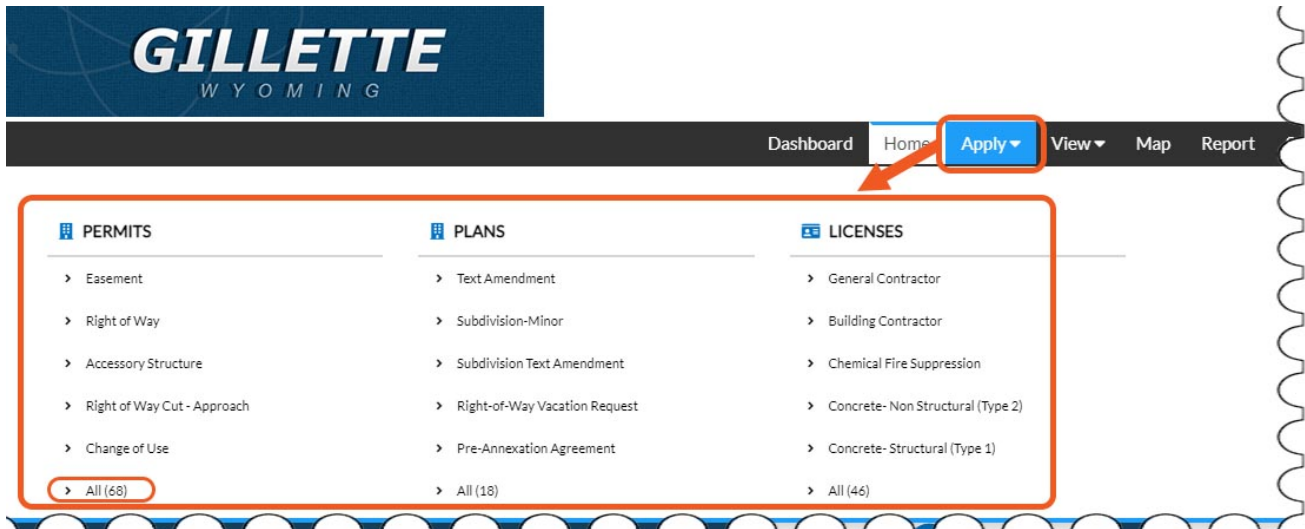


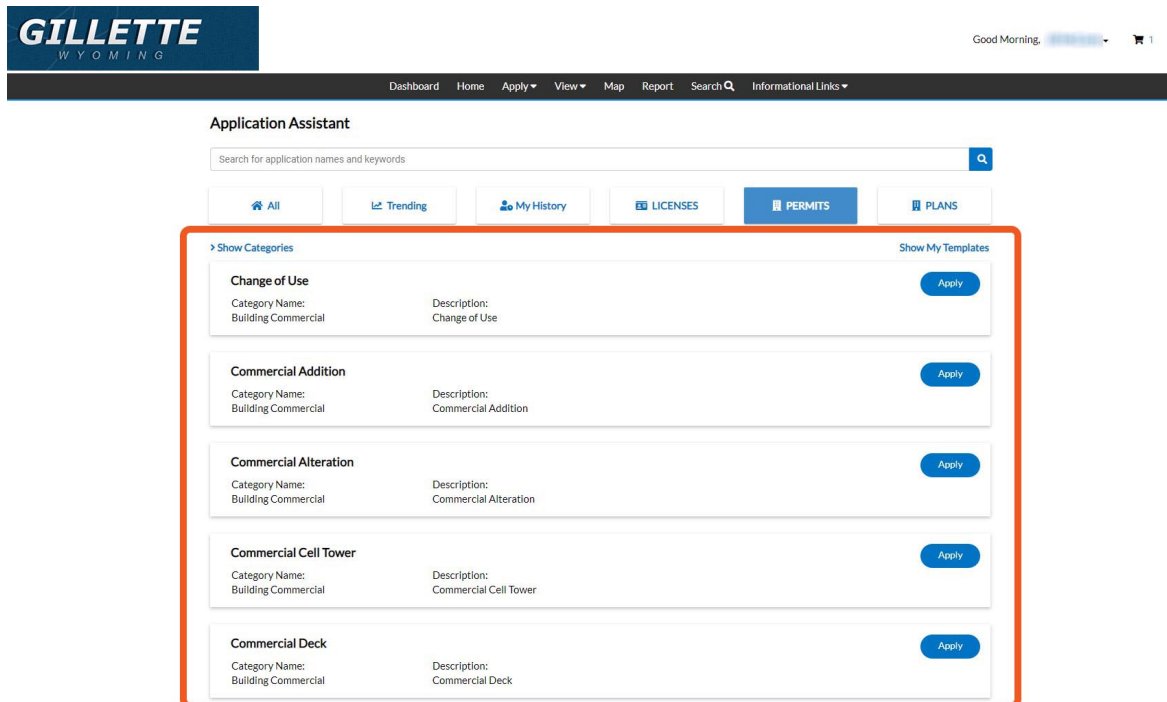
Apply for a Permit

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

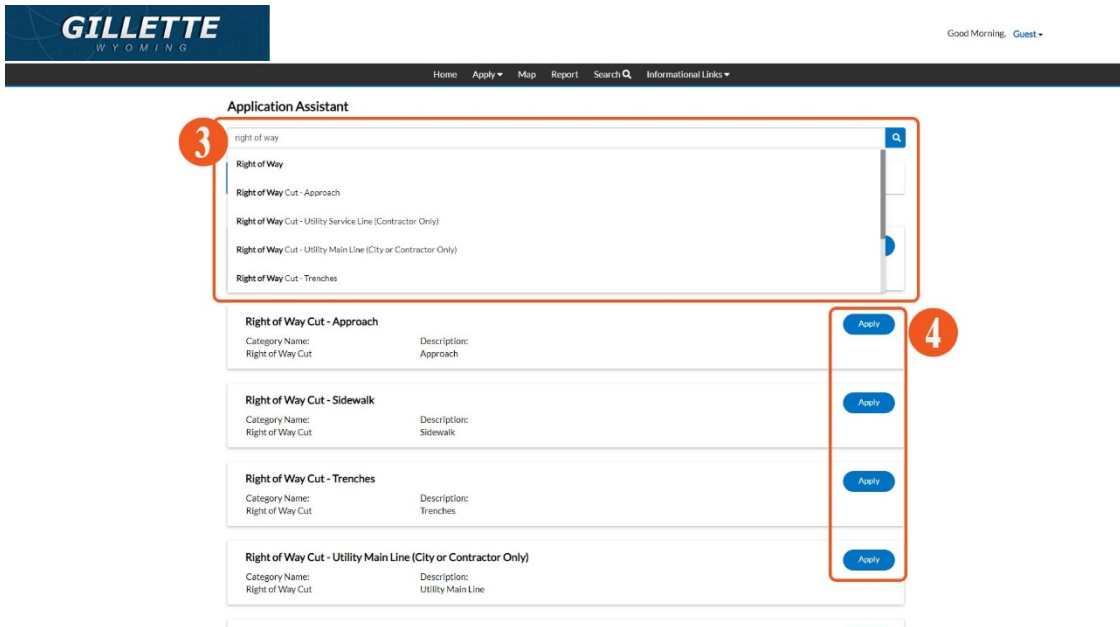
1. From the CSS home page, click **Apply** to view a list of Permits available to be applied for online. You may select from the list if the permit you want is listed or click **All** at the bottom of the list to view all available permits.



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.

