



How to Create a Permit Template in CSS

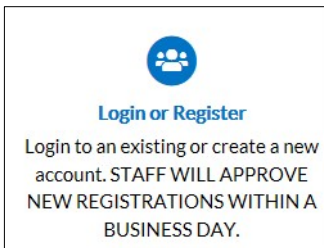
Once you have registered for a Customer Self Service (CSS) account (refer to guide: How to Register for a CSS Account), you can apply for permits online.

CSS has an option to “Create Template.” Creating a template allows you to use a pre-filled application to save time when applying for a permit. The template is created for each specific permit type and takes only a few minutes to set up.

For example, if you are replacing a water heater, you can create a template that is specifically for water heater permits. If applying for a Special Operation Event permit that occurs annually, you can create a template for that can be used when you apply for the same permit the following year.

Go to the CSS home page: <https://portal.encinitasca.gov/CustomerSelfService#/home>

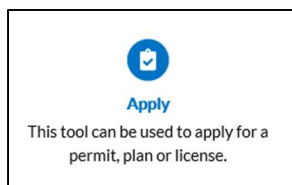
Login



Enter your username and password and click on “LOG IN.”

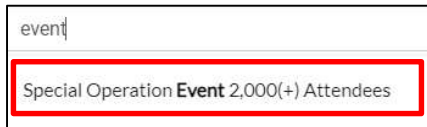
A login form with the title "Log In" in a blue box. It contains two input fields: "* Username" and "* Password". Below the password field is a "Remember Me" checkbox. A blue "Log In" button is positioned below the checkbox. At the bottom, there are two links: "Forgot your password? Reset it" and "Don't have an account yet? Register Here".

From the home page, choose Apply.



Type in the first few letters of the permit type. (i.e.) "event"

Choose your permit type. For this example, we are choosing "Special Operation Event 2,000(+) Attendees."



event

Special Operation Event 2,000(+) Attendees

Click on Apply

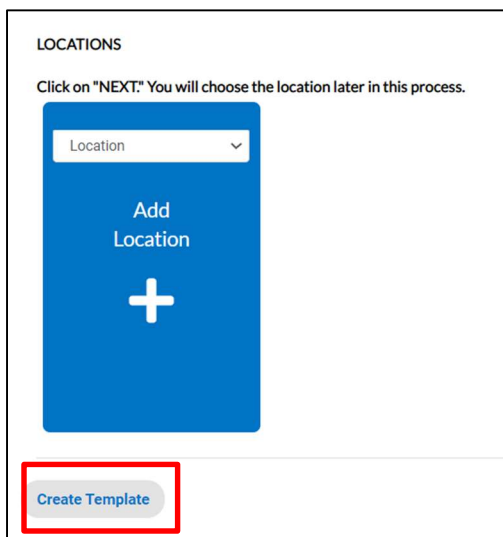


Special Operation Event 2,000(+) Attendees

Category Name: Events Description: Major Event 2,000 or more Attendees

Apply

Click on Create Template.



LOCATIONS

Click on "NEXT." You will choose the location later in this process.

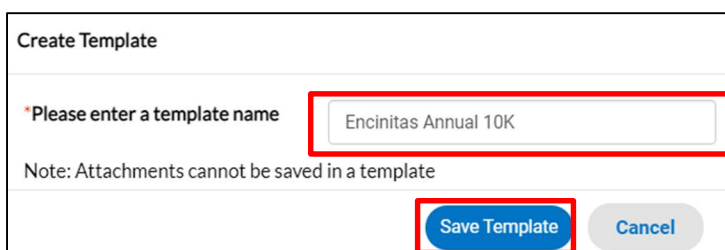
Location

Add Location

+

Create Template

Enter a Template name (e.g. Encinitas Annual 10K), then Save Template.



