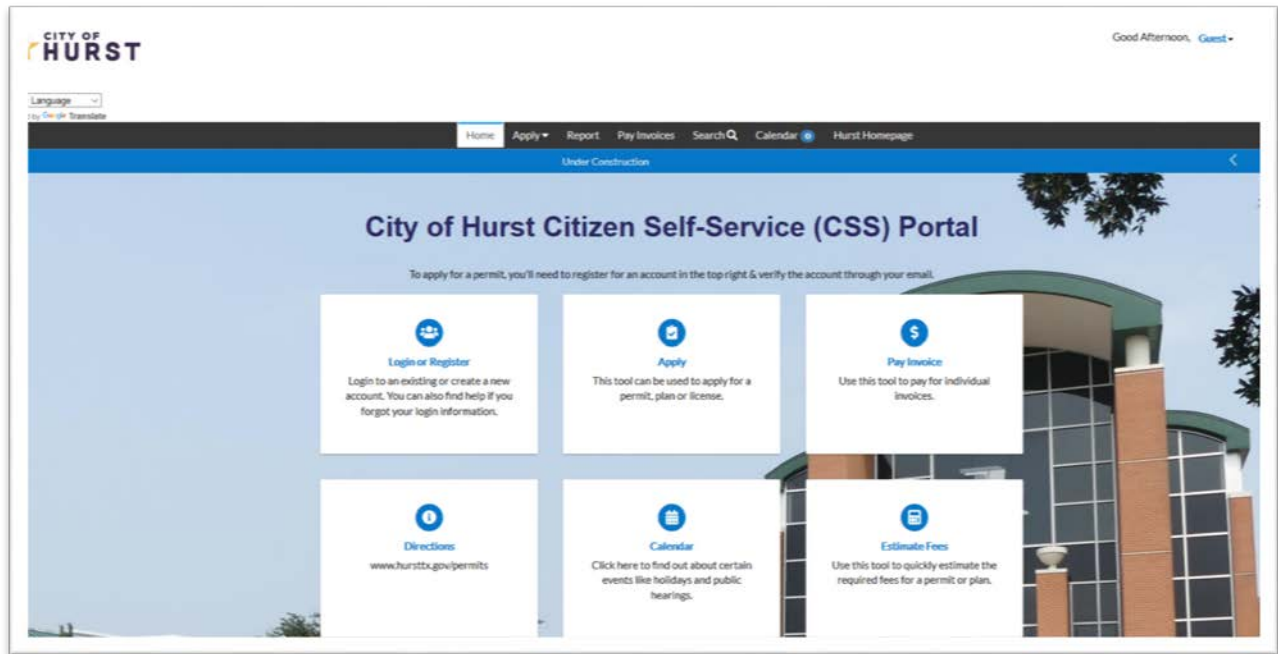
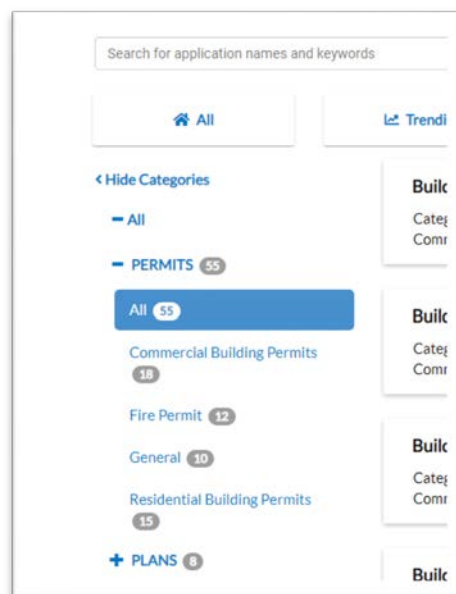


How to Apply for a Permit

1. Navigate to the CSS portal at www.hursttx.gov/css
2. If you are not registered, please refer to the document “How to Register for a CSS Account”.
3. If you are registered, login to your account through the Login square or in the upper-right hand of the CSS portal window.



4. Click on the **Apply** link in the Apply square to display all of the available permit applications.
5. To search for a permit application, you can either use the ‘search box’, or you can click the ‘**Show Categories**’ link on the top-left, and click on the plus sign to the left of the **Permits** category to expand the types of permits.