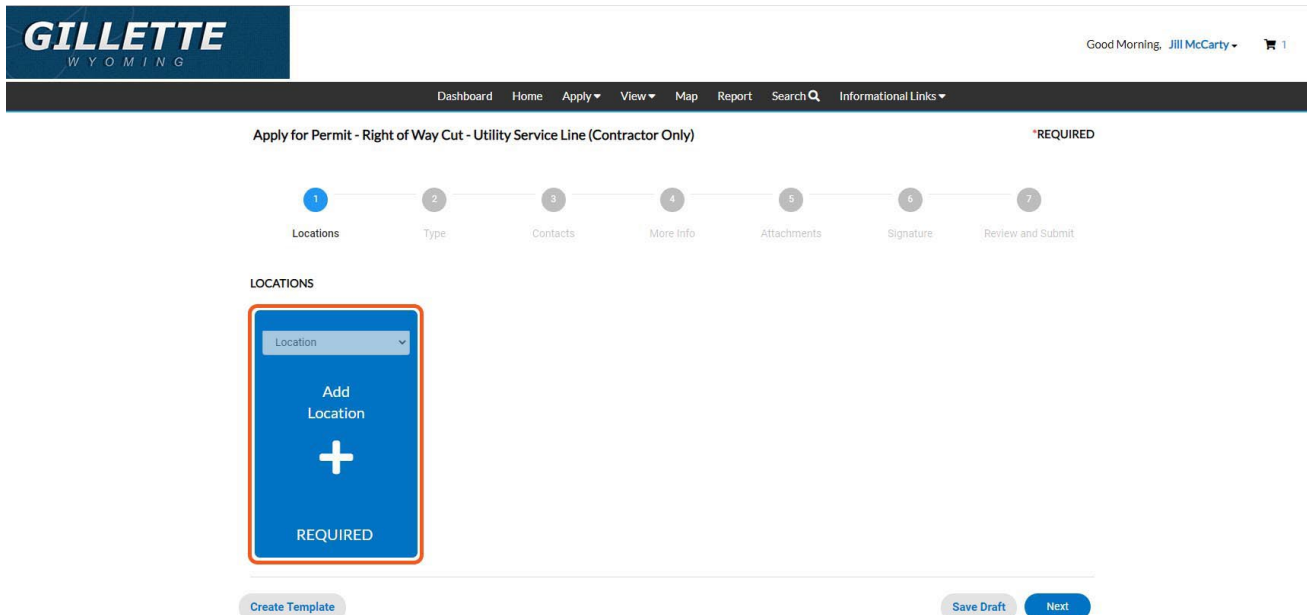


- A search for a specific permit can be done in the search bar to narrow down the type of permit.
- You may start the application process to any of these permits by clicking **Apply** to the right of the description.

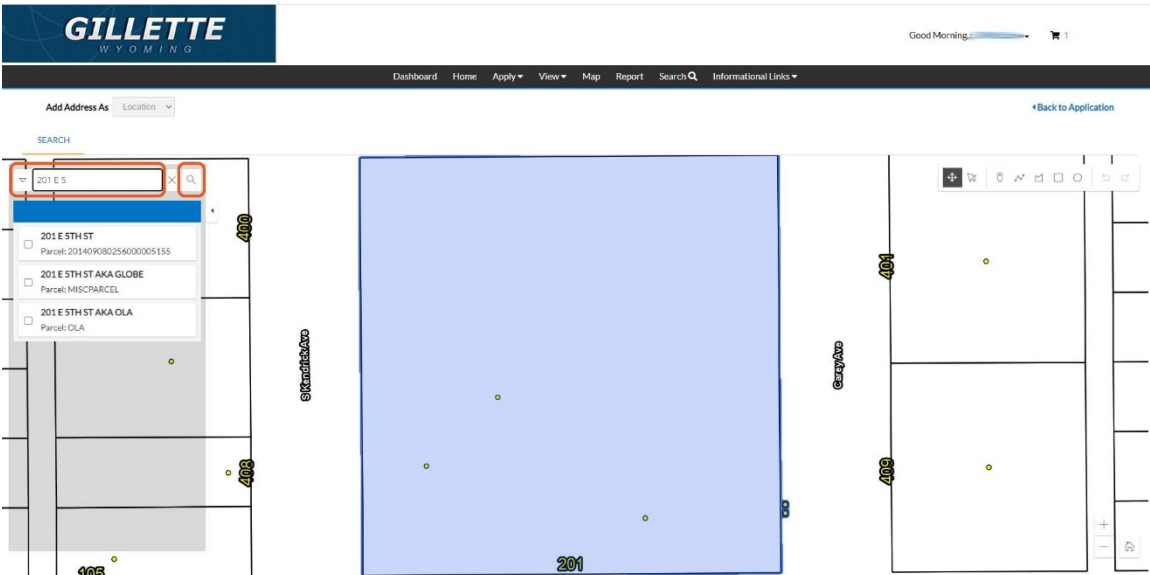


- Click **Add Location**.

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.

