

User Manual

Citizen Self Service (CSS) Applying for Permits User Guide

Electronic Permitting Application System

June 2020 | Version 1.0

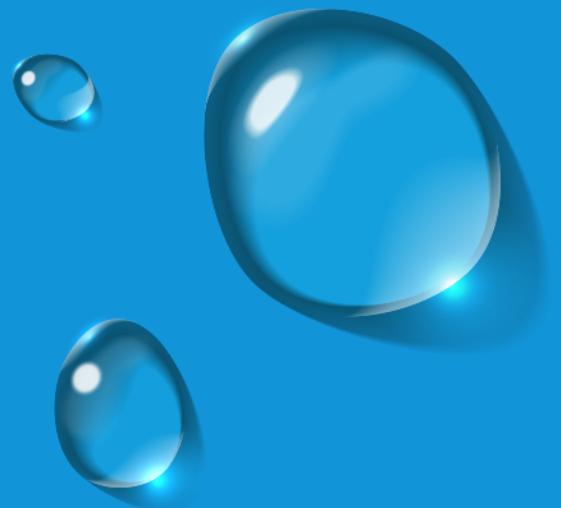


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1. Applying for a Short Form Permit

To log into CSS, please see [Section 2: Logging into your CSS Account](#).

Short Form Permits consist of the following permit types:

- Short Form (Fuel Gas)
- Short Form (Plumbing)
- Short Form (Plumbing/Fuel Gas)

1. Click **Apply** on the permit for which you would like to Apply. In this example, we will apply for a short form plumbing/fuel gas permit.

Short Form - Plumbing/Fuel Gas

Category Name:
Short Form Permits

Description:
The intent of the Short Form Permit (SFP) is for the replacement, repair, or alteration of existing plumbing and fuel gas systems, fixtures, or appliances requiring only one inspection. ONLY a principal Master Plumber and Gasfitter can apply for this permit type. NOTE: If you are ONLY a Master Plumber, or ONLY a Master Gasfitter do not use this permit type.

1

Apply

2. Click the **+** sign to Add a specific location.

Note: It is HIGHLY recommended to read the ADDRESS INSTRUCTIONS before adding an address on the locations page.

- ☆ **Create Template:** If this is a common permit you find yourself applying for, you can create a template that will be saved each time you create this specific type of permit. The system will save any data that has been provided until this point.
- ☆ **Save Draft:** If you are not quite finished and need to step away, you are able to simply click the Save Draft button and you will be able to revisit this permit later.

Apply for Permit - Short Form - Plumbing/Fuel Gas *REQUIRED

1
Locations

2
Type

3
Contacts

4
More Info

5
Attachments

6
Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:
Search Instructions when Actual Jobsite Address Available:
Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available - Using a Nearby Address:
If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Location ✕

