

Wagoner County – Creating CSS account/ Applying for permit

Go to link in Planning & Engineering to create account

REGISTERING YOUR CSS ACCOUNT

- Top right corner (guest) click register
- Put in your company email
- You will have to confirm your email when you receive it in your inbox
 - Confirm email
 - Place checkmark that states you are not a robot
 - You may have to answer the challenge questions
- Choose your username – it can be your email or anything you choose
- Enter a password
- Confirm the password
- Click next
- Answer the required fields
 - Only one phone type is required
- Click next
- Enter your mailing address
- Click submit
- Success is indicated by the screen opening to your Dashboard
 - You will also receive a welcome email in your inbox

APPLYING FOR A PERMIT

- Click Apply in the top menu
- Select type of permit
- The first screen is for location
 - Click on the + sign to add location
 - Put in address or parcel number
 - Click on the right one if there is more than one listed
- Click next

Step 2 - Type

- Enter a description of what is being done on the site
- Enter square feet of structure
- Enter valuation – estimated project cost
- Click next

Step 3 – Contacts

- You as the signed in user will automatically be added as applicant
- You can add another contact if desired or search by last name
- Click next

Step 4 – More Information

- Building Use
 - Select arrow
 - Select (single Family Dwelling, Shop, commercial etc)
- Floor area (square feet of structure)
- Stories
- Height of roof at peak
- Exterior wall material
- Framing type
- Utility connections
 - Water provider
 - Electric provider
 - Sewage disposal
- Storm Water Pollution
 - Read and understand the documentation
- Click next

Step 5 – Attachments

- Attach the required documentation
- Construction plans
- Filed deed
- Site plan/ erosion plan
- DEQ paperwork (add attachment) if required

Step 6 – Signature

- Place holder – type your name
- Sign or enable type your name to sign for you

Step 7 – Review & submit

- Click submit
- Once submitted you will see a building permit
- You will see a green bar that states that your application is under review and will receive an email when we are ready