

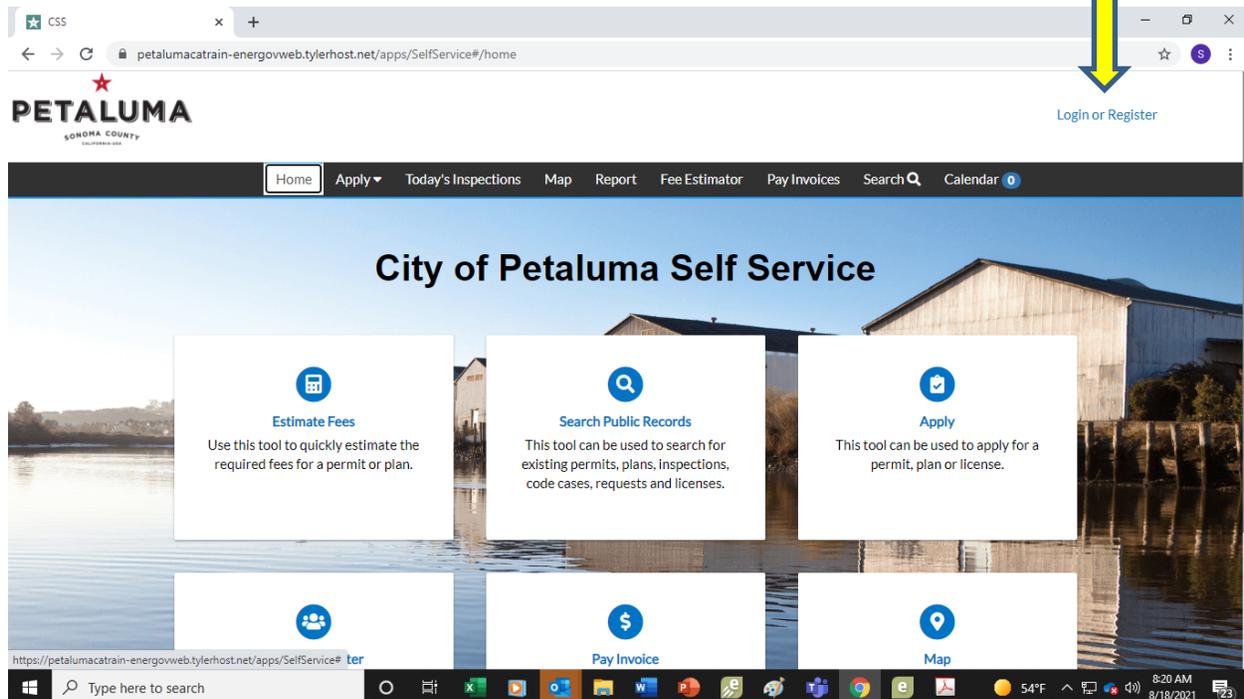
How to View Permits after Submission

How to Pay for Permits

Go to the following URL to apply/view a permit:

<https://petalumaca-energoweb.tylerhost.net/apps/SelfService>

Click on Login or Register in top right-hand corner. If you have not Registered, please follow the how to Register attachment.



After logging in, click on the Dashboard.

Dashboard Home Apply My Work Today's Inspections View Map Report Fee Estimator Pay Invoices Search Calendar

My Permits

Attention	Pending	Active	Draft	Recent
2	4	3	0	7
Encroachment - Sid... 2	Encroachment - Du... 3 Encroachment - Util... 1	Encroachment - Sid... 2 Encroachment - Tree 1		Encroachment - Du... 3 Encroachment - Sid... 2 Other 2

[View My Permits](#)

My Plans

Attention	Pending	Active	Draft	Recent
0	0	0	0	0

Type here to search 53°F 7:26 AM 9/9/2021

You will see in this example you have two permits that need **ATTENTION**. Click on this box to open (see above arrow).

One permit needs payment and one permit needs more information. Click on blue link in the far right to continue with needed attention.

My Work Today's Inspections View Map Report Fee Estimator Pay Invoices Search Calendar

MY INVOICES MY BUILDING PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search...

Display Attention Export to Excel

Permit Number	Project	Address	Permit Type	Status	Attention Reason
PWEP-2021-0015		11 English St Petaluma, CA 94952	Encroachment - Sidewalk, Sewer Water, Monitoring Wells, Misc.	Active, Attention, Recent	On Hold Unpaid Fees
PWEP-2021-0024		11 English St Petaluma, CA 94952	Encroachment - Sidewalk, Sewer Water, Monitoring Wells, Misc.	Active, Attention, Recent	Failed Reviews

https://petalumacatrain-energovweb.tylerhost.net/apps/SelfService# 57°F 8:29 AM 9/9/2021

To View **PENDING** permits, click on the **PENDING** box.

The screenshot shows the Petaluma Self-Service dashboard. The 'My Permits' section displays five categories: Attention (2), Pending (4), Active (3), Draft (0), and Recent (7). A yellow arrow points to the 'Pending' box. Below the 'My Permits' section is the 'My Plans' section, which also has tabs for Pending, Active, Draft, and Recent. The browser address bar shows the URL: <https://petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/dashboard>. The Windows taskbar at the bottom shows the time as 8:59 AM on 9/9/2021.

As stated above, in this example, 4 permits will open. These permits are pending review by the Inspector and there is nothing you need to do at this point. You can view the permit by clicking on the blue link (permit number).

