

Public Works – Submitting Irrigation Permits in CSS

How to Submit an Irrigation Permit in CSS

Overview

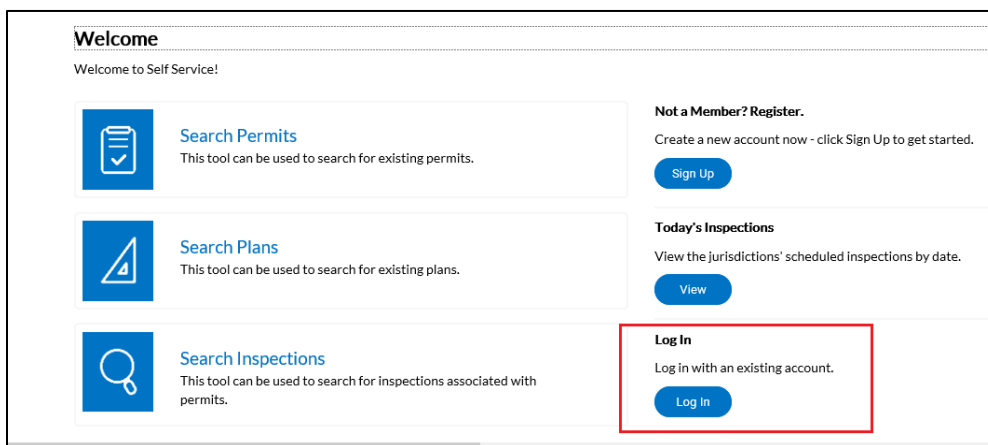
This process outlines the steps for an applicant to submit an Irrigation Permit in CSS.

Note: The applicant must have a registered a CSS account to submit an Irrigation permit in CSS.

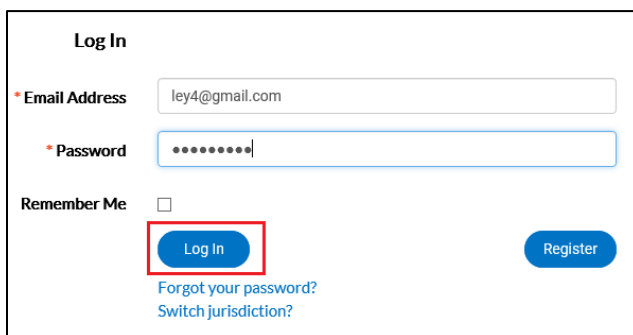
CSS Portal - https://egov.mckinneytexas.org/EnerGov_Prod/SelfService#/home

Permit Type Select

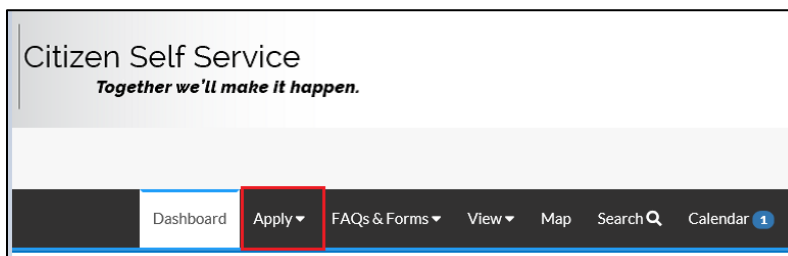
1. From the CSS Welcome Page, click **Login**



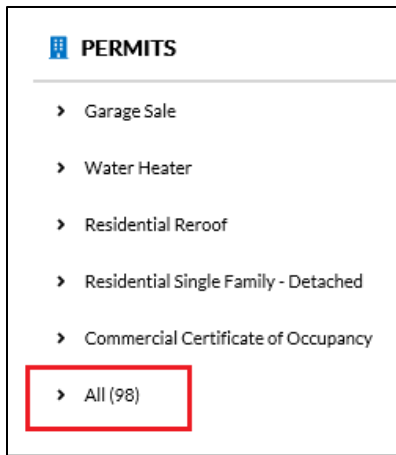
2. Enter your Email Address and Password. Click **Login** button



