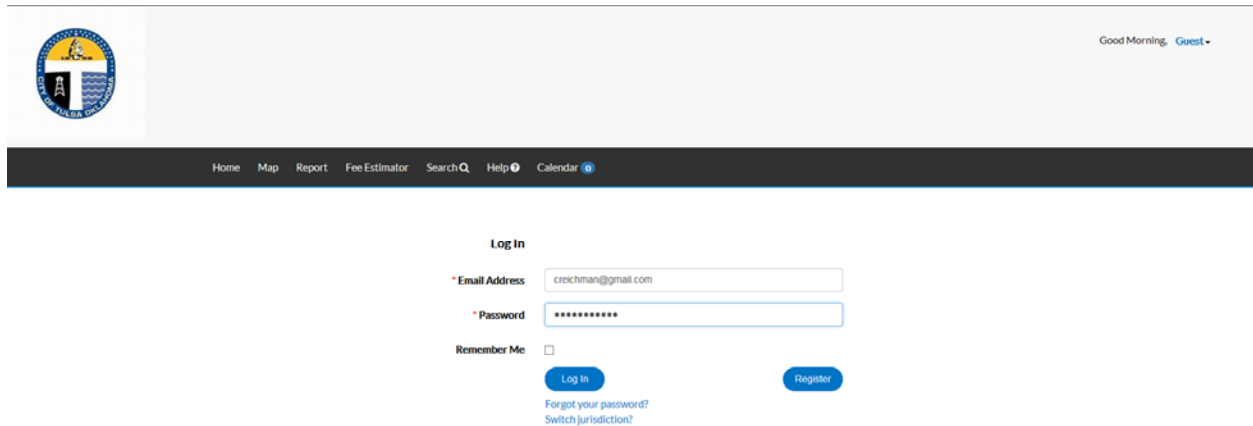# TULSA CITIZEN SELF SERVICE APPLICATION PROCESS

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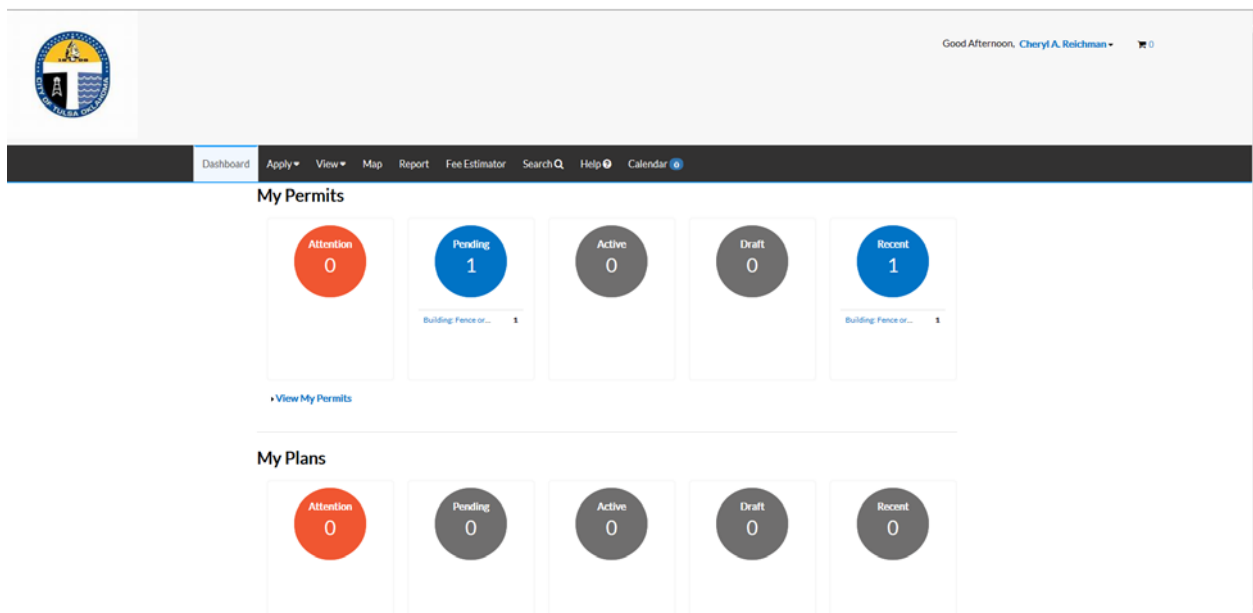

Once logged in, you will be on your Dashboard.