The screenshot shows the 'My Work' section of the Petaluma Self-Service application. The 'MY BUILDING PERMITS' tab is selected. A search bar is at the top, and a 'Display' dropdown is set to 'Pending'. An 'Export to Excel' button is visible. The table below lists four pending permits:

Permit Number	Project	Address	Permit Type	Status	Attention Reason
PWEP-2021-0020		322 Howard St Petaluma, CA 94952	Encroachment - Utility	Recent, Pending	
PWEP-2021-0017		27 Howard St Petaluma, CA 94952	Encroachment - Dumpsters/POD/Scaffolding	Recent, Pending	
PWEP-2021-0010		11 English St Petaluma, CA 94952	Encroachment - Dumpsters/POD/Scaffolding	Recent, Pending	
PWEP-2021-0014			Encroachment - Dumpsters/POD/Scaffolding	Recent, Pending	

The browser address bar shows the URL: <https://petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/myWork?tab=MyBuildingPermits&groupIndex=1>. The Windows taskbar at the bottom shows the time as 9:03 AM on 9/9/2021.

To View **ACTIVE** permits, click on the **ACTIVE** box.

The screenshot shows the Petaluma Self-Service dashboard. The 'My Permits' section features five summary cards: Attention (2), Pending (4), Active (3), Draft (0), and Recent (7). A yellow arrow points to the 'Active' card. Below the cards is a 'View My Permits' link. The 'My Plans' section is partially visible below.

Category	Count	Sub-category	Count
Attention	2	Encroachment - Sid...	2
Pending	4	Encroachment - Du...	3
		Encroachment - Util...	1
Active	3	Encroachment - Sid...	2
		Encroachment - Tree	1
Draft	0		
Recent	7	Encroachment - Du...	3
		Encroachment - Sid...	2
		Other	2

The below screen, in this example, shows you have 3 Active permits. For review of permits, click on the blue permit number.

The screenshot shows the 'My Work' page with the 'MY BUILDING PERMITS' tab selected. A table lists three active permits. The 'My Work' navigation menu is highlighted.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
PWEP-2021-0015		11 English St Petaluma, CA 94952	Encroachment - Sidewalk, Sewer Water, Monitoring Wells, Misc.	Active, Attention, Recent	On Hold Unpaid Fees
PWEP-2021-0024		11 English St Petaluma, CA 94952	Encroachment - Sidewalk, Sewer Water, Monitoring Wells, Misc.	Active, Attention, Recent	Failed Reviews
PWEP-2021-0019		11 English St Petaluma, CA 94952	Encroachment - Tree	Active, Recent	

My Work

petalumacatrain-energoweb.tylerhost.net/apps/SelfService#/myWork?tab=MyBuildingPermits&groupIndex=2

PETALUMA
SONOMA COUNTY

Shelly Kappel

Dashboard Home Apply **My Work** Today's Inspections View Map Report Fee Estimator Pay Invoices Search Calendar

My Work

MY INVOICES **MY BUILDING PERMITS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search...

Display Active Export to Excel

Permit Number	Project	Address	Permit Type	Status	Attention Reason
PWEP-2021-0015		11 English St Petaluma, CA 94952	Encroachment - Sidewalk, Sewer Water, Monitoring Wells, Misc.	Active, Attention, Recent	On Hold Unpaid Fees
PWEP-2021-0024		11 English St Petaluma, CA 94952	Encroachment - Sidewalk, Sewer Water, Monitoring Wells, Misc.	Active, Attention, Recent	Failed Reviews
PWEP-2021-0019		11 English St Petaluma, CA 94952	Encroachment - Tree	Active, Recent	

https://petalumacatrain-energoweb.tylerhost.net/apps/SelfService#

Type here to search

58°F 9:08 AM 9/9/2021

To pay fees, in the below example, click on the permit number:

My Work

petalumacatrain-energoweb.tylerhost.net/apps/SelfService#/myWork?tab=MyBuildingPermits&groupIndex=0

PETALUMA
SONOMA COUNTY

Dashboard Home Apply **My Work** Today's Inspections View Map Report Fee Estimator Pay Invoices Search Calendar

My Work

MY INVOICES **MY BUILDING PERMITS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search...

Display Attention Search... Export to Excel

Permit Number	Project	Address	Permit Type	Status	Attention Reason
PWEP-2021-0020		322 Howard St Petaluma, CA 94952	Encroachment - Utility	Attention, Recent, Pending	Unpaid Fees
PWEP-2021-0015		11 English St Petaluma, CA 94952	Encroachment - Sidewalk, Sewer Water, Monitoring Wells, Misc.	Active, Attention, Recent	On Hold Unpaid Fees
PWEP-2021-0024		11 English St Petaluma, CA 94952	Encroachment - Sidewalk, Sewer Water, Monitoring Wells, Misc.	Active, Attention, Recent	Failed Reviews

https://petalumacatrain-energoweb.tylerhost.net/apps/SelfService#

Type here to search

61°F 9:32 AM 9/9/2021

Click on the **PAY NOW** button and pay the fees.

Permit Number: PWEP-2021-0020

Permit Details | Tab Elements | Main Menu

Type:	Encroachment - Utility	Status:	In Review	Project Name:	
IVR Number:	100086	Applied Date:	09/07/2021	Issue Date:	
District:	City of Petaluma	Assigned To:	Kappel, Shelly	Expire Date:	
Finalized Date:					
Description:	Pipeline work				

Summary | Locations | Fees **1** | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress: 20% Completed

Workflow: Confirm application complete - Passed : 09/07/2021

Available Actions: **Unpaid Fees** \$392.00 09-08-2021 **Pay Now**

After payment is made your permit your permit will then be issued by staff and you can then make arrangements for an Inspection. Click on the **REQUEST INSPECTION** box after opening the permit.

After permit work has been completed, you will open your permit again to request a final Inspection.

My Work

MY INVOICES | **MY BUILDING PERMITS** | MY EXISTING INSPECTIONS | **REQUEST INSPECTIONS**

Permit Number	Project	Address	Permit Type	Status	Attention Reason
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