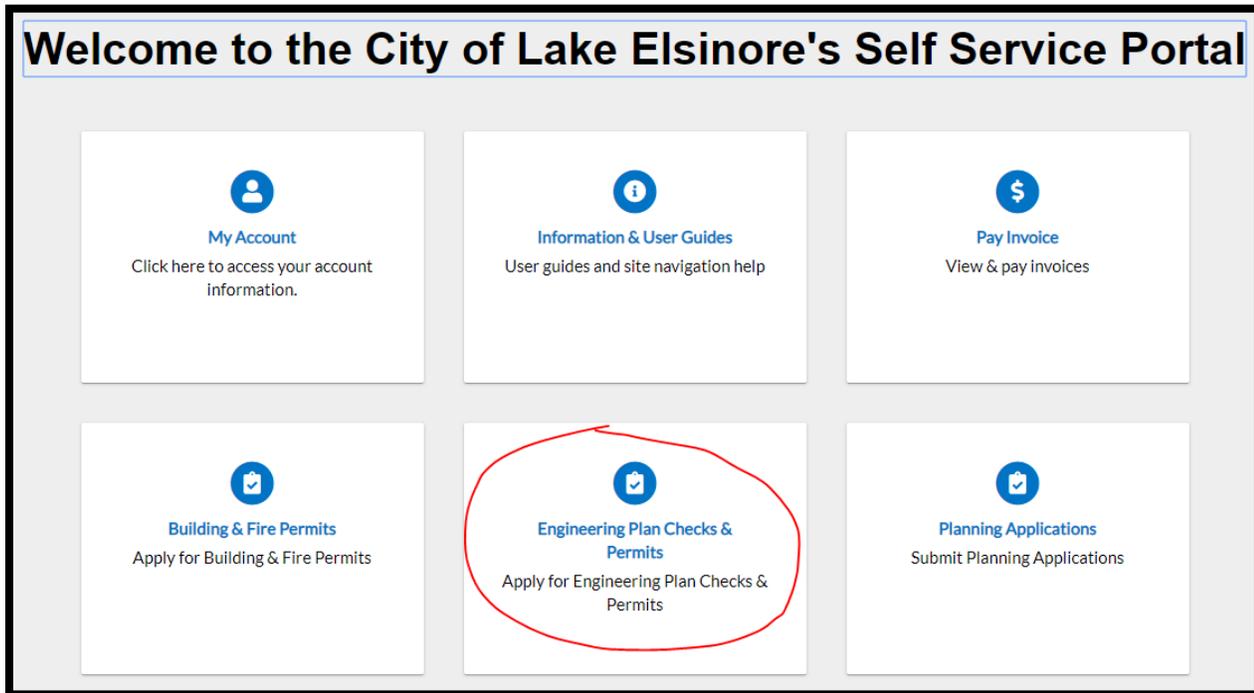


CITY OF LAKE ELSINORE ONLINE CITIZEN SELF-SERVICE PORTAL USER GUIDE APPLYING FOR ENGINEERING PLAN CHECKS & PERMITS

OVERVIEW

This guide will walk you through the simple steps necessary to submit applications for Engineering plan checks & permits on the CSS Portal.

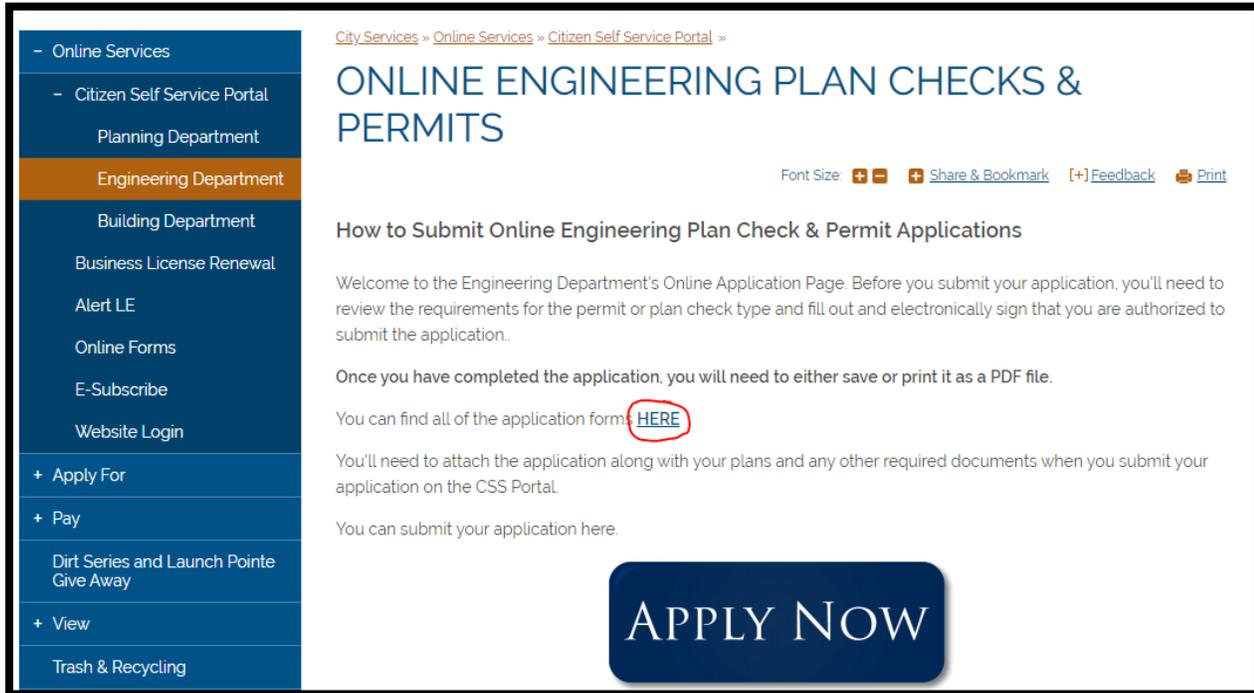
Once you have obtained an online account, you can login to the portal and select the application type you'd like to submit for.



