

Public Works – How to Manage Permits & Pay Invoices in CSS

How to Manage Permits & Pay Invoices in CSS

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

Viewing Permits

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

Citizen Self Service
Together we'll make it happen.

Home | FAQs & Forms | Map | Search | Calendar

Effective June 15th the IVR automated system used to schedule building inspections will no longer be in use. Please schedule all inspections through CSS. If needed you may refer to this [tutorial on how to schedule an inspection using your CSS portal](#)

CHANGES TO BUILDING INSPECTIONS
COVID-19 UPDATES ON MAIN MCKINNEY WEBSITE
The CSS weekly maintenance window is Friday from 5-7 p.m.; some functions may be unavailable during this time.

Welcome
Welcome to Self Service!

Search Permits
This tool can be used to search for existing permits.

Search Plans
This tool can be used to search for existing plans.

Search Inspections
This tool can be used to search for inspections associated with permits.

Not a Member? Register.
Create a new account now - click Sign Up to get started.
[Sign Up](#)

Today's Inspections
View the jurisdictions' scheduled inspections by date.
[View](#)

Log In
Log in with an existing account.
[Log In](#)

2. Enter the registered Email Address and Password. Click **Login** button

Log In

* Email Address

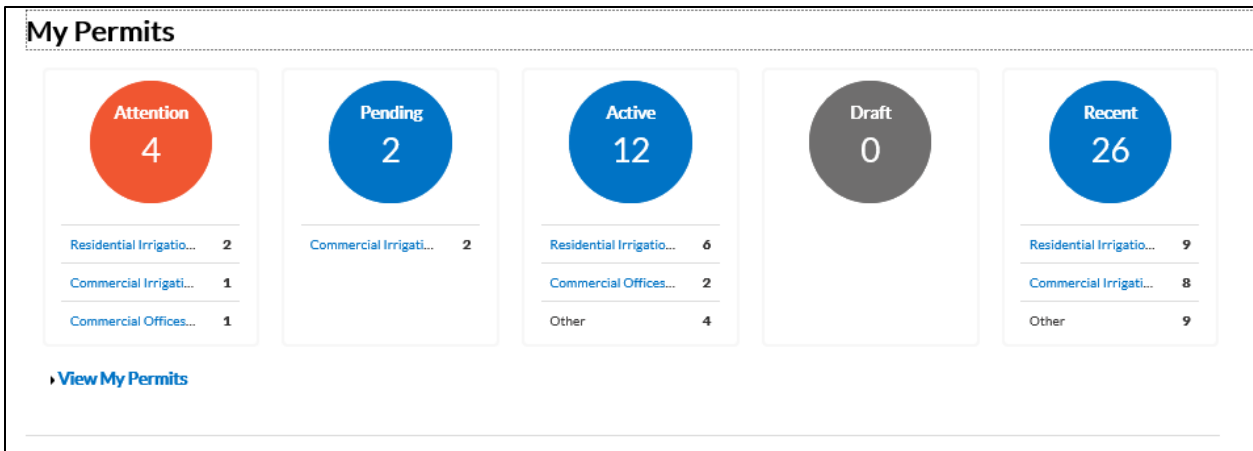
* Password

Remember Me

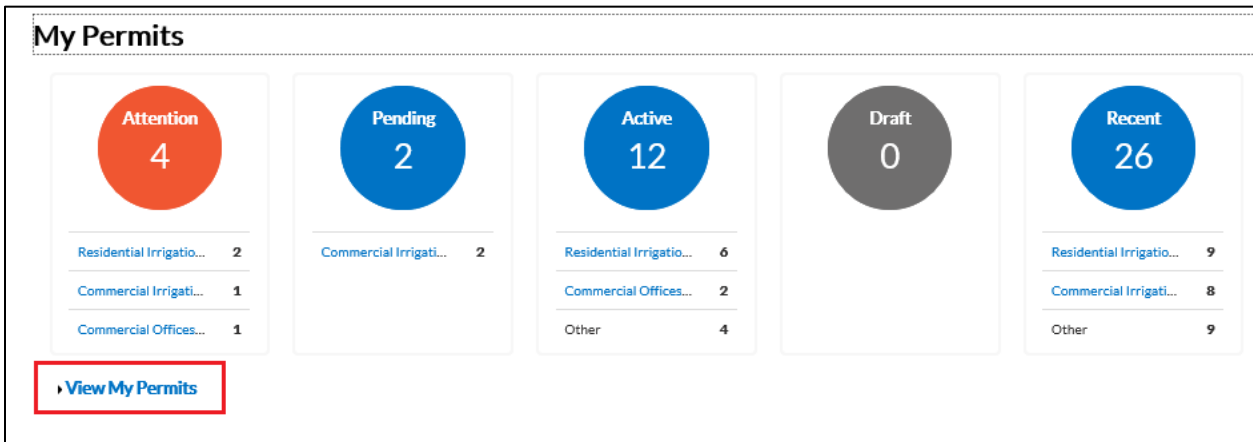
[Log In](#) [Register](#)