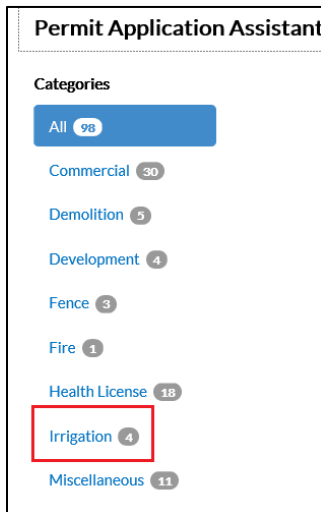
3. Click **Apply** from the top Menu



4. Click **All** under Permits

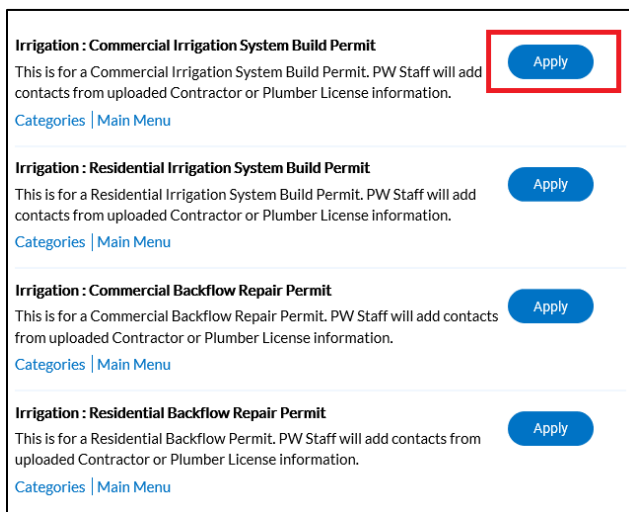


5. Click **Irrigation** under Permit Application Assistant



6. Click **Apply** next to the Irrigation Permit Type for application.

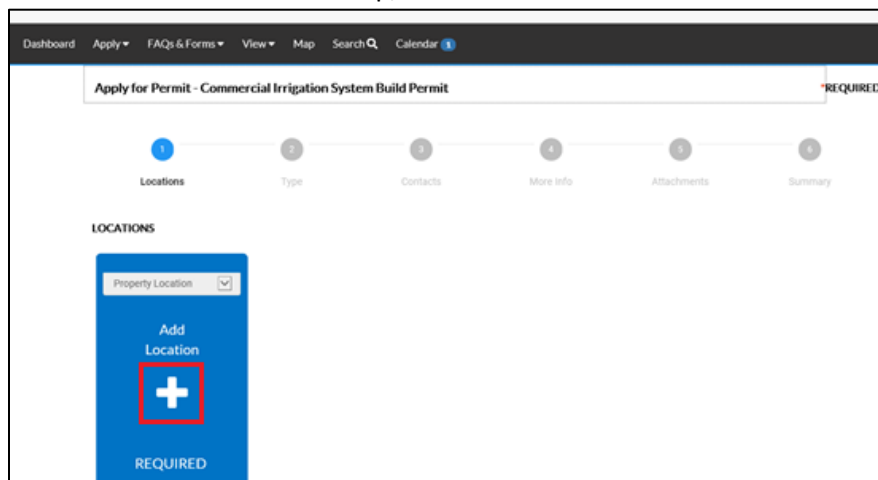
Example: Select Commercial Irrigation System Build Permit



Once the permit type is selected, the next step is the **Permit Application Stepper**. There are 5 prompted application steps to complete the permit submittal process.

Permit Application Stepper

1. From the **Locations** step, click **Add Location** blue card



2. Enter the **Street Number** and **Street Name** in the Address Information field. This will search the location in the City of McKinney GIS database to be added to the permit.

