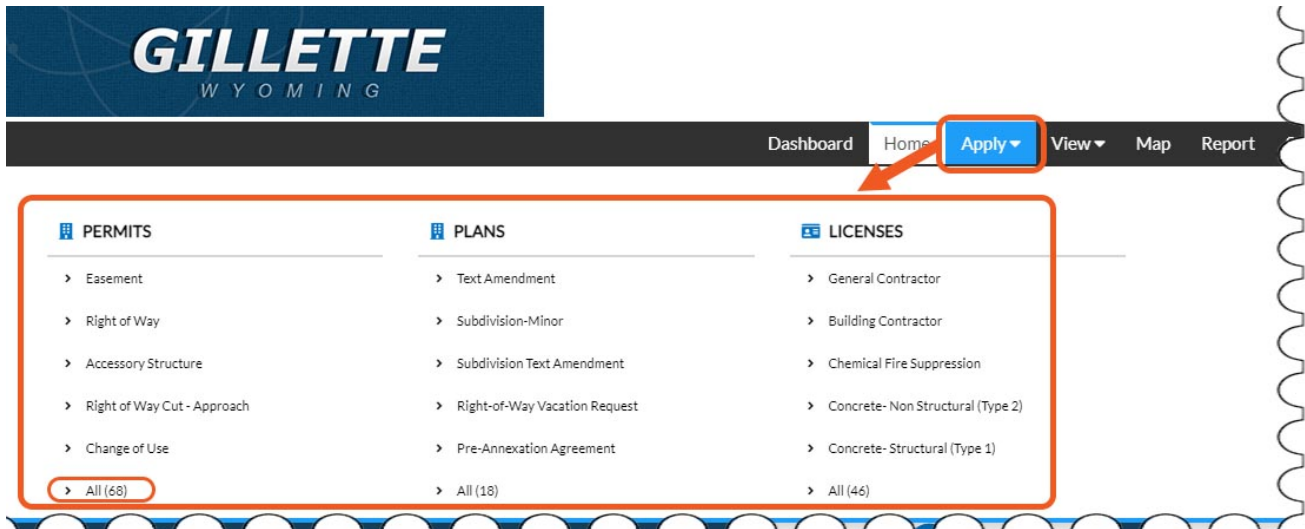# Apply for a Permit

Applying for a permit online is one of the most important uses of CSS. This section covers the application process.

1. From the CSS home page, click **Apply** to view a list of Permits available to be applied for online. You may select from the list if the permit you want is listed or click **All** at the bottom of the list to view all available permits.

2. If you clicked on **All** to view the full list of permits, you will be taken to a page that shows a list of all permits you can apply for online and a description of the permit.
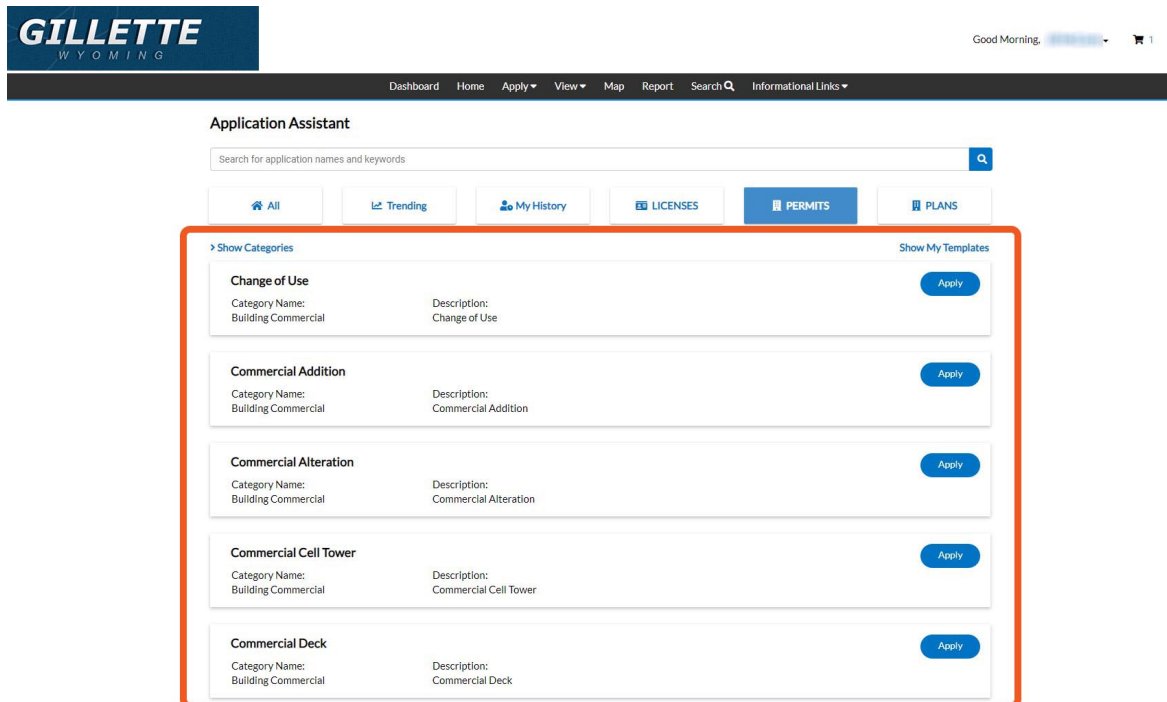
3. A search for a specific permit can be done in the search bar to narrow down the type of permit.

