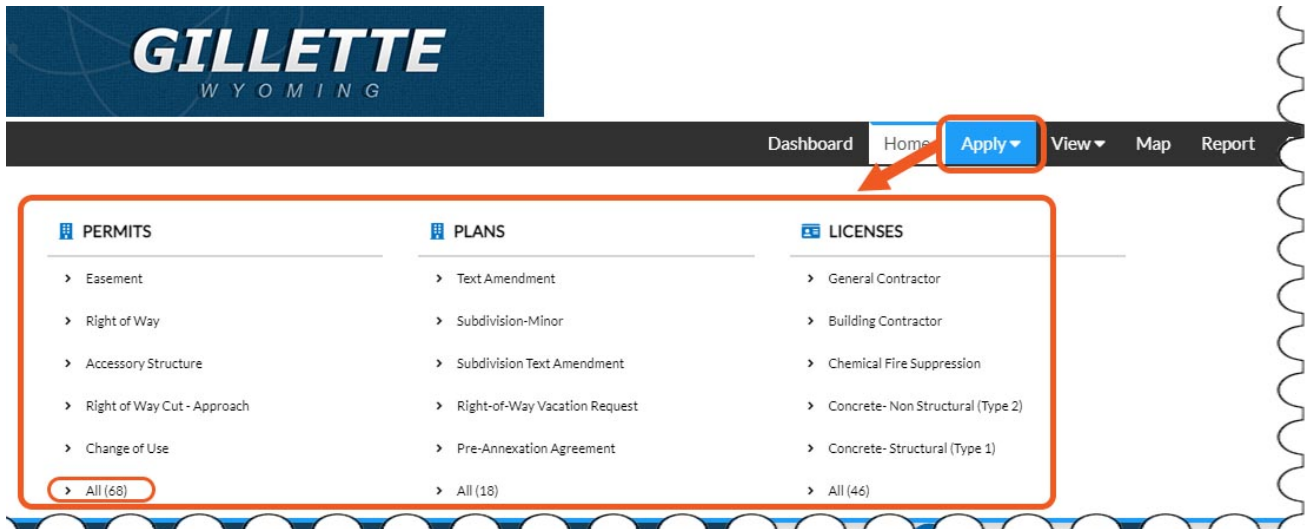


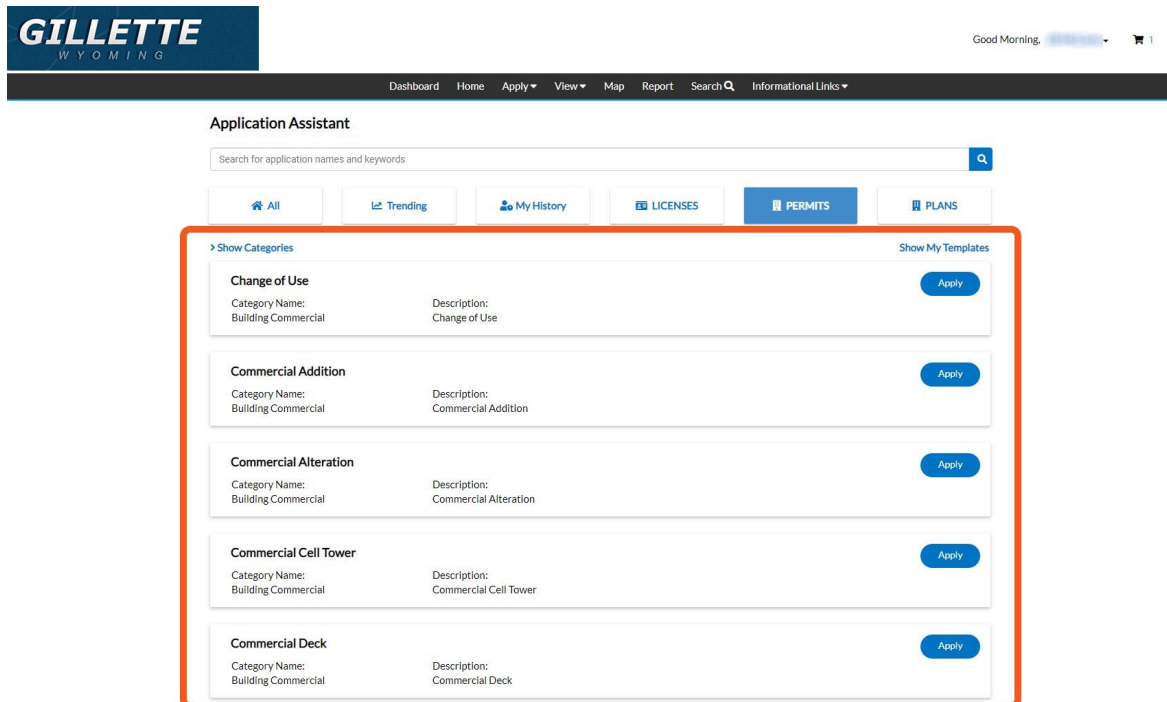
# Apply for a Permit

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

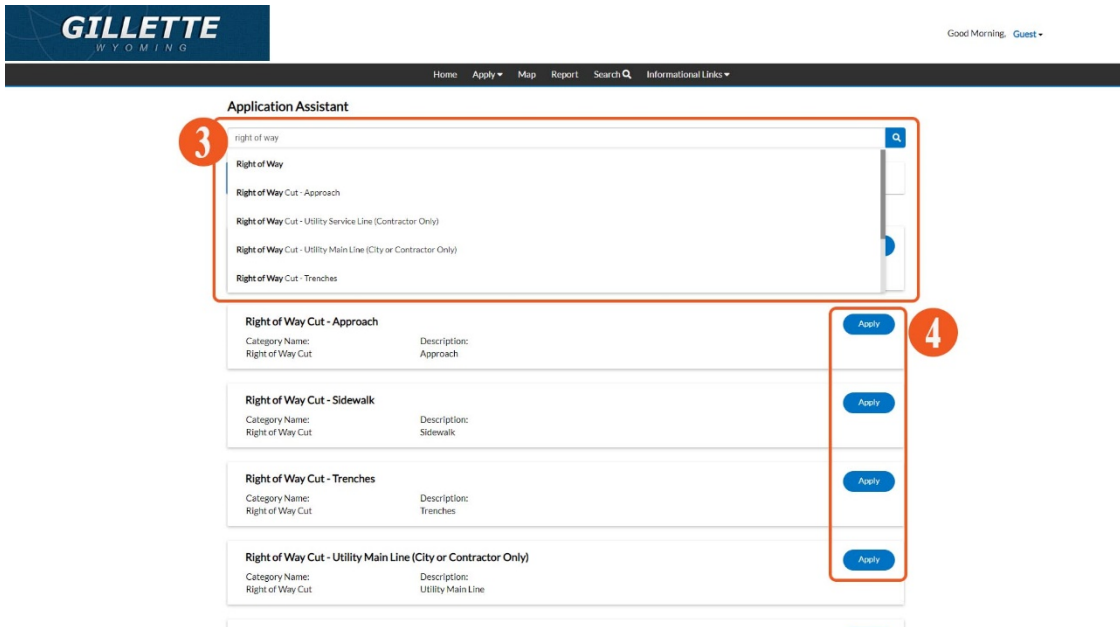
1. From the CSS home page, click **Apply** to view a list of Permits available to be applied for online. You may select from the list if the permit you want is listed or click **All** at the bottom of the list to view all available permits.



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.