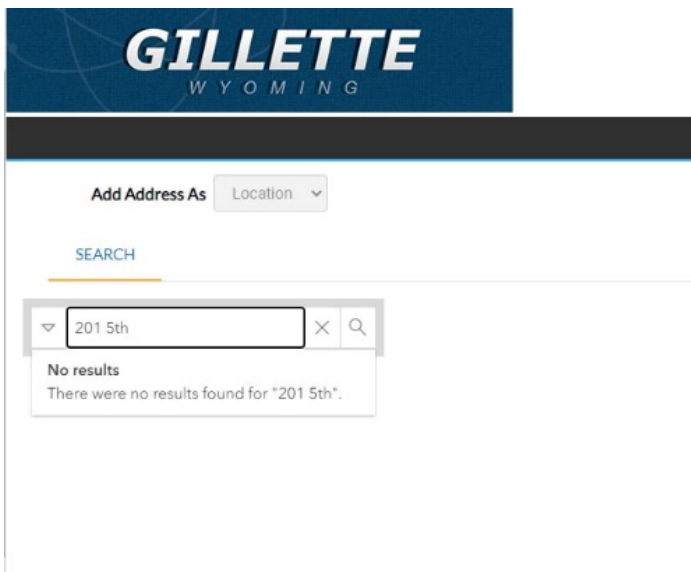


6. Enter the address you would like to add, click the **Search Icon** next to the right of the search bar

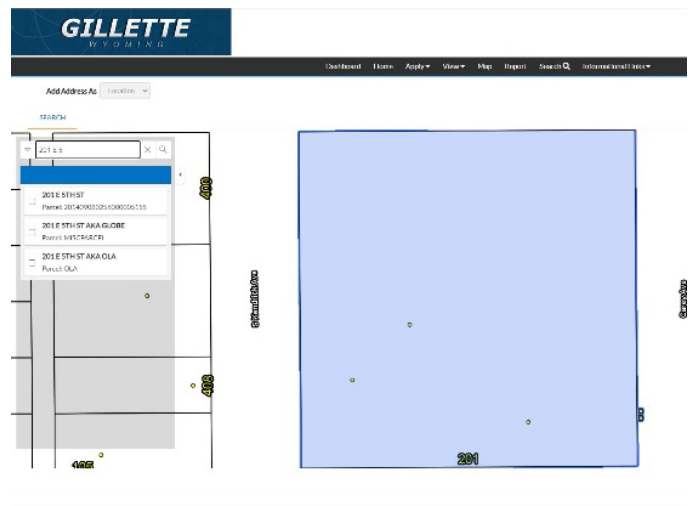


If the street name has a direction (North, South, East, West) include it in the address search.
Example of search results not using a street direction vs using a street direction:

