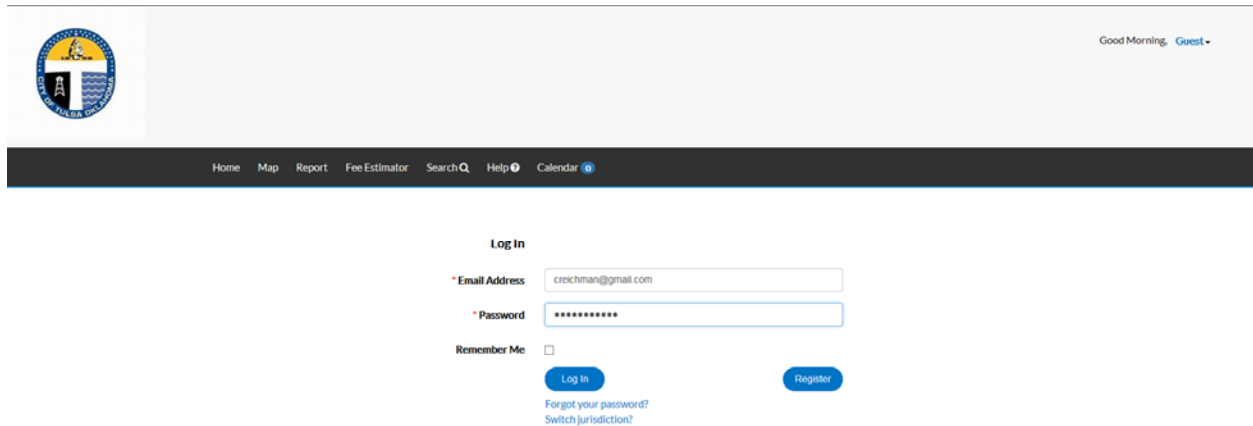


# TULSA CITIZEN SELF SERVICE APPLICATION PROCESS

Log in to the City of Tulsa Citizen Self Service portal.

