

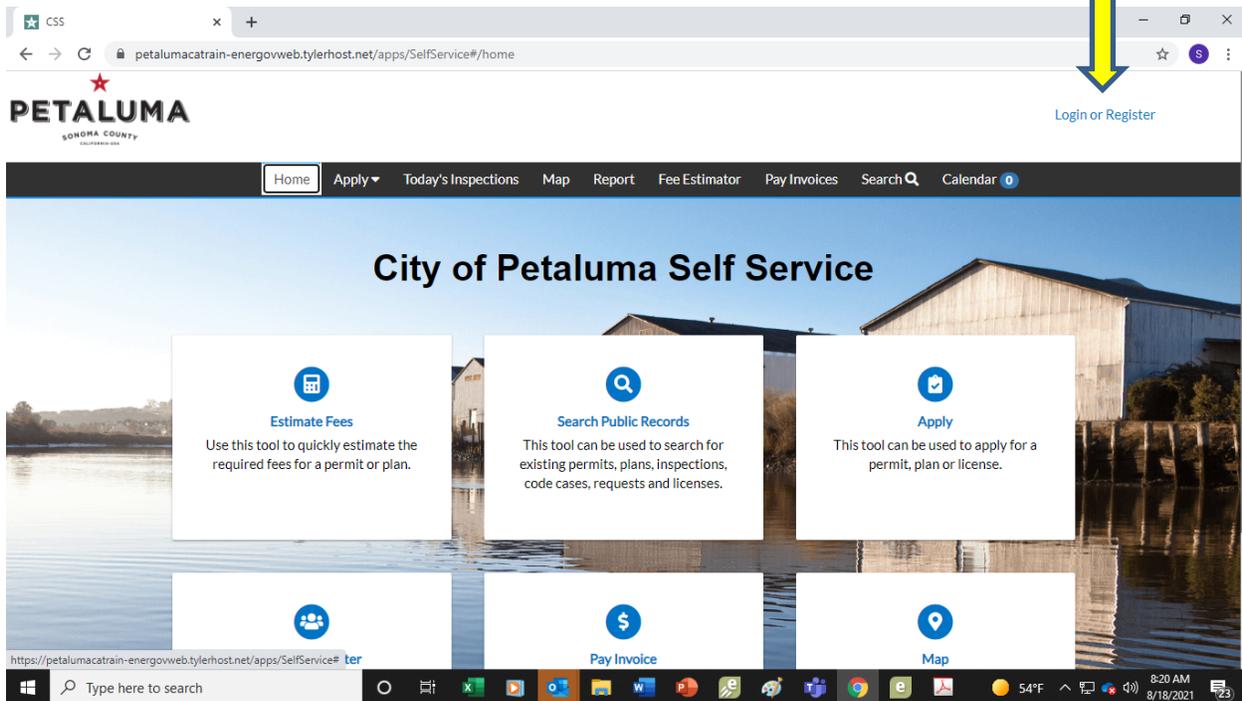
POD/DUMPSTER/SCAFFOLDING PERMITS

General Notes: While going thru the system, **do not** hit the back arrow button on the top left of your screen; only click on the blue **NEXT** button that is available on the bottom right of your screen or the **BACK** button located on the bottom left of your screen.

