

Development Services – Applying in CSS

How to Apply for Plans and/or Permits via the Citizen Self Service Portal

Make sure you have a registered account in the Citizen Self Service Portal (CSS)

1. If you are not registered, please refer to the tutorial document or video for “How to Register in CSS”
2. If registered, login to your account
3. You will arrive at your home page (referred to as your “Dashboard”)

Good Evening, Zandra Pedroza

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Dashboard Map Apply View City of Nampa's Links Search Help Calendar

My Permits

Attention	Pending	Active	Draft	Recent
27	37	24	0	61
New Residential: 3	Electrical Commer...: 5	Plumbing New Res...: 4		Electrical Commer...: 9
Addition / Access...: 2	New Residential: 3	Mechanical Comm...: 4		Mechanical Comm...: 6
Other: 22	Other: 29	Other: 16		Other: 46

View My Permits

My Plans

Attention	Pending	Active	Draft	Recent
0	0	0	0	0

4. Click “Apply” from the top menu selection
5. You have the ability to choose from the available lists of Permits and Plans to apply for or;
6. Click “All” to view all options available for either application type

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Dashboard Map Apply View City of

PERMITS

- > Electrical Commercial
- > Electrical New Residential
- > Electrical Residential Other
- > Mechanical Commercial
- > Mechanical New Residential
- > All (46)

PLANS

- > Non-Commercial Kennel License
- > Temporary Use (1 Day to 6 Month)
- > Temporary Use (1 Day to 1 Month)
- > Temporary Use (1 Day to 1 Month) (1 Acre or Less)
- > Temporary Use (More Than 1 Acre)
- > All (41)

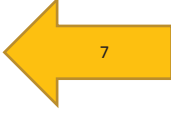
6

- By clicking “All,” you arrive at a selection page including brief descriptions of each Permit/ Plan Type to assist you with your submittal.
- Additional options by category are available along the left

Permit Application Assistant

Categories

- All 72
- Commercial 26
- Demolition 5
- Development 4
- Fence 3
- Health License 5
- Miscellaneous 10
- Pool 2
- Residential 12
- Signs 4
- Tree 1

<p>Residential : Single Family - Detached This is for a detached single family permit. Categories Main Menu</p>		<input type="button" value="Apply"/>
<p>Residential : Single Family - Attached This is for an attached single family permit (e.g., town homes). Categories Main Menu</p>	<input type="button" value="Apply"/>	
<p>Residential : Duplex This is for a duplex permit. Categories Main Menu</p>	<input type="button" value="Apply"/>	
<p>Residential : Alteration This is for a residential alteration or detached accessory building permit (e.g., detached patio covers or shade arbors). Categories Main Menu</p>	<input type="button" value="Apply"/>	
<p>Residential : Addition This is for a residential addition or attached accessory building permit (e.g., attached patio covers or shade arbors). Categories Main Menu</p>	<input type="button" value="Apply"/>	
<p>Residential : Residential Garage This is for a residential garage addition or alteration permit. Categories Main Menu</p>	<input type="button" value="Apply"/>	

- Once you have made your selection, click “Apply”

Electrical : Electrical New Residential
Electrical New Residential
[Categories](#) | [Main Menu](#)



- Keep the location dropdown selected as “Location”
- Click the “+” to add the location of the submittal



LOCATIONS

Location

Add Location

+

REQUIRED

12. For permit submittals, you must choose to submit with an address or parcel number
13. Keep the location dropdown selected as “Location”
14. Enter your address/parcel number in the “Search” field (excluding the suffix)
15. Click the magnifying glass to search

[← Back to Application](#)

Add Location

The screenshot shows the 'Add Location' form with the following elements and callouts:

- 12:** Points to the 'Address' button, which is highlighted in blue.
- 13:** Points to the 'Location' dropdown menu, which is currently set to 'Location'.
- 14:** Points to the 'Search' button, which is highlighted in blue.
- 15:** Points to the magnifying glass icon in the search input field.

16. Click “Add” to add your address/parcel number to your submittal

The screenshot shows the search results for '411 3rd St S'. The table has the following structure:

Address	Action
1411 3rd St S, Nampa, ID, 83651, United States of America	Add
411 3rd St S, Nampa, ID, 83651, United States of America	Add

Callout 16 points to the 'Add' button for the second result.

17. Your address and/or parcel number will be added to your submittal

The screenshot shows the 'LOCATIONS' section with a location card and an 'Add Location' button. The location card contains the following information:

- Type:** Location
- Address:** 411 3rd S St, Nampa, ID, United States of America, 83651
- Main Address:**
- Parcel Number:** R1450500000
- Main Parcel:**
- Remove:** [Remove](#)

Callout 17 points to the location card.