Create Template

*Please enter a template name

Encinitas Annual 10K

Note: Attachments cannot be saved in a template

Save Template Cancel

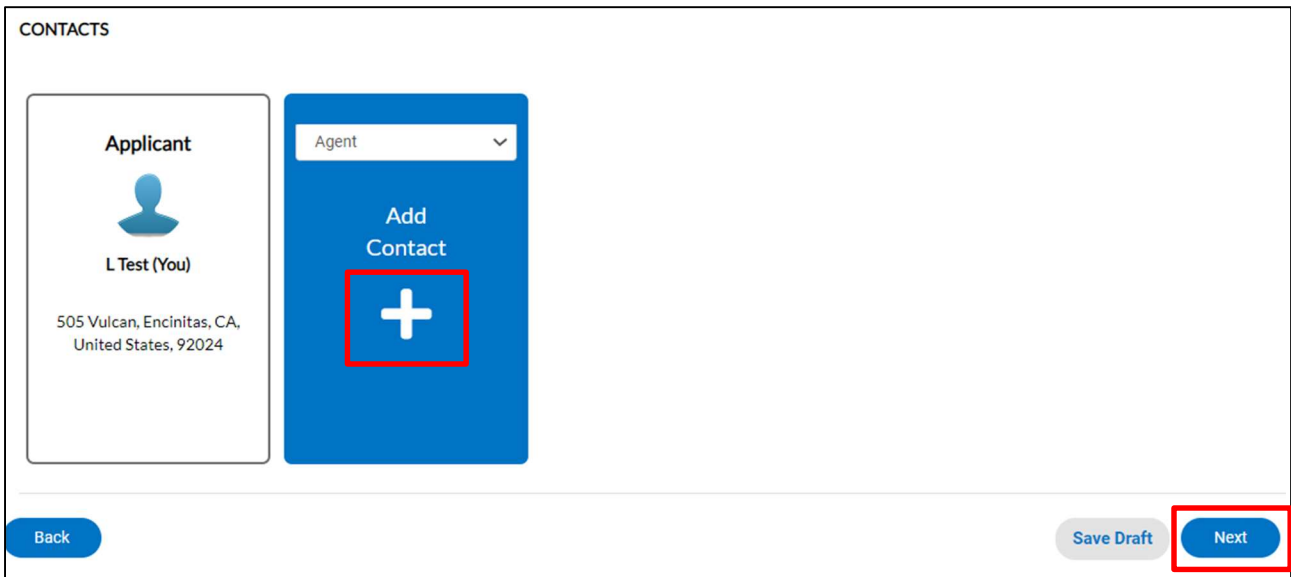
Click on Ok to continue through the stepper process to create your Template.



This appears at the top of the screen.



Continue through the process. The Applicant is the default Contact. Add additional Contacts by clicking on the + in Add Contact tile. Click Next when done.



Enter details about your event. Advance to the next page, choose "Next."

MORE INFO

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

*Select Event Location:

If Other, Please Describe:

*Select Event Site Type:

Please Enter Event Date And Time(s): Details

[+ Add Row](#)

	DateStart	DateEnd	TimeStart	TimeEnd
Edit Delete	04/27/2021	04/27/2021	0430	1330

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

Note: You will not be able to save Attachments when creating a Template. Skip this page and choose “Next.” (You will be able to save Attachments when you are applying for your permit.)

Attachments

Attachments cannot be saved in a template

Application - Special Event Attachment A
Add Attachment
Supported: .pdf
REQUIRED

Application - Special Event Attachment B
Add Attachment
Supported: .pdf
REQUIRED

Application - Special Event Attachment C
Add Attachment
Supported: .pdf
REQUIRED

Certificate - Insurance
Add Attachment
Supported: .pdf
REQUIRED

Certificate - Insurance...
Add Attachment
Supported: .pdf
REQUIRED

Plans - Site Plan - Special Operations...
Add Attachment
Supported: .pdf
REQUIRED

Application - Special
Add Attachment
Supported: .pdf

Back Save Changes Next

Save your changes.

You have created a Template for a Special Operation permit called “Encinitas Annual 10K.”

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Review and Save

Save Changes

To find your Template, go back to the home page and choose Apply.

Apply

After reviewing APPLICATIONS & INFORMATION, click here to APPLY. For Building permit REVISIONS or RESUBMITTALS, call 760-633-2730

Choose "Show My Templates."

The screenshot shows the 'Application Assistant' interface. At the top, there is a search bar with the placeholder text 'Search for application names and keywords' and a magnifying glass icon. Below the search bar are several navigation buttons: 'All' (with a home icon), 'Trending' (with a bar chart icon), 'My History' (with a person icon), 'Business License' (with a document icon), 'Permit' (with a document icon), and 'Plan' (with a document icon). At the bottom left, there is a link '> Show Categories'. At the bottom right, there is a button labeled 'Show My Templates' which is highlighted with a red rectangular box.

Choose the Template you just created and Apply.

The screenshot shows a template card. The title is '(Template: Encinitas Annual 10K) Special Operation Event 2,000(+) Attendees'. Below the title, there are two columns of text: 'Category Name: Events' and 'Description: Major Event 2,000 or more Attendees'. In the top right corner of the card, there is a blue button labeled 'Apply' which is highlighted with a red rectangular box.

You can use this template each time you apply for this permit.