

<https://selfservice.gillettewy.gov/mss/>

Click on Register

The screenshot shows the 'Welcome to Citizen Self Service' page. At the top left is the City of Gillette logo with the text 'ENERGY CAPITAL OF THE WEST' and 'CITY OF Gillette Wyoming'. A 'Log In' link is in the top right. The main content area has a heading 'Welcome to Citizen Self Service' and a sub-heading 'There are currently no announcements.' Below this is a 'Log in to access' section with a list of services: 'Non-Energy Requests', 'Utility Billing', and 'Permits and Inspections'. There are input fields for 'User name' and 'Password', a 'Forgot your password? | Register' link, and a 'Log in' button. On the right side, there is a vertical navigation menu with buttons for 'Home', 'Citizen Self Service' (which is highlighted), 'Non-Emergency Requests', 'Permits and Inspections', and 'Utility Billing'.

All fields are mandatory and must be filled in. Example below....
Click Save

The screenshot shows the 'Self-Registration' page. It features the same header as the login page. The main content area is titled 'Self-Registration' and contains several form fields: '*User ID (between 1 and 20 characters)' with the value 'joemplumbing', '*Re-type user ID' with 'joemplumbing', '*Password (between 0 and 15 characters)' with three dots, '*Re-type password' with three dots, '*Password hint' with 'plumbing', and '*Email address' with 'joemplumbing@gmail.com'. Below these fields is a CAPTCHA section with the text 'Enter these validation numbers into the box below them', a CAPTCHA image showing the number '8016', and an input field containing '8016'. A 'Save' button is at the bottom. The right-side navigation menu is identical to the login page.

Click on Permits and Inspections

ENERGY CAPITAL OF THE WESTERN WORLD
CITY OF Gillette Wyoming

JOEPLUMBING ▾

Welcome JOEPLUMBING!

Welcome New User!

You can now browse the page(s) we offer.
Be sure to visit the My Account page and investigate the Account Linking features.

Go to...

- Citizen Self Service Home Page
- My Account
- My Profile

... or click any item on the side menu.

Home

Citizen Self Service

Non-Emergency Requests

Permits and Inspections

Utility Billing

Click on Accounts and then click on 'Link to Account'

ENERGY CAPITAL OF THE WESTERN WORLD
CITY OF Gillette Wyoming

JOEPLUMBING ▾

Permits and Inspections

Linked Accounts

[Link to Account](#)

Select customer from your linked accounts

No customer accounts have been linked to this user.

Home

Citizen Self Service

Non-Emergency Requests

Permits and Inspections

Accounts

Contact Us

Utility Billing

Fill in the required fields...you may have to call City of Gillette Building Inspection and ask for this information if you don't know how the account is set up.

Click Update

Permits and Inspections
Account Link Setup

What is the ID of this customer? *

What is the exact customer name? *

What is the customer phone number? *

* indicates required field

Home
Citizen Self Service
Non-Emergency Requests
Permits and Inspections
Accounts
Contact Us
Utility Billing

JOEPLUMBING

Click on the Applications & Inspections link

Permits and Inspections
Linked Accounts

Link to Account

Select customer from your linked accounts

Customer ID	Name	Location
14205	JOE'S PLUMBING & HEATING INC.	GILLETTE Applications & Inspections

Home
Citizen Self Service
Non-Emergency Requests
Permits and Inspections
Accounts
Contact Us
Utility Billing

JOEPLUMBING

This screen shows the applications you are associated with.

You can scroll thru the pages by click on the numbers at the bottom of the page. You can also click on the 'Details' link on any application and see the inspections associated with a particular application.