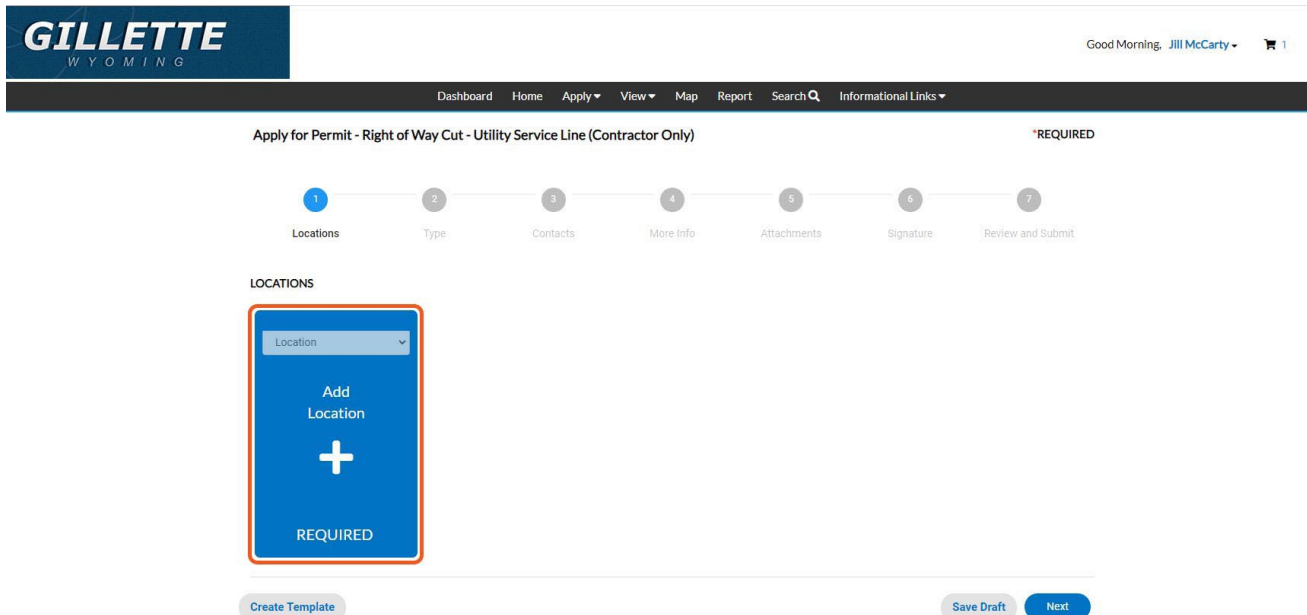


- A search for a specific permit can be done in the search bar to narrow down the type of permit.
- You may start the application process to any of these permits by clicking **Apply** to the right of the description.

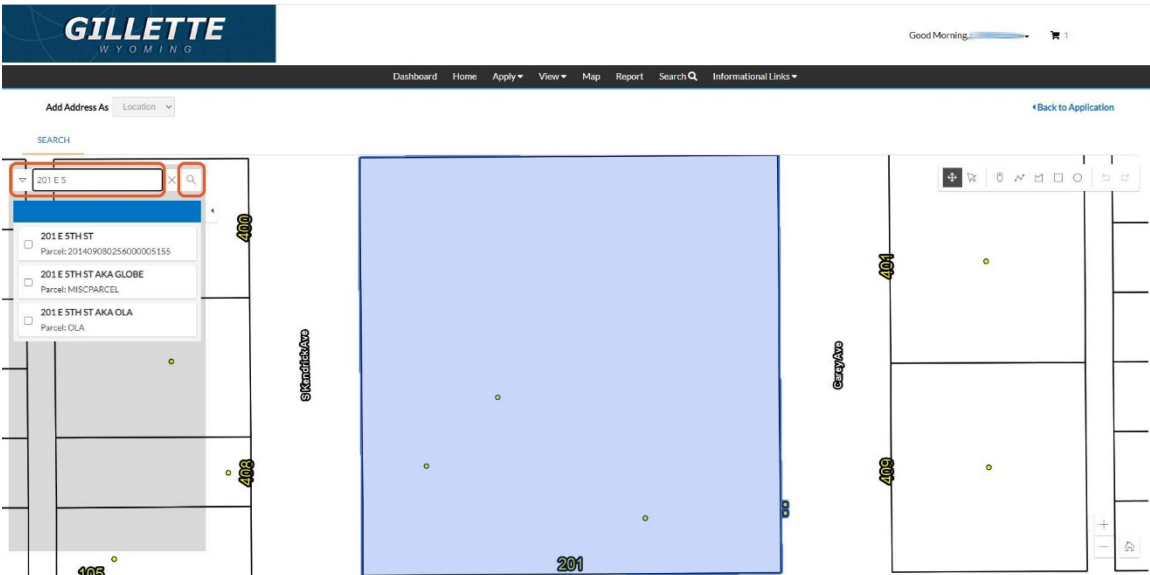


- Click **Add Location**.

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.

