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
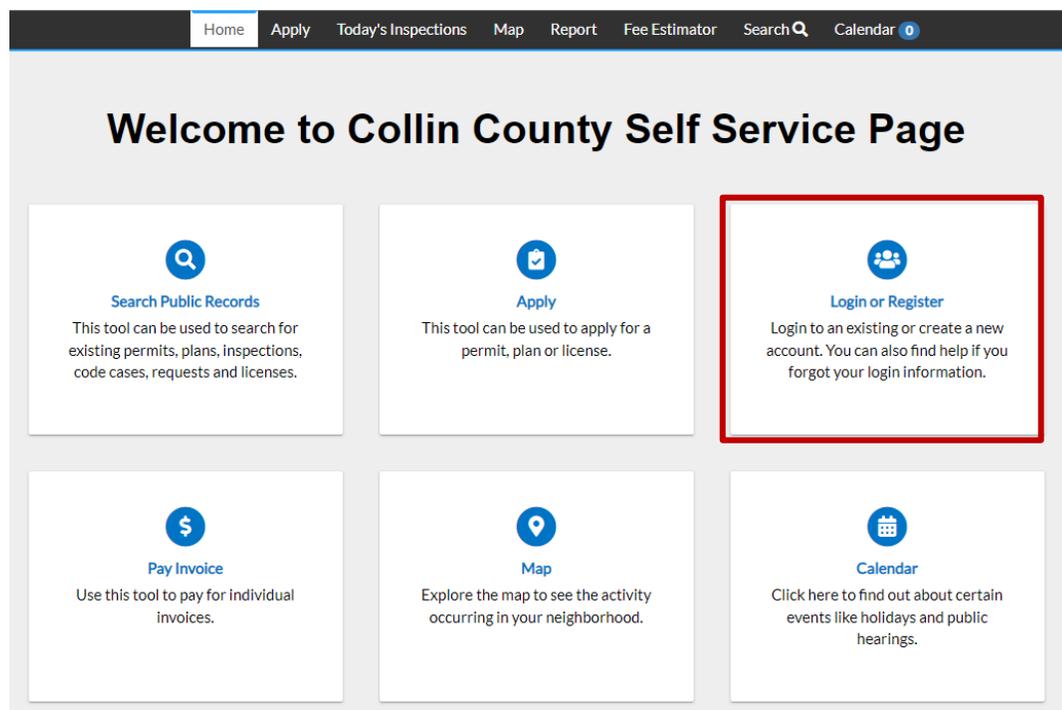
HELPFUL TIP

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.

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

STEP 2	CHOOSE YOUR PERMIT TYPE (CONTINUED)

8. 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.

9. Click **Apply** on the correct permit type for which you are applying.

STEP 3	COMPLETE YOUR PERMIT APPLICATION

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

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

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.
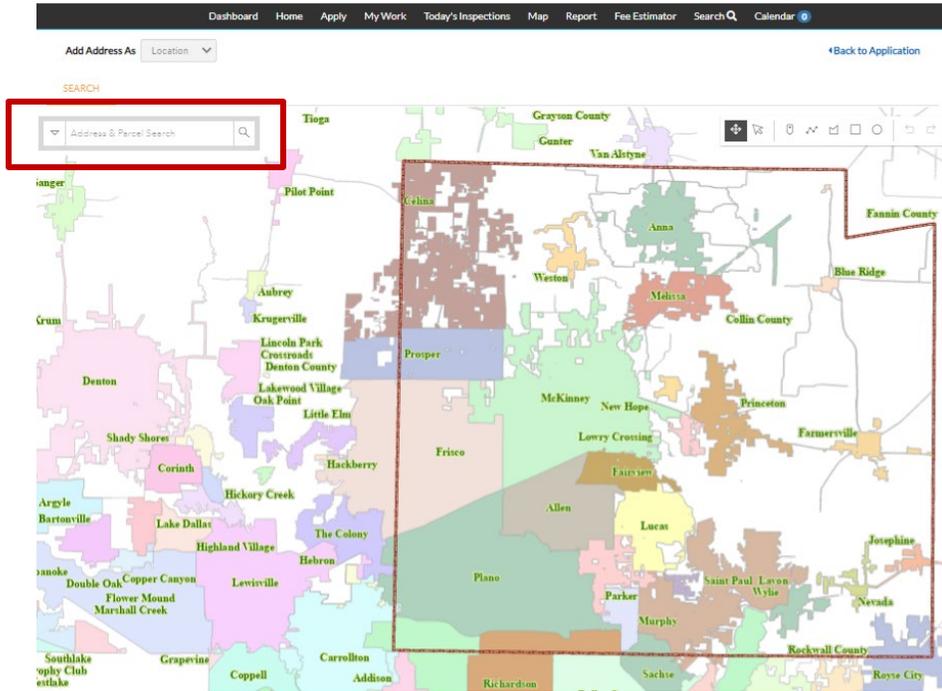
ADDITIONAL GUIDANCE:

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.

STEP 3	COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

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

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

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

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**
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> **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

Applicant	Corporation	Manager	Select Type
Kerry Lindsey (You)	Jane Doe	Joe Schmoe	Add Contact +
4041 Cornish	Remove	Remove	

Back   Create Template   Save Draft   Next

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.

STEP 3	COMPLETE YOUR PERMIT APPLICATION (CONTINUED)

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

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.

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   ⑥ Signature   ⑦ 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.   [Kerry Lindsey]

Enable Type Signature ⬤   [Kerry Lindsey]

Kerry Lindsey
May, 18 2023

X *Kerry Lindsey*

[Back] [Create Template]   [Save Draft] [Next]

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 <u>browser's</u> 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.

[Continue to permit]

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.