[Forgot your password?](#)
[Switch jurisdiction?](#)

3. Clicking any of the Dashboard **Permit Icons** will show any permits that need attention (Revisions Necessary, Unpaid Invoices, Failed Inspections), are Pending, or Active (Issued). A permit may go through each of the Permit Icons during the life of the permit.



To view all Permits, click **View My Permits**



From this screen permits can be viewed or filtered in different methods:

- Display = All (or certain Permit Icons)
- Case Type
- Address

My Permits

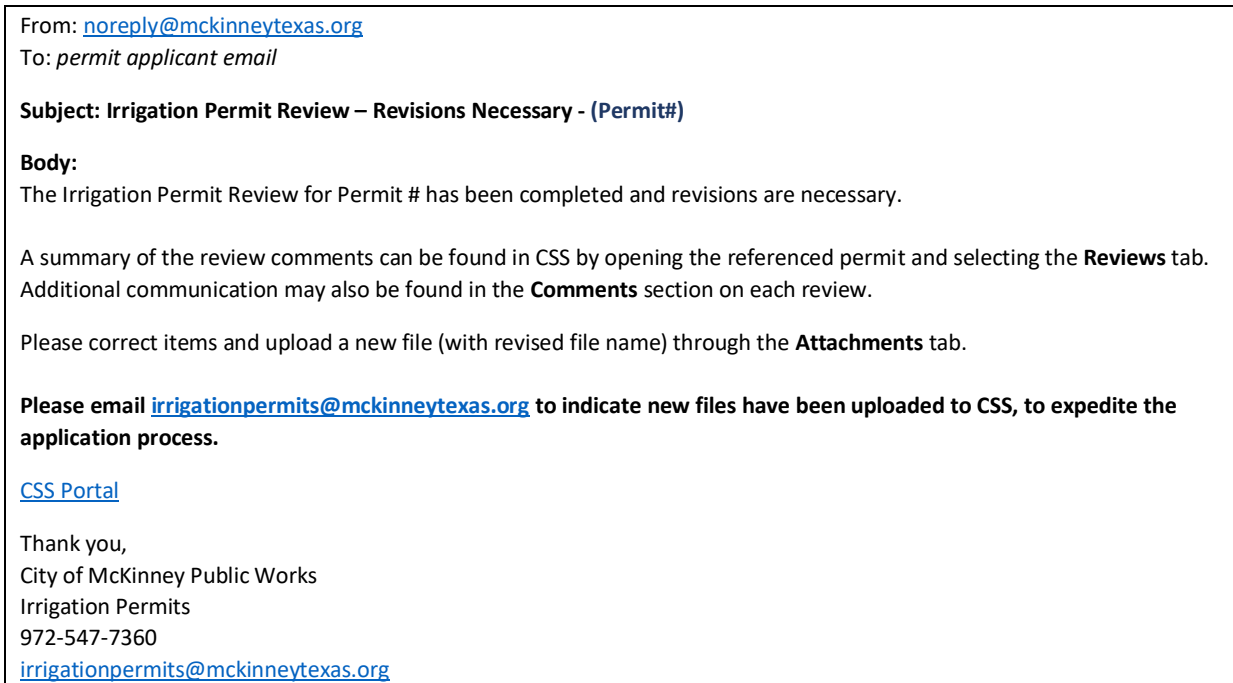
210 n tenne Exact Match

Display: Select Case Type: Sort:

