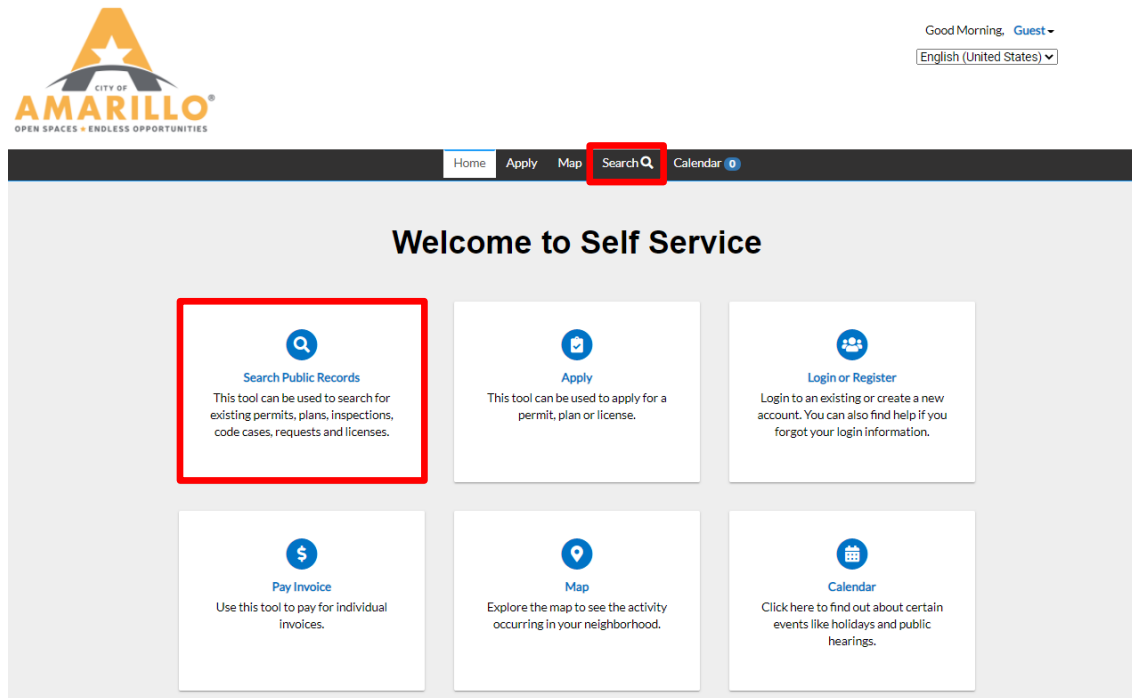


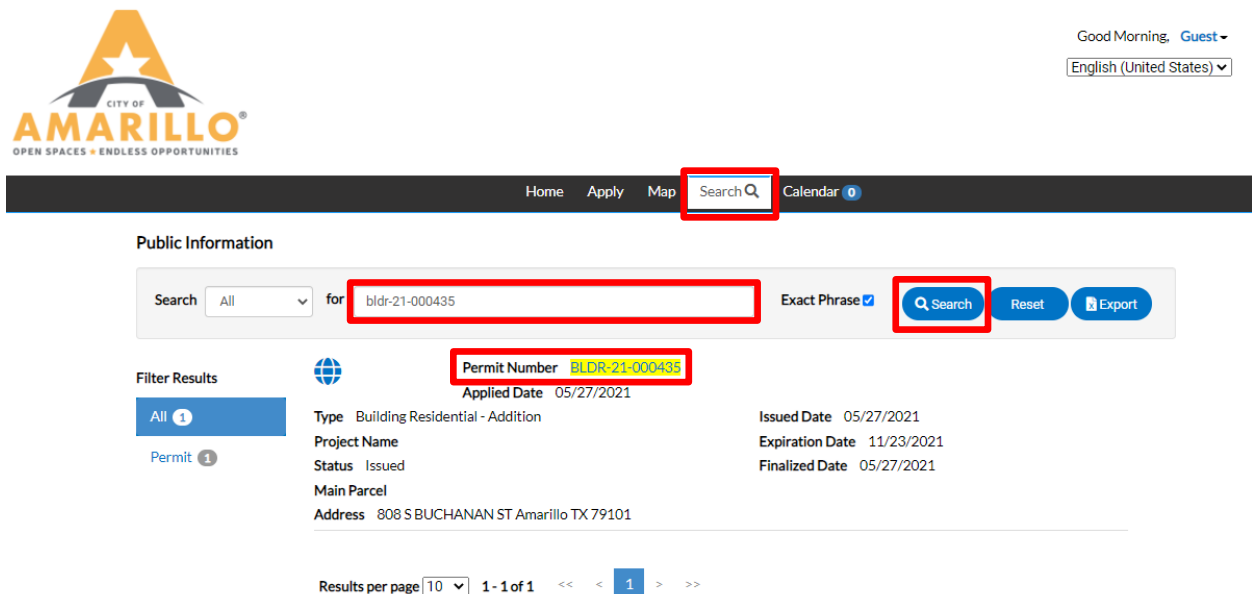
How to apply for a Sub-record Permit on CSS

<https://amarillotx-energypub.tylerhost.net/Apps/SelfService#/home>

- First obtain the Building Permit Number (**Building permit must be issued**)
- On the Citizen Self Service Portal, click on the Search (magnifying glass) or Search Public Records



- Type the permit number in the search bar and click search
- Then click on the “Permit Number” to open the permit



- Click on the “Sub-Records” tab

Permit Number: BLDR-21-000435

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

Type:	Building Residential - Addition	Status:	Issued	Project Name:	
IVR Number:	101732	Applied Date:	05/27/2021	Issue Date:	05/27/2021
District:	Building Safety	Assigned To:		Expire Date:	11/23/2021
Square Feet:	550.00	Finalized Date:	05/27/2021		
Description:	Addition				

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

Progress

38% Completed

- Completed
- In Progress
- Not Started

Workflow

- ✓ Building Safety Review (45 Review, 45 Resubmit) - Passed : 05/27/2021
- ✓ Confirm Application Complete - Passed : 05/27/2021
- ✓ Assess Permit Fee - Bldg Res Addition - Passed : 05/27/2021
- ✓ Assess Permit Fee - Notification - Passed : 05/27/2021

Available Actions

- Click “Apply” to apply for the permit, then follow the steps for applying for a permit (**Building permit must be issued prior to applying**)

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

[Existing Sub-Records](#) | [Remaining Sub-Records](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Sub-Records

Sort Record Number ▾

Record Number	Type	Status
ELCR-21-000118	Electrical Residential - Addition	Submitted

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

Remaining Sub-Records

Type	Action
Mechanical Residential - Addition	Apply
Plumbing Residential - Addition	Apply

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