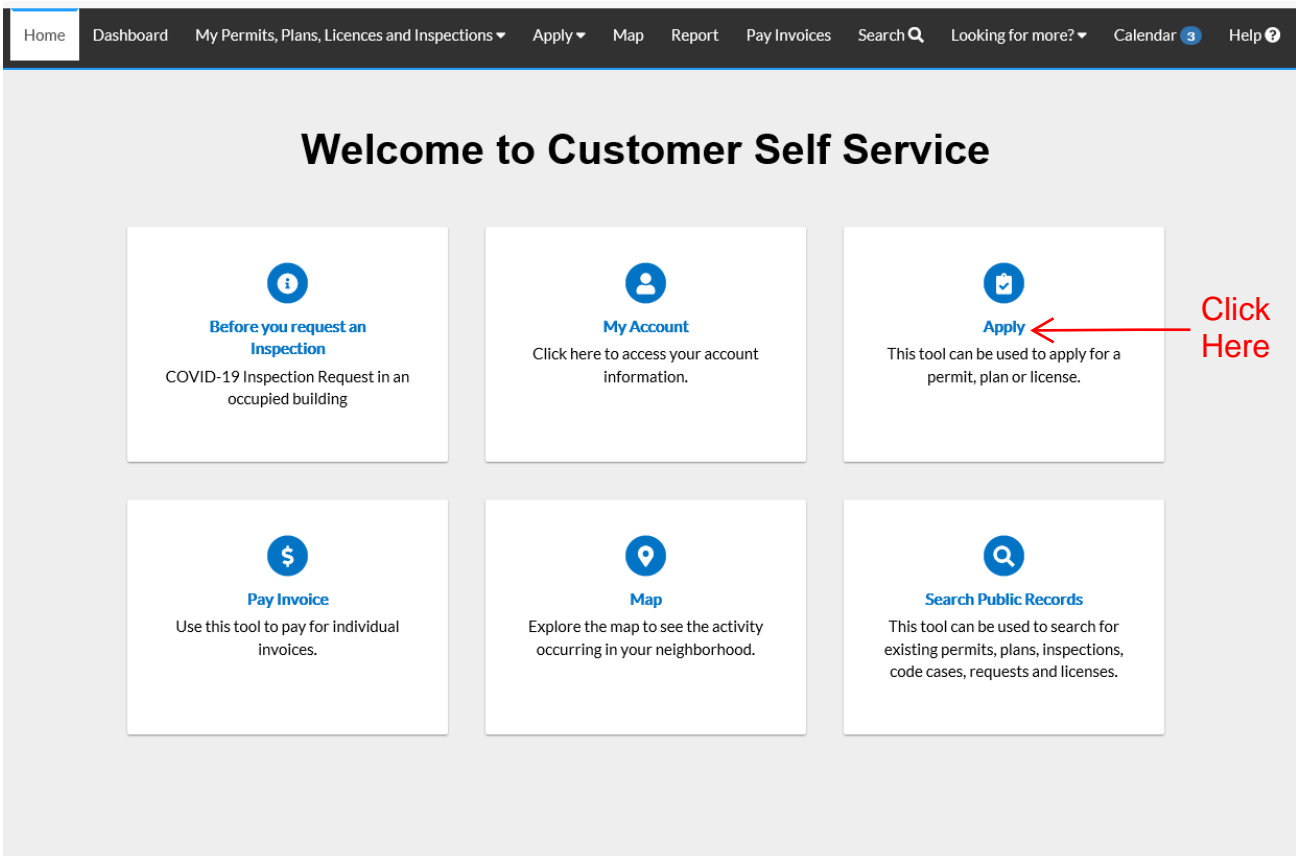


CSS COMMERCIAL STEP-BY-STEP GUIDE

Login







You must have an account to login. If you do not have an account, Click My Account and register. We will notify you within 48 hours when your account is active, and you may then login and apply as described below.

