

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”)

McKINNEY
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Good Afternoon, [Lola Isom](#)

1 Dashboard Apply View Map Search Help Calendar

Welcome to the McKinney, TX Citizen Self Service Portal!

Permits

Attention	Pending	Active	Draft	Recent
15	19	8	0	30
Amusement or Recr... 5	Amusement or Recr... 6	Single Family - Deta... 2		Amusement or Re... 9
School or other Edu... 1	Commercial Develo... 4	Residential 1		Single Family - Det... 7
Other 9	Other 9	Other 5		Other 14

[View Full List](#)

Plans

Attention	Pending	Active	Draft	Recent
1	4	0	0	5
Site Plan - PD Zoning 1	Specific Use Permit... 1			Specific Use Permit... 1
	Zoning/Rezonin... 1			Zoning/Rezonin... 1
	Other 2			Other 3

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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4 Dashboard Apply View

PERMITS

- > Single Family - Detached
- > Single Family - Attached
- > Duplex
- > Alteration
- > Addition
- > All (72)

PLANS

- > Annexation
- > Concept Plan
- > Facade Review and Appeal
- > General Development Plan
- > Plat - Amending Plat
- > All (29)

- 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>	<p>Apply</p>
<p>Residential : Single Family - Attached This is for an attached single family permit (e.g., town homes). Categories Main Menu</p>	<p>Apply</p>
<p>Residential : Duplex This is for a duplex permit. Categories Main Menu</p>	<p>Apply</p>
<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>	<p>Apply</p>
<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>	<p>Apply</p>
<p>Residential : Residential Garage This is for a residential garage addition or alteration permit. Categories Main Menu</p>	<p>Apply</p>

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

Residential : Single Family - Detached
This is for a detached single family permit.
[Categories](#) | [Main Menu](#)



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

Apply for Permit

Step 1 of 3: Basic Information

PERMIT DETAILS

* Permit Type

Description

- Single Family - Detached
- Single Family - Attached
- Duplex
- Alteration
- Addition
- Residential Garage
- Foundation Repair
- Reroof
- Electric
- Mechanical
- Plumbing
- Window Replacement
- Occupancy Permit
- Multifamily 3 & 4
- Multifamily 5+
- Hotels/Motels/Cabins
- Other Non-Housekeeping Shelter
- Amusement or Recreation
- Church
- Industrial
- Parking Garage
- Service/Gas Station/Repair Garages
- Hospital
- Office, Bank or Professional Building
- School or other Educational Building
- Store or other Mercantile Building
- Other Non-Residential
- Structures other than Buildings
- Addition
- Alteration

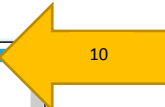
LOCATIONS

Property Location

Add Location

+

REQUIRED



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

Description

New, Single Family Residence (if commercial, you could put the Business Name, etc.) Use this field to describe in detail what you are applying for

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12. Keep the location dropdown selected as "Property Location"

13. Click the "+" to add the location of the submittal

LOCATIONS

The screenshot shows a blue panel titled 'LOCATIONS'. At the top is a dropdown menu with 'Property Location' selected. Below it is a button labeled 'Add Location' with a white plus sign. At the bottom of the panel is the word 'REQUIRED'. A yellow arrow labeled '12' points to the dropdown menu with the text 'Don't change'. Another yellow arrow labeled '13' points to the plus sign button.

14. For permit submittals, you must choose to submit with an address and parcel number

15. For plan submittals, you can choose to submit with an address or parcel number

16. Keep the location dropdown selected as "Property Location"

Add Location

The screenshot shows two radio buttons. The 'Address' button is selected and highlighted in blue. The 'Parcel' button is unselected and is light blue. A yellow arrow labeled '14' points to the 'Address' button. Another yellow arrow labeled '15' points to the 'Parcel' button.