4. You may start the application process to any of these permits by clicking **Apply** to the right of the description.
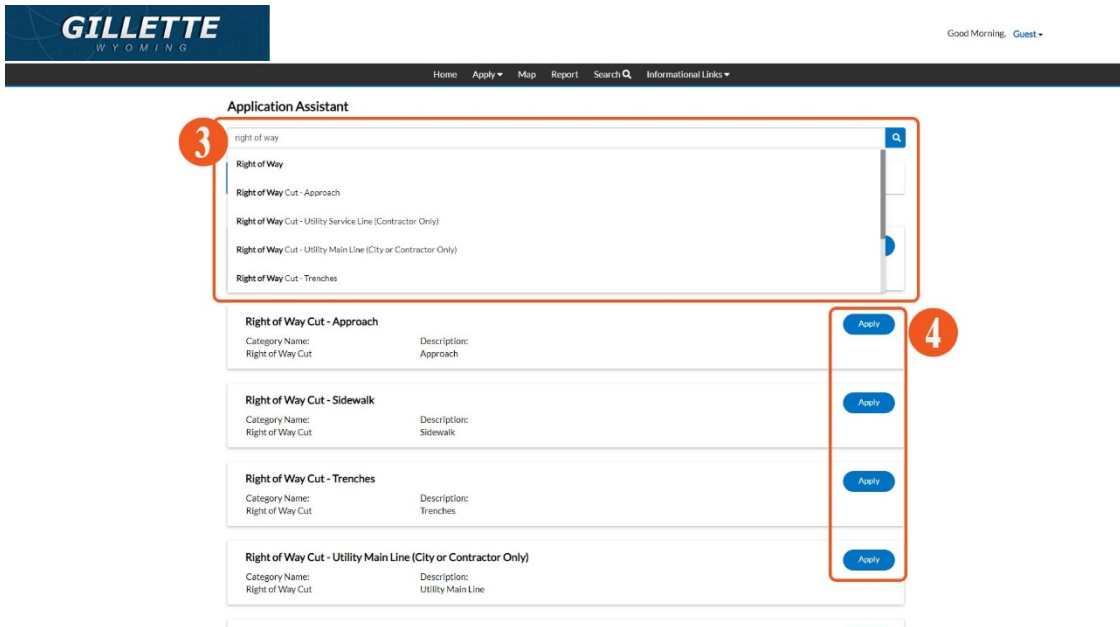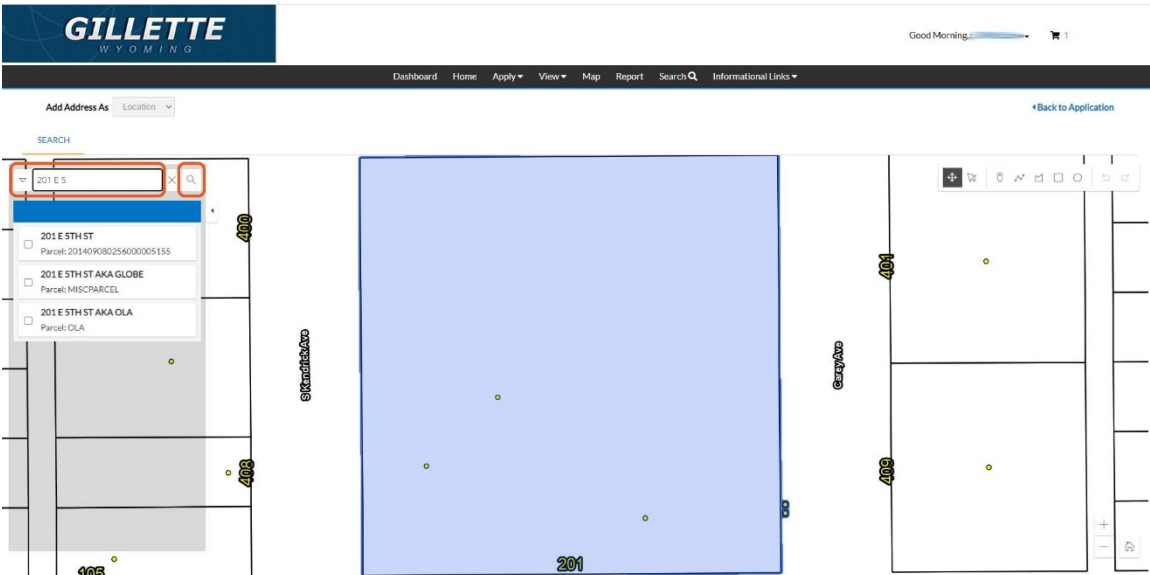