Note: Do not add Direction, Street type, Building, Unit/Suite, City, or State – **only Street Number/Street Address** for best results. Any specific Building, Unit/Suite information may be notated in the permit Description.

If an address resides outside of the City of McKinney, please contact PW with the address. PW will enter the permit with the address information for the applicant.

3. Once the City of McKinney address is searched and listed, Click **Add**

7. The selected Property Location Address is displayed on a white card. Click **Next** to continue. (You will notice you can click **Save Draft** to store answers in the application to return to and submit at a later time).

Apply for Permit - Commercial Irrigation System Build Permit *REQUIRED

1 Locations 2 Type 3 Contacts 4 More info 5 Attachments 6 Summary

LOCATIONS

Type: Property Location

210 N TENNESSEE ST.
MCKINNEY, TX., 75069

Main Address

Parcel Number
R-0856-008-063A-1

Main Parcel

[Remove](#)

Property Location

Add Location

+

[Save Draft](#) [Next](#)

(Return to Dashboard and My Drafts at any time and click **Resume** to resume application)

My Drafts

Module Sort

Module	Type	Last Update	Action
Permit	Commercial Irrigation System Build Permit	09/08/2020 10:06:35 AM	Resume Delete

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

8. From the **Type** step, add an optional **Description** and required **Valuation** of the permit irrigation system. (You may indicate any additional helpful information such as building numbers or median location information in the Description). Click **Next** to continue.

Apply for Permit - Commercial Irrigation System Build Permit *REQUIRED

1 Locations 2 Type 3 Contacts 4 More info 5 Attachments 6 Summary

PERMIT DETAILS

* Permit Type

Description

Office Building Supply needing new commercial irrigation system

* Valuation

6500

[Back](#) [Save Draft](#) [Next](#)

9. From the **Contacts** step, the **Applicant** has already been pre-filled on a white card with the applicant's name/company. **Do not enter additional contacts. PW Staff will add the Irrigator or Plumber Contacts from the supplied License documentation.**


Click **Next** to move to the next step:

Apply for Permit - Commercial Irrigation System Build Permit *REQUIRED

Locations Type **CONTACTS** More Info Attachments Summary

CONTACTS

Applicant



SA Snyder (You)
Snyder Landscape
9820 TYLER, MCKINNEY, TX,
United States, 75072

Applicant

Add Contact

+

11. The **More Info** step contains custom information that is collected in the permit application. The information may be different depending on the permit type. Example: A Commercial Irrigation System Build permit application will include Commercial Site Name, Building Permit Number.

Note: Required information is designated by **red** fields. These fields must be entered to complete the permit application. Non-required information is designated by **black** fields. This information is optional but recommended as applicable to expedite the permit application process.

Apply for Permit - Commercial Irrigation System Build Permit *REQUIRED

Locations Type Contacts **MORE INFO** Attachments Summary

MORE INFO

Site & Property Information [Next Section](#) | [Top](#) | [Main Menu](#)

FOR COMMERCIAL BUILDING PERMITS: Please enter the Commercial Building Permit # and Builder Email Address. The Builder will be notified by email the Irrigation Permit is issued. The Builder will access the Commercial Building Permit in CSS to request the final Irrigation / PW CO Inspection.

Commercial Building Permit (Ex: COM2020-01-01235)

Builder Email Address

***Commercial Site Name**

Commercial Site Name is required.

Once the additional information is entered, the applicant must acknowledge the permit terms & conditions to continue the application process. Click **Yes** to acknowledge and add your **Applicant Name** to continue the permit application. Click **Next** to continue.

Permit Terms & Conditions [Previous Section](#) | [Top](#) | [Main Menu](#)

*Applicant Name

*Agreement of Terms and Conditions

I certify that the information supplied in this permit application is true, accurate and complete. Irrigation in Texas is regulated by the Texas Commission on Environmental Quality (TCEQ) (MC-178), P.O. Box 13087, Austin, Texas 78711-3087. TCEQ's web site is: www.tceq.state.tx.us

12. The **Attachments** step is where the applicant will upload the required **Irrigation Plans** (drawings, etc.) for the Irrigation Plan review and **Irrigator/Irrigator in Charge/Plumber License**. Click each blue card to upload the specific file from your PC.