Step 1



Home Dashboard My Permits, Plans, Licences and Inspections Apply Map Report Pay Invoices Search Looking for more? Calendar Help

Welcome to Customer Self Service

 Before you request an Inspection COVID-19 Inspection Request in an occupied building	 My Account Click here to access your account information.	 Apply This tool can be used to apply for a permit, plan or license.
 Pay Invoice Use this tool to pay for individual invoices.	 Map Explore the map to see the activity occurring in your neighborhood.	 Search Public Records This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Click Here

Step 2

Home Dashboard My Permits, Plans, Licences and Inspections Apply Map Report Pay Invoices Search Looking for more? Calendar 3 Help

Application Assistant

Search for application names and keywords

All Trending My History LICENSES **PERMITS** PLANS

> Show Categories

Commercial Building New - Apartment Apply

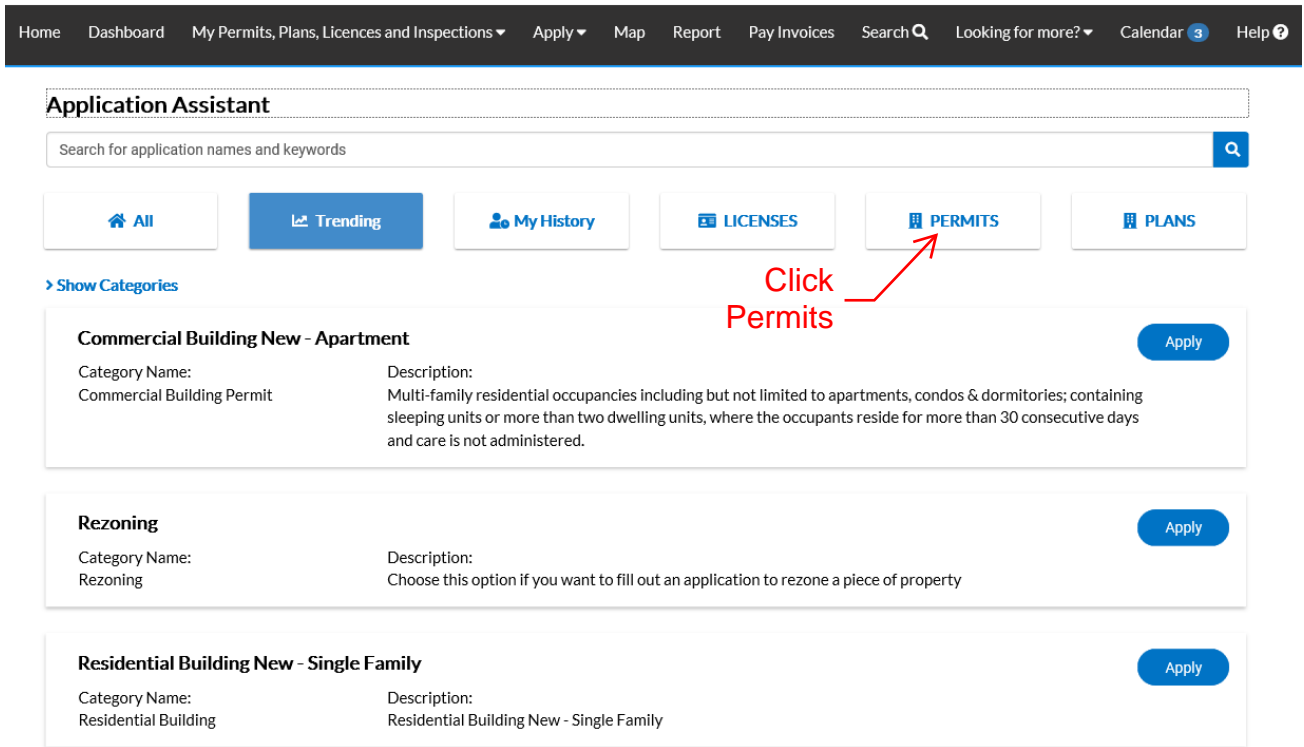
Category Name: Commercial Building Permit Description: Multi-family residential occupancies including but not limited to apartments, condos & dormitories; containing sleeping units or more than two dwelling units, where the occupants reside for more than 30 consecutive days and care is not administered.