Permit Number	Project	Address	Permit Type	Status	Attention Reason
CIRR2020-07-00005		210 N TENNESSEE ST MCKINNEY, TX 75069	Commercial Irrigation System Build Permit	Recent	
CIRR2020-04-00003		210 N TENNESSEE ST MCKINNEY, TX 75069	Commercial Irrigation System Build Permit		
HEALTH2019-00103		210 N TENNESSEE ST MCKINNEY, TX 75069	Health License - Restaurant	Active	
FIRECON2020-03- 00059		210 N TENNESSEE ST MCKINNEY, TX 75069	Fire Alarm		
RIRR2020-07-00003		210 N TENNESSEE ST MCKINNEY, TX 75069	Residential Irrigation System Build Permit	Recent	

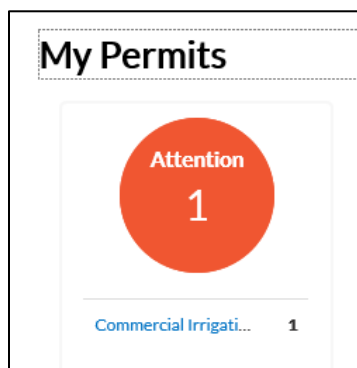
Managing Permits – Uploading new Plans

If a plans' review needs revisions, the applicant will receive an email notification with correction instructions:



Other alternative steps to review the permit requiring attention can be found in the Dashboard Permit Icons:

1. Click the **Attention** icon. Or click on the Permit Type (Residential Irrigation, Commercial Irrigation, etc.)



2. The **Attention Reason** column will provide additional information.
Example: Click on the highlighted **Failed Reviews** to obtain more information.

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
CIRR2020-09-00023		210 N TENNESSEE ST MCKINNEY, TX 75069	Commercial Irrigation System Build Permit	Attention, Recent, Pending	Fail On Hold Failed Reviews

- The item marked with the red Exclamation Mark will provide details. Click on any highlighted items listed for review (Example: Commercial Irrigation Review).

[Back](#)

Permit Number: CIRR2020-09-00023 **Location:** 210 N TENNESSEE ST MCKINNEY, TX 75069 **Status:** Revisions Necessary **Type:** Commercial Irrigation System Build Permit

REVIEWS! FEES INSPECTIONS

Failed Reviews

Sort

Review Type	Status	Version	Received Date	Due Date	Completed Date
Commercial Irrigation Review	Revisions Needed	1	09/08/2020	09/22/2020	09/08/2020

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

- Click on the **Details** on the failed review for any Comments provided by the Plans Examiner:

[Back](#)

Permit Number: CIRR2020-09-00023

[Review Detail](#) | [Review Items](#) | [Main Menu](#)

Review Type: Commercial Irrigation Review **Status:** Revisions Needed **Version:** 1

Received Date: 09/08/2020 **Due Date:** 09/22/2020 **Completed Date:** 09/08/2020

Review Items Sort

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Commercial Irrigation Review	Revisions Necessary	09/22/2020	09/08/2020	Cottrell Tracey	Details

- Review the **Comments** provided by the Plans Examiner. In some instances, the plans examiner may also direct the applicant to review comments in a document under **Attachments** for review.

Permit Number: CIRR2020-09-00023

[Review Detail](#) | [Review Items](#) | [Main Menu](#)

Review Type: Commercial Irrigation Review **Status:** Revisions Needed **Version:** 1

Received Date: 09/08/2020 **Due Date:** 09/22/2020 **Completed Date:** 09/08/2020

Review Items Sort: Review Type

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Commercial Irrigation Review	Revisions Necessary	09/22/2020	09/08/2020	Cottrell Tracey	Details

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

[Comments](#) | [Recommendations](#) | [Corrections](#) | [Review Detail](#) | [Review Items](#) | [Main Menu](#)

Comments

Plans need to be resubmitted due to missing dimensions on plans

6. To submit new plan revisions, go back to the main permit screen and select **Attachments** tab.

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

Status: Revisions Necessary **Project Name:** **Issue Date:**

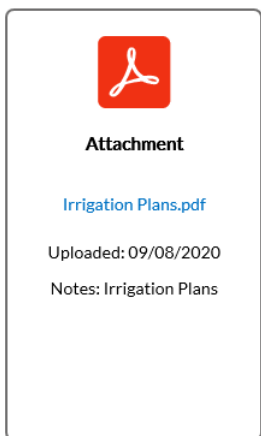
District: District 1 **Assigned To:** Cottrell, Tracey **Expire Date:**