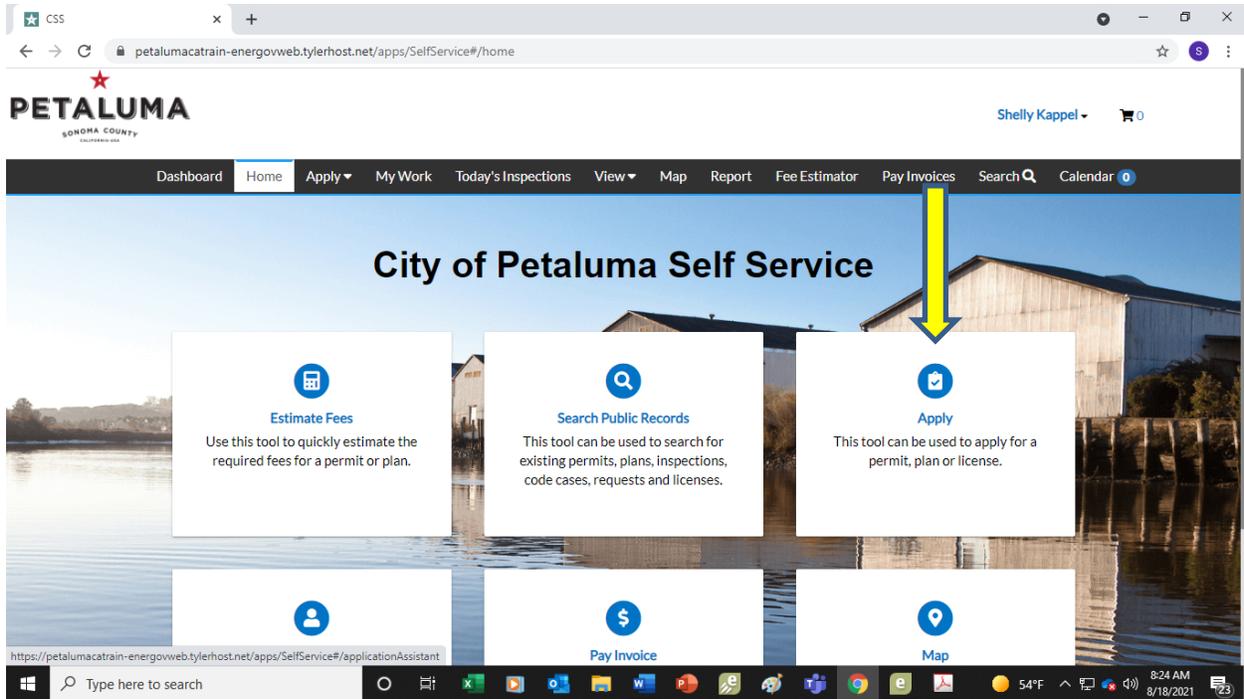
Go to the following URL to apply for a permit:

<https://petalumaca-energovweb.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.



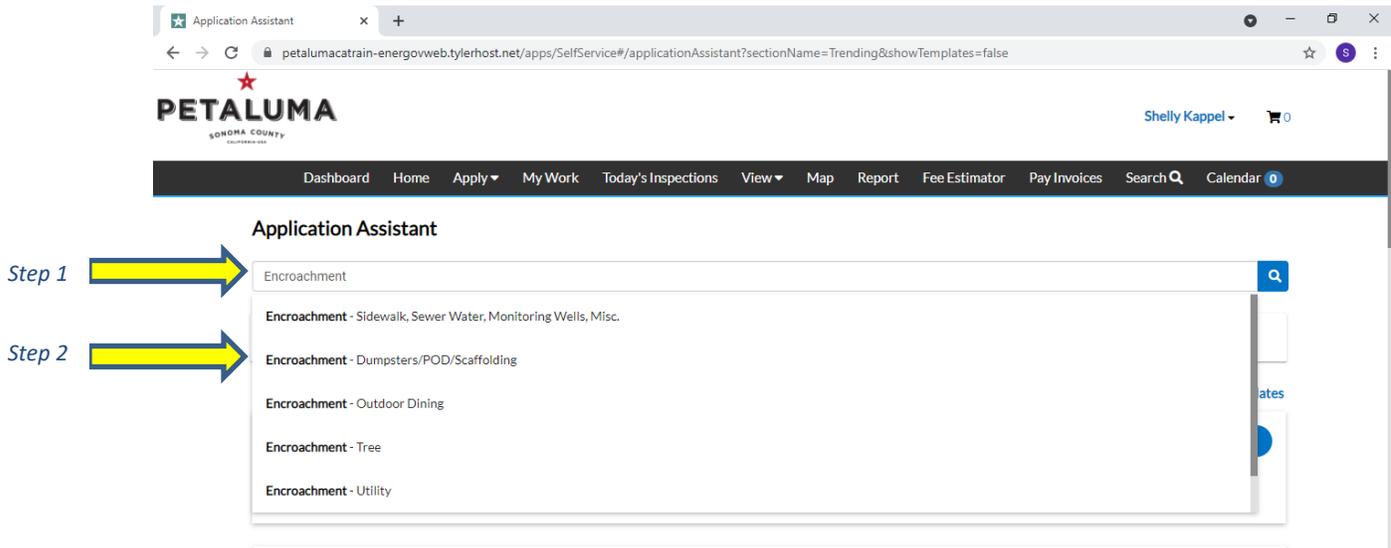
After logging in, click on the Apply box.