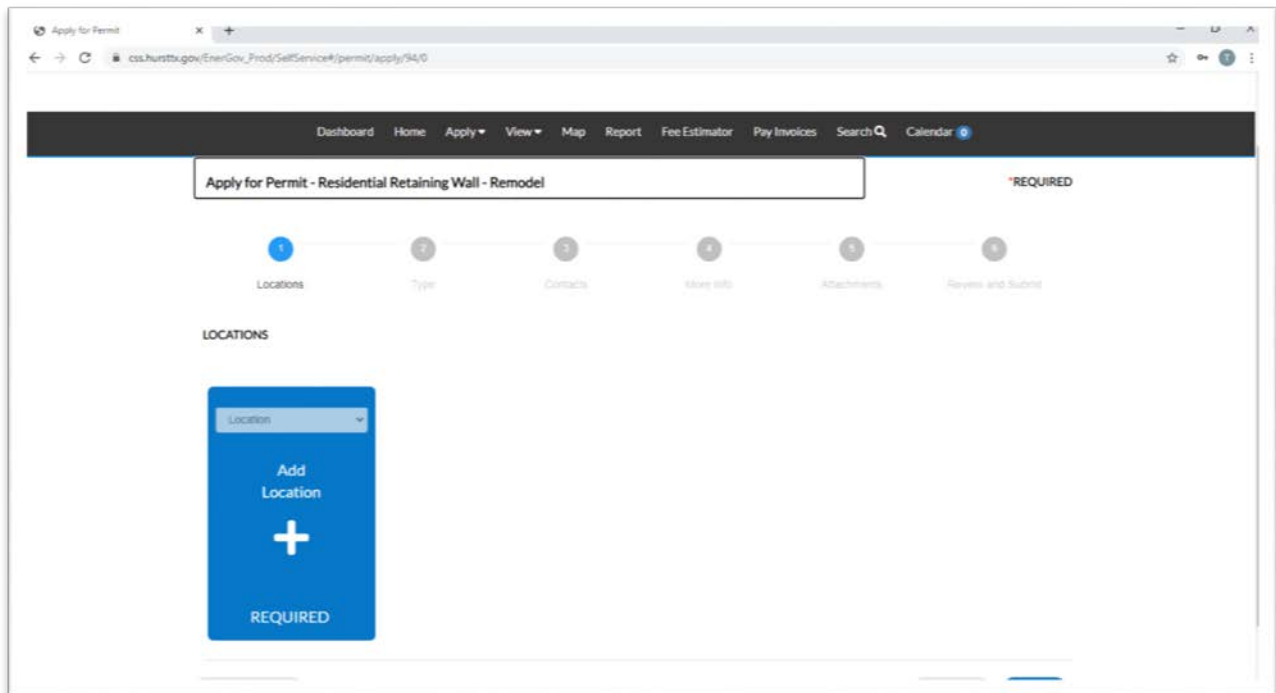


- Once you find the type of permit you want to apply for, click the **Apply** button on that particular type of permit.
- On the **Locations** screen, click **Add Location** to search for an address. On this Add Location screen, type in the address for the location where a permit is required and click the Search button to the right (the magnifying glass).

***Please specify W or E for addresses on Bedford-Euless Rd., Pipeline Rd., Cheryl Ave. and Redbud Dr.. For example, "W Pipeline Rd" or "E Bedford-Euless Rd". Any address on Loop 820 can be searched for as "NE Loop 820". ***

If you cannot find an address, please call 817-788-7088.

Once your address is returned, click the **Add** button to the right of the correct address to add it to your permit application.

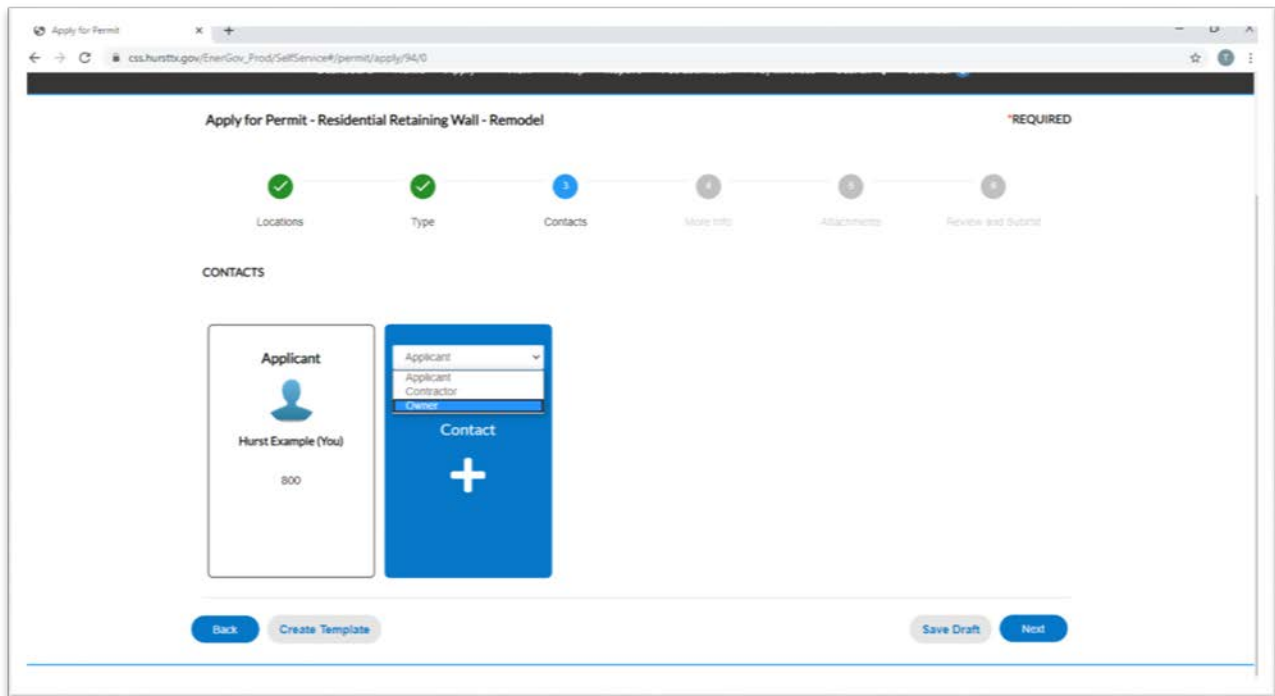


- Click **Next** to advance to the **Type** screen. Fill in necessary information related to the type of permit you selected including a description of the intended work. Click **Next**.