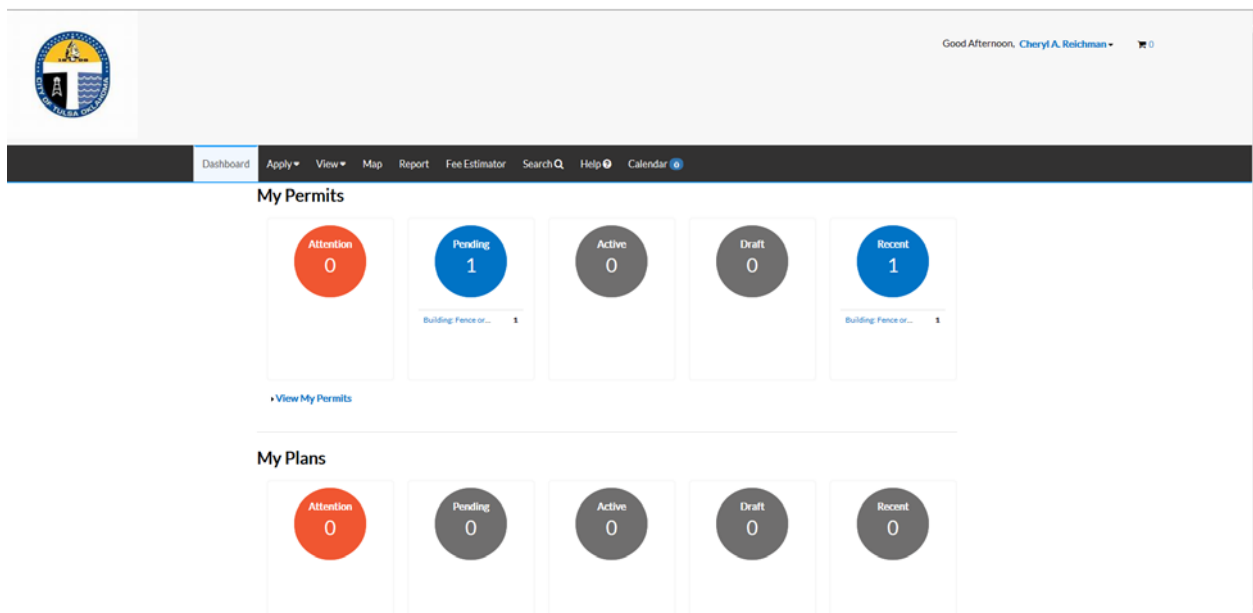


The screenshot shows the login page of the City of Tulsa Citizen Self Service portal. At the top left is the City of Tulsa logo. At the top right, it says "Good Morning, Guest". Below the logo is a navigation bar with links: Home, Map, Report, Fee Estimator, Search, Help, and Calendar. The main content area is titled "Log In" and contains a form with the following fields:

- \* Email Address: creichman@gmail.com
- \* Password: [masked]
- Remember Me:

Below the form are two buttons: "Log In" and "Register". There are also links for "Forgot your password?" and "Switch jurisdiction?".

Once logged in, you will be on your Dashboard.



The screenshot shows the dashboard of the City of Tulsa Citizen Self Service portal. At the top left is the City of Tulsa logo. At the top right, it says "Good Afternoon, Cheryl A. Reichman". Below the logo is a navigation bar with links: Dashboard, Apply, View, Map, Report, Fee Estimator, Search, Help, and Calendar. The main content area is titled "My Permits" and contains five cards representing different permit statuses:

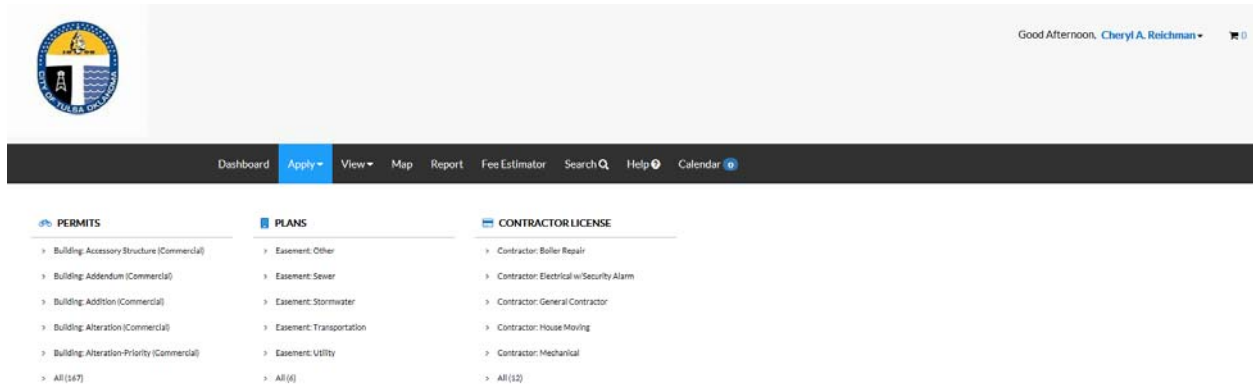
Status	Count
Attention	0
Pending	1
Active	0
Draft	0
Recent	1

Below the cards is a link: "View My Permits".