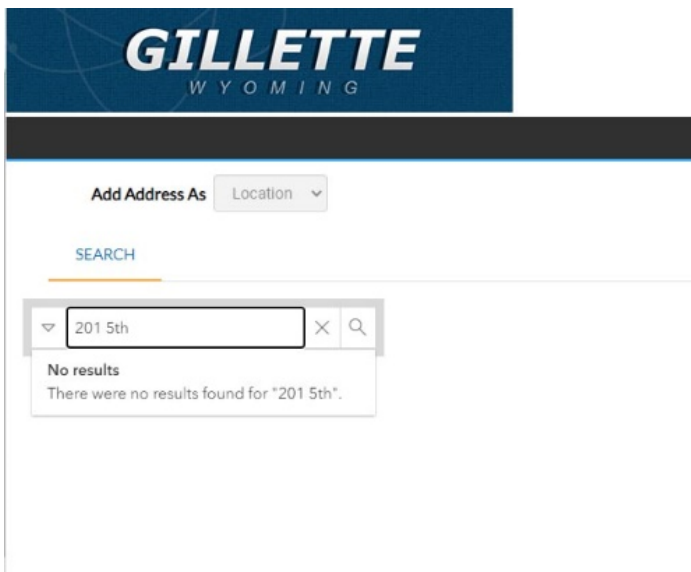


6. Enter the address you would like to add, click the **Search Icon** next to the right of the search bar

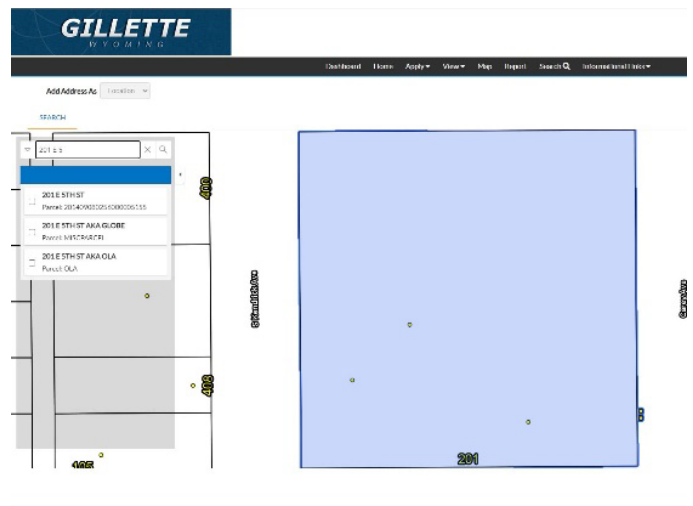


If the street name has a direction (North, South, East, West) include it in the address search.  
Example of search results not using a street direction vs using a street direction:

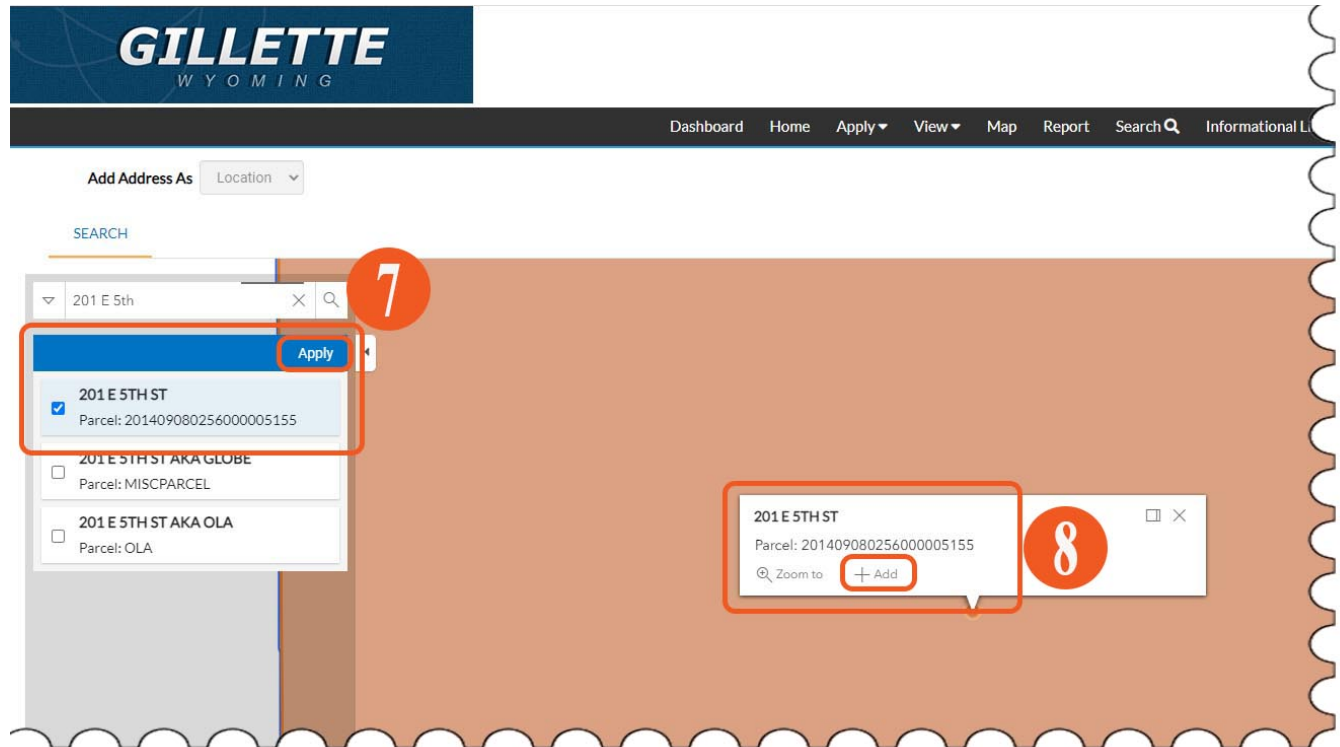
### No Street Direction Example



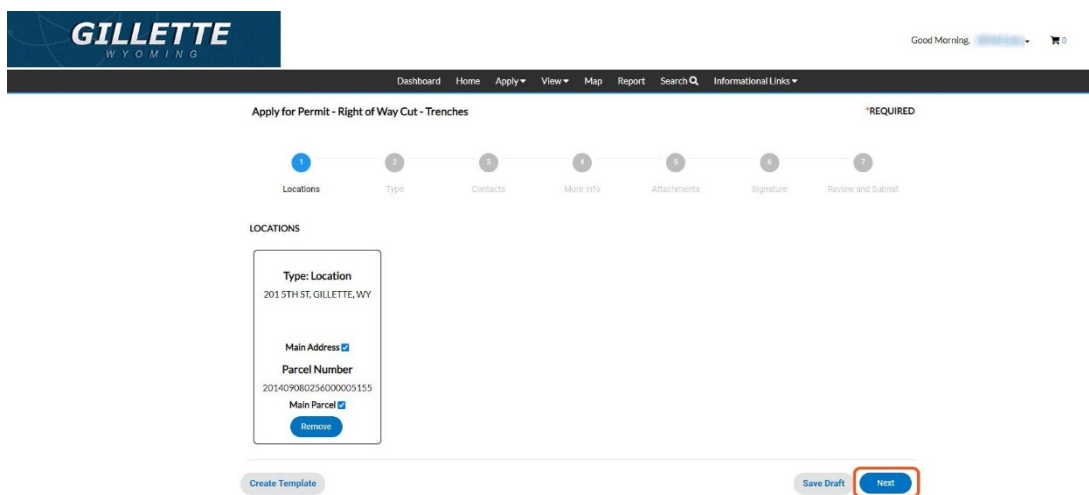
### With Street Direction Example



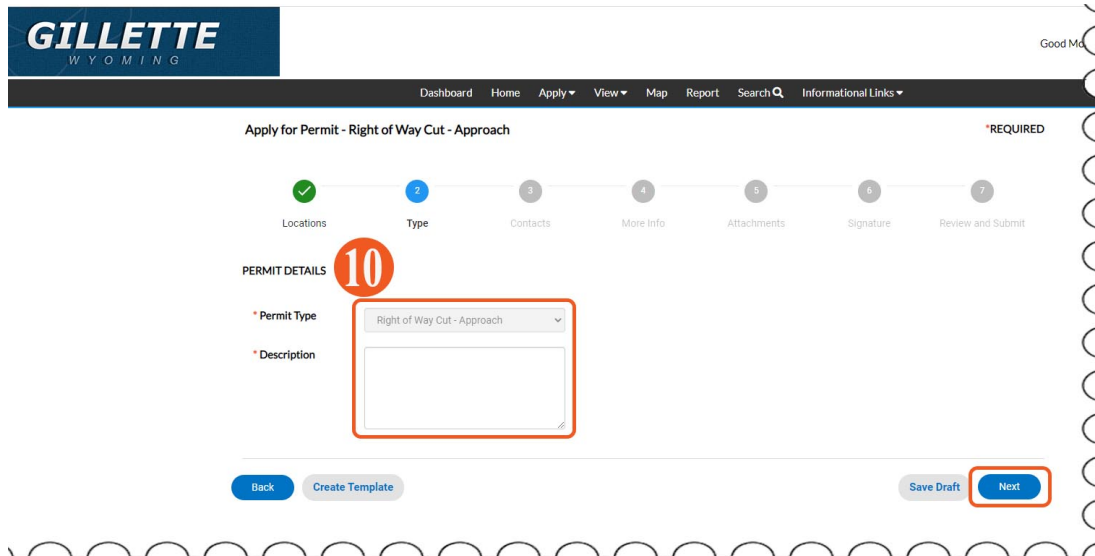
7. Click on the address from the list of search results then **Apply**
  8. -OR- click on the parcel on the map and then **Add**.
- If you have more addresses to add, enter only the main address for the project.*