5. Click **Add Location.**

Your permit application will now begin. At any time, you may save your application as a draft by clicking **Save Draft** in the lower right corner. This will allow you to resume the application later.
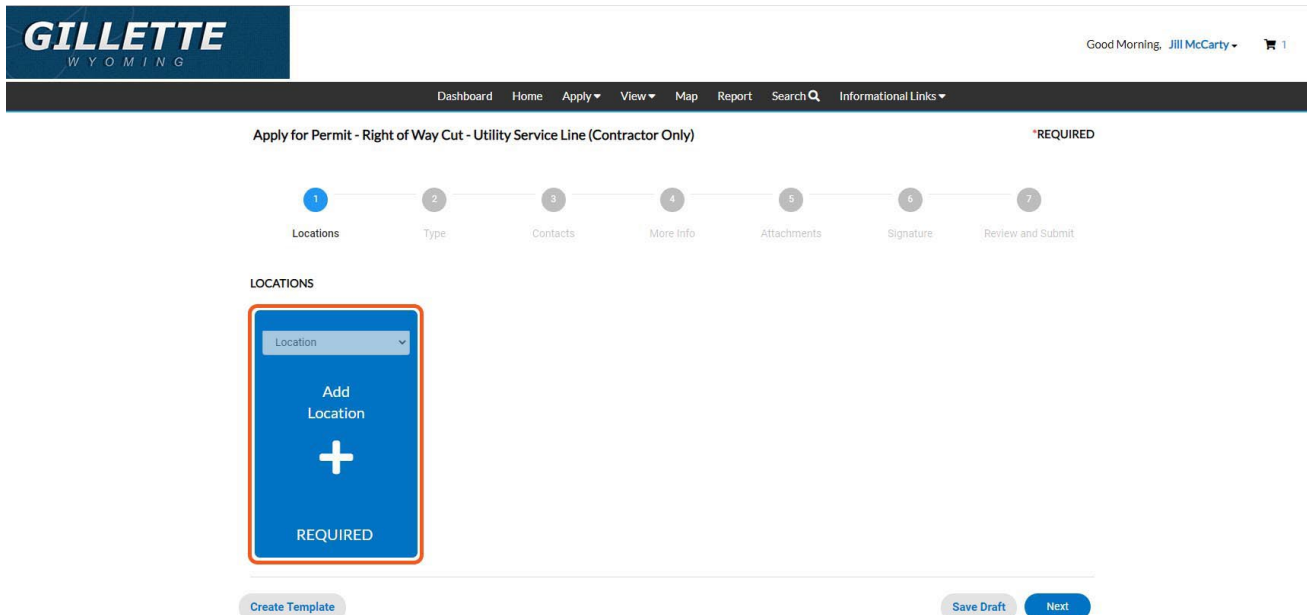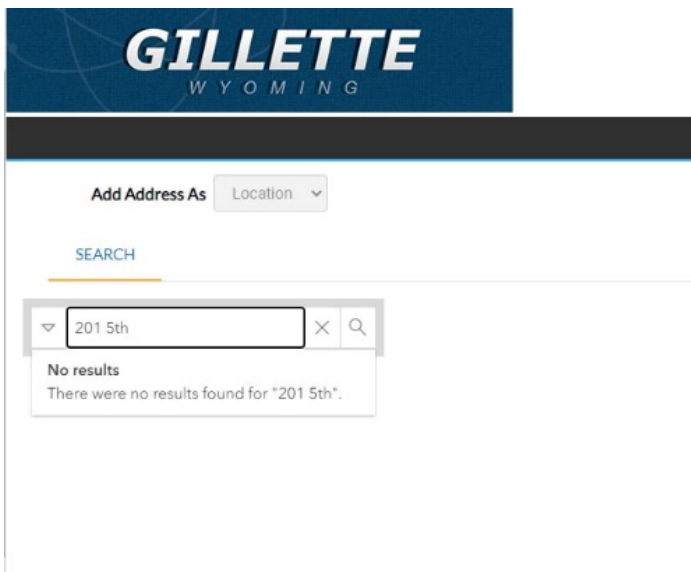
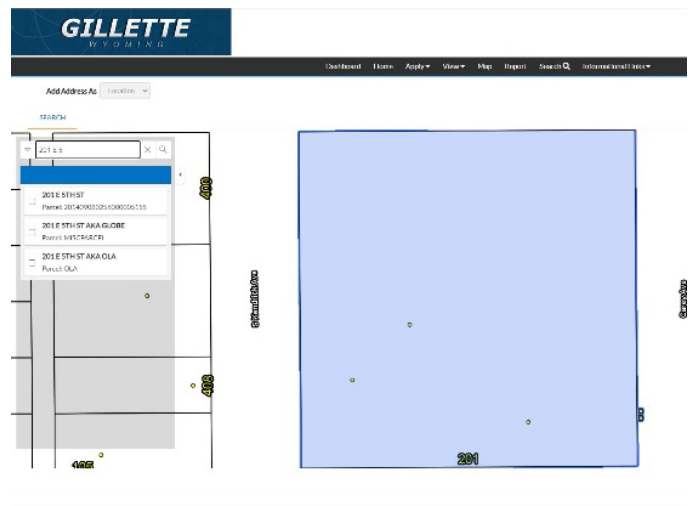6. Enter the address you would like to add, click the **Search Icon** next to the right of the search bar