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.
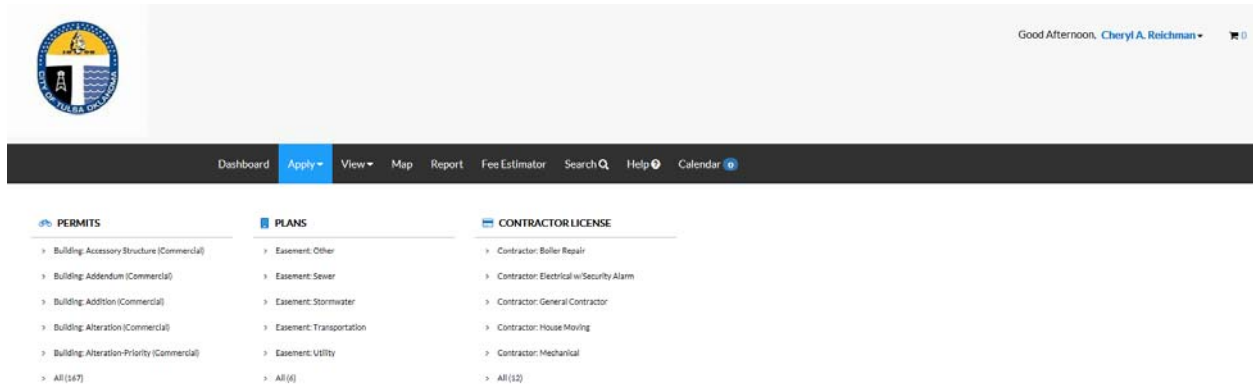
The Application Assistant (either Permit, Plan, or Professional License) will appear. Each category of permit, plan, or license is listed with the number of application possibilities within each category. Select the Category needed; a description will be displayed to assist with the correct selection; 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.
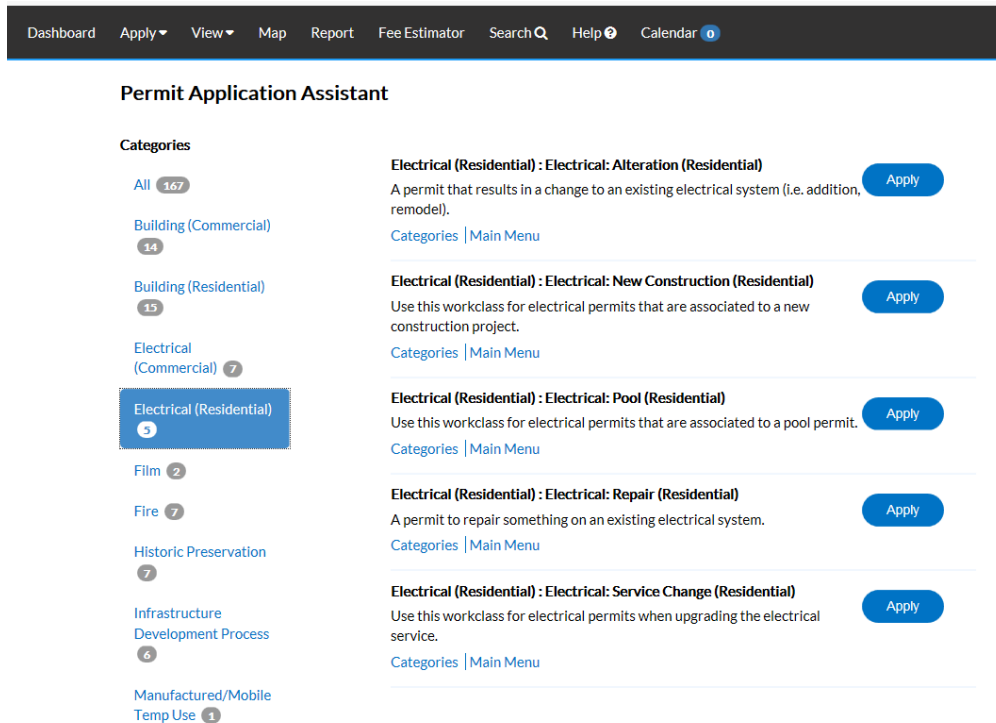
CSS will walk you through the application process; you will know your progress at all times with a visual progress status bar.
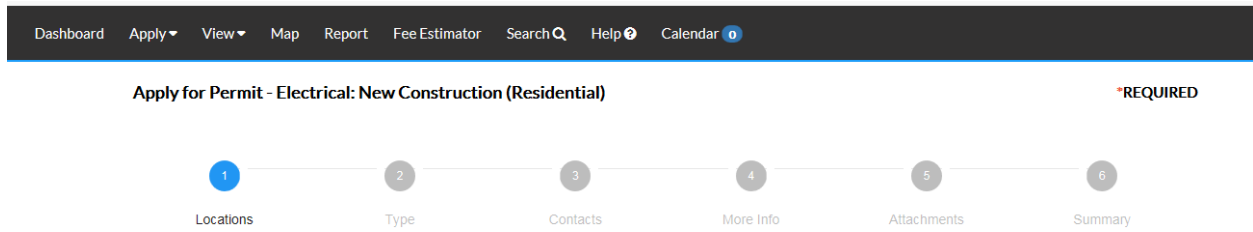
Required fields will be noted either at the bottom of the large blue boxes or with a red asterisk. To add the address, click on the Add Location box.

