

PRINTING A PERMIT CARD

1. Logon to your CSS Portal and click on the Dashboard tab

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My Permits

Attention 2	Pending 0	Active 1	Draft 0	Recent 0
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My Plans

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
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2. Next, click on the box marked Active

3. Click on the down arrow next to the word 'Display', and select 'All'

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My Work

MY BUILDING PERMITS

Search...

Display: All

Permit	Address	Permit Type	Status	Attention Reason
ZZZZ-08-0270	27 HOWARD ST PETALUMA, CA 94952	BL-Legacy - Legacy Permits	Attention	On Hold Failed Reviews Resubmit File
ZZZZ-08-0267	27 HOWARD ST PETALUMA, CA 94952	BL-Legacy - Legacy Permits	Active, Attention	On Hold

4. You will see a list of all your available permits. Click on the permit you want to print.

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My Work

MY BUILDING PERMITS

Search...

Display: All

Permit Number	Project	Address	Permit Type	Status	Attention Reason
ZZZZ-08-0270		27 HOWARD ST PETALUMA, CA 94952	BL-Legacy - Legacy Permits	Attention	On Hold Failed Reviews Resubmit File
ZZZZ-08-0267		27 HOWARD ST PETALUMA, CA 94952	BL-Legacy - Legacy Permits	Active, Attention	On Hold

5. From here, click on the printer icon in the top right corner, which will allow you to print your permit card.

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Permit Number: BLD-000102-2020

Permit Details | Tab Elements | Main Menu

Type: Building (Non-Residential) - New Construction	Status: Issued	Project Name: Bamboo Perennial
IVR Number: 100122	Applied Date: 10/29/2020	Issue Date: 06/14/2021
District: Blank	Assigned To: Lopez, Spencer	Expire Date: 02/07/2022
Square Feet: 0.00	Valuation: \$0.00	Finalized Date:
Description:		