+

REQUIRED

Create Template

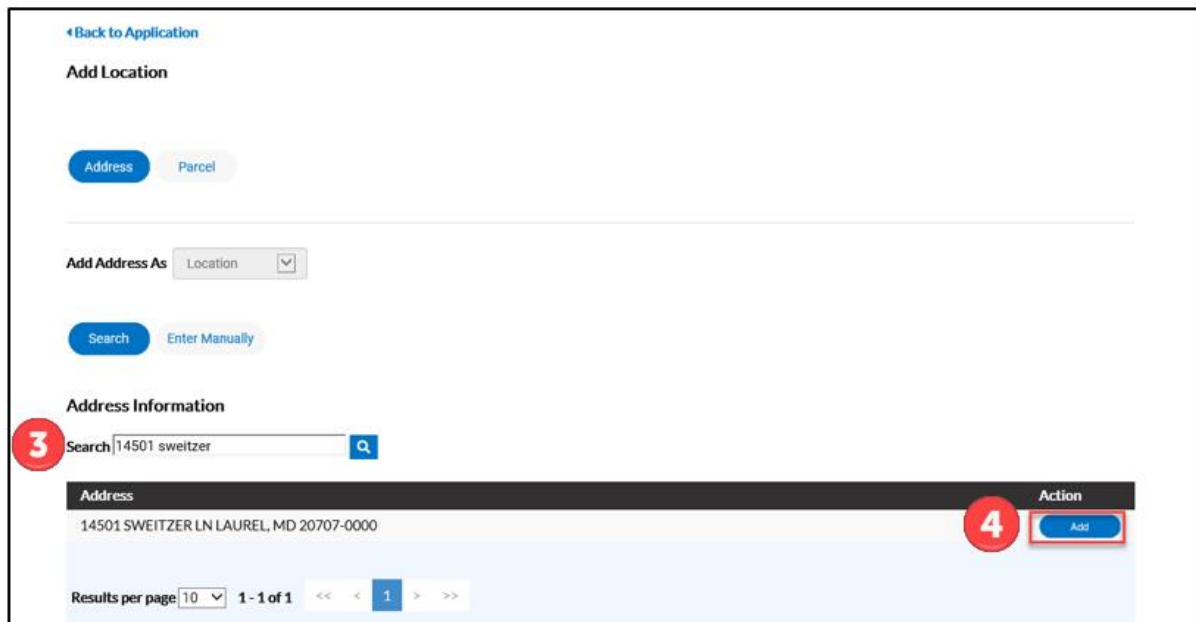
Save Draft

Next

3. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.'
4. Once the correct address has been chosen, click the **Add** button.

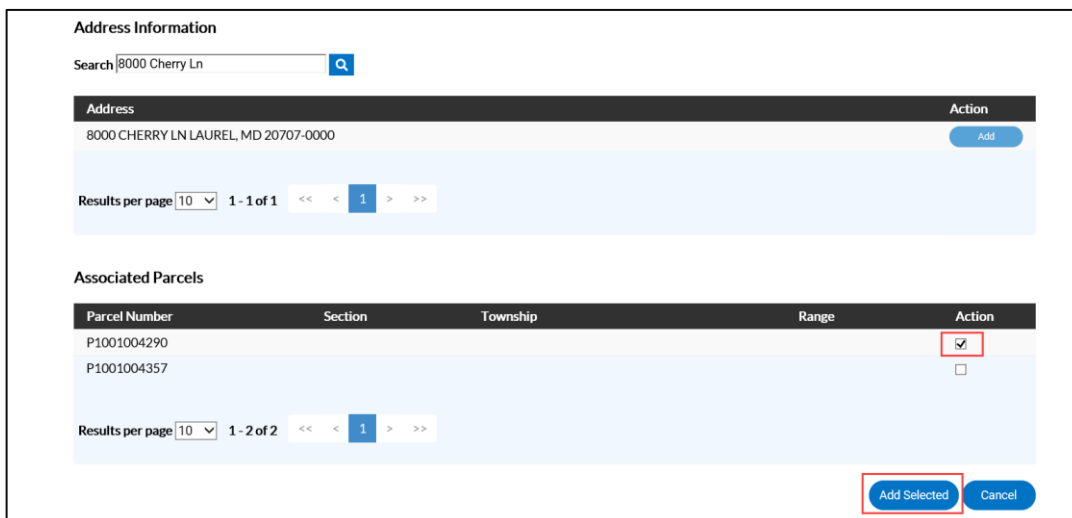
IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.



< Back to Application
Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
Address Information
 3 Search 14501 sweitzer
 Address 14501 SWEITZER LN LAUREL, MD 20707-0000
 Action Add
 Results per page 10 1 - 1 of 1

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under 'Action' next to the associated parcel and click **Add Selected**.

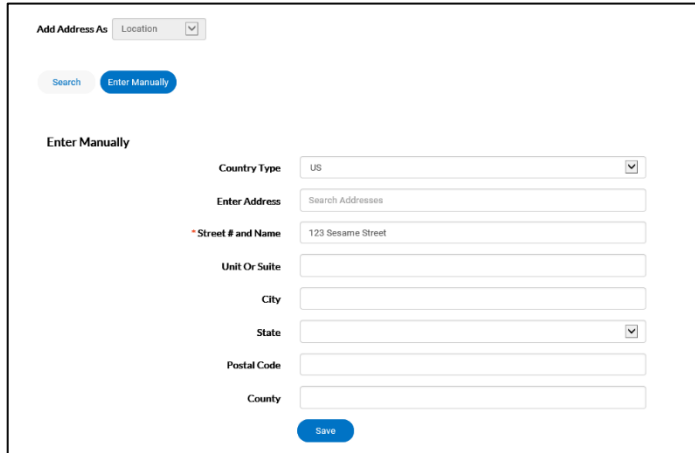


Address Information
 Search 8000 Cherry Ln
 Address 8000 CHERRY LN LAUREL, MD 20707-0000
 Action Add
 Results per page 10 1 - 1 of 1
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