Rezoning Apply

Category Name: Rezoning Description: Choose this option if you want to fill out an application to rezone a piece of property

Residential Building New - Single Family Apply

Category Name: Residential Building Description: Residential Building New - Single Family



Step 3

Home Dashboard My Permits, Plans, Licences and Inspections Apply Map Report Pay Invoices Search Looking for more? Calendar 3 Help

Application Assistant

Search for application names and keywords

All Trending My History LICENSES **PERMITS** PLANS

> Show Categories

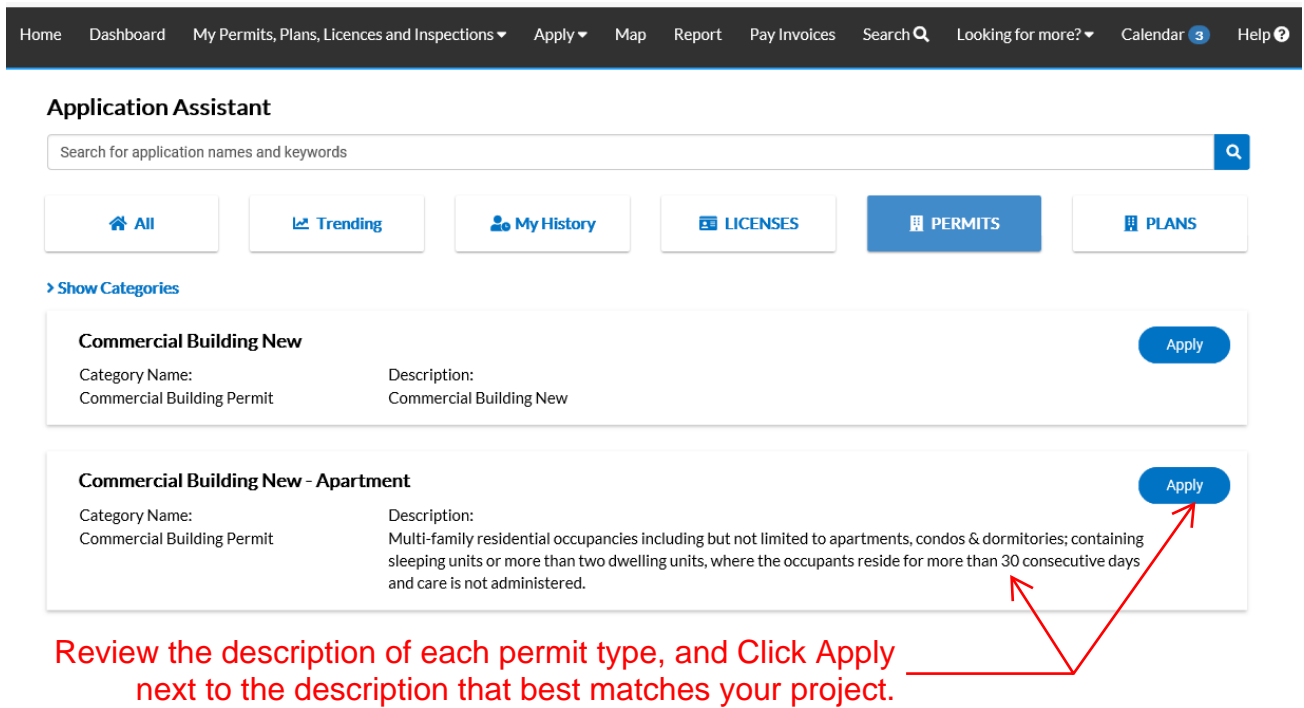
Commercial Building New Apply

Category Name: Commercial Building Permit Description: Commercial Building New

Commercial Building New - Apartment Apply

Category Name: Commercial Building Permit Description: Multi-family residential occupancies including but not limited to apartments, condos & dormitories; containing sleeping units or more than two dwelling units, where the occupants reside for more than 30 consecutive days and care is not administered.