Valuation: \$6,500.00 **Finalized Date:**

Description: Office Building Supply needing new commercial irrigation system

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

7. Click on the **Irrigation Plans Add Attachment** blue card.



Irrigation Plans

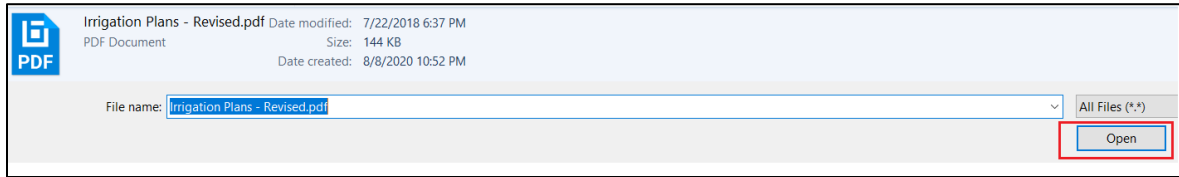
Add Attachment

+

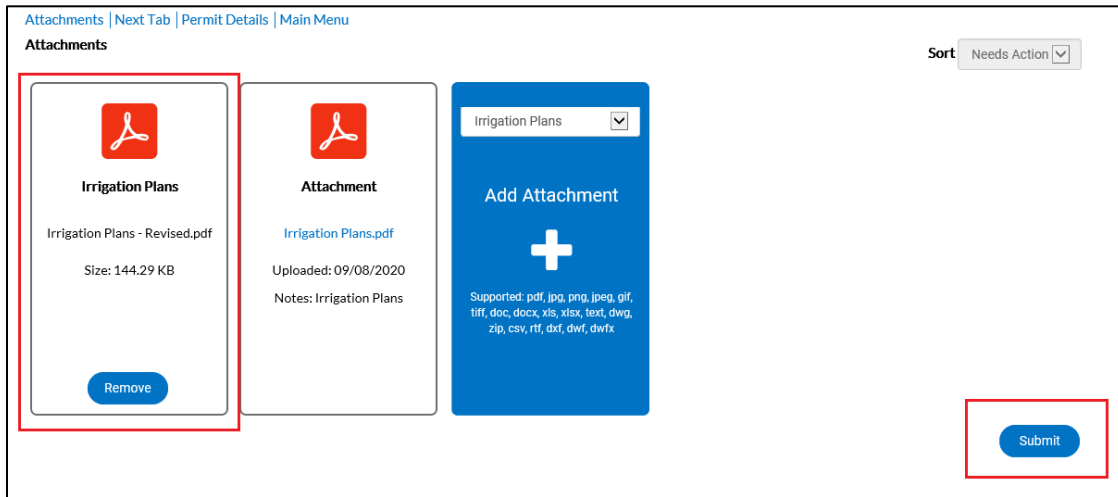
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

8. Upload the updated file from a file location. Click **Open**.

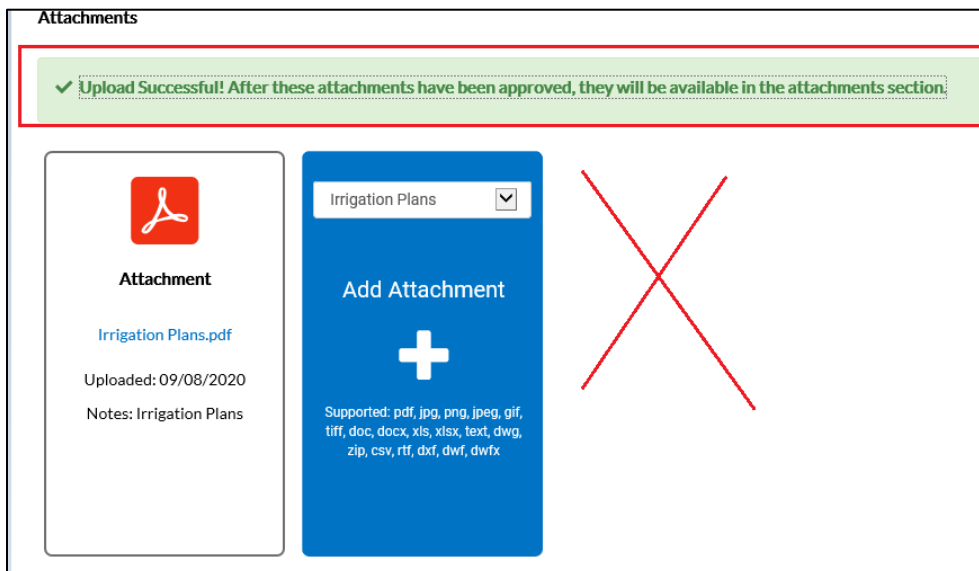
Note: The new uploaded file must be named a different name (i.e. "Revised Plans", etc.) than the original uploaded file. CSS will not accept a duplicate file name upload in Attachments.