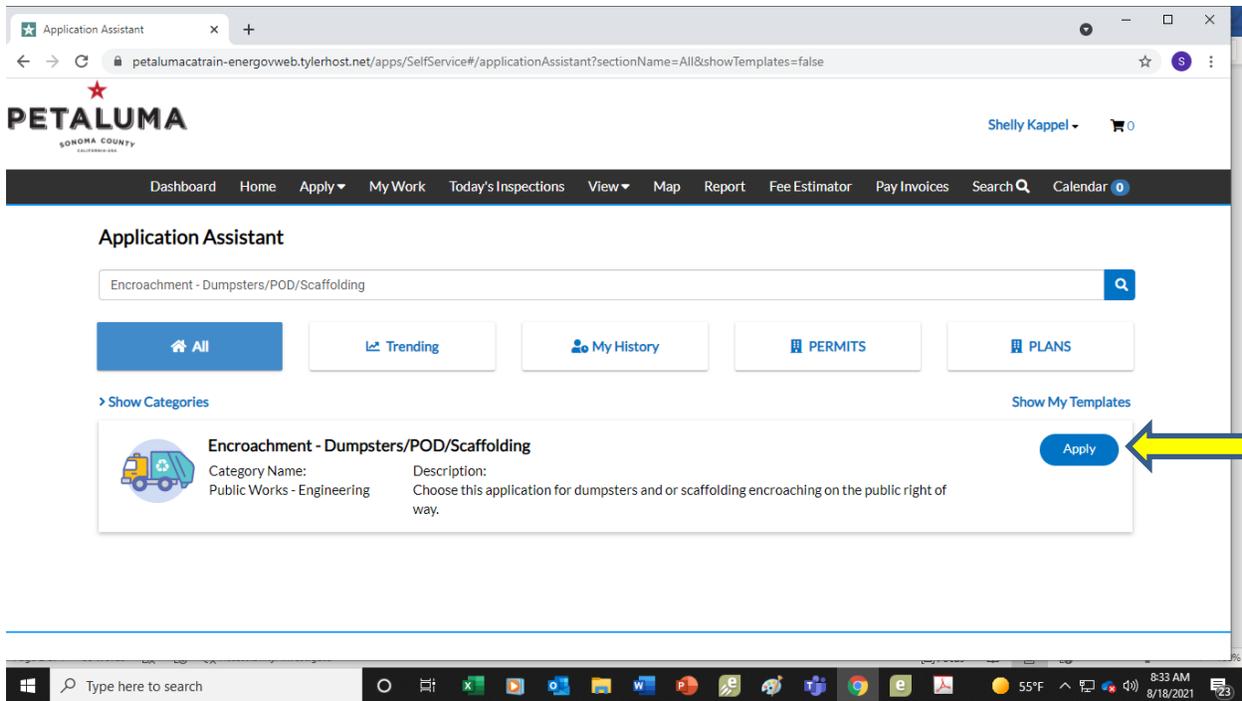
Under Application Assistant, in the box below:

Step 1 - Start typing Encroachment and all the types will show.