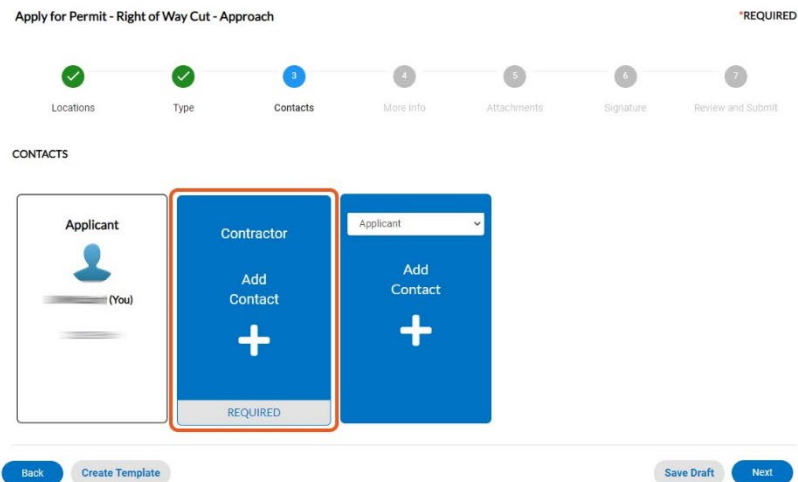
9. Click **Next**.