 Results per page 10 1 - 2 of 2
 Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**

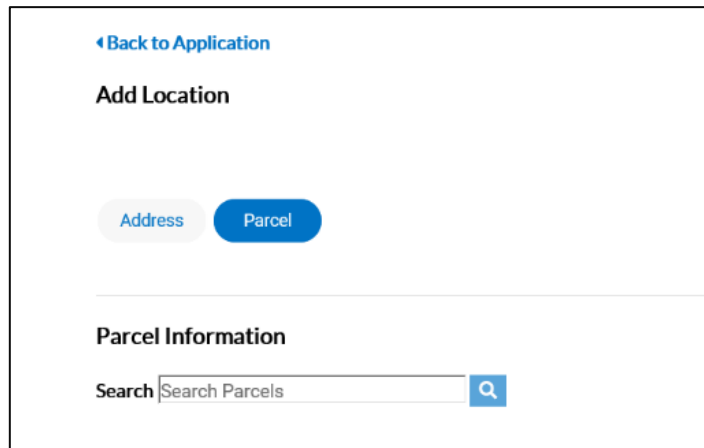


The screenshot shows a web form titled "Add Address As" with a dropdown menu set to "Location". Below this are two buttons: "Search" and "Enter Manually". The "Enter Manually" section contains the following fields:

- Country Type:** A dropdown menu with "US" selected.
- Enter Address:** A text input field with the placeholder "Search Addresses".
- * Street # and Name:** A text input field containing "123 Sesame Street".
- Unit Or Suite:** An empty text input field.
- City:** An empty text input field.
- State:** A dropdown menu.
- Postal Code:** An empty text input field.
- County:** An empty text input field.

A "Save" button is located at the bottom right of the form.

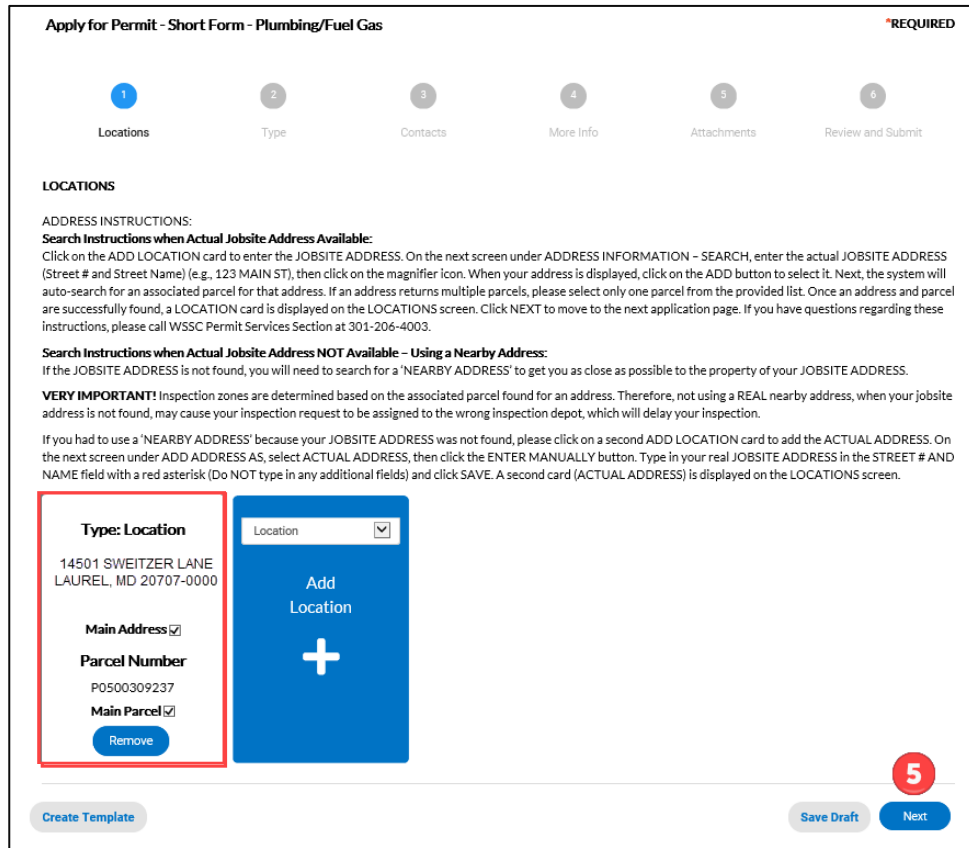
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Location". At the top left is a link "Back to Application". Below the title are two buttons: "Address" and "Parcel". The "Parcel" button is highlighted. Below these buttons is a section titled "Parcel Information" which contains a search bar with the placeholder "Search Parcels" and a magnifying glass icon.