If the street name has a direction (North, South, East, West) include it in the address search.
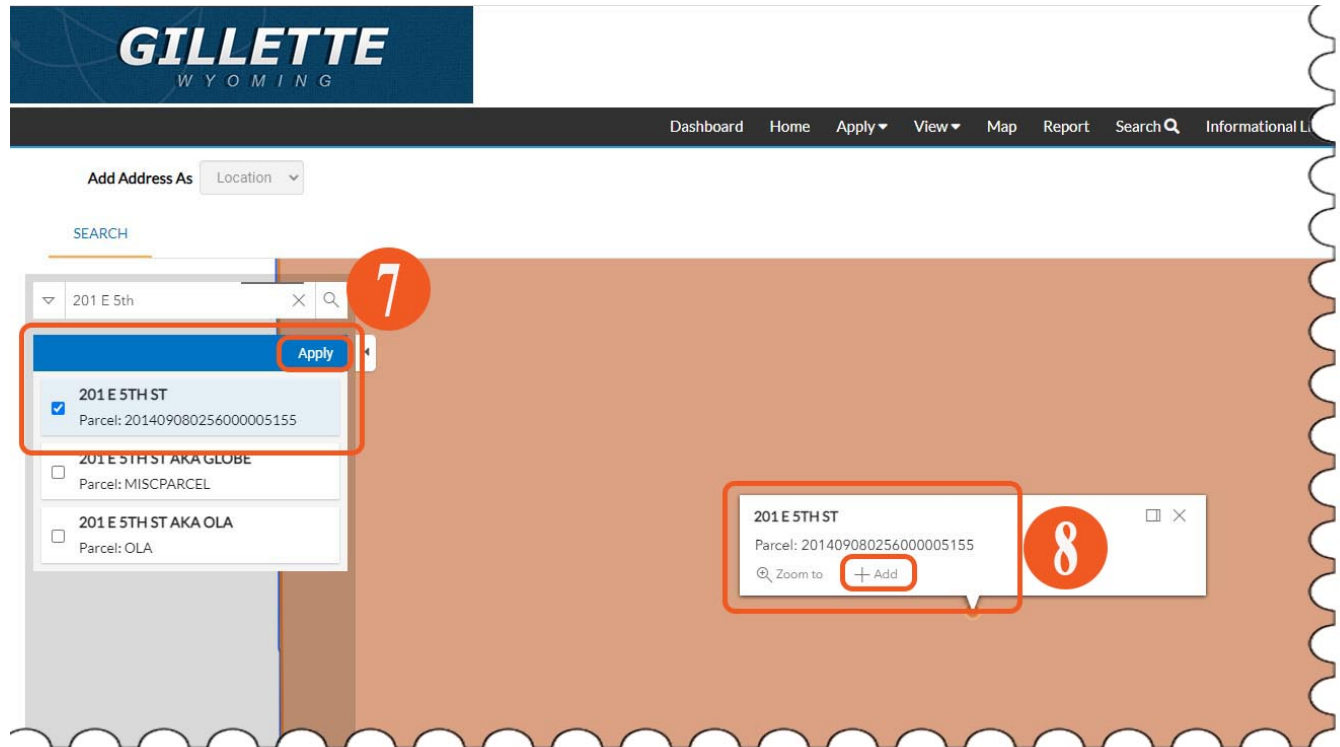**Example of search results not using a street direction vs using a street direction:**