You will need to complete an application form from the Online Engineering page before you submit your online application. Once you complete this form, you will need to either print it or save it as a PDF file on your computer. You will need to attach the application form, along with any other required plans or documents during the online submittal process.

Click anywhere on the Engineering tile to jump to the Online Engineering page.

This page provides you with a link to self-fillable, online forms that you will need to complete and then save to your computer.



The screenshot shows a web page titled "ONLINE ENGINEERING PLAN CHECKS & PERMITS". On the left is a blue navigation sidebar with the following items: Online Services, Citizen Self Service Portal, Planning Department, Engineering Department (highlighted in orange), Building Department, Business License Renewal, Alert LE, Online Forms, E-Subscribe, Website Login, + Apply For, + Pay, Dirt Series and Launch Pointe Give Away, + View, and Trash & Recycling. The main content area has a breadcrumb trail: City Services » Online Services » Citizen Self Service Portal ». Below the title are utility icons for Font Size, Share & Bookmark, Feedback, and Print. The main heading is "How to Submit Online Engineering Plan Check & Permit Applications". The text reads: "Welcome to the Engineering Department's Online Application Page. Before you submit your application, you'll need to review the requirements for the permit or plan check type and fill out and electronically sign that you are authorized to submit the application.. Once you have completed the application, you will need to either save or print it as a PDF file. You can find all of the application forms [HERE](#). You'll need to attach the application along with your plans and any other required documents when you submit your application on the CSS Portal. You can submit your application here." A large blue button with the text "APPLY NOW" is positioned at the bottom right of the content area.

Click on the "HERE" link, circled above to launch the application form.

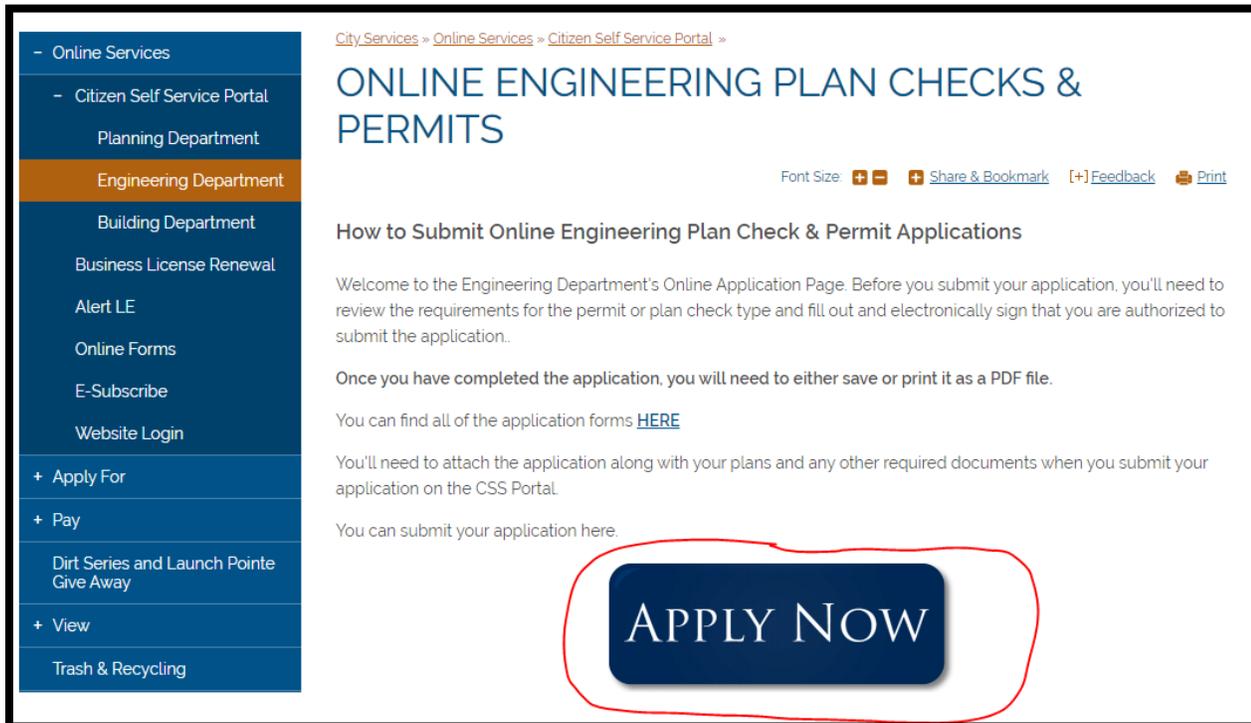
Select the form from the list of available publications and complete and save the form to your computer. You will need to attach it to your online application.