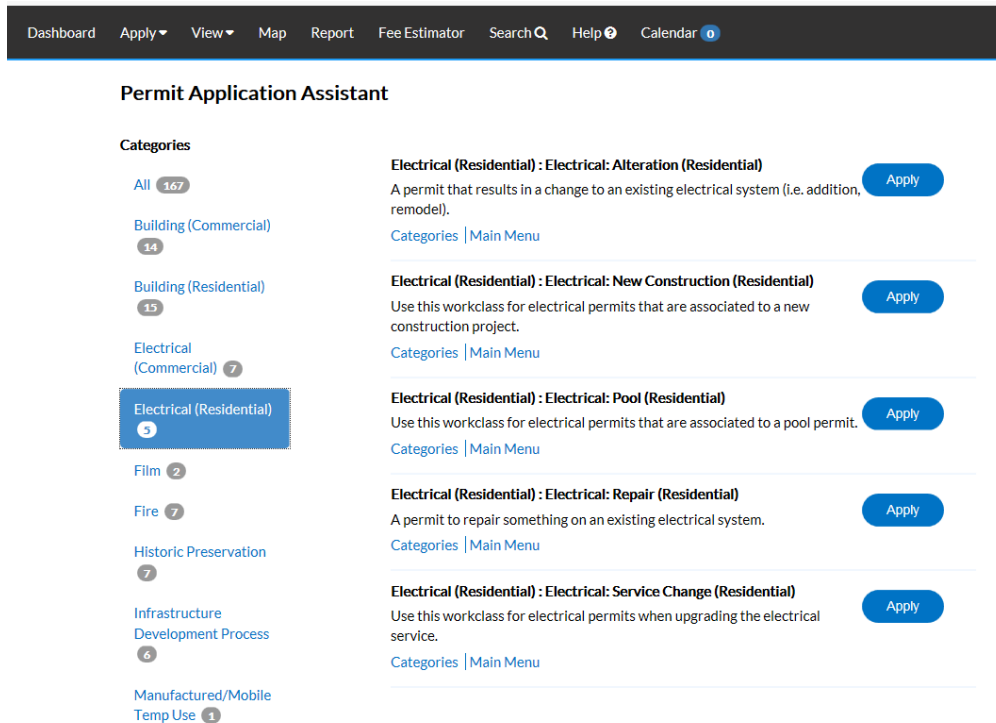
The main content area is also titled "My Plans" and contains five cards representing different plan statuses:

Status	Count
Attention	0
Pending	0
Active	0
Draft	0
Recent	0

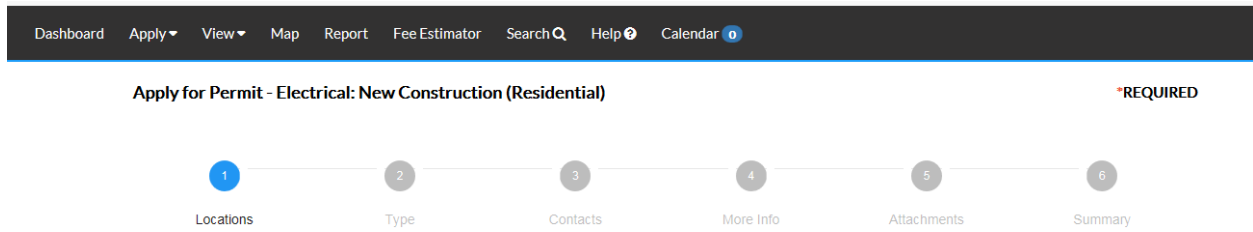
Click on Apply (to the right of Dashboard). There will be three options under the Apply menu: Permits, Plans, and Contractor Licenses. The first five alphabetical permits, plans, and licenses are displayed; if you don't see what you want to apply for, click ALL at the bottom of the list.



The Application Assistant (either Permit, Plan, or Professional License) will appear. Each category of permit, plan, or license is listed with the number of application possibilities within each category. Select the Category needed; a description will be displayed to assist with the correct selection; please be sure to read the descriptions carefully because if you select the wrong category, it cannot be changed once submitted. Click the Apply button to the right for the application to be submitted.



CSS will walk you through the application process; you will know your progress at all times with a visual progress status bar.



Required fields will be noted either at the bottom of the large blue boxes or with a red asterisk. To add the address, click on the Add Location box.

Dashboard Apply View Map Report Fee Estimator Search Help Calendar

Apply for Permit - Electrical: New Construction (Residential) \*REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Summary

LOCATIONS

Site Address

Add Location

+

REQUIRED

Save Draft Next

In the Address Information search field, enter part or all of the address. Do not use any punctuation such as periods or commas. If you enter a full address and it isn't entered exactly the way it is in the GIS database, it may return no results. Therefore, it is often best to enter less on the address (see example below). Click on the magnifying glass to the right.

