



HOW TO APPLY FOR A PERMIT

Citizen Self-Service (CSS) Portal

For Residential, OSSF/"Septic" and Health permit questions, contact Collin County Development Services at 972-548-5585 or

DevelopmentServices@collincountytx.gov

For Commercial permit questions, contact the Collin County Fire Marshal's Office at 972-548-5576 or

FMadmin@collincountytx.gov

For culvert/right-of-way questions, contact Collin County Public Works at 972-548-3700 or

PubWorks@collincountytx.gov



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CITIZEN SELF-SERVICE ("CSS") PORTAL

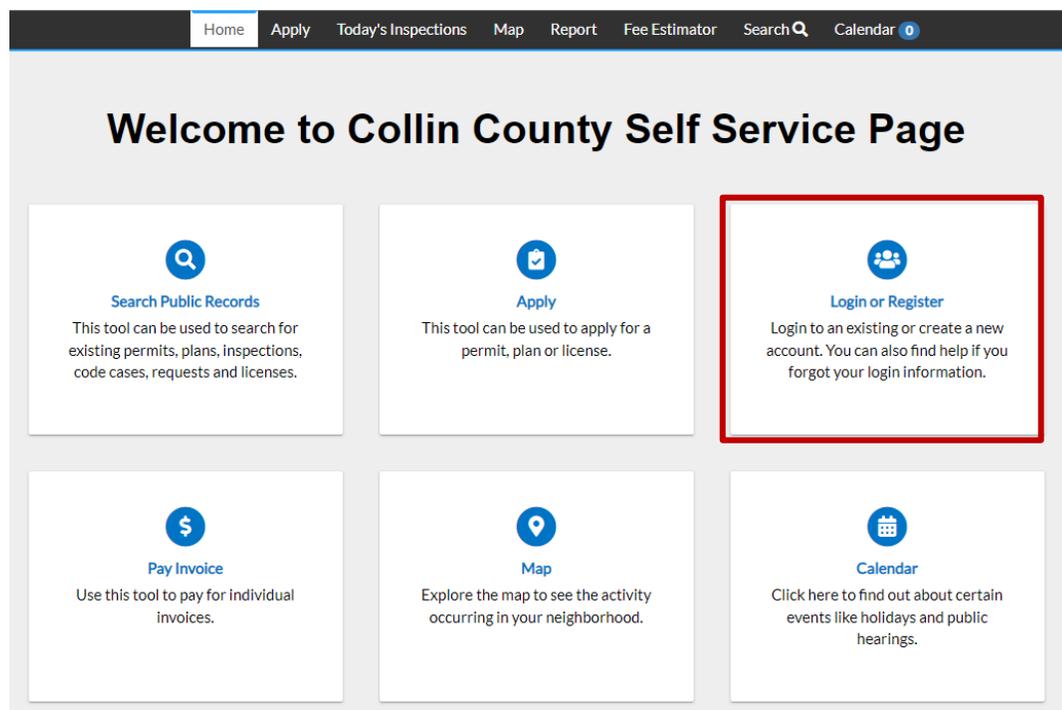
HELPFUL TIP

Starting on **NOVEMBER 1, 2023**, both **CONTRACTORS** and **CITIZENS** will need to register for an account in the CSS Portal prior to applying for a **NEW** permit.

STEP 1

LOGIN TO YOUR CSS PORTAL ACCOUNT

1. Once you arrive at the home page for the CSS Portal website, click **Login or Register** to create a new CSS Portal Account.



2. Enter your account's email address in the space provided.
3. Click **Next**
4. Enter your password in the space provided.
5. Click **Verify** to complete your log-in.



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STEP 2

CHOOSE YOUR PERMIT TYPE

6. You are now on the Dashboard page in your account. Click **Apply** from the menu options at the top of your screen.

The screenshot shows the top navigation bar with the following items: Dashboard, Home, **Apply** (highlighted with a red box), My Work, Today's Inspections, Map, Report, Fee Estimator, Search, and Calendar. Below the navigation bar, there are four main sections:

- My Permits:** A row of five cards showing counts for Attention (0), Pending (0), Active (0), Recent (0), and Draft (0). A link "View My Permits" is below.
- My Plans:** A row of five cards showing counts for Attention (0), Pending (0), Active (0), Recent (0), and Draft (0). A link "View My Plans" is below.
- My Inspections:** A table with three columns: Requested (0), Scheduled (0), and Closed (0). A link "View My Inspections" is below.
- My Invoices:** A table with two columns: Current (0) and Past Due (0), both with a value of \$0.00. A total row shows 0 and \$0.00. A link "View My Invoices" is below.

7. You are now on the Application Assistant page. Click **Permits**.

The screenshot shows the Application Assistant page with a search bar and a navigation bar. The navigation bar includes: Dashboard, Home, **Apply**, My Work, Today's Inspections, Map, Report, Fee Estimator, Search, and Calendar. Below the navigation bar, there is a search bar and a list of categories. The **PERMITS** category is highlighted with a red box. The list of categories includes:

- Commercial Building Non Residential (Existing/New tenant) - Apply
- Commercial Building Non Residential - New - Apply
- Commercial Development Permit (Development Services Only) - Apply
- New Public Swimming Pool/Spa Construction - Apply



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STEP 2

CHOOSE YOUR PERMIT TYPE (CONTINUED)

- You may scroll through the available permit options on the page, or filter down to your permit category using the **Show Categories** selection on the left.
- Click **Apply** on the correct permit type for which you are applying.