No Street Direction Example
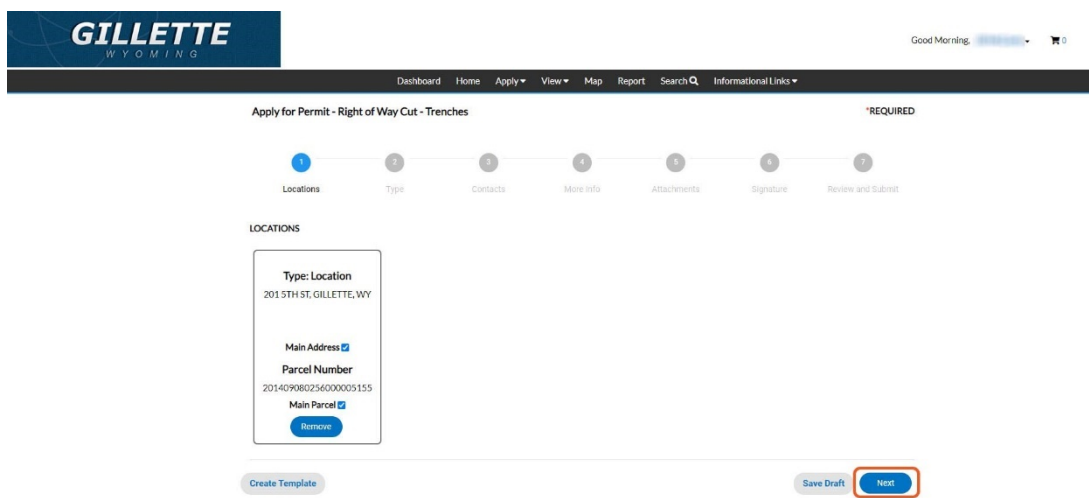

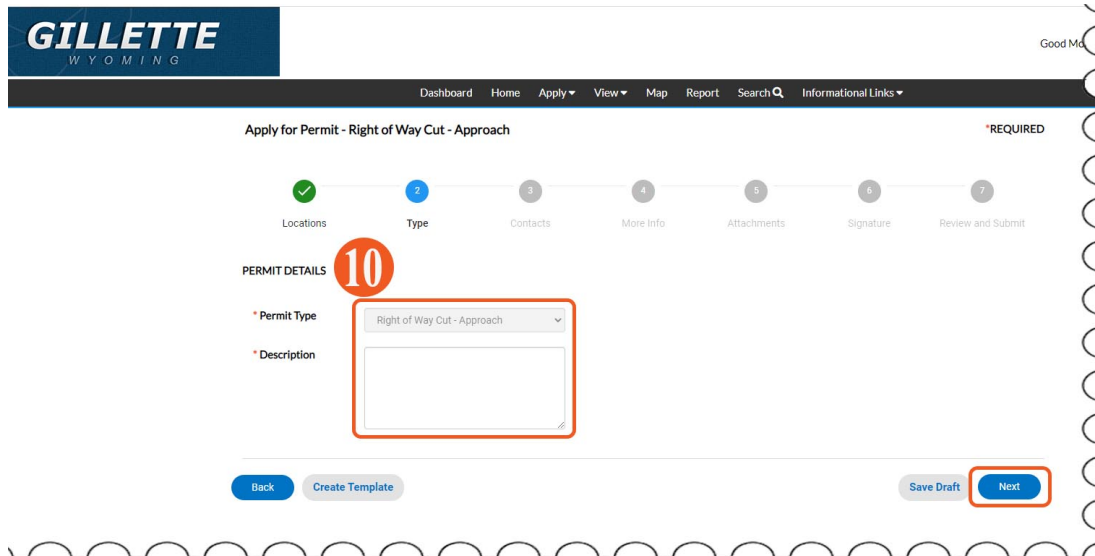**With Street Direction Example**

7. Click on the address from the list of search results then **Apply**

8. *-OR-* click on the parcel on the map and then **Add**.

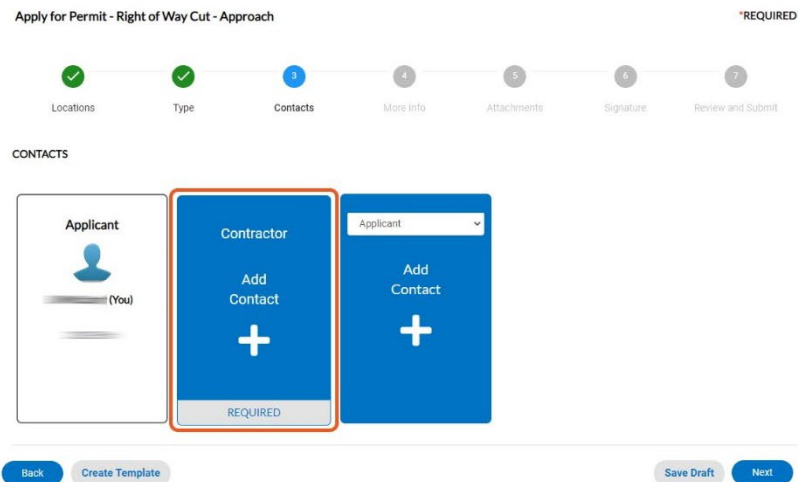   *If you have more addresses to add, enter only the main address for the project.*

9. Click **Next.**

10. Ensure that the Permit Type is correct, enter a detailed description of your permit application, then click **Next.**


11. For any additional REQUIRED contacts, click **Add Contact.**

12. Enter the contact name or email address, then click **Search** next to the search box. Click **Add** for the appropriate contact from the search results.