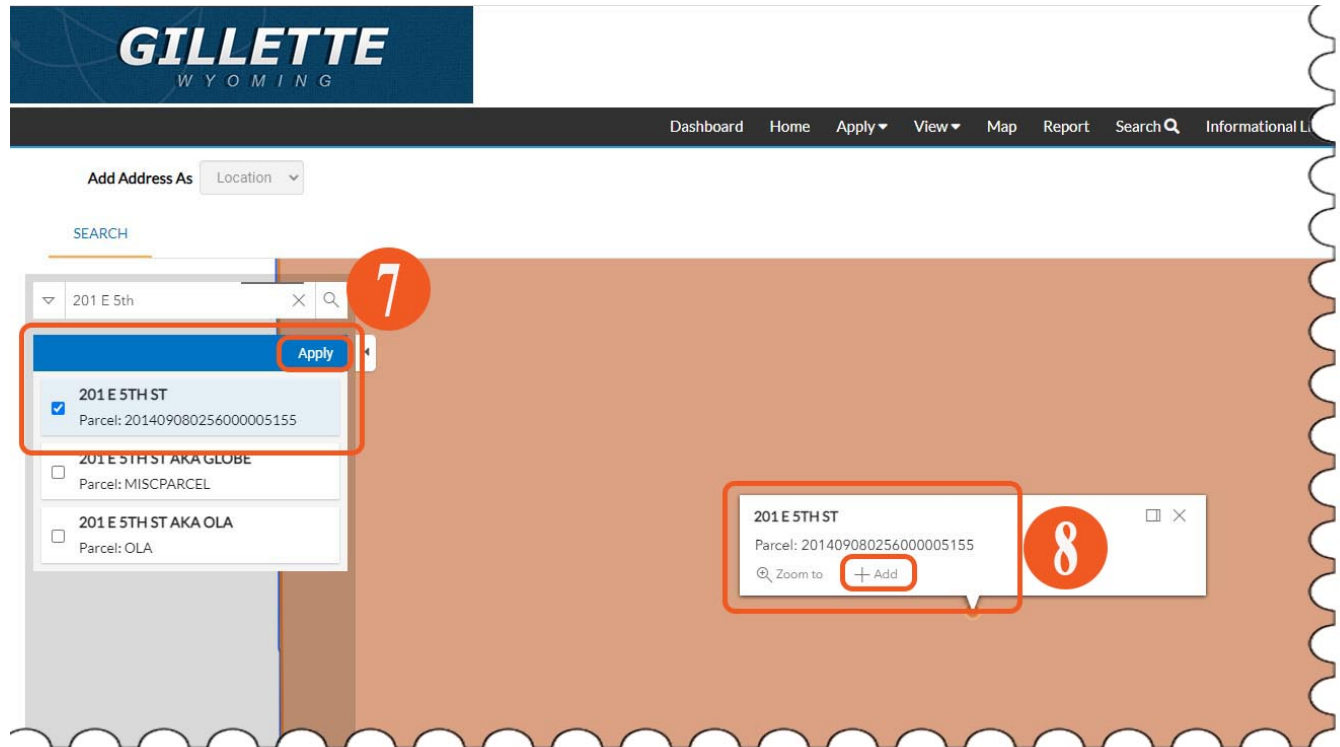
No Street Direction Example



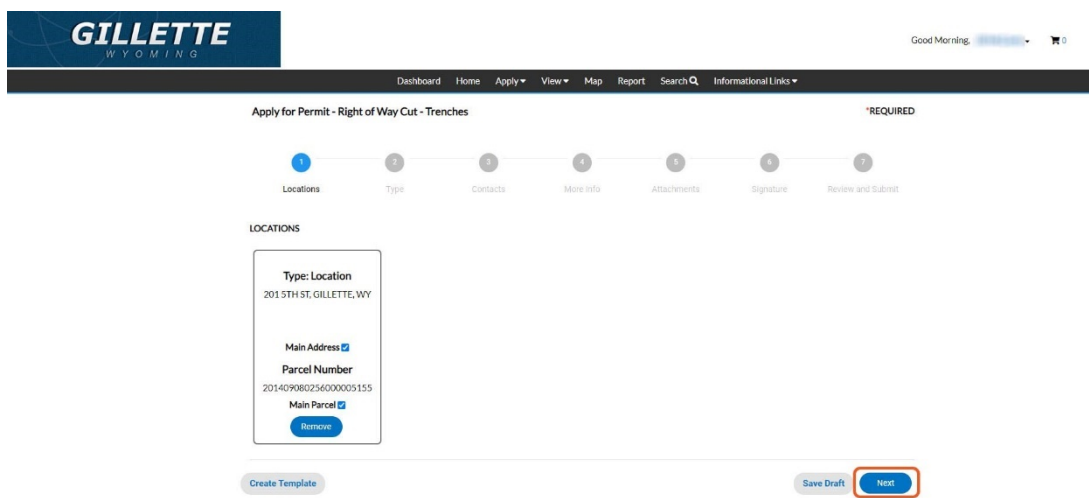
With Street Direction Example



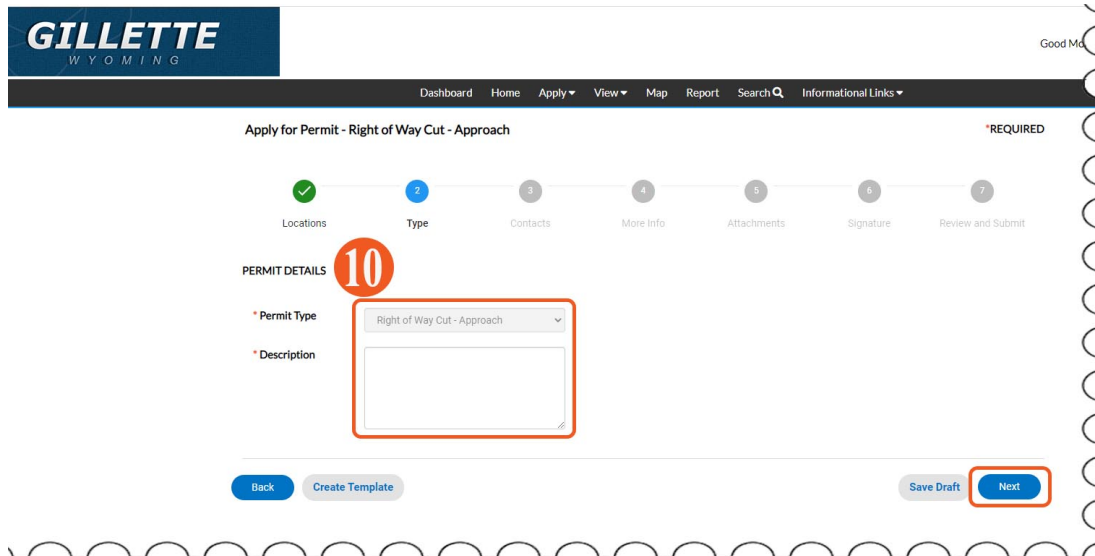
7. Click on the address from the list of search results then **Apply**