Annual Health Mobile Food Truck/Trailer

Category Name: Environmental Health

Description: This is for the unincorporated areas and within the city limits of: Farmersville, Josephine, Lowry Crossing Melissa, Princeton, Wylie only. If you are located within any other city limits please contact your respective city hall.

Any mobile vehicle/equipment/establishment in which food or drink is prepared for direct consumption through service on the premises or elsewhere, and any other eating or drinking vehicle/equipment/establishment or operation where food is served or provided to the public.

Apply

STEP 3

COMPLETE YOUR PERMIT APPLICATION

- Follow the prompts to begin entering the details of your permit request, starting with adding your project location address by clicking **Add Location**.

Apply for Permit - Annual Health Mobile Food Truck/Trailer *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Location

Add Location

+

REQUIRED

Create Template Save Draft **Next**

- This will display the GIS interactive map with Collin County outlined in red.



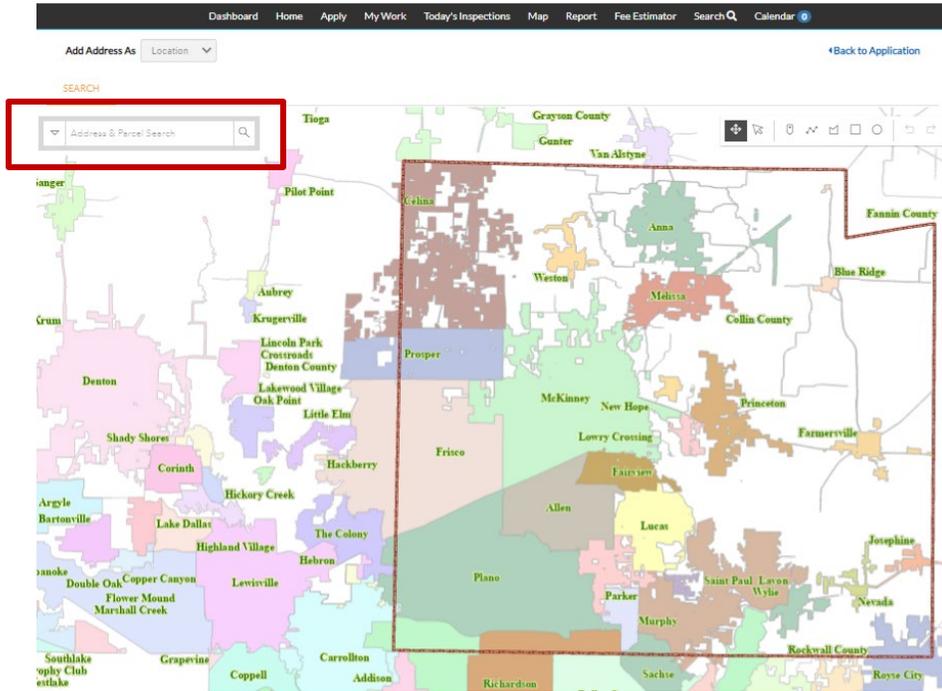
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STEP 3

COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

12. Navigate to your parcel on the map, and click on the parcel; **or** use the Search box on the left to find your address or parcel number on the map. If you do not have an address or don't know the parcel number, zoom into your area of the map to find the correct location. You may also use CollinCAD.org to find your parcel number.



ADDITIONAL GUIDANCE:

If this is for a **new structure** on the property, please choose "TBD" for the address.

If this is for an **existing address/structure**, please choose the existing address.

13. Click **+Add** in the pop-up box showing your parcel/address.





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STEP 3

COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

14. This selects the Location and returns the information to the Locations page.

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1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Type: Location
 14528 COUNTY ROAD 546,
 NEVADA, TX 75173

Main Address
 Parcel Number
 2120237
 Main Parcel
 Remove

Location

Add Location

+

Create Template Save Draft Next

15. Click **Next** to advance to the Permit Type page.

Apply for Permit - Annual Health Mobile Food Truck/Trailer *REQUIRED

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PERMIT DETAILS

* Permit Type: Annual Health Mobile Food Truck/Tr
 Description:

Back Create Template Save Draft Next

16. Input any information requested and click **Next** to advance to the Contacts page.

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

CONTACTS

Applicant

Merry Unkley (No)
4943 Conch

Corporation
Add Contact

Owner
Add Contact

Manager
Add Contact

Onsite Operator
Add Contact

Site Type
Add Contact

Back Create Template Save Draft Next



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STEP 3

COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

17. Click on Contact cards to add the relevant information. Click **Submit** when finished with each contact's information.

NOTE: Some contacts are required. Which contacts are required differs for each permit type.