CITY OF
Gillette Wyoming

JOEPLUMBING ▾

Permits and Inspections

Search Results 41 Applications | 0 Inspections

[Modify Search](#) | [New Search](#)

Show active Applications only

Location / Subdivision	Owner/Contractor ^	Parcel	Status	Reference	Fees	Due	Details
134 COLLEGE PARK CIR / COLLEGE PARK PHASE II	See Owner of Record / MASON, MIKE	201402211610310331145	ACTIVE	1063	\$30.00	\$0.00	Details
601 S DOUGLAS HWY BLD / PRAIRIE FIRE BREWING PUD	See Owner of Record	201409080256000013317	ACTIVE	1059	\$182.00	\$0.00	Details
3201 ECHETA RD SPC 102 / WESTVIEW MANUFACTURED HOME COMMUNITY	SEE OWNER OF RECORD	201409080256000012900	ACTIVE	2943	\$10.00	\$10.00	Details
5004 FORGE CT / ARLEY ACRES PHASE II	See Owner of Record	201402211610310330654	ACTIVE	1362	\$3,857.50	\$30.00	Details
4608 J CROSS AVE / RC RANCH PHASE 1	SEE OWNER OF RECORD	201402211610310331900	ACTIVE	3043	\$0.00	\$0.00	Details
200 E LAKEWAY RD / STOCKTRAIL SUBDIVISION	SEE OWNER OF RECORD	201402211610310338025	ACTIVE	3044	\$0.00	\$0.00	Details
1203 LIBERTY LN / HERITAGE VILLAGE	SEE OWNER OF RECORD	201402211610310332859	ACTIVE	2621	\$20.00	\$0.00	Details
310 OREGON AVE / WESTOVER HILLS SUBDIVISION PHASE I	SEE OWNER OF RECORD	201402211610310334267	ACTIVE	2666	\$20.00	\$10.00	Details
13 PARKSIDE CIR / PARKSIDE ESTATES FILING I	SEE OWNER OF RECORD / HIGH PLAINS BUILDERS LLC	201502091449404550004	ACTIVE	2618	\$3,957.50	\$0.00	Details
1209 PINTAIL DR / PARKSIDE ESTATES FILING I	See Owner of Record / HIGH PLAINS BUILDERS LLC	201502091449404550034	ACTIVE	1238	\$3,957.50	\$0.00	Details

1 2 3 4 5

Show unperformed Inspections only

Inspections * (0 found)

Found no Inspections matching the search criteria.

* List only includes inspections with no associated application.

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[Citizen Self Service](#)

[Non-Emergency Requests](#)

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[Search Results](#)

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Click on the Schedule link to schedule an inspection



CITY OF

Gillette

Wyoming

JOEPLUMBING ▾

Permits and Inspections

Application reference 3043

7 Permits | 4 Inspections

Status	ACTIVE / BL PERMIT ISSUED
Project/Activity	PLUMBING RESIDENTIAL
Location	4608 J CROSS AVE GILLETTE
Owner	SEE OWNER OF RECORD
Parcel ID	201402211610310331900

[View Application Information](#)

Permits (7 found)

Permit Type	Status	Total Fees	Balance Due		
PLGR	ISSUED	\$0.00	\$0.00	Details	Alert
SIC	FEE	\$0.00	\$0.00	Details	Alert
SOC	FEE	\$0.00	\$0.00	Details	Alert
SSI	FEE	\$0.00	\$0.00	Details	Alert
SSO	FEE	\$0.00	\$0.00	Details	Alert
WIC	FEE	\$0.00	\$0.00	Details	Alert
WOC	FEE	\$0.00	\$0.00	Details	Alert

Inspections (4 found)

Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due		
PLUMBING UNDERGROUND	See Owner of Record / JOE'S PLUMBING & HEATING INC			\$0.00	\$0.00	Details	Schedule
INTERIOR ROUGH PLBG	See Owner of Record / JOE'S PLUMBING & HEATING INC			\$0.00	\$0.00	Details	Schedule
WATER METER	See Owner of Record / JOE'S PLUMBING & HEATING INC			\$0.00	\$0.00	Details	Schedule
PLBG FINAL-INT	See Owner of Record / JOE'S PLUMBING & HEATING INC			\$0.00	\$0.00	Details	Alert