 8. -OR- click on the parcel on the map and then **Add**.
- If you have more addresses to add, enter only the main address for the project.*



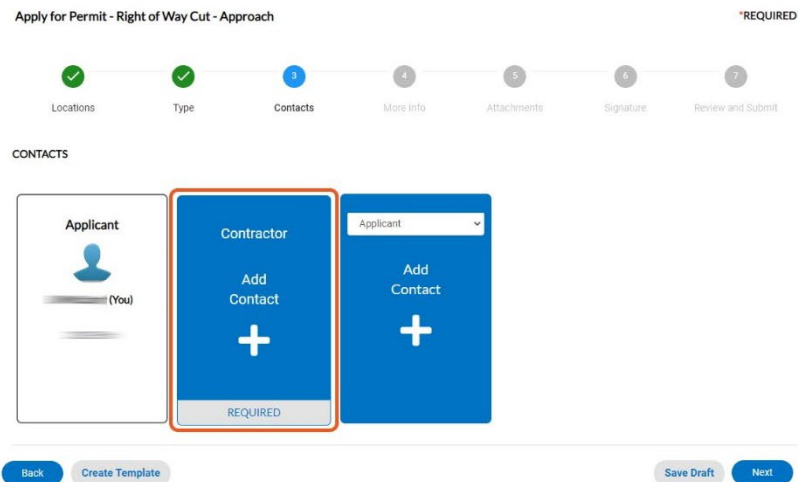
9. Click **Next**.



