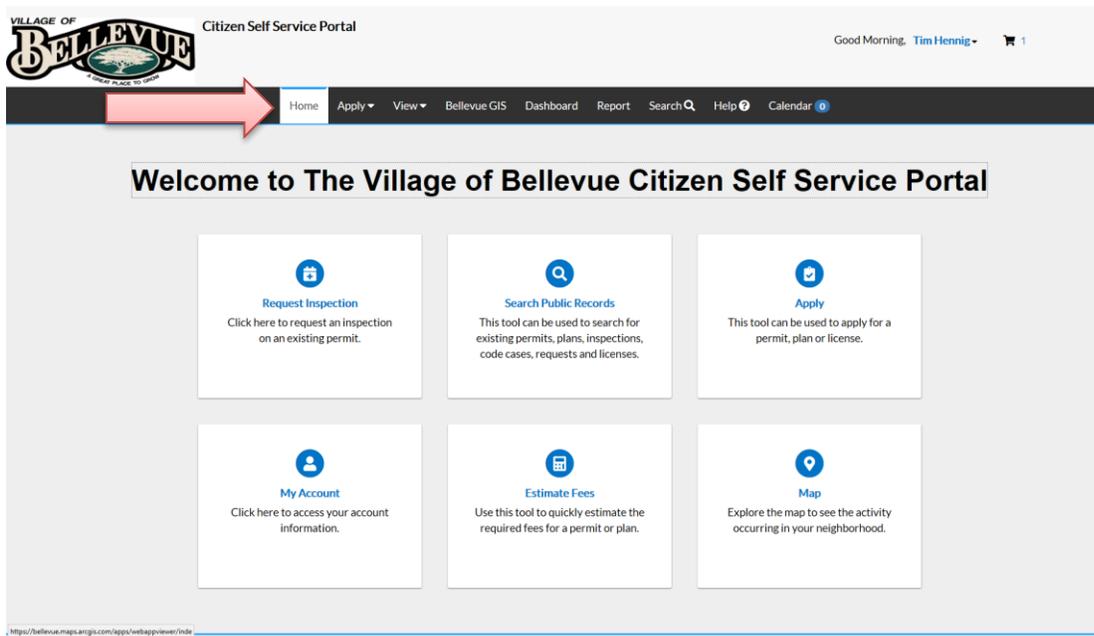


# Community Development Department – Applying in CSS

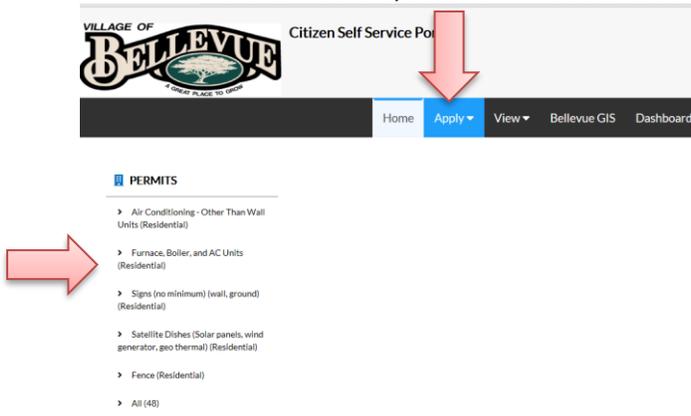
## How to Apply for Plans and/or Permits via the Citizen Self Service Portal

**Make sure you have a registered account in the Citizen Self Service Portal (CSS).** There is a waiting period for the registration process. \*Note: Registration approval requires Village staff to review and approve applicant’s registration. A message will email you regarding your approval.

