



Customer Self Service (CSS) Application for Permit Online Process

Log into Customer Self Service (CSS) at <https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home>. If you have not created a CSS profile, see documentation called CSS Create a Profile. This document is step by step instruction on how to create a profile in CSS.

Once you are logged into CSS. Click on Apply button.



Home Apply Help

At this time, CSS is supporting **Short Term Rental (STR) New Applications**. Questions for STR Renewals can be sent to gtsmith@santafenm.gov, or you may call (505) 955-6712.

Welcome to Self Service

Apply
This tool can be used to apply for a permit, plan or license.

Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.

Apply
This tool can be used to apply for a permit, plan or license.

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Good Morning, **Guest**

Home Apply Help

Application Assistant

Search for application names and keywords

All Trending LICENSE **PERMITS**

> Show Categories

Short Term Rental License
Category Name: Short Term Rental License
Description: Short Term Rental License
Apply



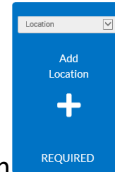
Apply

Choose the permit type for your project. Scroll down as there are a few to choose from. Then press the button.


Next CSS will walk you through the necessary information that the City of Santa Fe requires for a permit.



Add Location



1. Add the location of the project. Click on large blue button

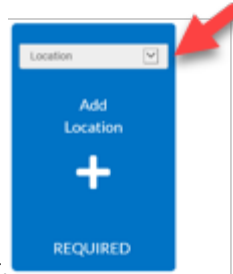
2. In Search field type your project address location and press the search  button. The address will display. See pic below.

3. Click the Add  button



Add Billing or Mailing Address

Add the billing address, where invoices should be sent and or mailing address where notifications from the City should be sent.



1. From drop down choose Billing and/or Mailing.
2. Follow steps 2-3 in Add Location section.

Apply for Permit - Express (Residential) - Re-roof

*REQUIRED



LOCATIONS

<p>Type: Location</p> <p>1012 PRACTILLANO DR, Santa Fe, New Mexico 87505</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number</p> <p>12793340</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Billing ←</p> <p>Home ←</p> <p>Location</p> <p>Mailing ←</p> <p>Shipping ←</p> <p>Add Location</p> <p>+</p>
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[Create Template](#)

[Save Draft](#)

[Next](#)



Next

Once all addresses have been added in CSS click on the next button.

Apply for Permit - Express (Residential) - Re-roof

*REQUIRED



LOCATIONS

<p>Type: Location</p> <p>PRACTILLANO DR, Santa Fe, New Mexico 87505</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number 127933</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Type: Billing</p> <p>CALLE DE SUENOS , Santa Fe, New Mexico 87507</p> <p>Main Address <input type="checkbox"/></p> <p>Remove</p>	<p>Type: Mailing</p> <p>STARFIRE LN, Santa Fe, New Mexico 87505</p> <p>Main Address <input type="checkbox"/></p> <p>Remove</p>	<p>Mailing <input type="checkbox"/></p> <p>Add Location</p> <p>+</p>
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Create Template

Save Draft

Next



Permit Application

Fill out all required fields for the permit application.

Apply for Permit - Commercial Express Application

***REQUIRED**



PERMIT DETAILS

DESCRIPTION OF WORK: i.e. Bathroom addition, new 4 room residential addition, new 8 room residence, new commercial building, etc (Note: Work listed herein must be depicted on accompanying plans and/or information if consideration of review requested)

*** Permit Type**

*** Description**

Square Feet

*** Valuation**

Back

Save Draft

Next



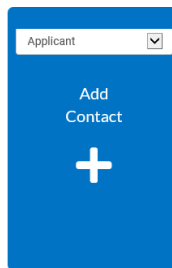
Enter Contacts

Entering Contact information is a vital piece of information for the City of Santa Fe and our customers. This is how we will be able to maintain contact with the appropriate people on the project. You will receive any notifications that we send out that are specific about your project.

Note: The person that created the profile will automatically show up as the Applicant.

Add all the different type of contacts that are on the project.