Note: PDF files are preferred for markup and review.

Apply for Permit - Commercial Irrigation System Build Permit

Locations
 Type
 Contacts
 More Info

Attachments

Required attachments: Irrigation Plans, Irrigator/Irrigator in Charge/Plumber License

Irrigation Plans

Add Attachment

+

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

REQUIRED

Irrigator/Irrigator in Charge/Plumber

Add Attachment

+

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

REQUIRED

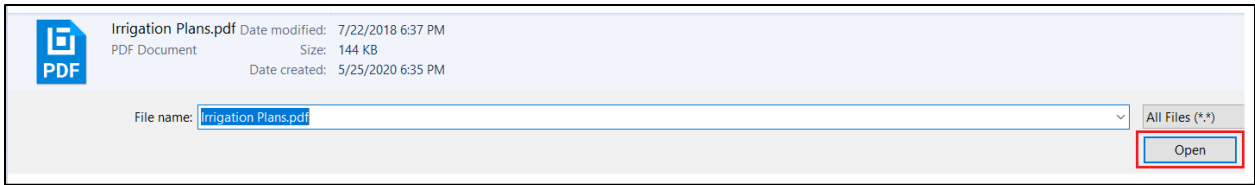
Irrigation Plans

Add Attachment

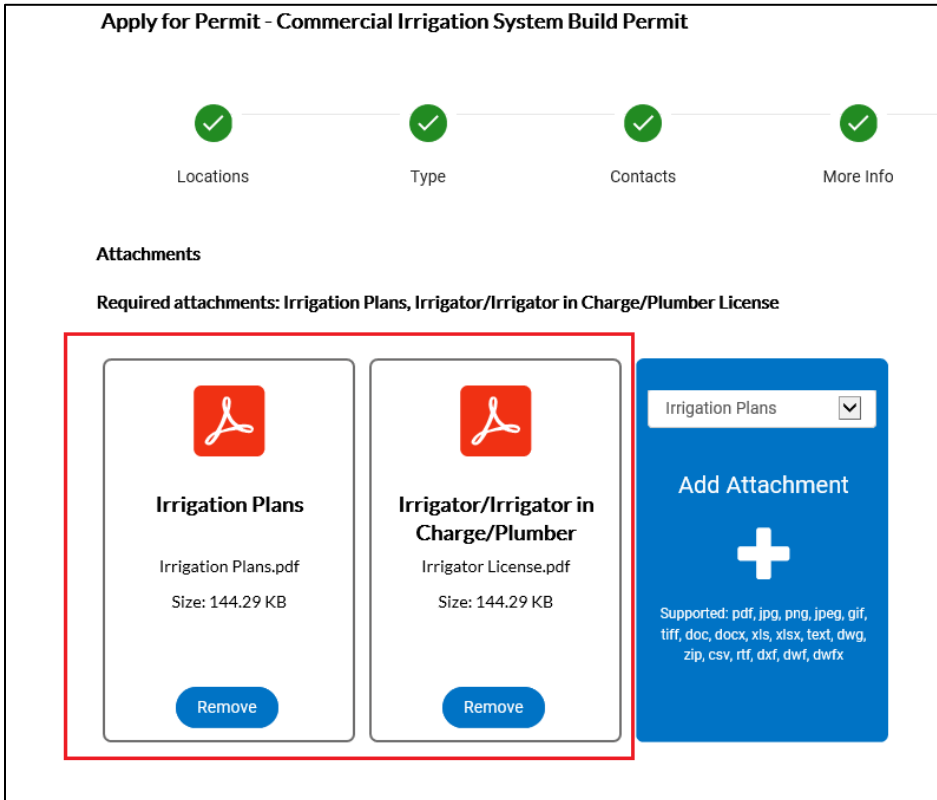
+

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

Add the designated Plans file and License file from your PC and Click **Open**.