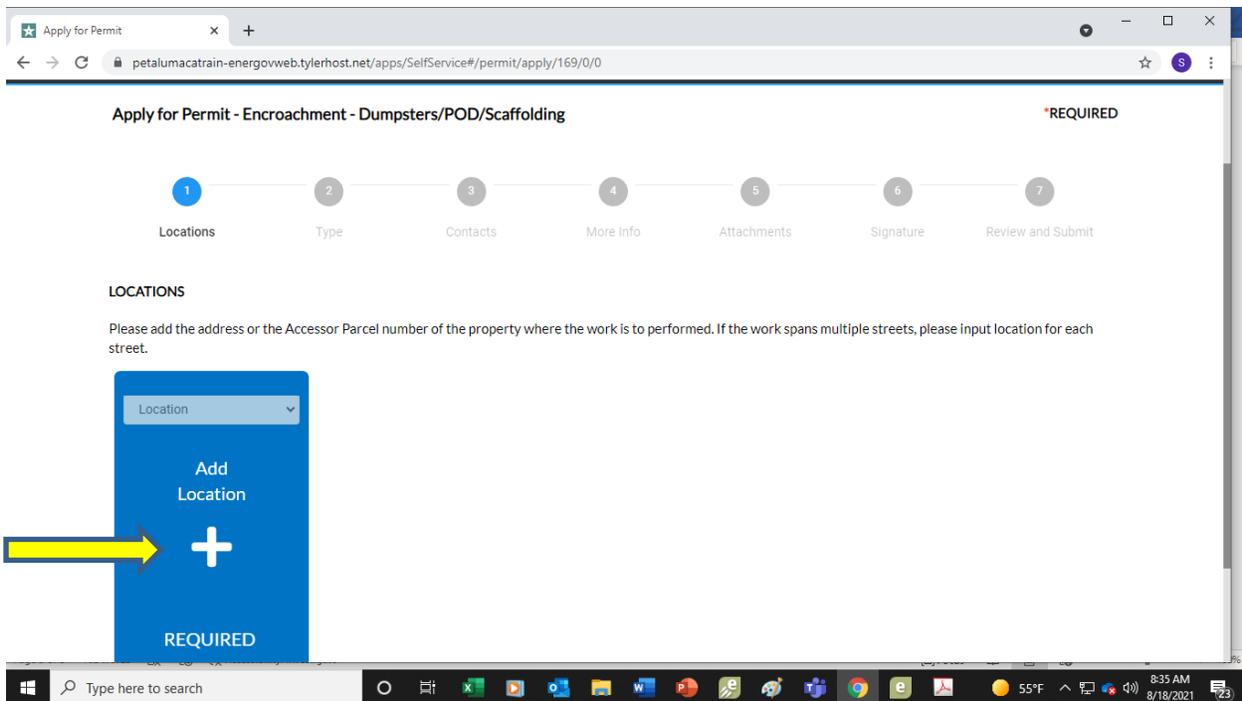
Step 2 - Pick Encroachment – Dumpsters/POD/Scaffolding.



Your template will come up as shown below then click the apply button.

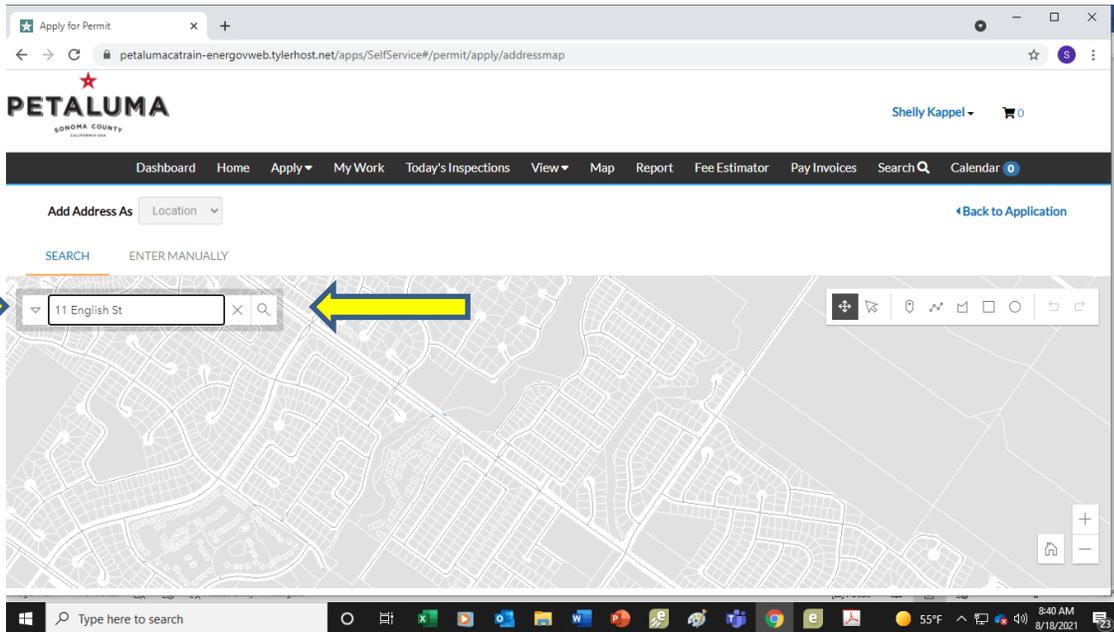


SCREEN 1 LOCATION - Add your location by clicking on the Plus sign in the blue box.