You will see the Location has successfully been added. You are able to add more than one location, if needed.

5. Click **Next**



Apply for Permit - Short Form - Plumbing/Fuel Gas *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:
Search Instructions when Actual Jobsite Address Available:
 Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available - Using a Nearby Address:
 If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

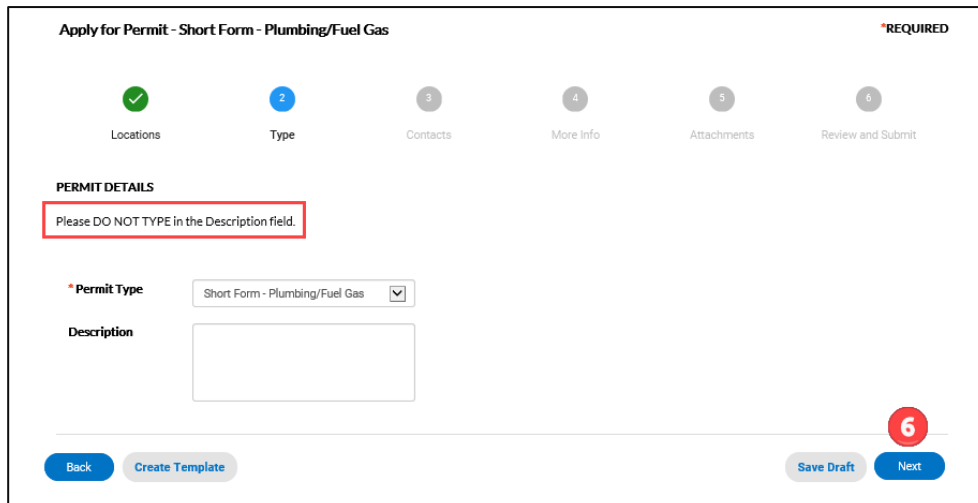
Type: Location
 14501 SWEITZER LANE
 LAUREL, MD 20707-0000
 Main Address ☒
 Parcel Number
 P0500309237
 Main Parcel ☒
 Remove

Location
 Add Location
 +

Create Template Save Draft **5** Next

6. Click **Next** on the Permit Details Page

****On the Permit Type page, IF the Permit Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****



Apply for Permit - Short Form - Plumbing/Fuel Gas *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