Dashboard Apply View Map Report Fee Estimator Search Help Calendar

[Back to Application](#)

### Add Location

Address Parcel

---

Add Address As Site Address

Search

### Address Information

Search 3649 S Gary

Once the results are returned, select the correct address and click the ADD button to the right to add it to your application.

Dashboard Apply View Map Report Fee Estimator Search Help Calendar

[Back to Application](#)

### Add Location

Address Parcel

---

Add Address As Site Address

Search

### Address Information

Search 3649 S Gary

Address	Action
3649 S GARY E PL, Tulsa, OK 74105	Add

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

The site address is now loaded on your application.

### Apply for Permit - Electrical: New Construction (Residential)



#### LOCATIONS

**Type: Site Address**  
3649 S GARY E PL, Tulsa, OK,  
, 74105

**Main Address**

**Parcel Number**  
34075932007310

**Main Parcel**

Remove

Site Address

Add Location

+

Additional addresses can be entered if you want to enter a Billing, Home, Mailing, or Shipping address. Click on the drop-down arrow to the right of Site Address to select a different address type. Additional addresses may NOT be added for multiple site addresses/projects. Each permit covers one site address.

#### LOCATIONS

**Type: Site Address**  
3649 S GARY E PL, Tulsa, OK,  
, 74105

**Main Address**

**Parcel Number**  
34075932007310

**Main Parcel**

Remove

Mailing

Add Location

+

Additional addresses can be entered manually or searched from the GIS database. The fields with the red asterisks are required. For PO Box addresses, enter part of the value in the street number and part in the street name field.

**Enter Manually**

Country Type	<input type="text" value="US"/>
Enter Address	<input type="text" value="Search Addresses"/>
* Street Number	<input type="text" value="PO"/>
Pre Direction	<input type="text"/>
* Street Name	<input type="text" value="BOX 479"/>
Post Direction	<input type="text"/>
* City	<input type="text" value="Oklahoma City"/>
State	<input type="text" value="OK"/>
* Postal Code	<input type="text" value="73113"/>
County	<input type="text"/>

There is no limit on the number of addresses you can add. Once all of the addresses are added, click Next. You can also click Save Draft and come back to it later.

Apply for Permit - Electrical: New Construction (Residential)

\*REQUIRED



LOCATIONS

**Type: Site Address**

3649 S GARY E PL, Tulsa, OK, , 74105

Main Address

**Parcel Number**

34075932007310

Main Parcel

Remove

**Type: Mailing**

PO BOX 479, Oklahoma City, OK, , 73113

Main Address

Remove

Site Address

Add Location

+

Save Draft Next

If saved for later, you would retrieve it from the Draft status circle on your Dashboard by clicking on the Draft circle.

My Permits

Attention

0

Pending

1

Building: Fence or... 1

Active

0

Draft

1

Electrical: New Con... 1

Recent

1

Building: Fence or... 1

Click on Resume by the application you want to continue. You also have the option to delete the application if it is no longer needed. If resumed, it will return you to where you left off.

My Drafts

Module

Sort

Module	Type	Last Update	Action
Permit	Electrical: New Construction (Residential)	03/24/2018 02:38:04 PM	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Resume</span> <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Delete</span>

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

The Application Assistant will walk you through the process. As you complete information, the progress status bar will progress.

Dashboard Apply View Map Report Fee Estimator Search Help Calendar

Apply for Permit - Electrical: New Construction (Residential) \*REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. Summary

PERMIT DETAILS

- \*Permit Type: Electrical New Construction (Residential)
- Description: New single family residence
- \*Square Feet: 2500

Buttons: Back, Save Draft, Next

The logged in user will be connected as the applicant on each application. Trade permits (electrical, mechanical, and plumbing) require that a contractor be logged in and apply for the permit. There is no limit to the number of applicants that can be added, however they must be added before submittal or you will need to call the office and have staff add the additional contacts. Anyone listed as a contact will be able to view the project, schedule inspections, and pay invoices if they are a billing contact. Use the drop-down arrow to identify the type of contact.