ENGINEERING DOCUMENTS & HANDOUTS

NEW - DIGITAL SUBMITTAL AVAILABLE

LAST UPDATED	PUBLICATION LINK/NAME
	1 NEW - DIGITAL PROCESS GUIDELINES
11/2016	ADT - Average Daily Traffic - 2014
11/2016	Certificate of Compliance Application
11/2016	Certificate of Correction Application
4/2016	Certificate of Insurance Requirements
4/2016	Circulation Element
4/2016	Circulation Element Street Cross Sections
3/2009	Development Process Outline
4/2016	Drainage Inspection Application
4/2016	Easement / Dedication Plan Check Application
4/2016	Encroachment Permit Application
4/2016	Encroachment Permit Fee Calculator
4/2016	FEMA - Flood Rate Maps
4/2016	Fee Schedule 2014
4/2016	FEMA - Flood Information
4/2016	FEMA - Flood Prevention Tips Flyer
4/2016	GIS Digital File Requirements
4/2016	GIS Mapping - Riverside County
4/2016	Grading Certification Form
4/2016	Grading Permit Application
4/2016	Grading Plan Check Application - One Single Family Residence
4/2016	Grading Plan Check Application
4/2016	Grading Plan General Notes
	Grading Plan Preparation Guidelines
2/11	Grant Deed
2/11	Grant of Easement
4/2016	Improvement Plan Check Application
	Improvement Plan General Notes
	Letter of Acceptance - Drainage

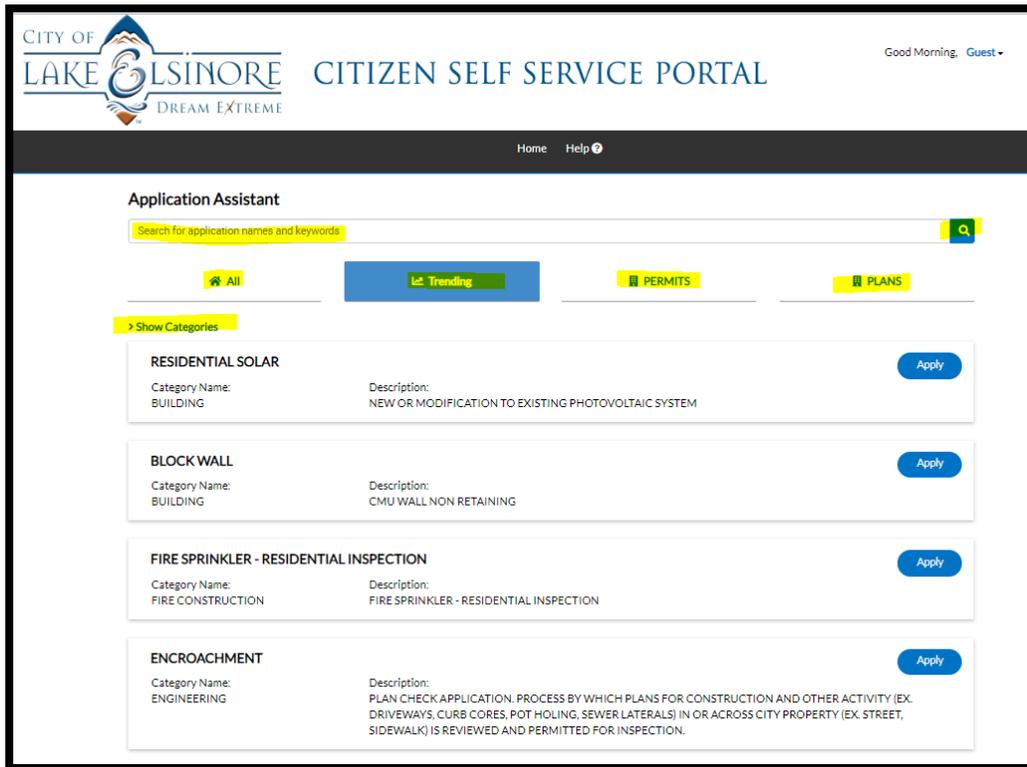
Once you have completed and saved the application form, return to the Online Engineering page and click on the Apply Now button to launch the CSS Portal Application Assistant.



The screenshot shows a web page titled "ONLINE ENGINEERING PLAN CHECKS & PERMITS". On the left is a navigation menu with categories like "Online Services", "Citizen Self Service Portal", "Planning Department", "Engineering Department" (highlighted), "Building Department", "Business License Renewal", "Alert LE", "Online Forms", "E-Subscribe", "Website Login", "Apply For", "Pay", "Dirt Series and Launch Pointe Give Away", "View", and "Trash & Recycling". The main content area has a breadcrumb trail: "City Services » Online Services » Citizen Self Service Portal »". Below the title, there are links for "Font Size", "Share & Bookmark", "Feedback", and "Print". The heading is "How to Submit Online Engineering Plan Check & Permit Applications". The text reads: "Welcome to the Engineering Department's Online Application Page. Before you submit your application, you'll need to review the requirements for the permit or plan check type and fill out and electronically sign that you are authorized to submit the application." It then states: "Once you have completed the application, you will need to either save or print it as a PDF file." A link "HERE" is provided for finding application forms. Further text says: "You'll need to attach the application along with your plans and any other required documents when you submit your application on the CSS Portal." and "You can submit your application here." A large blue button with the text "APPLY NOW" is circled in red.