9. The uploaded new file name will be added to the white card. Click **Submit**.



10. Once the attachment has been uploaded successfully, CSS will display a green check mark with the message "**Upload Successful!**" This means the attachment was uploaded successfully to EnerGov, even though the attachment is not visible yet in CSS. This is normal. Do NOT upload again if there is a green check mark.



Once the document is approved by the Plans Examiner, it will be marked as visible in CSS.

Important Last Step – Email PW Irrigation Staff about any uploaded documents!

11. Once the document is uploaded, scroll down to the bottom of the screen to the PW Irrigation Permits email. **Click email and send notification that a new file has been uploaded in CSS for the permit.** This is important to expedite the review process.

Need Assistance? Please contact the appropriate City of McKinney Department regarding a specific permit, plan or inspection.

Development Services: CSS@mckinneytexas.org
Fire Marshal's Office: FMO@mckinneytexas.org
Irrigation Permits: irrigationpermits@mckinneytexas.org

Once the PW Staff has reviewed and approved the uploaded file, the plans review will be Approved.

The permit will move from the **Attention** icon to **Pending** icon.

The screenshot shows a 'My Permits' dashboard with two circular icons. The first is a red circle labeled 'Attention' with the number '0' inside. The second is a blue circle labeled 'Pending' with the number '2' inside. Below the 'Pending' icon, there is a link 'Commercial Irrigati...' followed by the number '2'.

Clicking on the permit will display the Permit Status = Approved. Permit fees will need to be paid before the permit can be Issued.

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	
Status: Approved	Project Name:	Issue Date:
District: District 1	Assigned To: Cottrell, Tracey	Expire Date:
	Valuation: \$6,500.00	Finalized Date:
Description: Office Building Supply needing new commercial irrigation system		


Paying Permit Invoices

After the plans are approved, an invoice will be built with the application permit and review fees to be paid prior to issuance. Once the invoice has been built, the applicant will receive two email notices from EnerGov: a detailed attached invoice itemizing the fees to be paid online, and a separate general confirmation notice that the plans have been approved and payment is expected.

Email with Invoice Attachment (Example):

City of McKinney Invoice

 noreply@mckinneytexas.org
To: [Redacted] ... Tue 9/8/2020 4:40 PM

 CA_SR_Invoice_8-9-2020_16-39-56_526e7026-3e5d-4be7-879d-e53c0bd5edfd.pdf
172 KB

Phish Alert [Get more add-ins](#)

****Please note invoices are sent to all contacts listed on the permit as the party responsible for payment may vary. Please disregard if you are not the responsible party for making this payment****

You have a new invoice that is ready for payment **INV-00043859** in the amount of **\$25.00**

Please make payment at your earliest convenience through our Citizen Self Service portal - Please log into CSS and click on the little shopping cart icon (top right next to your name)

[CSS Portal](#)

*****If you have already received a payment notification email and have already submitted payment, please disregard this message and do not resubmit payment. We apologize if this is a duplicate email message and we are actively working to resolve this issue.*****

Confirmation Email of Approved Plans / Invoice Payment Pending

From: noreply@mckinneytexas.org
To: *permit applicant email*

Subject: Irrigation Permit - Plans Approved and Invoice Payment Pending - (Permit#)

Body:

The plans have been reviewed and approved for Irrigation Permit (**Permit#**).

An invoice has been created and is pending payment, which can be accessed via the CSS portal for payment. An additional email has been sent with pertinent invoice information. Once paid, the permit will be released for issuance. This invoice includes applicable permit and review fees.

Please log into the Citizen Self Service (CSS) Portal to pay your invoice.

[CSS Portal](#)

Thank you,
City of McKinney Public Works
Irrigation Permits
972-547-7360
irrigationpermits@mckinneytexas.org

1. Log into CSS to pay the invoice

The permit has moved back to the **Attention** icon, now that the fees are needing to be paid.