Dashboard Apply View Map Report Fee Estimator Search Help Calendar

Apply for Permit - Electrical: New Construction (Residential) \*REQUIRED

Progress: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, 6. Summary

CONTACTS

- Contractor: Cheryl A. Reichman (You), 175 E 2nd St, Tulsa, OK, 74103
- Applicant: Add Contact (+)

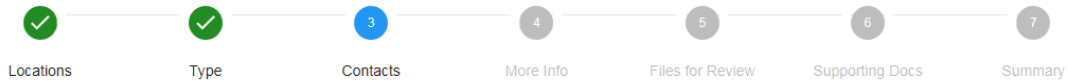
Buttons: Back, Save Draft, Next



When you are applying for Building (Residential) permits, the system will identify the applicant as the person logged in. You will then be required to identify if the project is being completed by a contractor (the system will verify if insurance and workers' comp is valid), the Owner as the builder, or a Professional Builder (the system will verify the license and charge the expediting fee). Additional applicants can also be added at this time.

Apply for Permit - Building: New Single Family (Residential)

\*REQUIRED



CONTACTS

**Applicant**

**Cheryl Reichman (You)**

3208 W 69th Ct, Tulsa, OK, ,  
74132

Contractor	OR	Owner/Builder	OR	Professional Builder
Add Contact +		Add Contact +		Add Contact +

REQUIRED

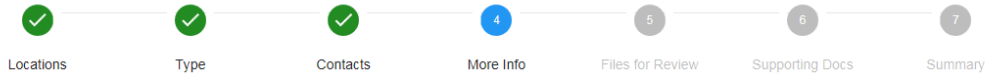
Applicant

Add Contact  
+

Although 'Fast Track' appears as a check box on the application detail screen for Residential projects, you cannot apply for a 'Fast Track' online. You must call the office for an appointment to meet with the reviewers.

Apply for Permit - Building: New Single Family (Residential)

\*REQUIRED



MORE INFO

Application Detail

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

Septic System

Fast Track

If you check the Fast track button, you will be required to visit the City Permitting office for the review process.

On Building (Residential) applications, the 'Licensed Professional Builder Data' only needs to be filled out by licensed Professional Builders.

Licensed Professional Builder Data

[Previous Secti](#)

Type of Construction

Other Description

Height of Structure

Number of Stories

Square footage of Proposed Work

Heated, 1st Floor

Heated, 2nd Floor

Unheated

Porches/Covered Patios

The progress status bar will show successfully completed steps with a green circle and check mark. Continue to complete information. Information in red is required.

Dashboard Apply View Map Report Fee Estimator Search Q Help Calendar

### Apply for Permit - Electrical: New Construction (Residential) \*REQUIRED

Locations  Type  Contacts  More Info  Attachments  Summary

**MORE INFO**

Electrical Service [Next Section](#) | [Top](#) | [Main Menu](#)

\*Amp Service:

Generator:

HVAC units:

Outlets/Fixtures:

Other Electrical Work:

Describe Other Electrical Work:

When submitting an application with plans to be submitted for plans review, add them at the 'Files For Review' step (Step 5). Only upload the plans here; you will need to be able to access your plans from your computer or smart device. Click anywhere in the blue box; choose a file to upload.

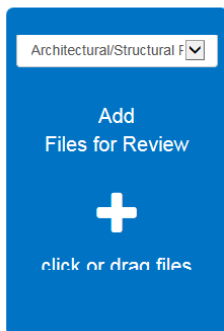
### Apply for Permit - Building: New Single Family (Residential) \*REQUIRED

Locations  Type  Contacts  More Info  Files for Review  Supporting Docs  Summary

#### FILES FOR REVIEW

Please upload the files you want to include in your project. These files are the actual drawings of the plans to be reviewed. Do not include other information in this section (such as insurance forms, contractor licenses, statements of work, contractual agreements, etc.).

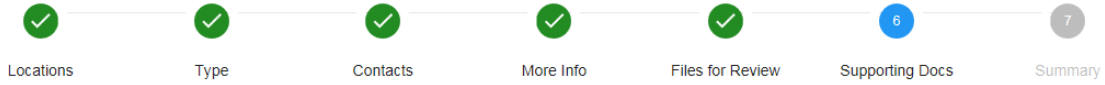
Supported file types include: .pdf



Any supporting documents such as spec books, statements of work, etc. will be uploaded in Step 6, Supporting Docs.