18. You have the ability to change your original Permit/Plan selection from the dropdown

19. Type in additional information to describe what you are applying for

20. Add Project Valuation

PERMIT DETAILS



*Permit Type ← 18

Description ← 19

*Valuation ← 20

21. You will be added as the applicant (must include owner with every submittal)

CONTACTS

<p>Applicant</p>  <p>Zandra Pedroza (You) City of Nampa 411 3rd Street South, Nampa, ID, United States, 83651</p>	<p>Owner 1</p>  <p>Zandra Pedroza City of Nampa 411 3RD, NAMPA, ID., 83651</p> <p>Remove</p>	<p>Owner 1</p> <p>Add Contact</p> <p>← 21</p>
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22. Fill out the general information fields (these will differ by submittal type)

MORE INFO

General Information Next Section | Top | Main Menu

Main Panel(s)

Misc. Equipment(s)

Sub Panel(s)

← 22 Temporary Power

Circuit(s)

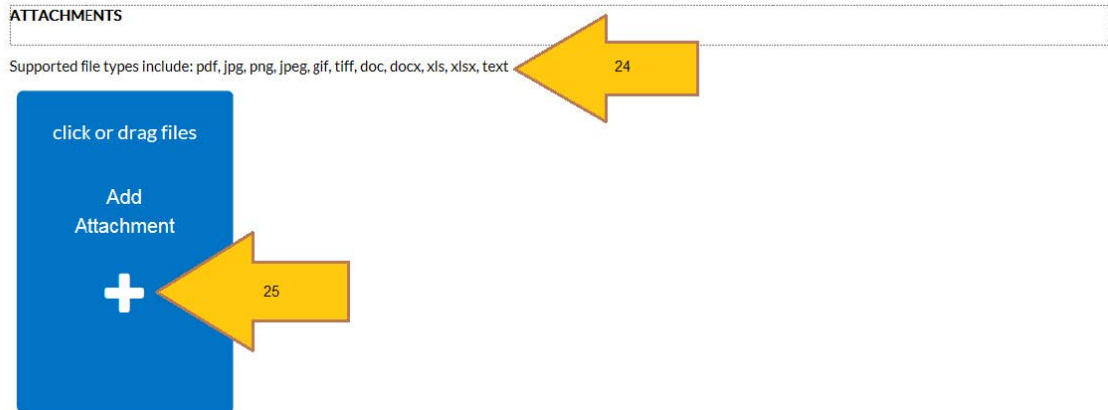
Extension(s)

Mobile Home Section(s)

New Single Family Over 2000 SQFT

New Single Family Under 2000 SQFT

23. Submittal files will differ by submittal type. If the attachment is marked "REQUIRED," this this is a mandatory submittal requirement.
24. Supported file types are indicated below. *Please note that the maximum file size for CSS submittals is 2.14 GB.*
25. To upload attachments, click "+" by the appropriate attachment card or drag and drop the file



26. Click "Next"



27. You will arrive at an "Application Summary" page where you can review the information one last time before you submit

Apply for Permit - Electrical Residential Other *REQUIRED



Locations

Location 1	1158 Silver Springs St, MI, ID, United States of America, 83644
Location 2	R3443841500

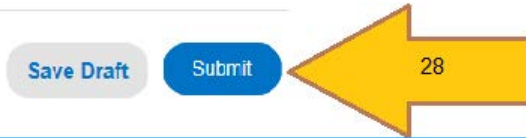
Basic Info

Type	Electrical Residential Other
Description	test
Valuation	10000
Applied Date	03/02/2018

Contacts

Contact 1	Zandra Pedroza City of Nampa 411 3rd Street South , Nampa, ID, United States, 83651
Contact 2	Zandra Pedroza City of Nampa 411 3RD S St, NAMPA, ID., 83651

28. You may “Save a Draft,” go “Back,” or “Submit” if you have completed your application



29. You will arrive at a confirmation page stating that your application was submitted successfully

30. You can make note of your Permit number for your records

31. You can monitor the status and progress of your submittal via your CSS account

32. The permit must be paid first before the inspection can be requested

A screenshot of a confirmation page. At the top, a green message box says: "Your permit application was submitted successfully. Please click the Pay Now button to pay for the invoiced fees to complete the process." Below this, the permit number "ELE-03611-2018" is displayed. A yellow arrow labeled '30' points to the permit number. To the right is a "Pay Now" button with a yellow arrow labeled '32' pointing to it. Below the permit number is a pink error message: "Permit cannot be printed at this time. Permit has unpaid fees." and "Permit cannot be printed at this time. Permit has not been issued." Below the error message is a table with permit details. A yellow arrow labeled '31' points to the table. At the bottom, there is a navigation bar with buttons for "Locations", "Fees", "Reviews", "Inspections", "eReviews", "Attachments", "Contacts", "Sub-Records", "Holds", "Meetings", and "More Info".

Type:	Electrical Residential Other	Applied Date:	03/02/2018
Status:	Over-the-Counter Review	Project Name:	Issue Date:
District:		Assigned To:	Pedroza, Zandra
		Valuation:	\$10,000.00
Description:	test	Expire Date:	Finalized Date:

Thank you for your application with the City of Nampa! We appreciate your business!