From the Application Assistant screen on the CSS Portal, you will be able to submit the necessary application type.

You can search for any application type by entering the name in the search bar across the top of your screen. Below the search bar, there are choices to view all application types, those that are "Trending" (used most frequently on the CSS Portal), Permits or Plans. Clicking on those choices will selectively filter the available types, based on your choice.



CITY OF LAKE OSWEGO DREAM EXTREME CITIZEN SELF SERVICE PORTAL Good Morning, Guest

Home Help

Application Assistant

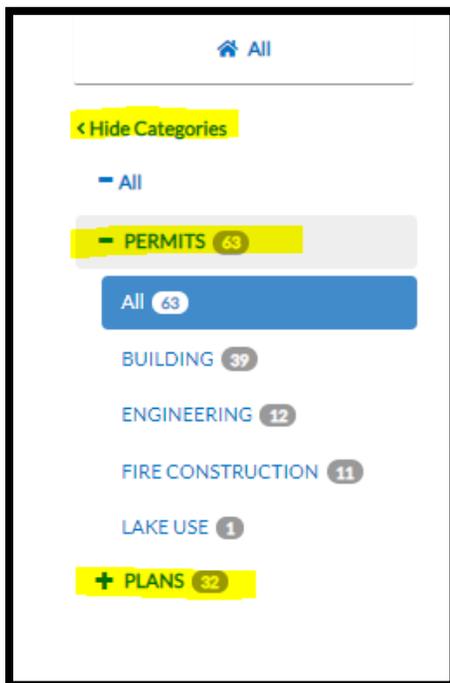
Search for application names and keywords

[All](#)
[Trending](#)
[PERMITS](#)
[PLANS](#)

> Show Categories

RESIDENTIAL SOLAR	Apply
Category Name: BUILDING	Description: NEW OR MODIFICATION TO EXISTING PHOTOVOLTAIC SYSTEM
BLOCK WALL	Apply
Category Name: BUILDING	Description: CMU WALL NON RETAINING
FIRE SPRINKLER - RESIDENTIAL INSPECTION	Apply
Category Name: FIRE CONSTRUCTION	Description: FIRE SPRINKLER - RESIDENTIAL INSPECTION
ENCROACHMENT	Apply
Category Name: ENGINEERING	Description: PLAN CHECK APPLICATION, PROCESS BY WHICH PLANS FOR CONSTRUCTION AND OTHER ACTIVITY (EX. DRIVEWAYS, CURB CORES, POT HOLING, SEWER LATERALS) IN OR ACROSS CITY PROPERTY (EX. STREET, SIDEWALK) IS REVIEWED AND PERMITTED FOR INSPECTION.

You can also click on the “Show Categories” link to view each of the application types with a greater degree of specificity.