Applicant
Architect
Contractor
Developer
Engineer
Owner
Owner/Builder



1. To add another contact click on the Add Contact.

Dashboard Home Apply View Help

Apply for Permit - Commercial Express Application ***REQUIRED**

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS
You can put yourself as a contact multiple times if needed.

Applicant
Audrey Abeyta (You)
Test CSS Property Mgt. LLC.
9 Cumbres, Santa Fe, NM., 87505

Contractor
Add Contact
REQUIRED

Owner
Add Contact
REQUIRED

Agent
Add Contact

Back Save Draft Next



2. Choose the type of contact to add. The different type of contacts available to add are displayed below.

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Add Contact

Add Contact As

- Applicant
- Architect
- Contractor**
- Developer
- Engineer
- Owner
- Owner/Builder

[Search](#) [Enter Manually](#) [My Favorites](#)

Search [Q](#)

3. Search for Name, E-mail, or Company in the search field and click the search [Q](#) button.

4. If after you have searched and the contact information displayed is not what you are looking for, you are able to enter Contacts manually. Click on the Enter Manually option and will be able to enter the contact information. See red arrow below.

[Search](#) [Enter Manually](#) [My Favorites](#)


Search [Q](#)

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
★				AUDREY		Add
★				AUDREY		Add
★				AUDREY		Add
★				AUDREY		Add
★	Audrey		Acequia Borrada Santa Fe NM 87507			Add
★	AUDREY			WATER INNO		Add
★	AUDREY		SIERRA DE NORTE SANTA FE NM 87501	AUDREY & TIM	@gmail.co m	Add
★				MAP	audrey@ com	Add
★				(AUDREY		Add
★				AUDREY		Add

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5. Once you have completed the Contacts for your project click the next  button.

Permit Application Information

Please fill out all the required fields in the More Info section.

Dashboard Home Apply View Map Report Fee Estimator Pay Invoices Search Help Calendar

Apply for Permit - Commercial Express Application *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

You can download the applications using the links below, or go to the Santa Fe Building Permit Submittals site here:
https://www.santafenm.gov/construction_permit_submittal_checklists

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Re-Roof Application [Re-Roof Application](#)

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Building Permit Application [Building Permit Application](#)

Describe what facility is to be used for, i.e. new single family residence, new fast food restaurant,

***Proposed Use(s)**

Proposed Use(s) is required.

***Waiver of Affordable Housing Fees 100%**



Applicant Signature

Once you have completed the More Info portion of the application you will be required to electronically sign the application. Enter you name and click Next.

Next

Applicant Signature

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I hereby certify that I am the duly appointed agent authorized to act on behalf of the property owner. I also certify that the information provided in this application is true and correct and it represents the current and proposed status of the subject property; that the plans submitted with this application are complete and in compliance with the building standards set forth in the Santa Fe City Code; and that the plans illustrate all public and private easements located on the property. I also certify that plans and submittals have been prepared in accordance with the submittal checklist. I further understand that failure to follow submittal checklist will result in the delay or rejection of my application.

*Electronic Signature

Electronic Signature is required.

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Attachments

Please attach all required documents for the permit application in this section and click Next.

Next



Dashboard Home Apply View Help

Apply for Permit - Commercial Express Application

REQUIRED



Attachments

Please attach a filled out version of the application to this permit, along with any other required documents noted on the application.

<p>Application</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,.xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx</p> <p>REQUIRED</p>	<p>Permit Plans</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,.xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx</p> <p>REQUIRED</p>	<p>Amendment</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,.xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx</p>
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Save Draft

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Review and Submit

Review the permit application and click submit

Submit

Dashboard Home Apply View Help

Apply for Permit - Commercial Express Application

REQUIRED



Submit

Locations

Location ALARID ST, Santa Fe, New Mexico, 87505

Parcel Number 125485

Basic Info

Type Commercial Express Application

Description

Valuation 20000

Applied Date 03/30/2020

Contacts

Applicant Abeya
Test CSS Property Mgt. LLC.
mbres PASS, Santa Fe, NM, 87505

Contractor AUDREY I

Owner AUDREY

More Info

You have completed your permit application online.

Thank you!

Last Updated: 3/30/2020
Updated by ADA