HELPFUL TIP

NOTE: At any point in your permit application, you may use **Save Draft** at the bottom right of your screen to save your information, which can later be found in the Dashboard menu tab as "Drafts". Otherwise, exiting the software, leaving your session to time out or clicking your browser back button will lose all information entered prior to clicking Submit at the end of your application.

HELPFUL TIP

NOTE: At any point in your permit application, you may use Create Template at the bottom left of your screen to save the information you have entered as a template for future use. For example, this would be useful to do on the Contacts screen if you frequently use the same set of contacts for permit projects. This would be useful on the More Information tab if you have more than one property for which the same answers to the questions would apply.

18. When the Contacts are completed, click **Next** to advance to the More Info page.

CONTACTS

The screenshot shows a 'CONTACTS' section with three contact cards and an 'Add Contact' button. The 'Applicant' card is for Kerry Lindsey (You) at 4041 Cornish. The 'Corporation' card is for Jane Doe. The 'Manager' card is for Joe Schmo. Below the cards are 'Remove' buttons. To the right is a blue 'Add Contact' button with a plus sign. At the bottom, there are 'Back', 'Create Template', 'Save Draft', and 'Next' buttons. The 'Next' button is highlighted with a red box.



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STEP 3

COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

19. Input any information requested. All required fields will be in red font. The information requested will differ based on the permit type.



MORE INFO

Projection Operation

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

*Facility Name

Facility Name is required.

*Building square footage

Building square footage is required.

Days of Operation

Hours of operation (open to close)

*Number of shifts

Number of shifts is required.

Number of employees per shift?

Food Service Provided?

*Is this a permanent location?

Is this a permanent location? is required.

*Do you use a Commissary/Central Prep Facility(CPF)?

Do you use a Commissary/Central Prep Facility(CPF) is required.

If no Commissary/Central Prep Facility(CPF) please write in N/A

*If Commissary/ CPF name and location?

If Commissary/ CPF name and location? is required.

*Mobile unit at fixed or multiple location(s)?

Mobile unit at fixed or multiple location(s)? is required.

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)



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STEP 3

COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

20. When More Info is completed, click **Next** to advance to the Attachments page.

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Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

If you have a commissary agreement please attach. If you do not have this, it will delay your application as a commissary agreement is required for all units that move from location to location.

Certified Food Manager Certificate

Add Attachment

+
Supported: pdf

REQUIRED

Diagram of structure

Add Attachment

+
Supported: pdf

REQUIRED

Menu

Add Attachment

+
Supported: pdf

REQUIRED

Select Type

Add Attachment

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

Back Create Template Save Draft Next

21. Click on the Attachment cards to add the relevant attachments.

NOTE: Some attachments are required. Which attachments are required and in what format they should be submitted differs for each permit type. Supported formats for each attachment is listed on the Attachment card.

22. When all relevant documents have been attached, click **Next** to save the files and advance to the Signature page.

Apply for Permit - Annual Health Mobile Food Truck/Trailer *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

SIGNATURE

I further certify that I am the property owner or the property owner's agent and that I have received, read and understand all "Special Notes and Comments" (permit requirements and I understand that this printed permit must be presented to the property owner)

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Kerry Lindsay
May, 18 2023

X Draw Signature Here

Clear

Back Create Template Save Draft Next



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STEP 3

COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

23. Read the certification statement on the page, and type your name into the field provided to acknowledge your consent.

24. Click  to toggle the Enable Type Signature. Type your name into the field provided, which will then display it in the signature box.

Apply for Permit - Annual Health Mobile Food Truck/Trailer *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

SIGNATURE

I further certify that I am the property owner or the property owner's agent and that I have received, read and understand all "Special Notes and Comments"/permit requirements and I understand that this printed permit must be presented to the property owner)

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Kerry Lindsey
May 18 2023



25. Click **Next** to advance to the Review and Submit page.

26. Review your application. For any corrections or additions, use the **Back** button at the bottom left of your screen to correct the content on the various pages of your applications. Once corrections are made, use the **Next** button to return to the Review and Submit page.

HELPFUL TIP

NOTE: Do not use your browser's back button or leave the software to time out, or you will lose any information entered and not saved as a draft.

27. Click **Submit** when you are ready to submit the application.

 **Your application was successfully submitted!**

Your application has been submitted successfully. Please note that your application will not be reviewed until all fees are paid in full.



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STEP 3

COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

28. Click **Continue to Permit** to view your permit number, details and status.

Permit Number: HLTH23-0518-0035

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

Type:	Annual Health Mobile Food Truck/Trailer	Status:	Submitted - Online	Project Name:	
IVR Number:	100508	Applied Date:	05/18/2023	Issue Date:	
District:	City Limits	Assigned To:	Denaker, Andrew	Expire Date:	
Finalized Date:					
Description:					

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

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Confirm application complete
- Assess Fees
- Health Permit Review
- Issue Permit
- Mobile Food Health Inspection -
- Certificate of Completion

Available Actions

No Actions

Fees

\$0.00

[View Details](#)

Note: The **Dashboard** and **My Work** tabs in the menu bar at the top of your screen are very useful to view your account content and activity.