Once each required file is uploaded, the files will appear on the **Irrigations Plans and Irrigator/Irrigator in Charge/Plumber** white card. Click **Next** to continue to the next step.



Warning! The **Save Draft** will not work in the **Attachments** to save any uploaded attachments. Only data can be stored in the Save Draft. Do not select **Save Draft** on the Attachments Step.



13. The **Summary** step is a final review of the permit application. It will include all the previous step information listed for final review/editing prior to submittal.

Apply for Permit - Commercial Irrigation System Build Permit *REQUIRED

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

Locations

Location 1	210 N TENNESSEE ST, MCKINNEY, TX, , 75069
Location 2	R-0856-008-063A-1

Basic Info

Type	Commercial Irrigation System Build Permit
Description	
Valuation	4500
Applied Date	09/17/2020

Contacts

Contact 1	S A Snyder Snyder Landscape 9820 TYLER DR, MCKINNEY, TX, United States, 75072
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The **Summary** detail will also include Estimated Fees based upon the permit type and valuation selected. Please note these fees may be subject to final approval/change or reinspection fees.

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

Estimated Fees

Fee	Amount
Irrigation Commercial Plan Review	\$200.00
Irrigation Permit Fee	\$111.25
Total: \$311.25	

If any information needs adjustment prior to submittal, click the **Back** button to return to any of the previous 5 application steps to edit information.

Attachments

Attachment 1	Irrigation Plans.pdf
Attachment 2	Irrigator License.pdf

Back

14. Once the application information is ready for submittal, click the **Submit** button in the lower-right corner of the **Summary** screen.

Save Draft

Submit

Once submitted, the permit application confirmation is displayed with the Permit Number and details.

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: CIRR2020-09-00023

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

Permit Details | Tab Elements | Main Menu

Type:	Commercial Irrigation System Build Permit	Applied Date:	09/08/2020	Issue Date:	
Status:	Submitted - Online	Project Name:		Expire Date:	
District:	District 1	Assigned To:	Unassigned PW Review,	Finalized Date:	
		Valuation:	\$6,500.00		
Description:	Office Building Supply needing new commercial irrigation system				

Locations

Fees

Reviews

Inspections

eReviews

Attachments

Contacts

Sub-Records

Holds

Meetings

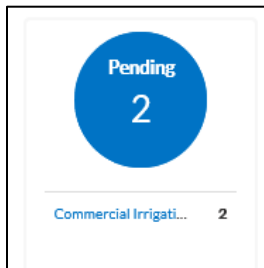
More Info

Locations | Parcels | Next Tab | Permit Details | Main Menu

Locations

Main	Address
<input checked="" type="checkbox"/>	210 N TENNESSEE ST MCKINNEY, TX 75069

Returning to the CSS Dashboard, the new Permit will be listed under the **Pending** icon.



Click the **Pending** icon to display any pending permits that have been submitted in CSS.

My Permits

Search for permit number, project, or address

Exact Match

Display Select Case Type Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
CIRR2020-09-00021			Commercial Irrigation System Build Permit	Recent, Pending	
CIRR2020-09-00023		210 N TENNESSEE ST MCKINNEY, TX 75069	Commercial Irrigation System Build Permit	Recent, Pending	

Results per page 1 - 2 of 2 << < 1 > >>

The applicant will also receive a confirmation email that the permit was submitted successfully:

From: noreply@mckinneytexas.org

To: *permit applicant email*

Subject: Irrigation Permit Application Received - (Permit#)

Body:

Thank you for your Irrigation Permit submission to the City of McKinney. We are currently processing your request.

You will receive additional communication if additional documents are needed.

Plan review and permit fees will be applied and must be paid in full prior to permit issuance.

Thank you,

City of McKinney Public Works

Irrigation Permits

972-547-7360

irrigationpermits@mckinneytexas.org