2. From the Dashboard, to go **My Invoices**. Any invoices ready to be paid online will be listed.

My Invoices		
Current	0	\$0.00 Add To Cart
Past Due	1	\$339.25 Add To Cart
Total	1	\$339.25 Add To Cart

[View My Invoices](#)

3. Click **Add to Cart** next to any Totals.
4. From the Shopping Cart, click on the highlighted **Invoice Number** to view.

Shopping Cart

Total **\$339.25**
[Check Out](#)

Invoice: [INV-00022719](#) **Description:** NONE
Due Date: 09/08/2020 **Billing Contact:** Snyder Landscape (Snyder, S A)

\$339.25
[Remove](#)


Case Number	Project	Case Address	Amount Due
CIRR2020-09-00023		210 N TENNESSEE ST MCKINNEY TX 75069	\$339.25

Total **\$339.25**
[Check Out](#)

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

5. The Invoice screen will list the fees on the invoice to be paid. Click on the **Printer** Icon to print or download a copy of the Invoice before payment if desired.

[Back](#)

Invoice Number: [INV-00022719](#) 

Invoice Status: Due **Invoice Date:** 09/08/2020 **Invoice Due Date:** 09/08/2020
Invoice Total: \$339.25 **Invoice Description:** NONE


[Primary Fees](#) [Misc Fees](#) [Payments](#) [Attachments](#) [Contacts](#)

Primary Fees Sort: Fee Name


Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Irrigation Commercial Plan Review	\$200.00	\$200.00	CIRR2020-09-00023	Permit	
Irrigation Permit Fee	\$139.25	\$139.25	CIRR2020-09-00023	Permit	

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

Display of the Invoice (Example):

INVOICE (INV-00022719) FOR CITY OF MCKINNEY					
BILLING CONTACT S A Snyder Snyder Landscape 9820 TYLER DR MCKINNEY, TX 75072					
INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION	
INV-00022719	09/08/2020	09/08/2020	Due	NONE	
REFERENCE NUMBER	FEE NAME			TOTAL	
CIRR2020-09-00023	Irrigation Commercial Plan Review			\$200.00	
	Irrigation Permit Fee			\$139.25	
210 N Tennessee St McKinney, TX 75069				SUB TOTAL	\$339.25
REMITTANCE INFORMATION				TOTAL	\$339.25
Development Services 221 N. Tennessee Street McKinney, TX 75069		Fire Marshal's Office 2200 Taylor-Burke Drive McKinney, TX 75071			

6. If there are additional invoiced fees, these can be added to the Shopping Cart and paid at one time. Click **Check Out** to pay online.
7. From the MyGovPay screen, pay the fees with a credit card. Follow the prompts and submit payment.



THIS SITE IS CURRENTLY IN DEMO MODE

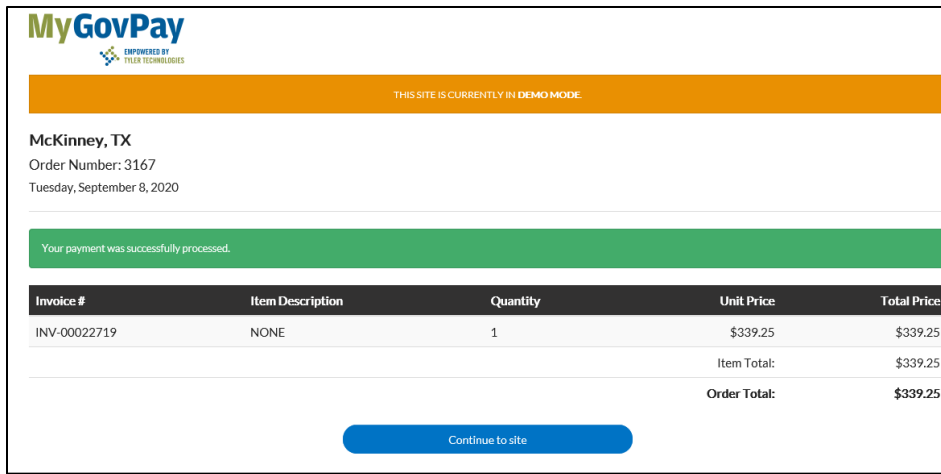
McKinney, TX
Order Number: 3167
Tuesday, September 8, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00022719	NONE	1	\$339.25	\$339.25
			Item Total:	\$339.25
			Order Total:	\$339.25