If additional contacts are needed or desired, you may add them by selecting the contact type from the drop-down menu and repeating steps 11 and 12. Otherwise, click **Next.**
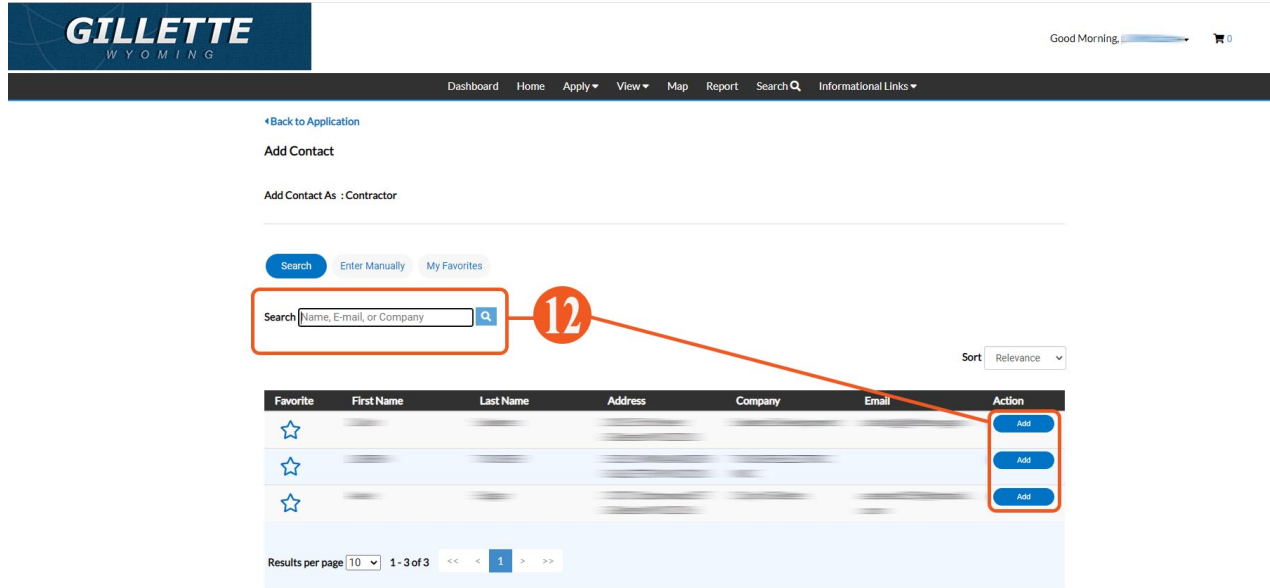
If the Contractor chosen is not licensed by the City of Gillette Building Inspection Division for the requested work, the following message will be returned:
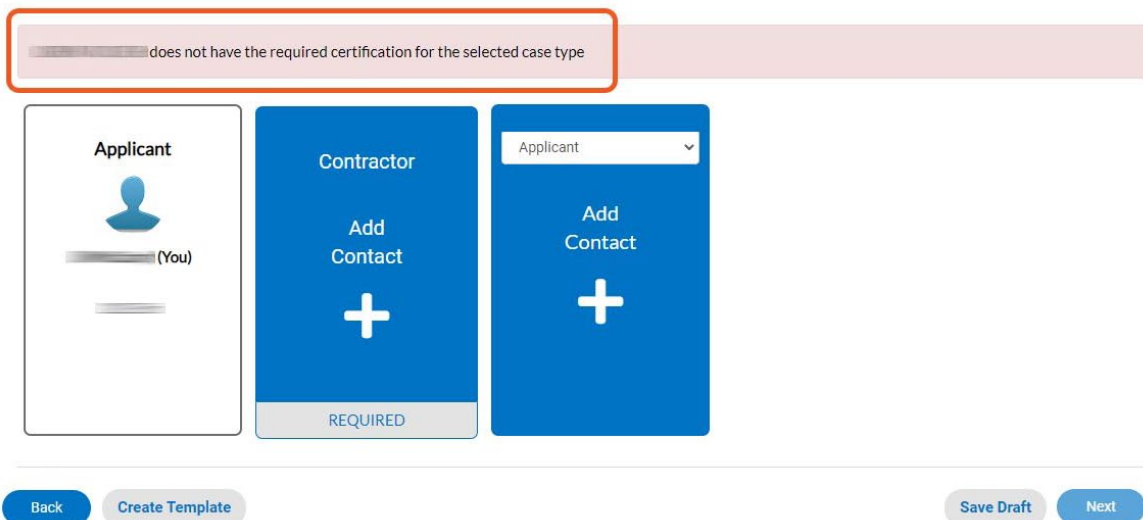
A contractor licensed for the work must be chosen. For more information on contractor licensing, contact the Building Inspection Division at 307-686-5260.