Apply for Permit - Building: New Single Family (Residential)

REQUIRED



SUPPORTING DOCS

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

click or drag files

Add Attachment

Back

Save Draft

Next

Trade permits only have six steps in the progress status bar. Attachments, step 5, are only required if REQUIRED appears at the bottom of the blue box. If none are required and you have nothing to attach, click next.

Apply for Permit - Electrical: New Construction (Residential)

REQUIRED



ATTACHMENTS

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

click or drag files

Add Attachment

A summary of the application details and fees will be displayed; please review prior to submitting the application.

Dashboard Apply View Map Report Fee Estimator Search Q Help Calendar

REQUIRED

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

**Locations**

<b>Location 1</b>	3649 S GARVE PL, Tulsa, OK, 74105
<b>Location 2</b>	34075922007310
<b>Location 3</b>	PO BOX 479, Oklahoma City, OK, 73113

---

**Basic Info**

<b>Type</b>	Electrical: New Construction (Residential)
<b>Description</b>	New single family residence
<b>Square Feet</b>	2500
<b>Applied Date</b>	09/24/2018

---

**Contacts**

<b>Contact 1</b>	Cheryl A. Reichman 175 E 2nd St, Tulsa, OK, 74103
------------------	--

---

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

**Estimated Fees**

Fee	Amount
Electrical (Residential) Permit Fee	\$250.00
Electrical Service (Amps)	\$95.00
Permit and Licensing System Maintenance Fee	\$4.00
Record Retention (Trade)	\$1.50
System Development Fee	\$29.15
Uniform Building Code Commission Admin Fee	\$0.50
Uniform Building Code Commission Fee	\$4.00
<b>Total:</b>	<b>\$384.15</b>

---

**More Info**

**Electrical Service**

**Amp Service:** 200

**Generator**

**HVAC units**

**Outlets/Fedures**

**Other Electrical Work**

**Describe Other Electrical Work**

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

When satisfied that all information is correct, click Submit or save your draft.

Save Draft

Submit

There will be a message saying the application was successfully submitted; if fees are due, you will be prompted to pay.

Dashboard **Apply** View Map Report Fee Estimator Search Help Calendar

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

**Permit Number: ELECR-001903-2018** [Pay Now](#)

- 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

<b>Type:</b>	Electrical: New Construction (Residential)	<b>IVR Number:</b>	102001	<b>Applied Date:</b>	03/24/2018
<b>Status:</b>	Submitted - Online	<b>Project Name:</b>		<b>Issue Date:</b>	
<b>District:</b>		<b>Assigned To:</b>		<b>Expire Date:</b>	
<b>Square Feet:</b>	2,500.00	<b>Finalized Date:</b>			
<b>Description:</b>	New single family residence				

[Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [eReviews](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#) [More Info](#)

[Locations](#) | [Parcels](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

**Locations**

Main	Address
<input checked="" type="checkbox"/>	3649 S GARY PLE Tulsa, OK 74105
<input type="checkbox"/>	PO BOX 479 Oklahoma City, OK 73113

If you are submitting multiple applications, you may add the fees to your cart and pay all fees at one time.

Dashboard **Apply** View Map Report Fee Estimator Search Help Calendar

[Back](#)

**Shopping Cart**

**Total \$384.15**  
[Check Out](#)

<b>Invoice:</b> INV-00001301	<b>Description:</b> NONE
<b>Due Date:</b> 03/24/2018	<b>Billing:</b> Reichman, Cheryl
	<b>Contact:</b>

Case Number	Project	Case Address	Amount Due
ELECR-001903-2018		3649 S GARY PLE Tulsa OK 74105	\$384.15

**\$384.15**  
[Remove](#)  
[Top](#) | [Main Menu](#)

**Total \$384.15**  
[Check Out](#)