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

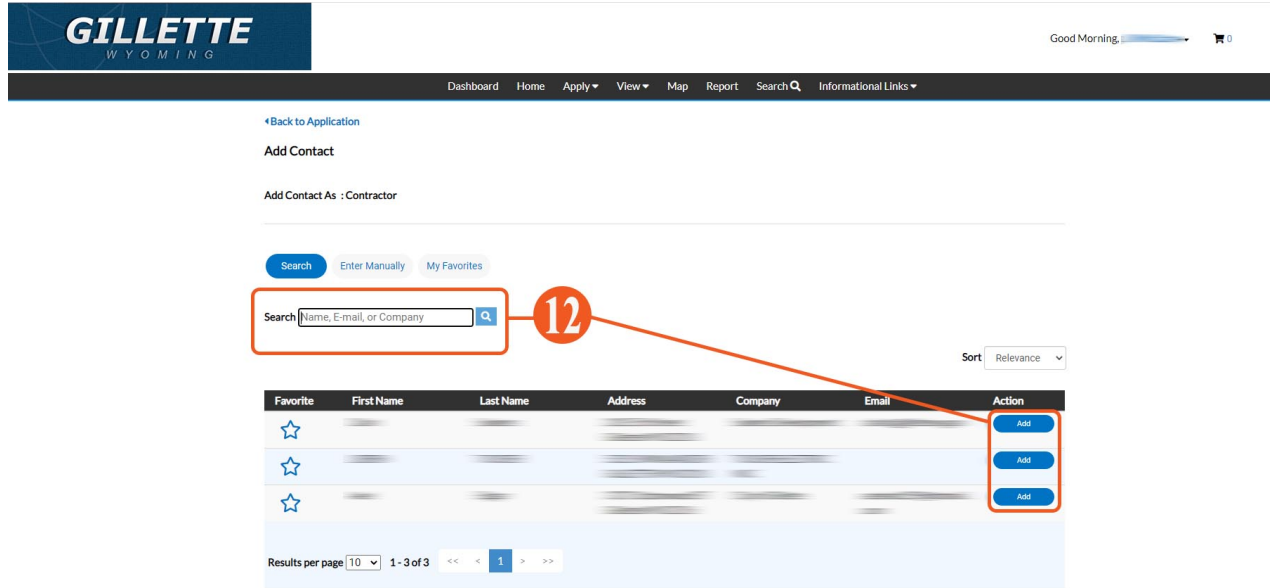


11. For any additional REQUIRED contacts, click **Add Contact**.

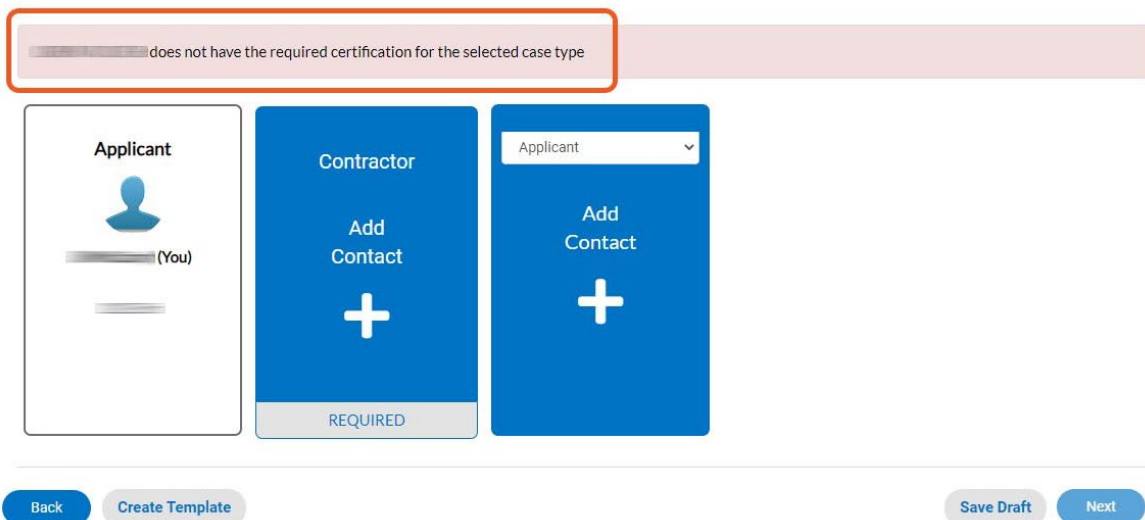


12. Enter the contact name or email address, then click **Search** next to the search box. Click **Add** for the appropriate contact from the search results.

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.

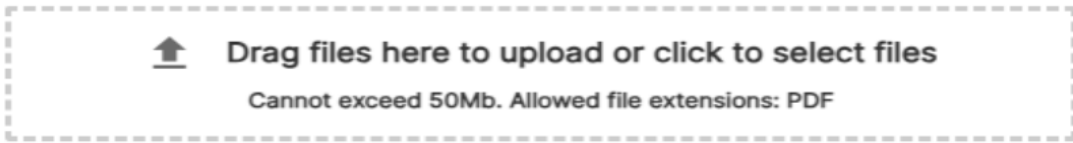
13. Enter all required additional info, which will vary from permit to permit, as well as any other appropriate fields, then click **Next**.

The screenshot shows the 'Apply for Permit - Right of Way Cut - Approach' page. At the top left is the Gillette Wyoming logo. A navigation bar includes 'Dashboard', 'Home', 'Apply', 'View', 'Map', 'Report', 'Search', and 'Informational Links'. A progress bar at the top indicates seven steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (checked), 4. More Info (active), 5. Attachments, 6. Signature, and 7. Review and Submit. Below the progress bar, the 'MORE INFO' section is titled 'Admin' and contains two 'Construction Specifications' tabs. There are three input fields: 'Project Start Date', 'Project End Date', and 'Subdivision'. A note states 'Subdivision information will be auto-populated based on location.' Below this is the 'Approach' section with a dropdown menu for 'Will you be replacing your driveway?'. Navigation links for 'Next Section | Top | Main Menu' and 'Previous Section | Next Section | Top | Main Menu' are visible.