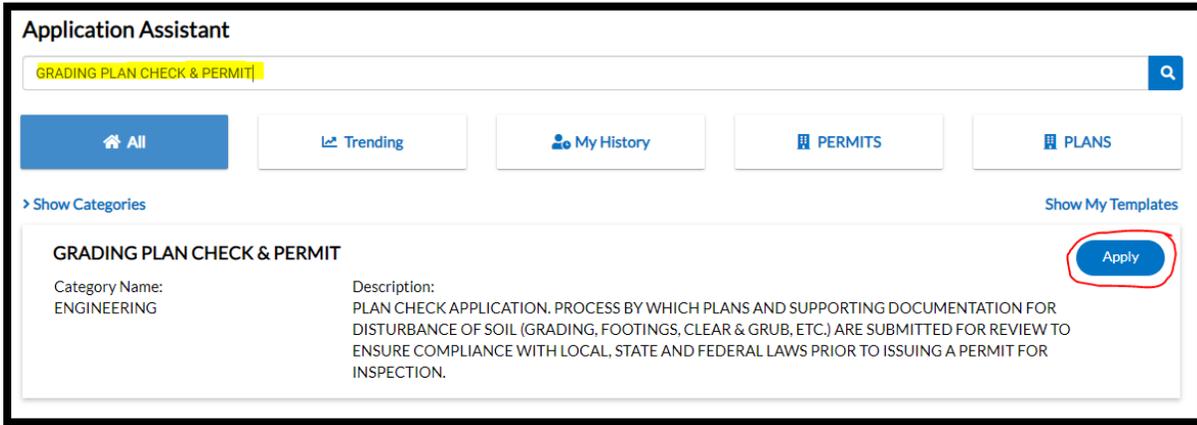


All

< Hide Categories

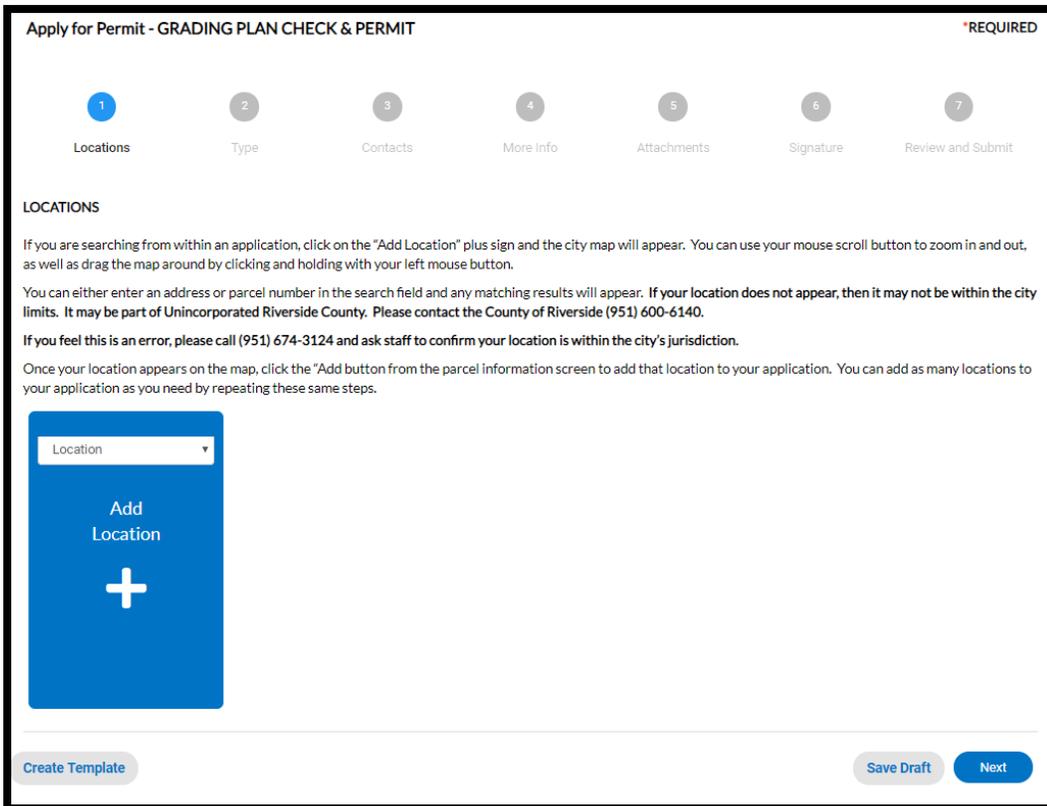
- All
- PERMITS 63
- All 63
- BUILDING 39
- ENGINEERING 12
- FIRE CONSTRUCTION 11
- LAKE USE 1
- PLANS 32

Once you have found the application type you wish to submit for, click the “Apply” button to the right of the window.