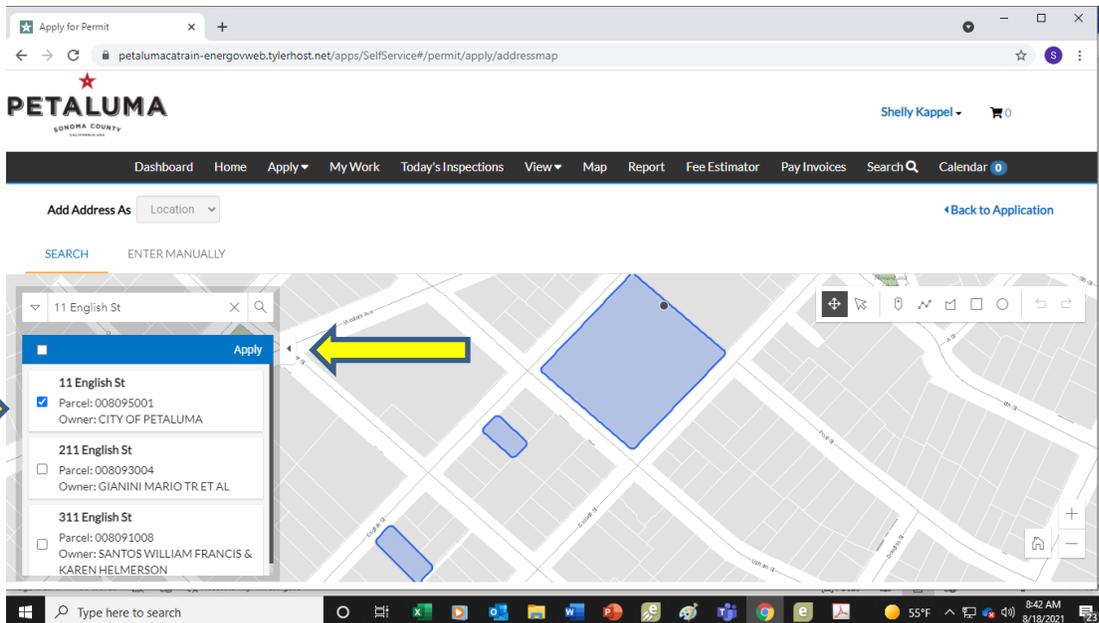


Enter your address and press enter. Then hit the search button to the right (magnifying button).

NOTE: When entering your address, do not spell out words like street, lane, court; i.e. enter address 11 English Street as 11 English St. If you put in the word street it will come up as an error.



Click on the box to the left of the correct address and click on apply. If more than one address, enter additional addresses.



Add locations if needed by clicking on the plus sign of adding locations. Then click on the **NEXT** button.

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/169/0/0

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Please add the address or the Accessor Parcel number of the property where the work is to be performed. If the work spans multiple streets, please input location for each street.

Type: Location
11 English St, Petaluma, CA
94952

Main Address

Parcel Number
008095001

Main Parcel

Remove

Location

Add Location

Create Template Save Draft Next

SCREEN 2 TYPE - Fill in the Permit Details. For the Description type in the scope of work; i.e., placing a dumpster in front of the house. Dumpster is 8' x 8' x 16. Using a dumpster from Recology. Click on **NEXT** button.

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/169/0/0

Locations Type Contacts More Info Attachments Signature Review and Submit

PERMIT DETAILS

In the description field below, please provide the placement and size of scaffolding, POD, or dumpster.

* Permit Type Encroachment - Dumpsters/POD/Scz

Description

Back Create Template Save Draft Next

SCREEN 3 CONTACTS - Add Contractor and Owner. If Applicant is Contractor & Owner, duplicate the information. Choose the plus sign to enter the information. Continue to add additional contacts if relevant. Note: Contractor and Owner are required fields.

Apply for Permit

petalumacatrain-energoweb.tylerhost.net/apps/SelfService#/permit/apply/169/0/0

Locations Type **Contacts** More info Attachments Signature Review and Submit

CONTACTS

Please enter the required contact information below. Applicant understands they are the responsible party for all work being completed on this permit and all documents submitted such as insurance and bonds, if needed, name the applicant.