Payment Details *all fields are required

Pay with Credit Card

8. The MyGovPay screen will display when the payment was successfully processed (Example in test mode).



MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

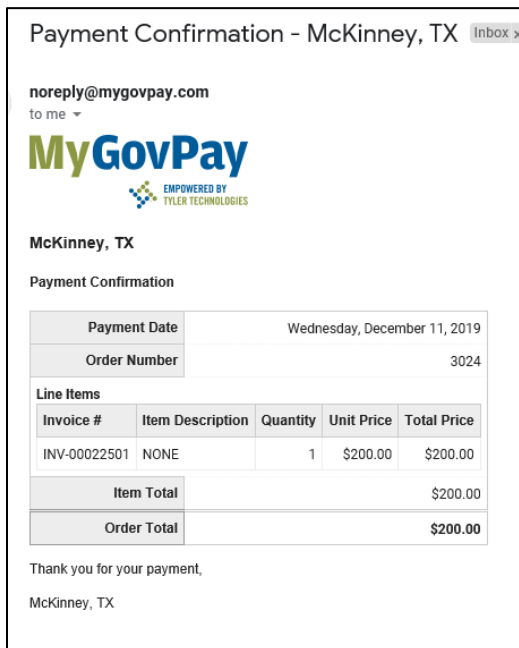
McKinney, TX
Order Number: 3167
Tuesday, September 8, 2020

Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00022719	NONE	1	\$339.25	\$339.25
			Item Total:	\$339.25
			Order Total:	\$339.25

[Continue to site](#)

9. The payer will receive an automatic email payment receipt upon successful payment (Example):



Payment Confirmation - McKinney, TX Inbox x

noreply@mygovpay.com
to me

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

McKinney, TX

Payment Confirmation

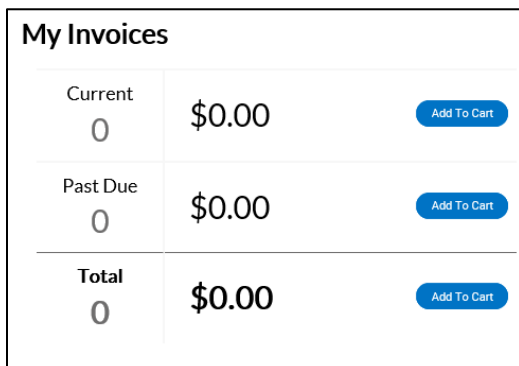
Payment Date	Wednesday, December 11, 2019
Order Number	3024

Line Items

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00022501	NONE	1	\$200.00	\$200.00
Item Total				\$200.00
Order Total				\$200.00

Thank you for your payment,
McKinney, TX

10. Back on the Dashboard, **My Invoices** are paid (Balance = \$0.00)



My Invoices

Current	0	\$0.00	Add To Cart
Past Due	0	\$0.00	Add To Cart
Total	0	\$0.00	Add To Cart

11. In the Permit Details, the fees have been completed under the **Fees** tab. (The permit status will remain as Payment Pending until the permit is issued by PW Staff).

Permit Details | Tab Elements | Main Menu

Type: Commercial Irrigation System Build Permit **Applied Date:** 09/08/2020

Status: Payment Pending **Project Name:** **Issue Date:**

District: District 1 **Assigned To:** Cottrell, Tracey **Expire Date:**

Valuation: \$6,500.00 **Finalized Date:**

Description: Office Building Supply needing new commercial irrigation system

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

Remaining Fees | Paid Fees | Next Tab | Permit Details | Main Menu


Remaining Fees Sort Fee ▾

Fee	Invoice	Computed	Amount Due
No records to display.			

Paid Fees Sort Fee ▾

Fee	Invoice	Computed
Irrigation Commercial Plan Review	INV-00022720	\$200.00
Irrigation Permit Fee	INV-00022720	\$139.25

- Once the fees have been paid, PW Staff will be notified and will verify the payment then issue the permit. Click the **Printer Icon** to print a PDF copy of the permit. The permit is also available under the **Attachments** tab.

Permit Number: CIRR2020-09-00023 

Permit Details | Tab Elements | Main Menu

Type: Commercial Irrigation System Build Permit **Applied Date:** 09/08/2020

Status: Issued **Project Name:** **Issue Date:** 09/08/2020

District: District 1 **Assigned To:** Cottrell, Tracey **Expire Date:** 03/08/2021

Valuation: \$6,500.00 **Finalized Date:**

Description: Office Building Supply needing new commercial irrigation system

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