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

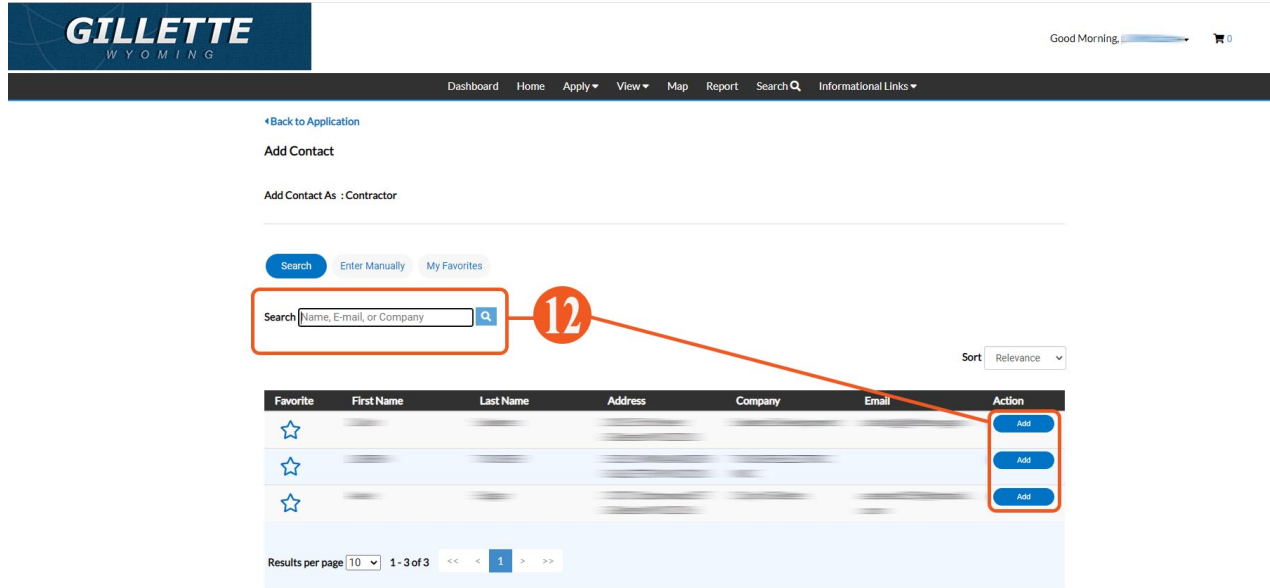


11. For any additional REQUIRED contacts, click **Add Contact**.

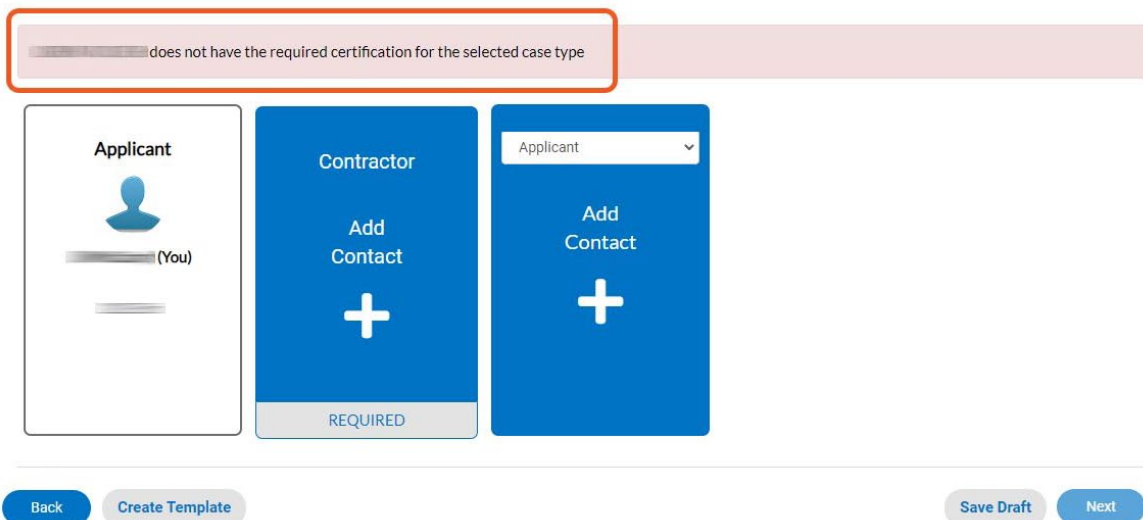


12. Enter the contact name or email address, then click **Search** next to the search box. Click **Add** for the appropriate contact from the search results.