Applicant

Shelly Kappel (You)

70 Park Lane, Sonoma, CA, 95476

Contractor

Add Contact

+

REQUIRED

Owner

Add Contact

+

REQUIRED

Agent

Add Contact

+

Back Create Template Save Draft Next

Type here to search

9:00 AM 8/18/2021

SCREEN 4 MORE INFO - Enter information for permit.

- Enter start and end date. If dates are unknown, please enter approximate dates, keeping in mind we ask for 3-5 business days for review.
- For Commercial or Residential click on the drop-down arrow and pick your
- Enter your Business License Number. If you do not know your business number, please call our License Department at 707.778.4354. If you are a homeowner, do not enter a number.
- Click on the drop-down arrow and choose if you are the owner or renter.
- Click **NEXT** button when complete.

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/169/0/0

MORE INFO

Please enter additional information for the encroachment permit. Please enter a start and end date. If the date is unknown, enter approximate dates.

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

General

*Start Date

*End Date

*Commercial or Residential Work

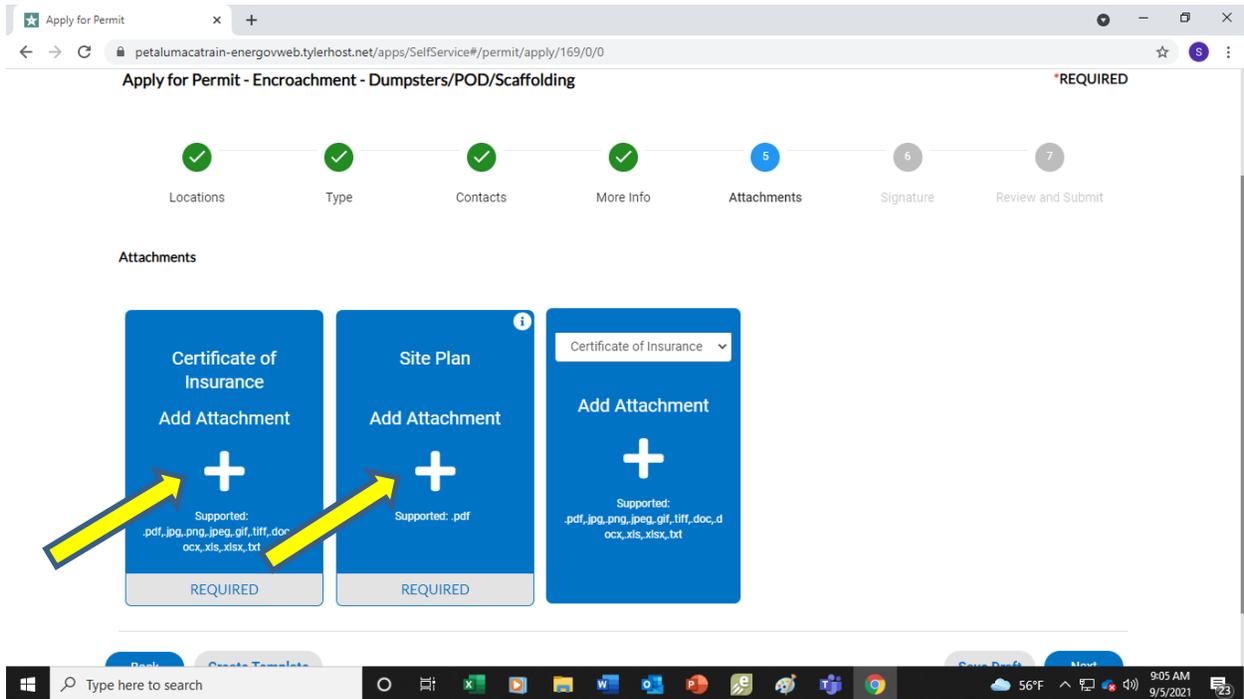
All Contractors must provide their city Business License number.

City Business License Number

If residential, are you the owner or a renter?

Windows taskbar: 54°F, 8:43 AM, 9/5/2021

SCREEN 5 ATTACHMENTS - click on the plus sign of each blue box and upload your scanned documents. Click **NEXT** upon completion.