Review the description of each permit type, and Click Apply next to the description that best matches your project.



Step 4

Home Dashboard My Permits, Plans, Licences and Inspections ▾ Apply ▾ Map Report Pay Invoices Search 🔍 Looking for more? ▾ Calendar 3 Help ?

Apply for Permit - Commercial Building New - Apartment *REQUIRED

1 — 2 — 3 — 4 — 5 — 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Location *1 address per record ▾

Add Location

+

Click Here

Note: If the property has not been platted and/or the address has not been assigned by the GIS department, do not click the plus in the blue box. Instead, Click Next and skip to Step 8.

Save Draft Next

Step 5

Home Dashboard My Permits, Plans, Licences and Inspections ▾ Apply ▾ Map Report Pay Invoices Search 🔍 Looking for more? ▾ Calendar 3 Help ?

[◀ Back to Application](#)

Add Location

Address Parcel

Add Address As Location *1 address per record ▾

Search

Address Information

Search 🔍

Click Here and type the address number, and street name ONLY. There is no need to include North, West, Ave, or St designation here.

Then Click Here

Step 6

Home Dashboard My Permits, Plans, Licences and Inspections ▾ Apply ▾ Map Report Pay Invoices Search 🔍 Looking for more? ▾ Calendar 3 Help ?

◀ Back to Application

Add Location

Address Parcel

Add Address As Location *1 address per record ▾

Search

Address Information

Search 231 Dakota 🔍

Address	Action
231 N DAKOTA AVE SIOUX FALLS, SD, 57104, US	Add

Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>

Check to make sure the address is correct

Then Click Add next to the appropriate address

Step 7

Home Dashboard My Permits, Plans, Licences and Inspections Apply ▾ Map Report Search 🔍 Looking For More? ▾

*REQUIRED

- 1 Locations
- 2 Type
- 3 Contacts
- 4 More Info
- 5 Attachments
- 6 Review and Submit

LOCATIONS

Type: Location *1 address per record

231 N DAKOTA AVE SIOUX FALLS, SD, 57104, US

Main Address

Parcel Number

012216305026000

Main Parcel

Remove

Create Template Save Draft Next

Click Next

Step 8

Apply for Permit - Commercial Building New - Apartment

*REQUIRED



PERMIT DETAILS

*Permit Type: Commercial Building New - Apartmer

*Description: 16 Unit, 2 Story, Apartment Building

*Square Feet: 17000

*Valuation: 2320000

Add a brief description of the scope of work

Add the square footage of the footprint of the building, without commas

Add the total value of the project, without commas. If you also apply for a foundation permit do not include the foundation value here.

Back

Save Draft Next

Then Click Next

Step 9

Apply for Permit - Commercial Building New - Apartment

*REQUIRED



CONTACTS

Business Name: (You) GUENTHER CONSTRUCTION, 231 N DAKOTA AVE, SIOUX FALLS, SD, United States, 57104

Applicant: Add Contact (+)

Agent: Add Contact (+)

Your company name will appear automatically

Click Here

Back

Save Draft Next

Step 10

[← Back to Application](#)

Add Contact

Add Contact As : Applicant

Search My Favorites

Search Beth Guenther 🔍

Click Here and type your first and last name as they appear in your CSS account

Then Click Here

Note: If your name does not appear in the next screen, you may come back to this screen. Enter the first few letters of your first and last name, and click the search symbol, for example:

Search Bet Guen 🔍

First few letters of first and last name

Then Click Here

Step 11

[← Back to Application](#)

Add Contact

Add Contact As : Applicant

Search My Favorites

Search Beth Guenther 🔍

Sort Relevance ▾

Favorite	First Name	Last Name	Company	Action
★	BETH	GUENTHER		Add
★	ELIZABETH	BROEKEMEIER		Add

Find the correct name and click the star to the left. This will allow you to find the name quicker in future applications.

