Charles County Government
Department of Planning and Growth Management
Phone: 301-645-0692 Email: PGMAdmin@CharlesCountyMD.gov

How to Apply for a Permit/Plan Review

To Apply for Permit or Plan review you must have a registered account in the Citizen Self Service Portal (CSS)

1. If you are not registered, please refer to the tutorial document for "How to Register in CSS" located on the main **permits** page.

2. If registered, login to your account.

3. You will arrive at your home page. This page is referred to as your "Dashboard".
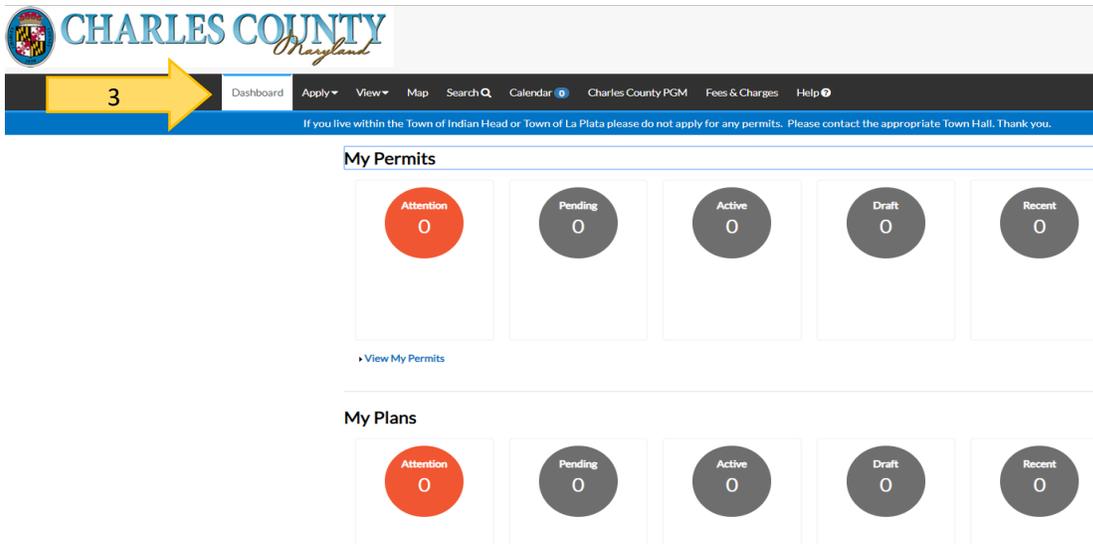
4. Click "Apply" from the top menu selection

5. You have the ability to choose from the available lists of Permits and Plans to apply for or;

6. Click "All" to view all options available for either application type.

7. By clicking "All," you arrive at the Application Assistant page. Here you can view a listing of Permit or Plan Categories including brief descriptions to assist you with your submittal. Select "Apply" to make your selection.

Application Assistant

Search for application names and keywords 🔍

| 🏠 All | 📈 Trending | 👤 My History | 🪪 LICENSE | 🏢 PERMITS | 🏢 PLANS |

> Show Categories

Apartment   Apply

Category Name: Description:
Building Commercial   Permit for an apartment building.

Change of Occupancy Permit   Apply

Category Name: Description:
Building Commercial   Permit for change in occupant or owner only.

Commercial Addition   Apply

Category Name: Description:
Building Commercial   Permit for additions to existing commercial buildings.

Commercial Alteration   7   Apply

Category Name: Description:
Building Commercial   Permit for interior alterations to existing commercial buildings.

New Building   Apply

Category Name: Description:
Building Commercial   Permit for new commercial buildings.