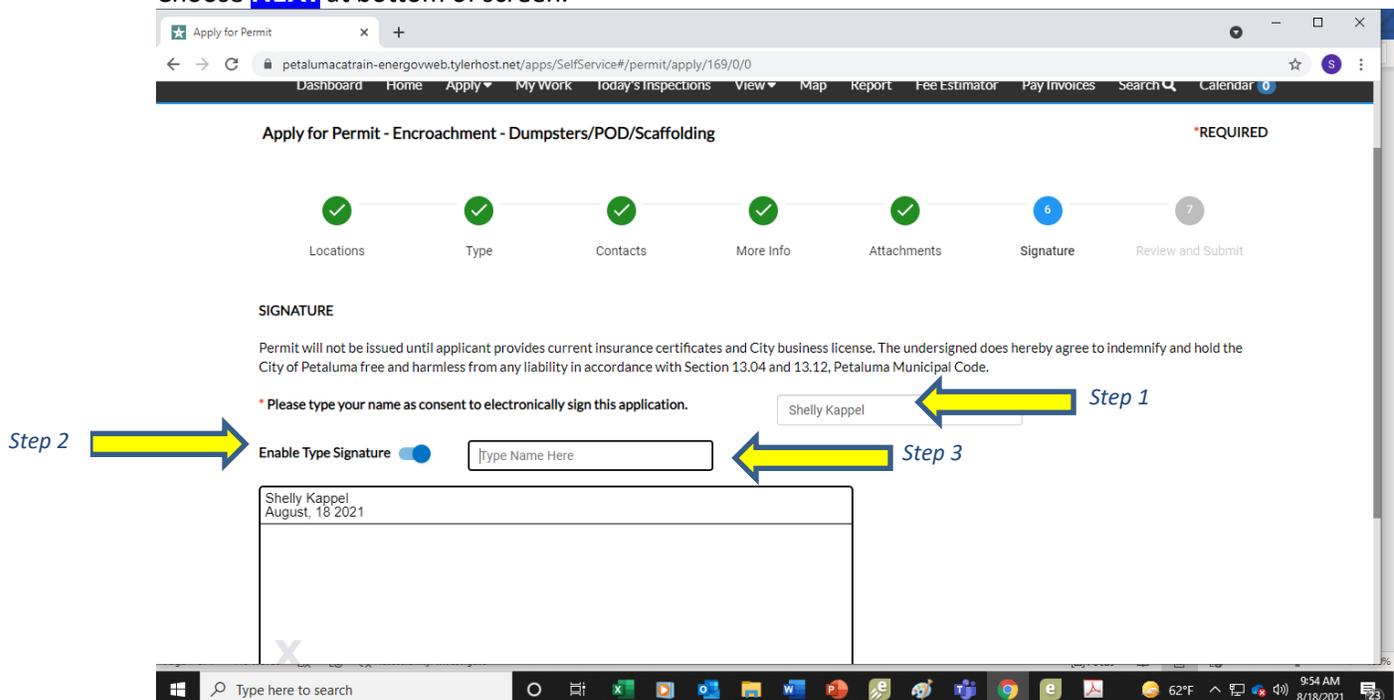
SCREEN 6 SIGNATURE PAGE - Complete signatures.

Step 1 – Type your name in the box.

Step 2 - You will need to move the round blue button by Enable Type Signature to the right (move with your cursor)

Step 3 - Type your name.

Choose **NEXT** at bottom of screen.



Click on **SUBMIT**.

The screenshot shows a web browser window with the following details:

- Browser Tab:** Apply for Permit
- Address Bar:** petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/169/0/0
- Progress Bar:** A horizontal line with seven steps: Locations, Type, Contacts, More Info, Attachments, Signature, and Review and Submit. The first six steps have green checkmarks, and the seventh step has a blue circle with the number 7.
- Submit Button:** A blue button labeled "Submit" is located below the progress bar. A yellow arrow points to it from the right.
- Form Fields:**
 - Locations:**

Location	11 English St, Petaluma, CA 94952
Parcel Number	008095001
 - Basic Info:**

Type	Encroachment - Dumpsters/POD/Scaffolding
Description	Placing dumpster in front of house; 8'x8'x16'; using Recology
Applied Date	08/18/2021
 - Contacts:**

Applicant	Shelly Kappel
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The Windows taskbar at the bottom shows the search bar, task view icon, and several application icons. The system tray on the right displays the temperature (62°F), time (9:59 AM), and date (8/18/2021).