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**.

GILLETTE WYOMING

Dashboard Home Apply View Map Report Search Informational Links

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

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

MORE INFO

Admin Next Section | Top | Main Menu

Construction Specifications Construction Specifications

Project Start Date

Project End Date

Subdivision

Subdivision information will be auto-populated based on location.

Approach Previous Section | Next Section | Top | Main Menu

Will you be replacing your driveway?

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

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

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

Attachments

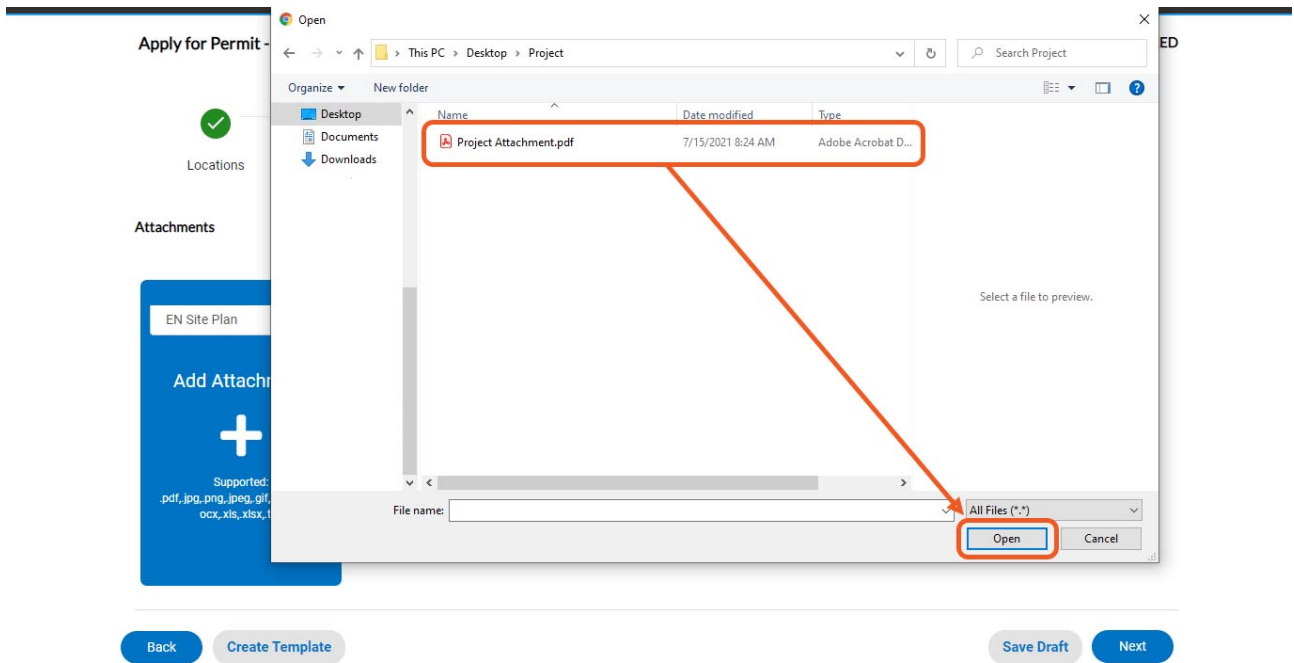
EN Site Plan

Add Attachment

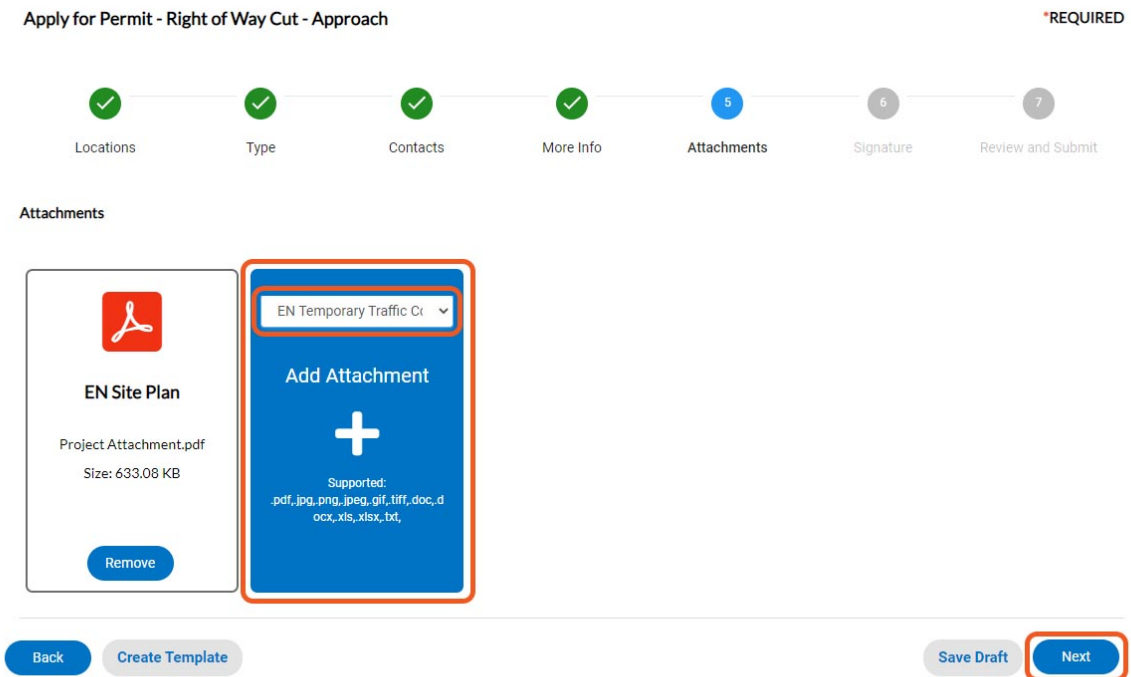
Supported:
pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt

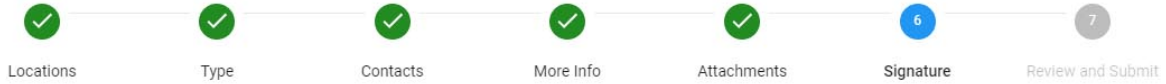
Back Create Template Save Draft Next

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**.



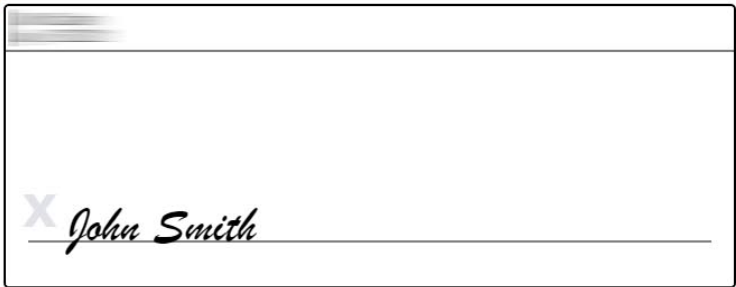


SIGNATURE

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.

18 Enable Type Signature



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.

Apply for Permit - Right of Way Cut - Approach REQUIRED

✓ Locations
✓ Type
✓ Contacts
✓ More Info
✓ Attachments
✓ Signature
7 Review and Submit

Submit

Locations

Location	200 5TH ST, GUILLETTE, WY
Parcel Number	2014090802060000001150

Basic Info

Type	Right of Way Cut - Approach
Description	New Driveway Install
Applied Date	07/26/2021

Contacts

Applicant	Jill McCarthy 200 E 5th St
Contractor	SCOTT HEIBULT HARDY CONSTRUCTION

More Info

Admin [Next Section](#) | [Top](#) | [Main Menu](#)

Construction Specifications	Construction Specifications
Project Start Date	07/26/2021
Project End Date	07/30/2021
Subdivision	

Subdivision information will be auto-populated based on location.

Approach [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Will you be replacing your driveway?	Yes
Driveway Length (feet)	20
Driveway Width (feet)	20

Street Closure [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Will this require a street or sidewalk closure?	No
---	----

If you answer YES, then a Traffic Control Detail Sheet shall be attached to the permit application. Please use the correct Traffic Control Detail Sheet based on the closure that is needed (sidewalk, partial street, full street). Please choose the hyperlink below that best describes what type of closure is needed and attach it. If more detail is needed due to visual safety concerns (such as curve, hill, etc.) then additional temporary traffic control may be required. The approved Right of Way Cut Permit and Traffic Control Detail Sheet are required to be at the job site at all times. A detailed description of reason for closure (sidewalk repair, C&G repair, etc.), Detailed location of closure (address, Street name and nearest intersection, etc.), and a map showing the location colored out will be required to approve the Right of Way permit.

[Full Block Closure](#)
[Full Block Closure](#)

[Full Street Closure](#)
[Full Street Closure](#)

[Partial Street Closure](#)
[Partial Street Closure](#)

Is this an Emergency Closure?

Sidewalk [Previous Section](#) | [Top](#) | [Main Menu](#)

Provide length and width of approach/driveway to be constructed:

Sidewalk Length (feet)	
Sidewalk Width (feet)	

Attachments

DN Site Plan	Project Attachment.pdf
--------------	------------------------

Back
Create Template
Save Draft
Submit