LOCATIONS

8. Keep the location dropdown selected as "Location".

9. Click the "+" to add the location of the submittal.
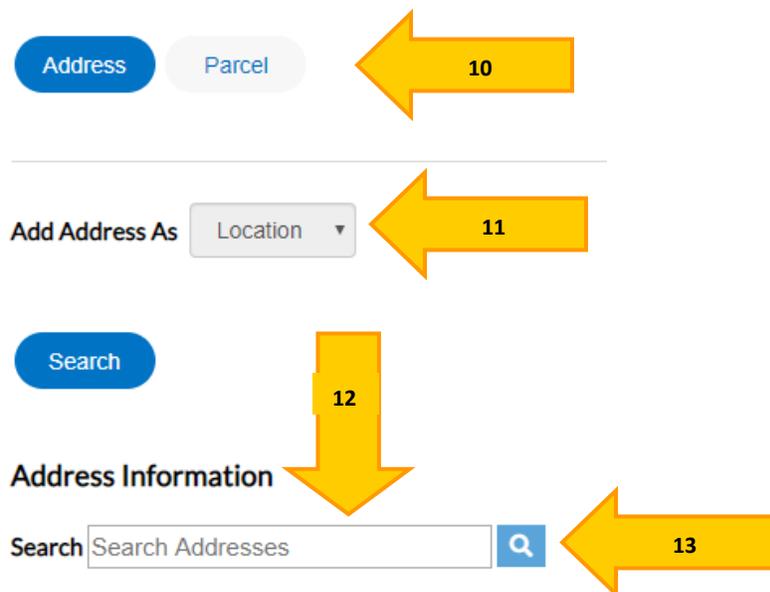
8 → Location ▼

Add Location

9 → +

REQUIRED

10. For permit submittals, you must choose to submit with an address or parcel number

11. Keep the location dropdown selected as "Location"

12. Enter your address/parcel number in the "Search" field. Only enter the street number and name. Exclude the suffix such as road, street, drive, avenue, etc.
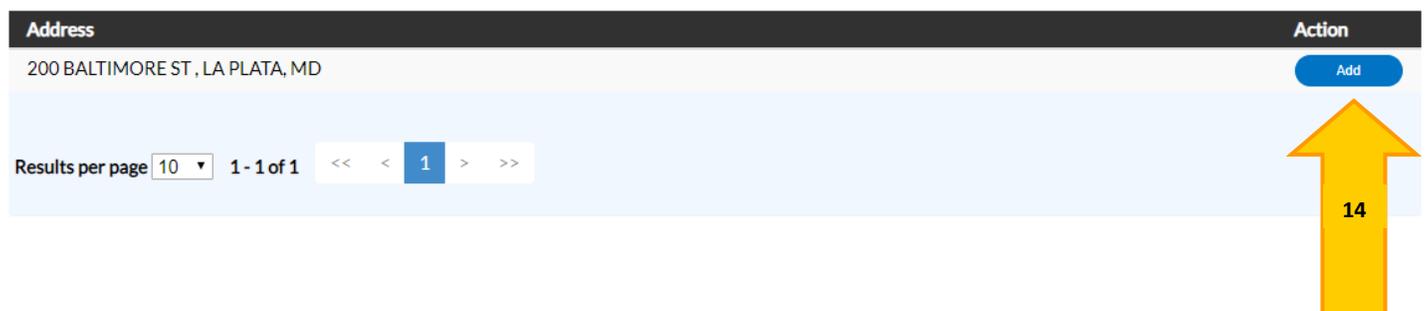
13. Click the magnifying glass to search

Add Location

Address   Parcel   ← 10

Add Address As   Location ▾   ← 11

Search

12

Address Information

Search Search Addresses 🔍   ← 13

14. Click "Add" to add your address/parcel number to your submittal

Address Information

Search 200 Baltimore st 🔍

Address	Action
200 BALTIMORE ST , LA PLATA, MD	Add

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

14

15. Your address and/or parcel number will be added to your submittal.

16. Click Next to continue.

LOCATIONS

Type: Location

200 BALTIMORE ST, LA PLATA, MD, , 20646

Location

Add

Main Address ☑

Parcel Number

0901026216

Main Parcel ☑

Remove

Save Draft   Next

17. You have the ability to change your original Permit/Plan selection from the dropdown box.

18. Type in additional information to describe what you are applying for.

19. Add Square Feet and Project Valuation if required. Exclude commas and decimals.

20. Click Next to continue.

PERMIT DETAILS

* Permit Type   Miscellaneous Residential - Gazebo

Description

* Square Feet

* Valuation

Back   Save Draft   Next

21. Depending on the permit/plan type you may be automatically added as the applicant.

22. Enter the required contact for the permit/plan type you are submitting. The required contacts will automatically generate.