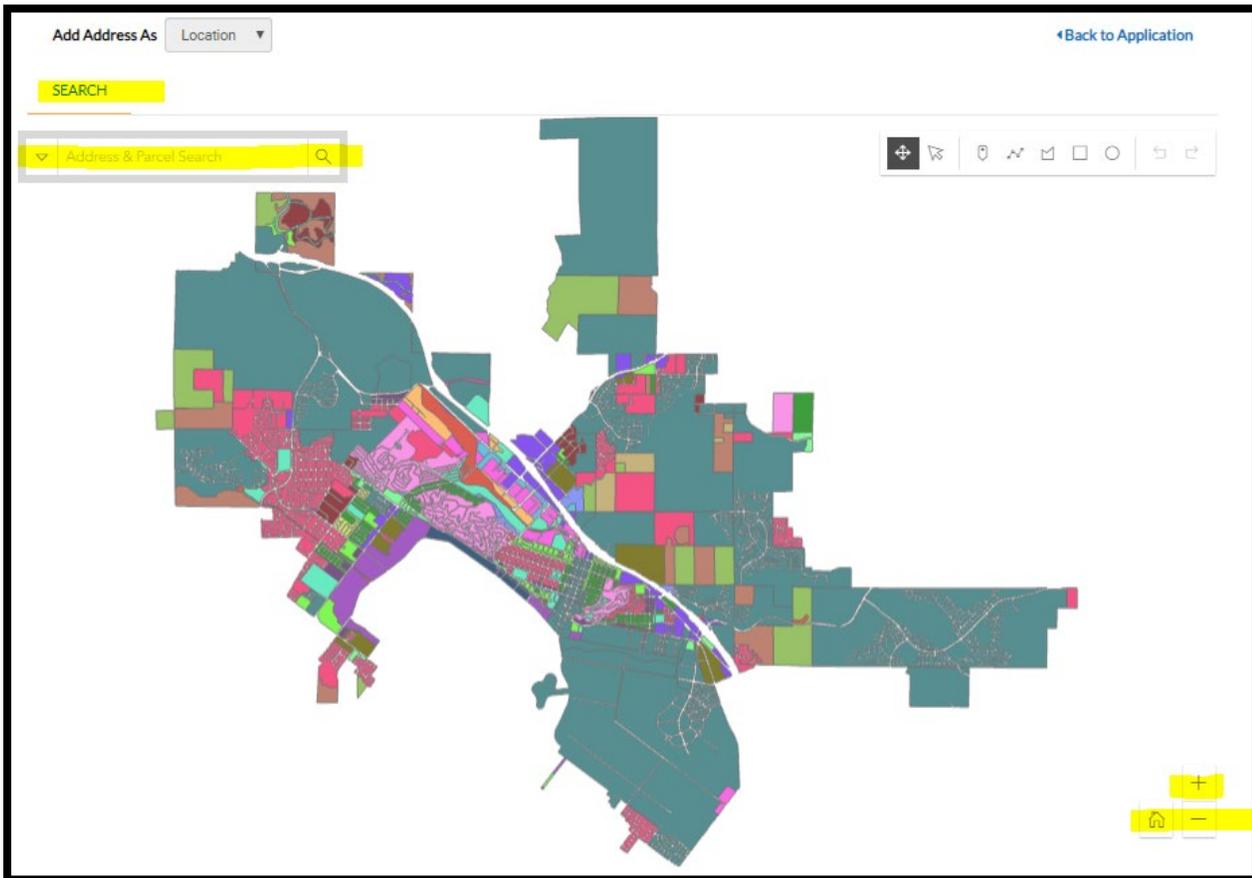


The first step of the application process is to provide a location. *TIP* be sure to pay attention to the notes that appear on the different screens as you are applying. They provide information you need to observe during that section of your application.*

Click on the “Add Location” tile.



Once you click on the “Add Location” tile, a map of the City will appear along with a search tool.



You can zoom in or out of the map using the wheel on your mouse or by clicking on the plus or minus signs in the lower-right corner of the window.

NOTE* you can only submit applications for locations that are within the city limits. This map shows the boundaries for the city. If you zoom in to your location and notice it is not within these boundaries, please stop the application process and call city hall at (951) 674-3124 to confirm with city staff.

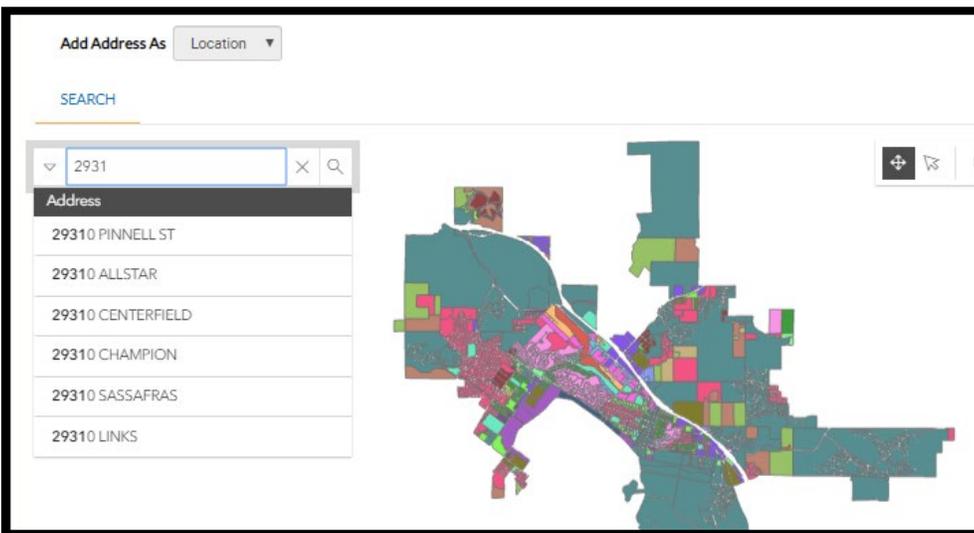
Property located within the city limits will be shaded with a color and display points within each parcel to identify the parcel as being in the city limits.

In the following image, you can clearly see where the city limit ends on Skylark Dr. Parcels within the city limits on the left and right-hand side of that street are shaded in red & blue and have parcel identifiers in each parcel. The parcels outside of the city limits are not shaded and do not have parcel identifiers inside each parcel.



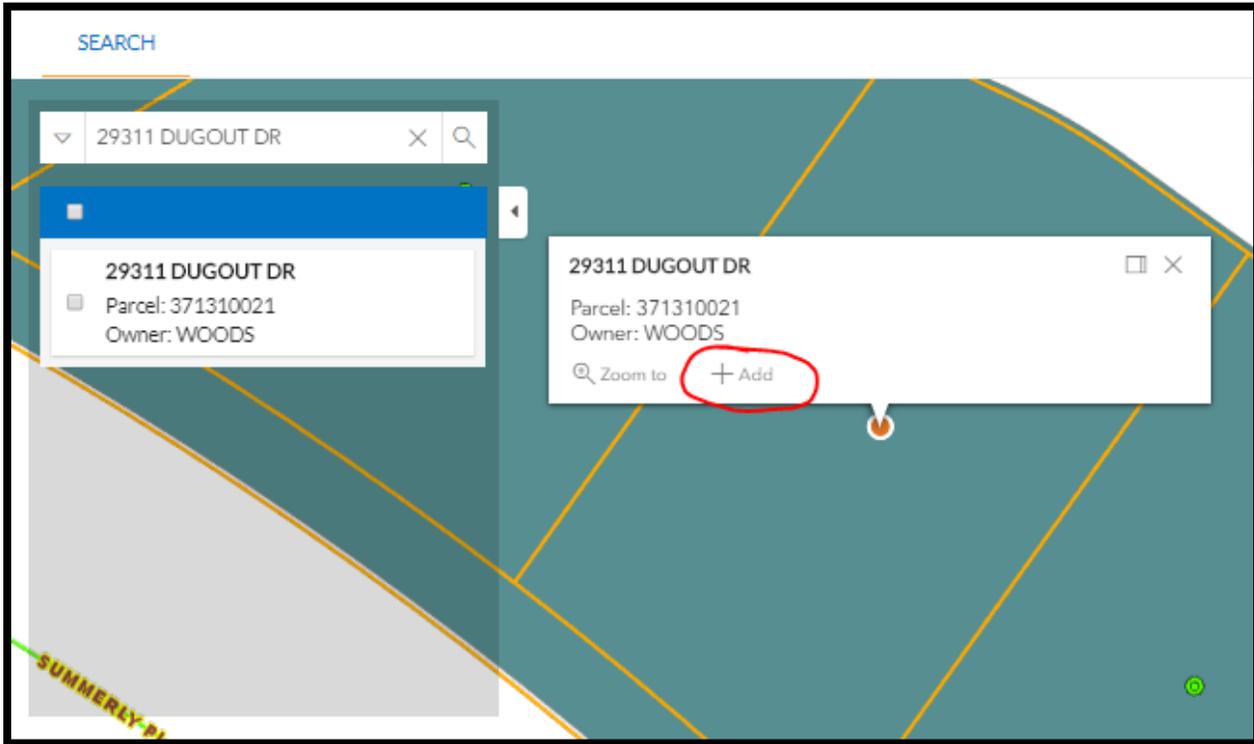
NOTE* the different shaded areas on the map refer to the various approved zoning requirements for those areas.

