Next

STEP 11. YOU WILL BE REQUIRED TO ENTER AN ADDITIONAL CONTACT. CLICK ADD CONTACT.

Apply for Permit - E_Water Heater

REQUIRED

1

2

3

4

5

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

CONTACTS

Applicant

Leslie O. Knope (You)

Town of Addison Developme...

16801 Westgrove Dr,
Addison, TX, , 75001

Plumbing Contractor

Add Contact

+

REQUIRED

Applicant

Add Contact

+

Back

Save Draft

Next

STEP 12. ENTER THE CONTRACTOR NAME, EMAIL, OR COMPANY IN THE SEARCH BAR AND CLICK THE MAGNIFYING GLASS. IF YOUR PLUMBING CONTRACTOR IS ALREADY REGISTERED WITH THE TOWN, THEY WILL BE LISTED BELOW. SELECT YOUR CONTRACTOR BY CLICKING THE ADD BUTTON.

[Back to Application](#)

Add Contact

Add Contact As : Plumbing Contractor

Search Enter Manually My Favorites

Search Beatriz

Sort Relevance

Favorite	First Name	Last Name	Company	Action
☆	Beatriz	Faustino	Beatriz ALL TRADES	Add
☆	Beatriz	Faustino		Add

Results per page 10 1 - 2 of 2 << < 1 > >>

IF YOU DO NOT SEE THE CONTRACTOR LISTED, PLEASE VISIT THE [CONTRACTOR REGISTRATION](#) PAGE OR CALL 972-450-2880 FOR ADDITIONAL INFORMATION. DO NOT ENTER THE CONTRACTOR INFORMATION MANUALLY THROUGH THE PORTAL.

STEP 13. YOUR CONTRACTOR SHOULD NOW BE ADDED TO YOUR PERMIT. CLICK NEXT.

Apply for Permit - E_Water Heater *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

CONTACTS

Applicant

Leslie O. Knope (You)

Town of Addison Developme...

16801 Westgrove Dr,
Addison, TX, 75001

Plumbing Contractor

Beatriz Faustino

Beatriz ALL TRADES

Remove

Applicant

Add Contact

+

Back Save Draft Next

STEP 14. YOU WILL BE PROMPTED TO PROVIDE SOME ADDITIONAL INFORMATION. WHILE SOME FIELDS MAY NOT BE MARKED AS REQUIRED, WE ENCOURAGE YOU TO ENTER AS MUCH INFORMATION AS YOU CAN. **CLICK NEXT TO CONTINUE.**

Apply for Permit - E_Water Heater

REQUIRED

Locations

Type

Contacts

More Info

Attachments

Review and Submit

MORE INFO

Is this electric or gas fired water heater?

ELECTRIC

Are you replacing with a tankless water heater?

no

If yes, please attach tank documentation specification in STEP 5.

Back

Save Draft

Next

STEP 15. YOU MAY BE REQUIRED TO ATTACH DOCUMENTATION AND/OR PLANS THAT ARE PERTINENT TO YOUR PERMIT REQUEST. THESE SUBMITTAL FILES WILL DIFFER BY SUBMITTAL TYPE. SUPPORTED FILE TYPES INCLUDE: PDF, JPG, PNG, JPEG, GIF, DOC, DOCX, XLS, XLSX, TEXT.

STEP 16. YOU CAN ADD YOUR ATTACHMENT BY CLICKING **ADD ATTACHMENT** OR BY DRAGGING THE FILE OVER TO THE BLUE FIELD. **CLICK NEXT TO CONTINUE.**

Attachments

1

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, csv, rtf, dxf, dwf, dwfx

2

Back

Save Draft

Next

STEP 17. YOU WILL NOW HAVE A CHANCE TO REVIEW THE INFORMATION YOU PROVIDED FOR THIS PERMIT REQUEST AND SEE YOUR ESTIMATED FEE AMOUNT. YOU CAN SAVE DRAFT, GO BACK, OR SUBMIT IF YOU ARE READY.

Apply for Permit - E_Water Heater

*REQUIRED



Submit

Locations

Physical Property Address 16801 WESTGROVE DR, ADDISON, Texas, , 75001

Parcel Number 10ADDISON00000000T0930

Basic Info

Type E_Water Heater
Description Commercial water heater request.
Valuation 2500
Applied Date 05/08/2019

Contacts

Applicant Leslie O. Knope
Town of Addison Development Services
16801 Westgrove Dr , Addison, TX , , 75001

Plumbing Contractor Beatriz Faustino
Beatriz ALL TRADES

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Building Permit Fee (over 2001)	\$138.00

Total: \$138.00

More Info

Is this electric or gas fired water heater? ELECTRIC

Are you replacing with a tankless water heater? no

If yes, please attach tank documentation specification in STEP 5.

[Top](#) | [Main Menu](#)

Attachments

Attachment {0011BC60-1100-CFAE-8A47-3C22A0DF9044} (1).pdf

Back

Save Draft

Submit

STEP 18. ONCE SUBMITTED, YOU WILL SEE A CONFIRMATION STATING THAT YOUR PERMIT HAS BEEN SUBMITTED SUCCESSFULLY AND A PERMIT NUMBER HAS BEEN ASSIGNED.

The screenshot shows the top navigation bar with links: Dashboard, Home, Apply, View, Map, Report, Fee Estimator, Help, Search, Help, and Addison Website. A green success message states: "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 this, the permit number "CPLUMB2019-05-0062" is displayed. A note indicates that Internet Explorer 11 is required. The "Permit Details" section shows the permit type as "E_Water Heater", status as "Submitted-Online", and project name as "Project Name:". A series of tabs at the bottom include Summary, Locations, Fees, Reviews, Inspections, eReviews, Attachments, Contacts, Sub-Records, Holds, Meetings, and More Info.

STEP 19. YOU WILL BE ABLE TO MONITOR THE PROGRESS AND STATUS OF YOUR REQUEST, IF THERE ARE ANY ADDITIONAL ACTIONS REQUIRED, AND WHEN YOUR FINAL PERMIT FEE HAS BEEN INVOICED AND IS READY FOR PAYMENT. FOR INSTRUCTIONS ON HOW TO PAY THIS FEE, PLEASE REFER TO THE INSTRUCTIONAL GUIDE OR VIDEO TITLED ON "HOW TO PAY YOUR INVOICE."

The screenshot displays the permit monitoring dashboard. The top navigation bar is identical to the previous step. The "Permit Details" section shows the permit type as "E_Water Heater", status as "Submitted-Online", and project name as "Project Name:". Below this, a series of tabs include Summary, Locations, Fees, Reviews, Inspections, eReviews, Attachments, Contacts, Sub-Records, Holds, Meetings, and More Info. The dashboard is divided into three main sections: "Progress", "Workflow", and "Actions". The "Progress" section shows a donut chart with "0% Completed" and a legend indicating "Completed", "In Progress", and "Not Started". The "Fees" section shows a balance of "\$0.00" with buttons for "View Details" and "Add to Cart". The "Workflow" section lists a series of steps: "Completeness Check", "Fees Paid", "Issue Permit", "326 WATER HEATER -TEST", and "399 Plumbing Final **". The "Actions" section shows a message "No Actions" with an information icon.