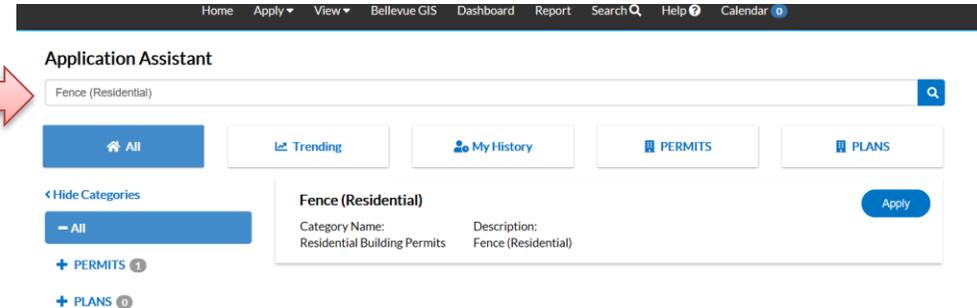
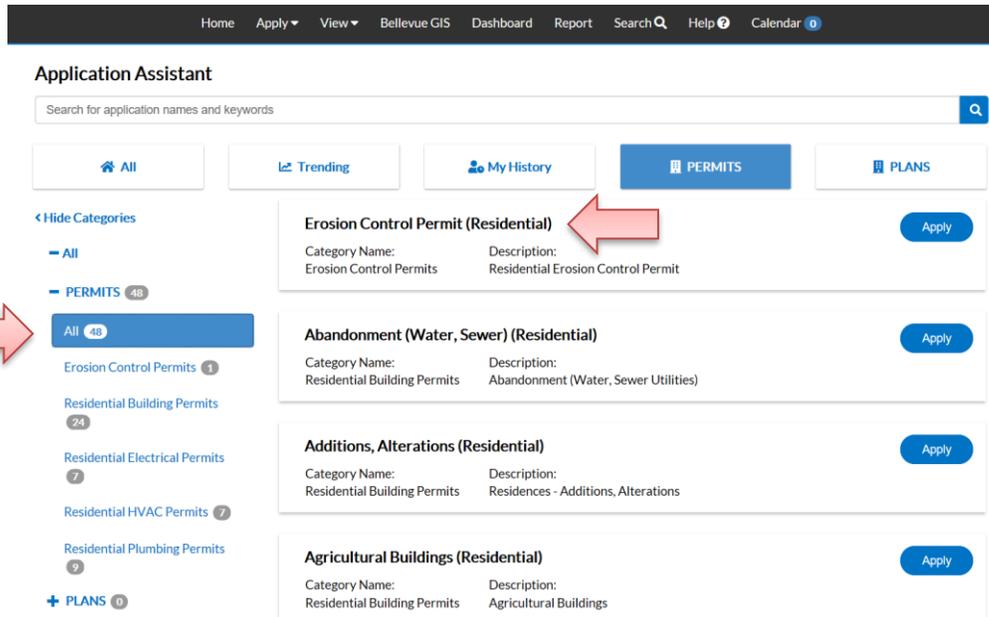
1. If you are not registered, please refer to the tutorial document or video for “How to Register in CSS”
2. If registered, login to your account
3. You will arrive at your home page (referred to as your “Home”)



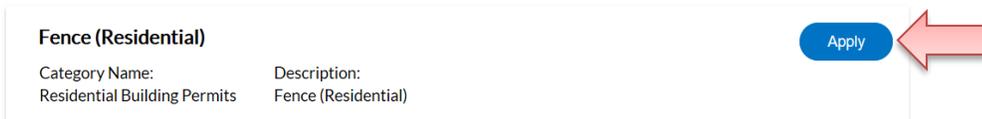
4. Click “Apply” from the top menu selection or from the homepage.
5. You can choose from the available lists of Permits (Residential only at this time).
6. Click “All” to view all options available for either application type.



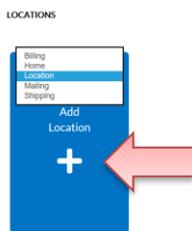
- By clicking “All,” you arrive at a selection page including brief descriptions of each Permit Type to assist you with your submittal.
- Additional options by category are available along the left.
- You can also search for the permit by using the search function. For example, if you’re searching for a fence, type in fence to filter all fence permits.



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



- Click the “+” to add the location of the submittal. You can add more than one location. For example: The current options are billing, home, location of permit activity, mailing, and shipping addresses.



12. For permit submittals, you must choose to submit with an address and parcel number.
13. The “Location” option is the location of the permit activity.
14. You add an address manually. Please enter all information for the location of property/structure.
15. You can also search for the address that’s already predefined in the CSS system. For this example, the user is searching for an address. Select “Add” from address search.

[Back to Application](#)

#### Add Location



Add Address As

#### Address Information

Search   

| Address         | Action                             |
|-----------------|------------------------------------|
| 2828 ALLOUEZ AV | <input type="button" value="Add"/> |

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



16. Verify if the address information is correct. You can continue to add additional address information. When done, click on next.

#### Apply for Permit - Fence (Residential)

\*REQUIRED



#### LOCATIONS

**Type: Location**

2828 ALLOUEZ 54311 AV,  
VILLAGE OF BELLEVUE, WI,

Main Address

**Parcel Number**

B-165

Main Parcel

Location

Add Location

+





17. You may change the permit type or continue to enter information regarding the permit. Asterisk indicate required entry. Click next to continue.