Add Address As

Property Location

16

Don't change

17. Enter your address/parcel number in the "Search" field (*excluding the suffix*)

18. Click the magnifying glass to search



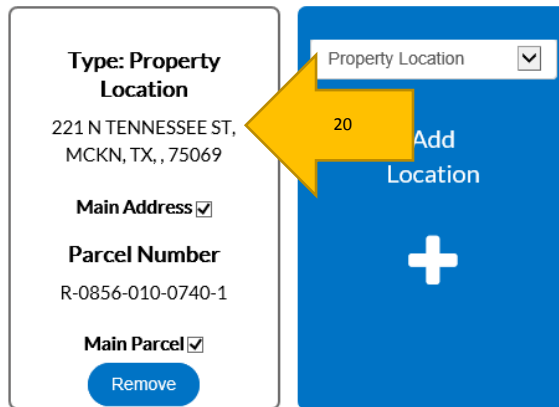
19. Click "Add" to add your address/parcel number to your submittal



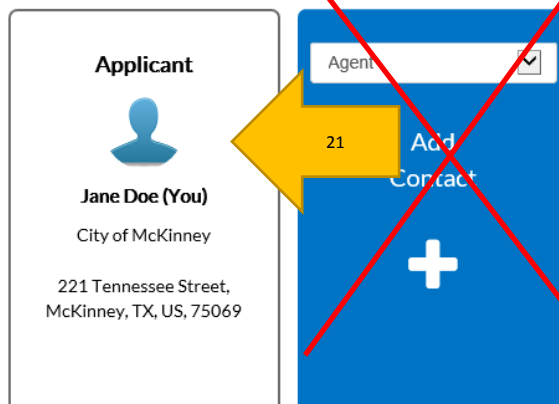
20. Your address and/or parcel number will be added to your submittal

21. You will be added as the applicant (*additional contacts must be added by staff only*)

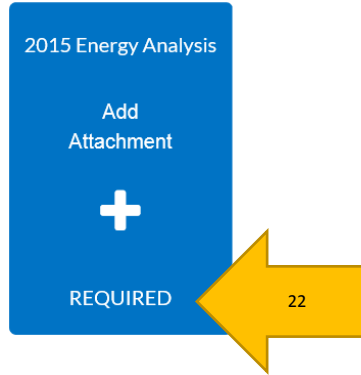
LOCATIONS



CONTACTS



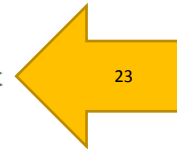
22. Submittal files will differ by submittal type. If the attachment is marked “REQUIRED,” this is a mandatory submittal requirement.



23. Supported file types are indicated below. *Please note that the maximum file size for CSS submittals is 2.14 GB.*

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, doc, docx, xls, xlsx, text



24. To upload attachments, click “+” by the appropriate attachment card or drag and drop the file

25. Click “Next”

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text

2015 Energy Analysis

Add Attachment

+

REQUIRED

Application

Add Attachment

+

REQUIRED

McKinney's 2015 Ener,

Add Attachment

+

REQUIRED

Options List

Add Attachment

+

REQUIRED

24

Structural Engineer's S

Add Attachment

+

REQUIRED

Subcontractor Validati

Add Attachment

+

REQUIRED

2015 Energy Analysis

Add Attachment

+

25

Save Draft Next Submit

26. Fill out the general information fields (these will differ by submittal type)

General Information Next Section | Top | I

Check the box if the project is on an Infill Site

What Subdivision is the project in?

Location Description (optional)

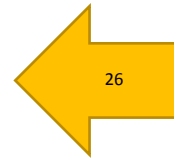
Check the box if the project will include a Fence

Check the box if the project has Piers

Check box if an Alley is adjacent to the project

Check box if the project has a Sprinkler System

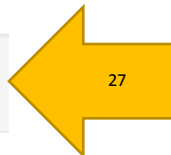
How many Stories will the project have?



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

Apply for Permit

Step 3 of 3: Application Summary



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/Plan number for your records

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

✓ 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. ×

Permit Number: RES2017-06-00238

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- Permit cannot be printed at this time. Permit has not been issued.

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

Type:	Single Family - Detached	IVR Number:	102246	Application Date:	06/27/2017
Status:	Submitted - Online	Project Name:		Issued Date:	

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