13. Enter all required additional info, which will vary from permit to permit, as well as any other appropriate fields, then click **Next.**

14. For any required attachment, click **Add Attachment.**

15. In File Explorer, navigate to the file you wish to upload, select it, then click **Open.**

16. For any additional attachments you want to upload, select the appropriate type from the drop-down menu then repeat steps 14 and 15. Otherwise, click **Next.**

Apply for Permit - Right of Way Cut - Approach   *REQUIRED

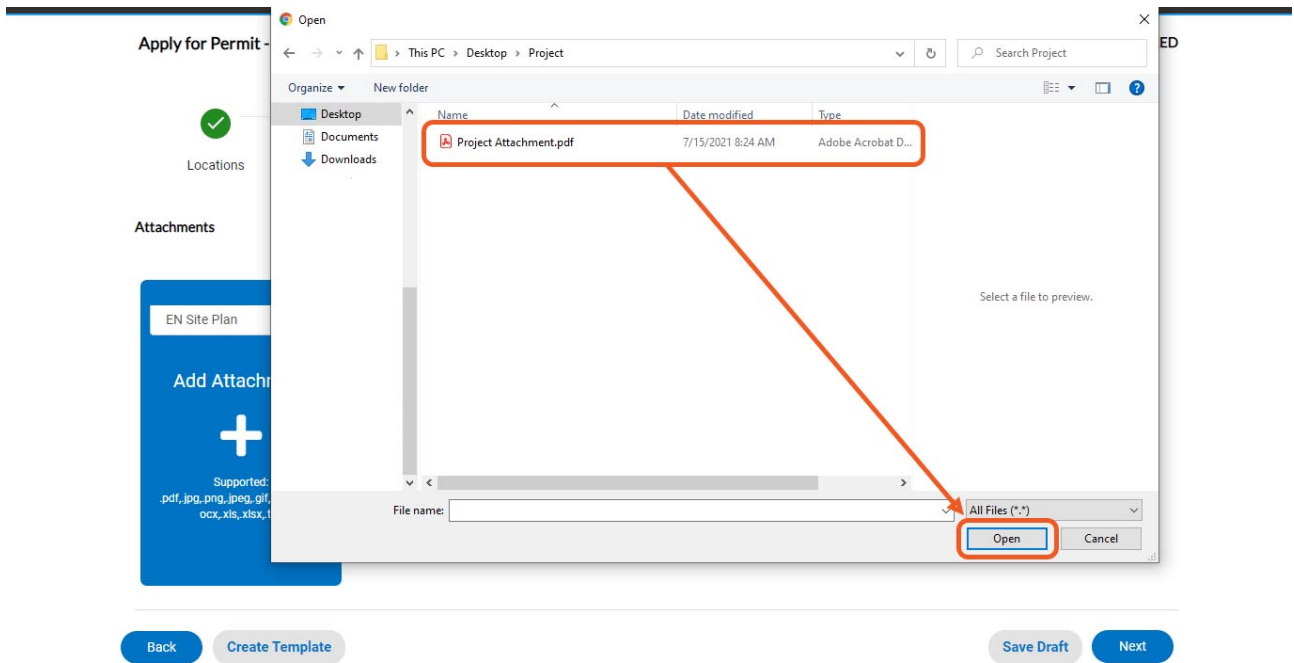Locations   Type   Contacts   More Info   Attachments   Signature   Review and Submit
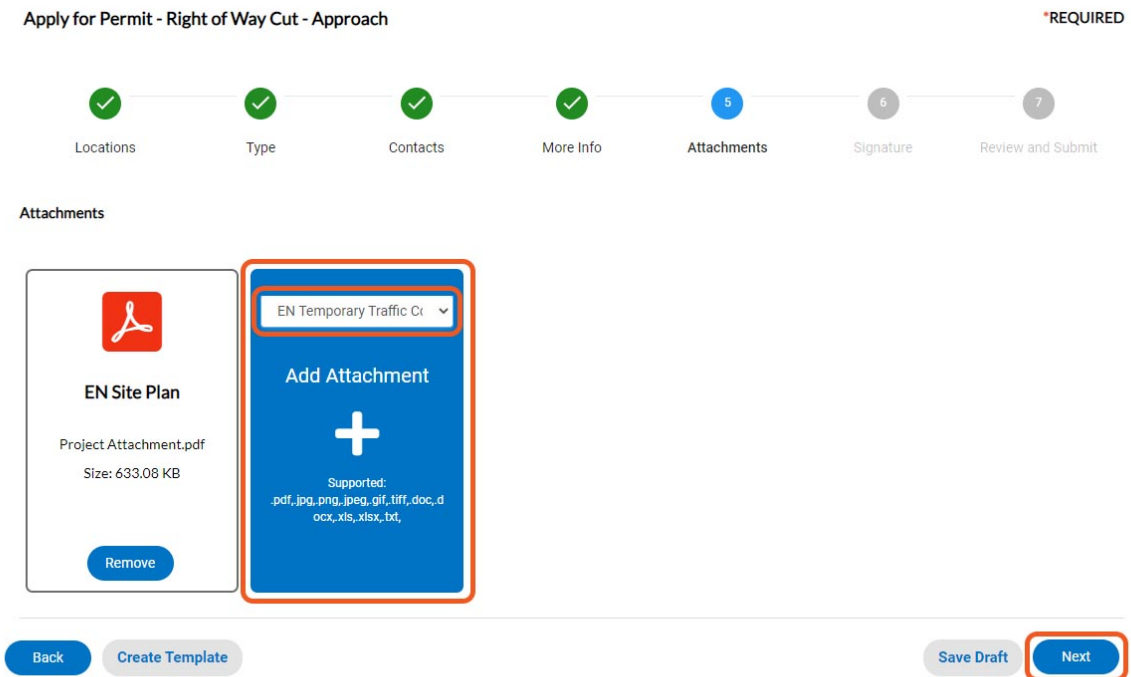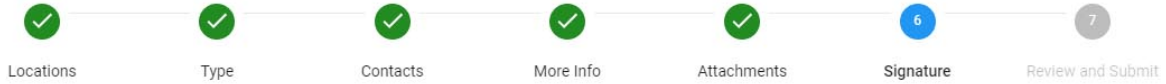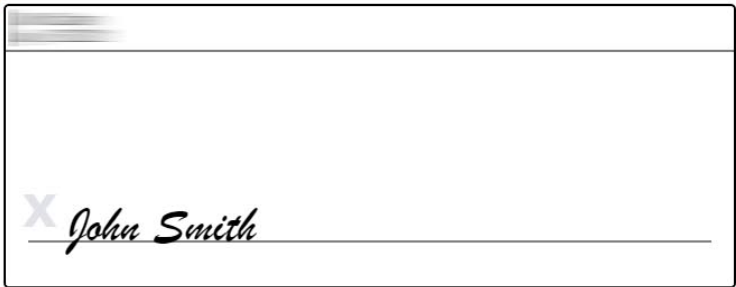
SIGNATURE