**PERMIT DETAILS**

Please follow these steps in obtaining a building permit: Apply for a permit via Citizen Self Service (CSS) portal or in person at the Village Office is located at 2828 Allouez Avenue, between the hours of 7:30 AM and 4:30 PM, Monday through Friday. Submit Plans - Plans are needed for most projects other than repairs or replacements. Wait for staff to review your plans - small additions, remodeling or garages can most times be reviewed at the counter if adequate, detailed, and complete plans are prepared. Staff will need additional time to review other projects, especially new construction. Sometimes you will need subcontractor permits for electrical, plumbing, or heating permits. These permits must be obtained prior to subcontractor starting their work. Plan Review usually takes 5 working days. Pay fee and receive your permit. Do the work stated on the permit. Uniform Dwelling Code (UDC) Permits are valid for two (2) years, all other Village issued permits are valid for one (1) year. Call for inspections as needed (at least 48 hours in advance). Village Code and State Statute require permits. If you don't obtain one when required, the Village may charge you a double permit fee and require all work to stop at the site until you obtain the proper permits. In addition, the Village can fine you for the violation for every day that the work is not in compliance. Lastly, any work that has been done without a permit and has been covered up may need to be uncovered for proper inspection.

\* Permit Type: Fence (Residential)

Description: Will be building a fence on a 19,000 sq foot property.

\* Square Feet: 19000

\* Valuation: 10000



Back

Save Draft

Next



18. Enter contact information. You can add more than one contact regarding your permit project. For example, you will need to add your contact information, contractor, etc.

**Apply for Permit - Fence (Residential)**

REQUIRED



**CONTACTS**

Please use the following to add contacts. Use the drop down menu to select contractor, architect, developer, and so on. Try to search for the contractor, etc. before adding additional information.

**Applicant**

Tim Hennig (You)  
Bellevue  
2828 Allouez Av Allouez Av,  
Bellevue, WI., 54311

**Applicant**

- Architect
- Contractor
- Developer
- General Concrete Contractor
- General Electric Contractor
- General Fence Contractor
- General Fire Sprinkler Contractor
- General Miscellaneous Contractor
- General Sign Contractor
- General Turf Irrigation System Contractor
- General Utility Contractor
- Legacy Contact
- Owner
- Owner/Builder
- Tenant
- UDC Dwelling Contractor
- UDC Dwelling Contractor Qualifier
- UDC Electric Contractor
- UDC HVAC Contractor
- UDC Master Electrician
- UDC Master Plumber
- UDC Utility Contractor



Back

Save Draft

Next



19. The more info page has information that you can enter. Enter only the information that applies to the permit. For example, you may only need to enter in the proposed setback and described work.

Number of Air Conditioning Units

Furnace/Boiler

Value: \$

Proposed Setbacks: Front

Back

Right

Left

Describe Work To Be Done

Back Save Draft Next

20. You are required to provide a sketch of proposed area and attach it to the permit application.

Acceptable files are .pdf, .jpg, .png, if, etc. files. To attach a file, you can click on the “+” or click and drag a file in the blue box.

Apply for Permit - Fence (Residential) REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

All electronic plans, sketches, and documents must be submitted with the application for permit review.

Uploaded via CSS

2828 Fence.pdf  
Size: 1.27 MB

Remove

click or drag files

Add Attachment

Supported: pdf, jpg, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwt, dwtc

Back Save Draft Next

21. Review the permit application. After submitting, your permit application will be reviewed by the staff. Fees will be due after the review of permit application. Payments will be paid at Village Administration office at 2828 Allouez Av.

**Apply for Permit - Fence (Residential)** REQUIRED

Progress: Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6

[Submit](#)

---

**Locations**

Location: 2828 ALLOUEZ 54311 AV, VILLAGE OF BELLEVUE, WI, .

Parcel Number: B-165

---

**Basic Info**

Type: Fence (Residential)  
 Description: Will be building a fence on a 19,000 sq foot property.  
 Square Feet: 19000  
 Valuation: 10000  
 Applied Date: 12/03/2019

---

**Contacts**

Applicant: Tim Hennig  
 Bellevue  
 2828 Allouez Av Allouez Av, Bellevue, WI, 54311

---

**Estimated Fees**

The following is a fee estimate and totals are subject to change. Additional fees may apply.

| Fee        | Amount  |
|------------|---------|
| Fence (VB) | \$40.00 |

Total: \$40.00

---

**More Info**



22. Once submitted, a confirmation message will appear. Fee payment will be required after permit application review.

**✔ Your permit was successfully created!**

Your Fence (Residential) permit application has been submitted. Someone will be contacting you regarding your submission. Once approved, fees can be paid at the Village Office located at: 2828 Alouez Avenue Bellevue, WI 54311. Office Hours are Monday - Thursday at 7:00 am - 4:30 pm and Friday at 7:00 am - 12:00 pm.

[Continue to permit](#)



**Fees**

**\$0.00**

[View Details](#) [Add to Cart](#)

23. Permit information will be available. To add additional information, you will use this area to add attachments, contacts, or other information needed for the permitting process.

Permit Number: 2019-0103-BLDR

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

Type: Fence (Residential)      Status: Submitted - Online      Project Name: [Dropdown]

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

**Progress**

0% Completed

- Completed
- In Progress
- Not Started

**Workflow**

**Actions**

No Actions

**Fees**

**\$0.00**

[View Details](#) [Add to Cart](#)