You can also find a location by searching for address or parcel number from the search bar.



As you begin typing, address or parcel matches will appear on the list.

When you select the address/parcel you want to use, the map will zoom to that parcel and display the parcel owner information. Click on the “Add” plus sign to add that location to your application.



The CSS Portal will show you the attached location and provide you with the opportunity to add another location, if necessary. If you don't need to add another location, click the next button at the bottom of the screen.

NOTE* you can save your application at any time during the application process by clicking on the Save Draft button at the bottom of the screen. Saved drafts can be accessed from your account screen later when you wish to continue with the application.

Step two of the application process asks you to confirm the application type and to enter any required information or descriptions of your work. Each application type may require unique information from the applicant. The Description field is where you should enter any relevant application details.

NOTE* fields marked with a red asterisk are required and must be populated before you can proceed.

Apply for Permit - GRADING PLAN CHECK & PERMIT *REQUIRED

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

PERMIT DETAILS

Please enter a thorough description of your application with as much detail as possible in the Description field.
Any required fields as denoted with a red asterisk (*) must be completed before you can move forward with your submission.

* Permit Type: GRADING PLAN CHECK & PERMIT

* Description: SFR GRADING/DRAINAGE PLAN REVIEW

Step three provides you with the chance to attach any other contacts, such as Architects, Contractors or Developers to the application. By default, you – the applicant – will be attached as the Applicant.

Apply for Permit - GRADING PLAN CHECK & PERMIT *REQUIRED

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

CONTACTS

By default, the Applicant's contact information will be added to the application. You can add additional contacts, such as Architects, Contractors and Owners by clicking the "Add Contact" plus sign and choosing the type of contact from the "Add Contact As" drop down list.

APPLICANT



Matt Woods (You)
MWOODS TEST CO.
29311 DUGOUT DR, LAKE
ELSINORE, CA, 92530

APPLICANT

Add Contact

+

You can move through step four by clicking next to get to step five, where you attach any required forms or plans to your application.

Apply for Permit - GRADING PLAN CHECK & PERMIT
*REQUIRED



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

Attachments

If your application requires attachments, you can add them easily by dragging and dropping to the appropriate attachment type. Or, you can click on the "Add Attachment Plus Sign" and browse to the location on your computer to select the appropriate file type.

You can add as many files as necessary, but if a file type is required, you must include that type before you can proceed with your submission.

ALL SUBMITTAL REQUIREMENTS

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

REQUIRED

COMPLETED PERMIT

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

REQUIRED

ALL SUBMITTAL REQUI

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back
Create Template
Save Draft
Next

You must attach the required items to your application before you proceed to step six. Required items are clearly defined from the attachment screen. In order to attach the records, you can either click on the required item and "Browse" to the file location on your computer, or you can drag the file from your computer and drop it on the appropriate required file type.

Once you have attached the required documents, click next to proceed to the next step, where you can electronically sign your application.

Apply for Permit - GRADING PLAN CHECK & PERMIT *REQUIRED



Locations
Type
Contacts
More Info
Attachments
Signature
Review and Submit

SIGNATURE

I CERTIFY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION ON BEHALF OF ALL CONCERNED PARTIES AND UNDERSTAND FEES WILL BE CHARGED FOR THE COMPLETION OF THIS APPLICATION. I FURTHER UNDERSTAND THAT NO WORK WILL BEGIN ON MY APPLICATION UNTIL ALL ASSESSED APPLICATION FEES HAVE BEEN PAID.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Matt Woods
April, 02 2020

X Mindy Woods

[Back](#)
[Create Template](#)
[Save Draft](#)
[Next](#)

If you are applying from a computer, you'll need to first type your name in the upper consent field. Then click the button that enables you to type your signature and then type your name in the adjacent box. As you type, your name will be "signed", below. Click next to proceed to the final step. If you are applying from a device with a touchscreen, you can sign with a stylus or your finger.

The final step provides you with an overview of your application and may include an estimate on fees owed for your application. Note that estimated fees may change, once staff have reviewed your application.

Confirm the information is correct on your application and then click the submit button.