CONTACTS

Applicant	**22**
21	General Contractor OR Owner/Builder
Name	Add Contact + Add Contact +
Address	REQUIRED

Applicant ▼

Add Contact +

23. You can either search for a contact or enter them manually.

Search   Enter Manually   My Favorites   **23**

Search Name, E-mail, or Company   🔍

24. If searching for contact enter their name and click on the magnifying glass. Then find their name and click "Add".

Favorite	First Name	Last Name	Address	Company	Email	Action
☆						Add

24

25. If entering manually complete the required fields and click submit.

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit   **25**

26. Once all contacts have been added click on Next.

27. Fill out the general information fields. These will differ by submittal type. Click Next to continue.

MORE INFO

*Description of Work	
	Description of Work is required.
911 Assigned Address	
*Trade Permits Required	☐ N/A
	☐ Backflow
	☐ Electrical
	☐ Mechanical
	☐ Plumbing and Gas
	☐ Water and Sewer
	Trade Permits Required is required.
*Sprinkler Provided	▼
	Sprinkler Provided is required.
*Sprinkler Required	▼
	Sprinkler Required is required.
*Water Source	▼
	Water Source is required.

Top | M

28. Now you will need to upload your submittal files. They will differ by submittal type. From the drop down menu, select the type if file you are attaching.

29. Supported file types are indicated below. Please note the maximum file size for CSS submittals is 2.14 GB.

30. To upload a file, click on the "+" and select the appropriate file.
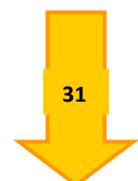
31. Click on Next when you have uploaded all files.

Attachments

Geo Tech Report ▼ ← 28

Add Attachment

+ ← 30

Supported: .pdf, .doc, .docx, ← 29

31

Back   Save Draft   Next

32. You will arrive at an application summary page where you can review your application prior to submission.

Apply for Permit - Electrical Residential Other   *REQUIRED

| ✓ Locations | ✓ Type | ✓ Contacts | ✓ More Info | ✓ Attachments | 6 Summary |

Locations

| Location 1 | 1158 Silver Springs St, MI, ID, United States of America, 83644 |
| Location 2 | R3443841500 |

Basic Info

Type	Electrical Residential Other
Description	test
Valuation	10000
Applied Date	03/02/2018

Contacts

Contact 1	Zandra Pedroza
	City of Nampa
	411 3rd Street South , Nampa, ID, United States, 83651
Contact 2	Zandra Pedroza
	City of Nampa
	411 3RD S St, NAMPA, ID, , 83651

33. Once you have reviewed your information you may submit your application, go back to correct an error, or save the draft.

Back   Save Draft   Submit

34. Once you have submitted your application you will arrive at a confirmation page stating that your application was submitted successfully. Here you can view your permit number and note it for your records.

35. You can monitor the status and progress of your submittal via your CSS account. Once your permit/plan application has been reviewed and deemed complete our staff will generate an invoice. The invoice must be paid before the permit/plan application will be officially reviewed. Our staff will notify you when the invoice is ready for payment. Do not pay your fees until our staff notifies you that the invoice is ready for payment.

✔ Your permit application was submitted successfully. Please click the Pay Now button to pay for the invoiced fees to complete the process. ✕

Permit Number: ELE-03611-2018   **34**   **34**   Pay Now   **35**

- Permit cannot be printed at this time. Permit has unpaid fees.
- Permit cannot be printed at this time. Permit has not been issued.

Permit Details | Tab Elements | Main Menu

Type:	Electrical Residential Other	**Applied Date:**	03/02/2018
35 **Status:**	Over-the-Counter Review	**Project Name:**	**Issue Date:**
District:		**Assigned To:** Pedroza, Zandra	**Expire Date:**
		Valuation: $10,000.00	**Finalized Date:**
Description:	test		

Locations | Fees | Reviews | Inspections | eReviews | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info