Then Click Add next to the correct name

Step 12

Home Dashboard My Permits, Plans, Licences and Inspections Apply Map Report Pay Invoices Search Looking for more? Calendar 3 Help

Apply for Permit - Commercial Building New - Apartment *REQUIRED

Locations (✓) Type (✓) **Contacts (3)** More Info (4) Attachments (5) Review and Submit (6)

CONTACTS

Business Name

(You)

GUENTHER CONSTRUCTION

231 N DAKOTA AVE, SIOUX FALLS, SD, United States, 57104

Applicant

BETH GUENTHER

Remove

Applicant

Add Contact

+

No other contacts are required here. The general contractor, mechanical, electrical and plumbing subcontractors may be added in a different screen

Back Save Draft Next

Click Next

Step 13

Home Dashboard My Permits, Plans, Licences and Inspections Apply Map Report Search Looking For More?

*REQUIRED

Locations (✓) Type (✓) Contacts (✓) **More Info (4)** Attachments (5) Review and Submit (6)

MORE INFO


General Info [Top](#) [Main Menu](#)

Location of Project (Closest Intersection) 8th & Dakota Enter the nearest intersection.

Name of Project/Building Doe & Associates Enter the project name.

Other permits related to this project No If a demolition, foundation or other permit on the project was/will be applied for, Click Arrow to select yes so that we can link the permits together.

Step 13 cont'd

Sprinkler Type 

Contractors

General Contractor

Mechanical Contractor

Electrical Contractor

Plumbing Contractor

General Comments

Click Arrow and select the appropriate option.

Company names

Add other information about the project here.

By entering my name and submitting the application, I declare and affirm under the penalties of perjury, that I am the authorized user of this account and the submission has been examined by me, and to the best of my knowledge and beliefs, is in all things true and correct. I also understand that by submitting my request, I am bound by the disclaimer, privacy statement, and user agreement and will be held responsible for all actions taken on this account.

*Digital Signature

Enter your name. Do not enter anyone else's name!

Back Create Template Save Draft Next

Click Next

Step 14

The screenshot shows the 'Apply for Permit - Commercial Building' interface. At the top, there is a navigation bar with links: Home, Dashboard, My Permits, Plans, Licences and Inspections, Apply, Map, Report, Search, and Looking For More?. Below the navigation bar, the page title is 'Apply for Permit - Commercial Building' and there is a '*REQUIRED' label. The interface features a progress bar with four steps: 1. Locations (checked), 2. Type (checked), 3. Attachments (active), and 4. Review and Submit. The 'Attachments' section contains two blue cards: 'Plans' and 'Other'. Both cards have an 'Add Attachment' button with a plus sign and a 'Supported: .pdf' label. The 'Plans' card has a 'REQUIRED' label at the bottom. A white modal window titled 'Plans Instructions' is open, displaying the text: 'All plans required for the permit must be COMBINED into ONE PDF and added here. Plans (Civil-Site, Structural, Architectural, Mechanical, Electrical, Plumbing, Pre-engineered Building, etc.)'. A red arrow points to the 'X' close button in the top right corner of the modal. Another red arrow points to the information icon (i) in the top right corner of the 'Plans' card. A white callout box with red text says: 'Click Here for Plans Instructions above. Then Click X above.'

Step 15

The screenshot shows the 'Apply for Permit - Commercial Building' interface. At the top, there is a navigation bar with links: Home, Dashboard, My Permits, Plans, Licences and Inspections, Apply, Map, Report, Search, and Looking For More?. Below the navigation bar, the page title is 'Apply for Permit - Commercial Building' and there is a '*REQUIRED' label. The interface features a progress bar with four steps: 1. Locations (checked), 2. Type (checked), 3. Attachments (active), and 4. Review and Submit. The 'Attachments' section contains two blue cards: 'Plans' and 'Other'. Both cards have an 'Add Attachment' button with a plus sign and a 'Supported: .pdf' label. The 'Plans' card has a 'REQUIRED' label at the bottom. A white modal window titled 'Other Instructions' is open, displaying the text: 'Please do not add documents here unless specifically instructed to do so by City staff.' A red arrow points to the 'X' close button in the top right corner of the modal. Another red arrow points to the information icon (i) in the top right corner of the 'Other' card. A white callout box with red text says: 'Click Here for Other Instructions above. Then Click X above.'