Apply for Permit - GRADING PLAN CHECK & PERMIT *REQUIRED


 Locations


 Type

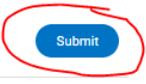

 Contacts


 More Info


 Attachments


 Signature


 Review and Submit



Locations

Basic Info

Type	GRADING PLAN CHECK & PERMIT
Description	SFR GRADING/DRAINAGE PLAN REVIEW
Applied Date	04/02/2020

Contacts

APPLICANT	Matt Woods MWOODS TEST CO. 29311 DUGOUT DR DR, LAKE ELSINORE, CA, , 92530
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Estimated Fees

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

Fee	Amount
ADMINISTRATION FEE - \$200	\$200.00
GRADING PERMIT INSPECTION FEE (FLAT FEE)	\$200.00

Total: \$400.00

More Info

Once your application has been submitted, it will be assigned an application number, which you can use to track your application through the completion process.

✔ 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: ENG-2020-00148

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

Type: GRADING PLAN CHECK & PERMIT **Status:** SUBMITTED - ONLINE **Project Name:** ▼

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

Progress

0%

Completed

● Completed

● In Progress

● Not Started

Workflow

- ASSESS GRADING PLAN CHECK FEES
- BUILD INVOICE - GRADING PLAN CHECK
- GRADING REVIEW
- ISSUE PERMIT
- GRADING PRE-CONSTRUCTION -
- PROGRESS INSPECTION -
- FINAL ENGINEERING -

Available Actions

i

No Actions

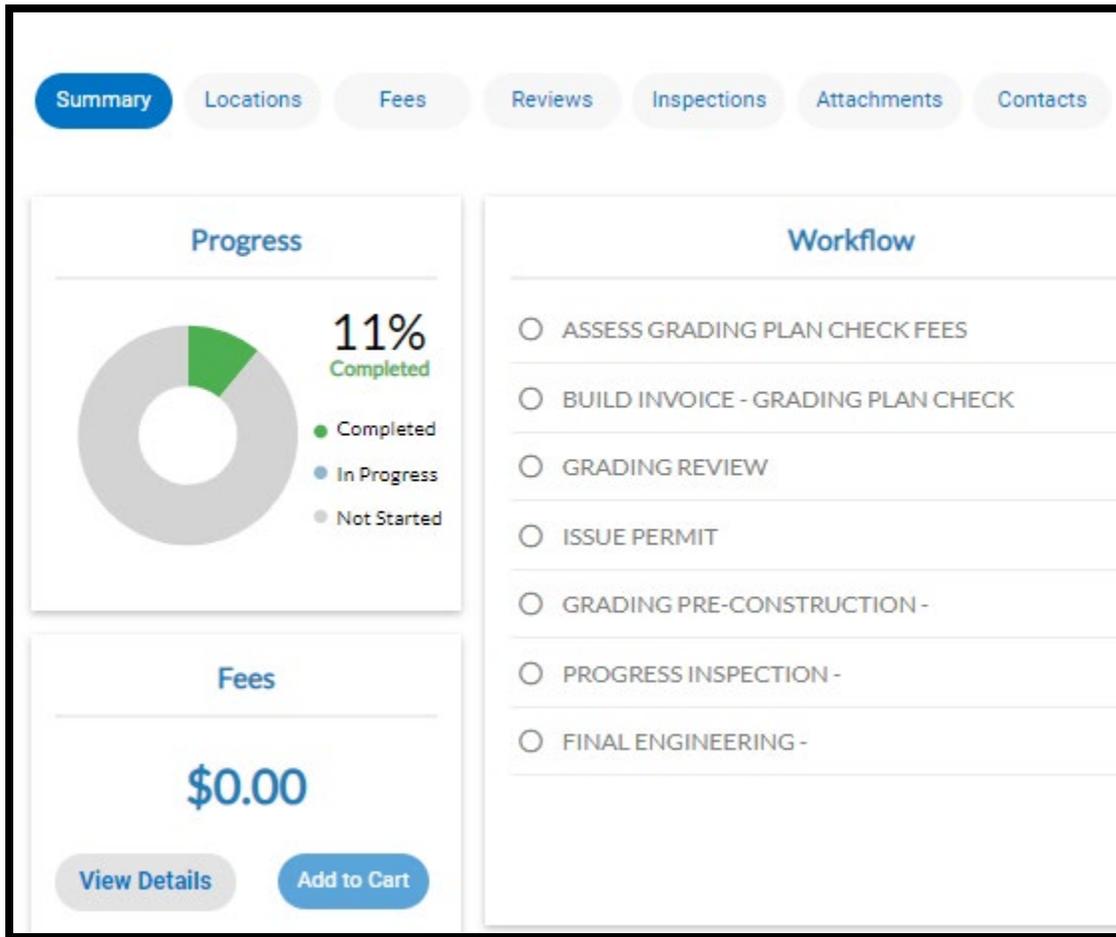
Fees

\$0.00

View Details

Add to Cart

As your application is being processed, you'll see the progress bar change to reflect where your application is in the overall completeness.



Your application can now be viewed by logging into the CSS Portal and clicking on the Dashboard menu item. From there, you can see the status of all of your applications, inspections and invoices.

You can call City CSS Portal support staff with any questions you have concerning the registration or use of the CSS Portal site. That number is (951) 674-3124 x 321