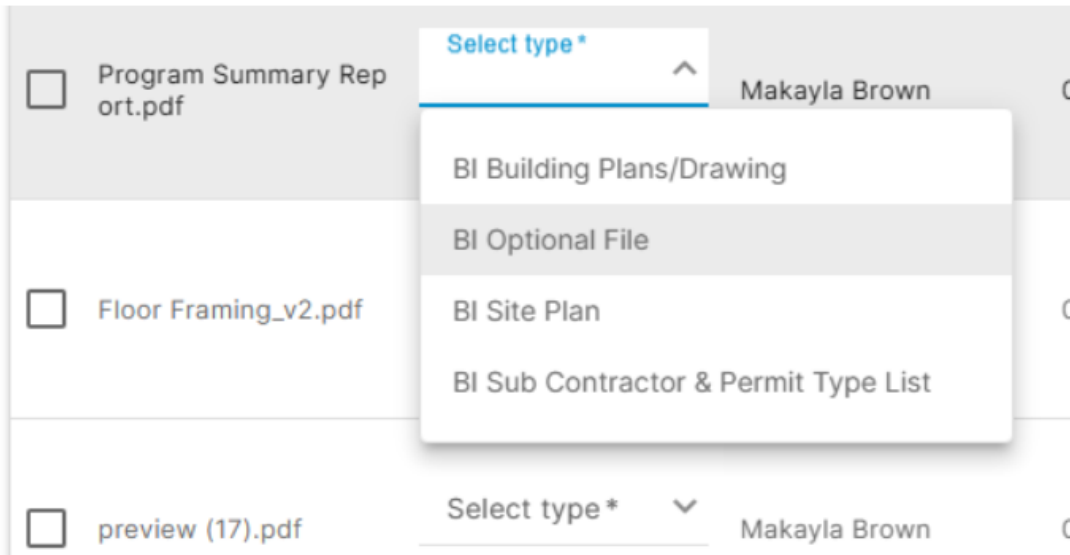
14. The blue banner along the top will display with all of the required file types that are needed to proceed. Ensure that you have these files ready to upload. The blue banner along the top will display with all of the required file types that are needed to proceed. Ensure that you have these files ready to upload.

The screenshot shows the 'Apply for Permit - Commercial Addition' page. The progress bar at the top indicates seven steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (checked), 4. More Info (checked), 5. Attachments (active), 6. Signature, and 7. Review and Submit. The 'Attachments' section has tabs for 'Submission Package', 'Files', 'Review Summary', and 'Comments'. The status is 'Created'. A blue banner contains the instruction: 'Upload files. The following Document Types must be uploaded for this application: • BI Building Plans/Drawing • BI Site Plan • BI Sub Contractor & Permit Type List'. Below the banner is a text area for 'Submission Package Description\*' with 'Submission Package 1' entered. A dashed box contains the instruction: 'Drag files here to upload or click to select files. Cannot exceed 50Mb. Allowed file extensions: PDF'.

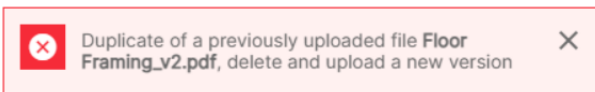
15. To upload your files to the permit, you can drag and drop them into the box, or click anywhere on the box to choose them from the device you are applying from.



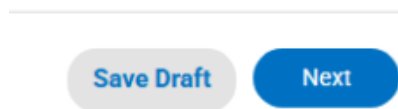
16. When you upload the files, you will notice the status says **Set Doc Type** You must choose which file goes to which required file type using the **Doc Type** drop down menu.



After choosing the doc type, the file status will change to **File Check in Progress** as it scans the file to make sure it is not password protected or corrupted in any way. If neither of these things is detected, the status will change to **Ready to Submit**. If you have uploaded two of the same file, the status will show as **Duplicate File** and you will be required to delete it and upload a new file in its place. You will also get an error at the bottom of the screen.



You will notice that as you select your document types, the list of required documents changes to reflect what is still needed, with the ones you've selected no longer appearing in the list. Once all files have been uploaded and accepted by the system, you can click **Next**.



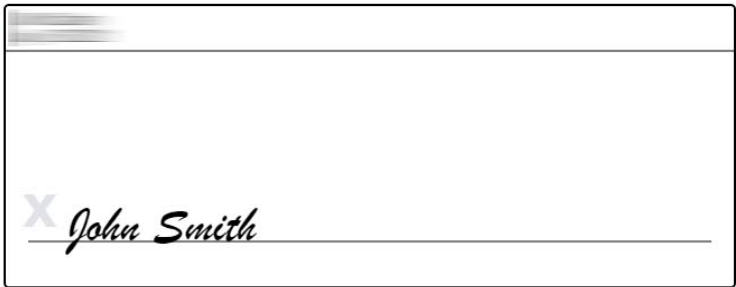


SIGNATURE

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	201409080205000001150

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**Basic Info**

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

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**Contacts**

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

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**More Info**

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

Construction Specifications	<a href="#">Construction Specifications</a>
Project Start Date	07/26/2021
Project End Date	07/30/2021
Subdivision	

Subdivision information will be auto-populated based on location.

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

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

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**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?

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**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
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Back
Create Template
Save Draft
Submit