- [Home](#)
- [Citizen Self Service](#)
- [Non-Emergency Requests](#)
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Fill in all required fields



CITY OF **Gillette** Wyoming

JOEPLUMBING ▾

Permits and Inspections

Schedule Inspection 22070

Owner/Contractor	See Owner of Record / JOE'S PLUMBING & HEATING INC
Location	4608 J CROSS AVE
Type	PLUMBING UNDERGROUND

Contact Information

Name *	<input type="text" value="Ben Smith"/>
Phone *	<input type="text" value="307-686-1245"/>
Email *	<input type="text" value="bens@gmail.com"/>

Schedule Preferences

Date *	<input type="text" value="04/27/2016"/> <small>Note: Inspection scheduling requires 1 day advanced notice.</small>
Shift/Time	<input type="text" value="AFTERNOON"/>
Priority/Comments	<input type="text" value="Come after 1:30pm"/>

Enter these validation numbers into the box below them

Enter the following validation numbers into the box provided.


 x

- Home
- Citizen Self Service
- Non-Emergency Requests
- Permits and Inspections**
- Accounts
- Contact Us
- Application Details
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You will receive a confirmation page that the inspection has been scheduled.

PERMITS AND INSPECTIONS

Inspection 22070

Return to Application Details

Request has been scheduled.
Inspection Date: 4/27/2016
Inspection Time: PM

Inspection Details

Inspection Type	PLUMBING UNDERGROUND
Contractor	See Owner of Record / JOE'S PLUMBING & HEATING INC
Contractor ID	14205
Application Contractor ID	
Requested	4/27/2016 - PM
Scheduled	4/27/2016 - PM
Performed	
Inspector	BP INSPECTOR
Comments	
Results	

Fees

Fee amount	\$0.00
Paid to date	\$0.00
Balance due	\$0.00

Navigation menu:

- Home
- Citizen Self Service
- Non-Emergency Requests
- Permits and Inspections**
- Accounts
- Contact Us
- Application Details
- Search Results
- New Search
- Utility Billing

You can either log off or go to a different application/inspection and schedule another inspection.

If you happen to know the application number you are working with, you can simply enter the Application reference number and click Search. You can get the application number from the hard copy of permit when it was issued.

The screenshot shows the 'Permits and Inspections' search page on the City of Gillette website. At the top, there is a header with the city logo and 'CITY OF Gillette Wyoming'. A user name 'JOEPLUMBING' is visible in the top right. The main content area has a search form with the following elements:

- Application reference:** A text input field containing '3043'.
- Status:** Three checkboxes:
 - Active Applications only
 - Unperformed Inspections only
 - Remember these values
- Buttons:** 'Search' and 'Reset' buttons.

On the right side, there is a vertical navigation menu with the following items: Home, Citizen Self Service, Non-Emergency Requests, **Permits and Inspections** (highlighted), Accounts, Contact Us, and Utility Billing.

If this is the application you want to schedule an inspection for, click on Details

Otherwise, you can click on new search and enter a different application reference number.

The screenshot shows the search results page for 'Permits and Inspections'. The header is identical to the previous screenshot. The main content area displays the following information:

- Search Results:** 1 Application | 0 Inspections
- Modify Search | New Search**
- Show active Applications only
- Applications (1 found)**

Location / Subdivision	Owner/Contractor	Parcel	Status	Reference	Fees	Due	
4608 J CROSS AVE / RC RANCH PHASE 1	SEE OWNER OF RECORD	201402211610310331900	ACTIVE	3043	\$0.00	\$0.00	Details

- Show unperformed Inspections only
- Inspections * (0 found)**
- Found no Inspections matching the search criteria.
- * List only includes inspections with no associated application.

The right-side navigation menu is also present, with 'Search Results' highlighted.