Step 16

Home Dashboard My Permits, Plans, Licences and Inspections Apply Map Report Search Looking For More? ***REQUIRED**

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

Attachments

Click Here, browse to your PDF file, select it, and Click Open

Note: All submittal information must be combined into one document. Only ONE PDF ATTACHMENT is allowed

Do not add files here unless instructed to do so by City staff. This tile is for re-submittals only.

Plans
Add Attachment
Supported: .pdf
REQUIRED

Other
Add Attachment
Supported: .pdf

Back Create Template Save Draft Next

Step 17

Home Dashboard My Permits, Plans, Licences and Inspections Apply Map Report Search Looking For More? ***REQUIRED**

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

Attachments

Do not add files here unless instructed to do so by City staff. This tile is for re-submittals only.

Click Next

Plans
Avery Apartments Plans 2021.pdf
Size: 999.29 KB
Remove

Other
Add Attachment
Supported: .pdf

Back Create Template Save Draft Next

Step 18

Apply for Permit - Commercial Building New - Apartment

*REQUIRED

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

Submit

Locations

Location *1 address per record	231 N DAKOTA AVE, SIOUX FALLS, SD, US, 57104
Parcel Number	012216305026000

Basic Info

Type	Commercial Building New - Apartment
Description	16 Unit, 2 Story, Apartment Building
Square Feet	17000
Valuation	2320000
Applied Date	09/29/2020

Contacts

Contractor (Commercial)	GUENTHER CONSTRUCTION 231 N DAKOTA AVE, SIOUX FALLS, SD, United States, 57104
-------------------------	--

More Info

General Info	
Location of Project (Closest Intersection)	8th and Dakota Ave
Name of Project/Building	Avery Apartments
Other permits related to this project	No
Sprinkler Type	13

Contractors	
General Contractor	ABC & Sons Construction
Mechanical Contractor	HVAC Construction, LLC
Electrical Contractor	Power & Lights Co.
Plumbing Contractor	Water Works Corporation
General Comments	

By entering my name and submitting the application, I declare and affirm under the penalties of perjury, that I am the authorized user of this account and the submission has been examined by me, and to the best of my knowledge and beliefs, is in all things true and correct. I also understand that by submitting my request, I am bound by the disclaimer, privacy statement, and user agreement and will be held responsible for all actions taken on this account.

Digital Signature Beth Guenther

Review all information

[Top](#) | [Main Menu](#)

If everything is correct, Click Submit

Attachments	
Plans	Avery Apartments Plans 2021.pdf

Back Create Template

Save Draft Submit

Step 19

Home Dashboard My Permits, Plans, Licences and Inspections Apply Map Report Search Looking For More?

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: Permit-CB-189581-2021

Permit Details | Tab Elements | Main Menu

Type:	Commercial Building New - Apartment	Status:	Submitted Online	Project Name:	
Applied Date:	04/15/2021	Issue Date:		Expire Date:	
District:	Inside City Limits	Assigned To:		Finalized Date:	
Square Feet:	17,000.00	Valuation:	\$2,320,000.00		
Description:	16 unit, 2 Story, Apartment Building				

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

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Commercial Review Triage - Started - Scheduled for 04/15/2021
- Plan Review Fee Received
- Commercial Review
- Create Mechanical Sub-Permit
- Create Electrical Sub-Permit
- Create Plumbing Sub-Permit
- Permit Fee Received
- Issue Building Permit
- BS - Building - Survey -

Available Actions

No Actions

Wait for the green confirmation statement. We will contact you after a brief review of the documents.