1. By agreeing to the terms and conditions of this permit you knowledge and agree to follow all latest additions of the City of Gillette Specifications and standard drawings and Chapter 18.

2. Compaction testing shall follow the Chapter 18 guideline and City Specifications Sections 02210 and Section 0225 Compaction test: All required test reports will be submitted to the City Engineer's office. All testing will be the responsibility of the permittee.

A. Excavation and Embankment

B. Trench Backfill

C. Chapter 18

3. Street Closure includes a map showing area to be closed and street, lane, alley and sidewalk form. 48-hour notice is required before work can start, unless it is an emergency, then the form and map need to be submitted within 24 hours.

4. Contractor must be insured and bonded with a City of Gillette contractor license and to follow all state of Wyoming Federal and City of Gillette regulations and ordinances.

5. Warranty Letter

6. Resident permittee can work on their adjacent property including driveway and sidewalk without being insured and/or bonded, but still need to follow all the latest City of Gillette ordinances and Specifications and testing requirements. Curb and Gutter work needs to be done by a licensed contractor. Street Closure includes a map showing area to be closed and street form. A 48-hour notice is required before work can start.

7. Tracking of mud by the contractor onto existing streets that require additional ~~ ~~ City street sweepers to clean will be billed to the project owner at the City's actual cost to complete the additional work.

17

* Please type your name as consent to electronically sign this application.   [John Smith]

18   Enable Type Signature 🔵 [John Smith]

X *John Smith*

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

17. Type your name for consent to electronically sign the application

18. Click the Enable Type Signature button on, then type your name again to sign the application.

19. Click **Next**.

20. On the final page, ensure that all the information is correct and click **Submit** to send your permit application in. If you do not want to send your application yet, you may click **Save Draft** so that you may edit and submit your permit application later.