9. On the **Contacts** screen, the information you provided when registering will default to the 'Applicant' contact information. Depending on the type of permit you are applying for, you may be required to enter contact information for a contractor and/or owner of the property.

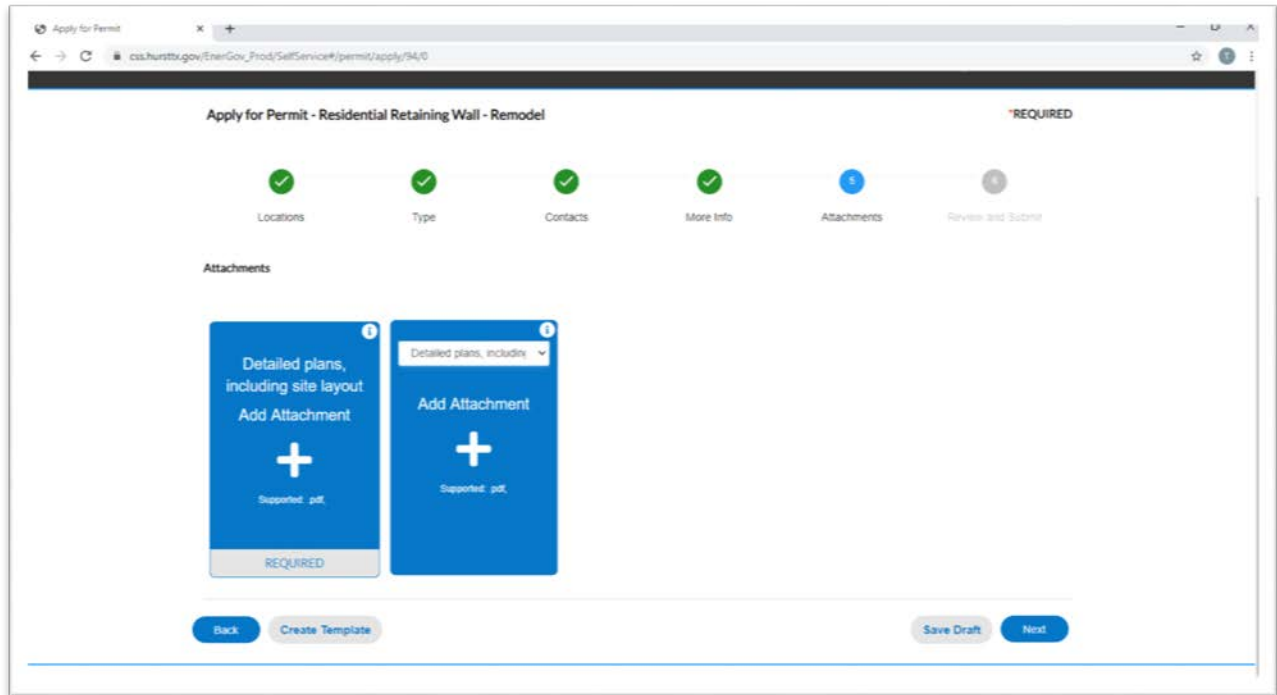
If anyone is listed as a contractor here, they will be required to upload proof of government-issued identification, liability insurance and applicable state-issued trade licenses on the upcoming **Attachment** screen.

After all contact information is entered, click the **Next** button.



10. More information is required for certain permits and these fields will appear as required on the **More Info** screen. Enter information if needed and click "**Next.**"

11. On the **Attachments** screen, you will be prompted to upload relevant attachments. If a contractor is completing the work, you will be required to upload proof of government-issued form of identification such as a driver's license, proof of liability insurance and applicable state-issued trade licenses. Plans that need to be reviewed need to be a .PDF format. After all related information is uploaded, click **Next** to proceed.



12. On the **Signature** screen, please type your name to consent to sign for the permit application electronically, and then toggle the **Enable Type Signature** button to enable a signature. On a mobile device, you should be able to sign here, or on a computer, you can type your name as a signature. After the application is signed electronically, click **Next**.
13. On the final **Review and Submit** screen, you can review all of the information you entered before submitting the electronic permit application. You can use the **Back** button at the bottom of the screen to correct any missing or incorrect information.

Please note that on this screen, you will be given an estimate for the fee for this permit. The permit application will be reviewed before you will be invoiced for any permit fees through the email you registered with. With permits that require a plan review fee, you will be first invoiced for the plan review fee, and the plans will not be reviewed until that fee is paid. Payments can be made through CSS after they are invoiced, using electronic check or credit card.