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 Q | Help ❓ | Calendar 0

◀ 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 Q | Help ❓ | Calendar 0

◀ 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.

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.

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.

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.

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

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.

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

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.
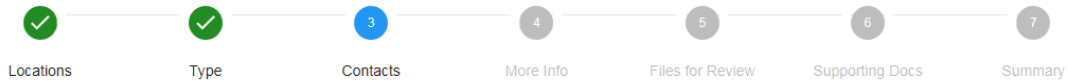
When you are applying for Building (Residential) permits, the system will identify the applicant as the person logged in. You will then be required to identify if the project is being completed by a contractor (the system will verify if insurance and workers' comp is valid), the Owner as the builder, 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**

✓ Locations   ✓ Type   3 Contacts   4 More Info   5 Files for Review   6 Supporting Docs   7 Summary

CONTACTS

Applicant

Cheryl Reichman (You)

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

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

Locations ✓   Type ✓   Contacts ✓   More Info ④   Files for Review ⑤   Supporting Docs ⑥   Summary ⑦
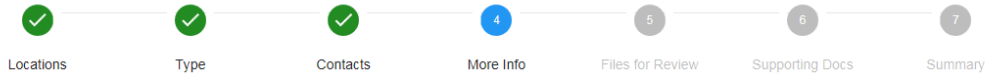
MORE INFO

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.

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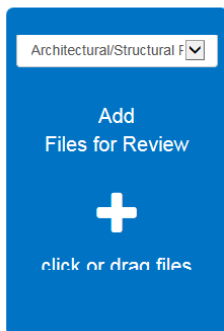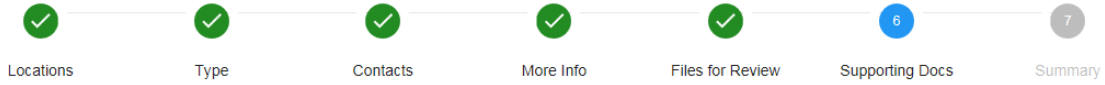
Any supporting documents such as spec books, statements of work, etc. will be uploaded in Step 6, Supporting Docs.

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.

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

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

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

Locations

Location 1	3649 S GARY E PL, Tulsa, OK, , 74105	
Location 2	34075932007310	
Location 3	PO BOX 479, Oklahoma City, OK, , 73113	

Basic Info

Type	Electrical: New Construction (Residential)
Description	New single family residence
Square Feet	2500
Applied Date	03/24/2018

Contacts

Contact 1	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

Total: $384.15

More Info

Electrical Service   Next Section | Top | Main Menu

Amp Service	200
Generator	
HVAC units	
Outlets/Fixtures	
Other Electrical Work	
Describe Other Electrical Work	

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.

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