PERMIT DETAILS

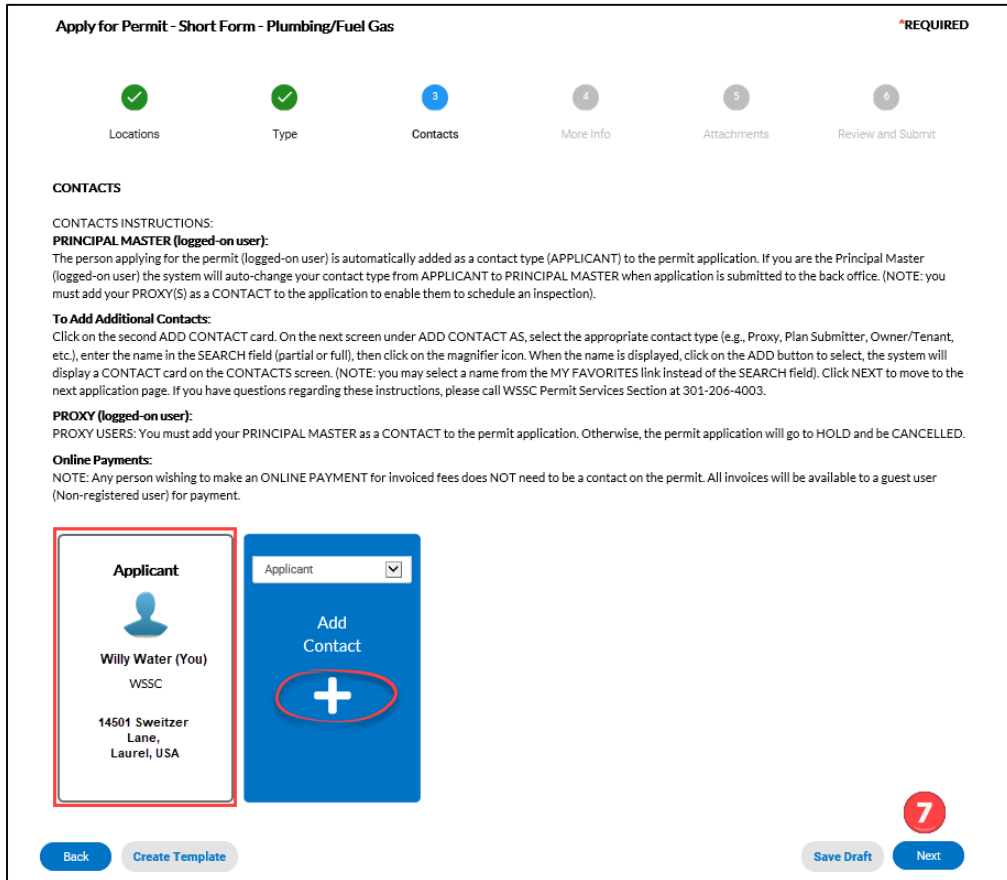
Please DO NOT TYPE in the Description field.

* Permit Type Short Form - Plumbing/Fuel Gas

Description

Back Create Template Save Draft **6** Next

- On the Contacts page, the Applicant will automatically be added as the primary contact.
Note: It is HIGHLY recommended to read the Contact Instructions found on the Contact page before adding a contact.



Apply for Permit - Short Form - Plumbing/Fuel Gas *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:
PRINCIPAL MASTER (logged-on user):
 The person applying for the permit (logged-on user) is automatically added as a contact type (APPLICANT) to the permit application. If you are the Principal Master (logged-on user) the system will auto-change your contact type from APPLICANT to PRINCIPAL MASTER when application is submitted to the back office. (NOTE: you must add your PROXY(S) as a CONTACT to the application to enable them to schedule an inspection).

To Add Additional Contacts:
 Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Proxy, Plan Submitter, Owner/Tenant, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

PROXY (logged-on user):
 PROXY USERS: You must add your PRINCIPAL MASTER as a CONTACT to the permit application. Otherwise, the permit application will go to HOLD and be CANCELLED.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the permit. All Invoices will be available to a guest user (Non-registered user) for payment.

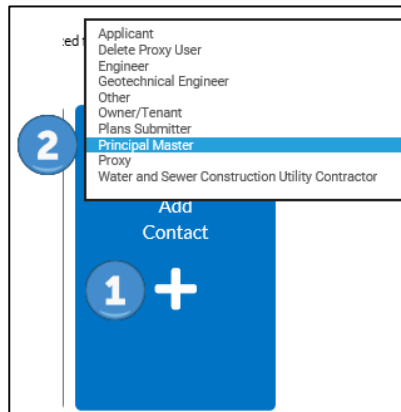
Applicant
 Willy Water (You)
 WSSC
 14501 Sweitzer Lane,
 Laurel, USA

Add Contact
 +

Back Create Template Save Draft **Next**

- ☆ **Note:** You can add another contact as well. (Please see steps 1-4 to see how to add another contact).

- To add another contact, click the + sign on the Add Contact card
- You can select a contact type from the list below. In this example, we will select **Principal Master**.



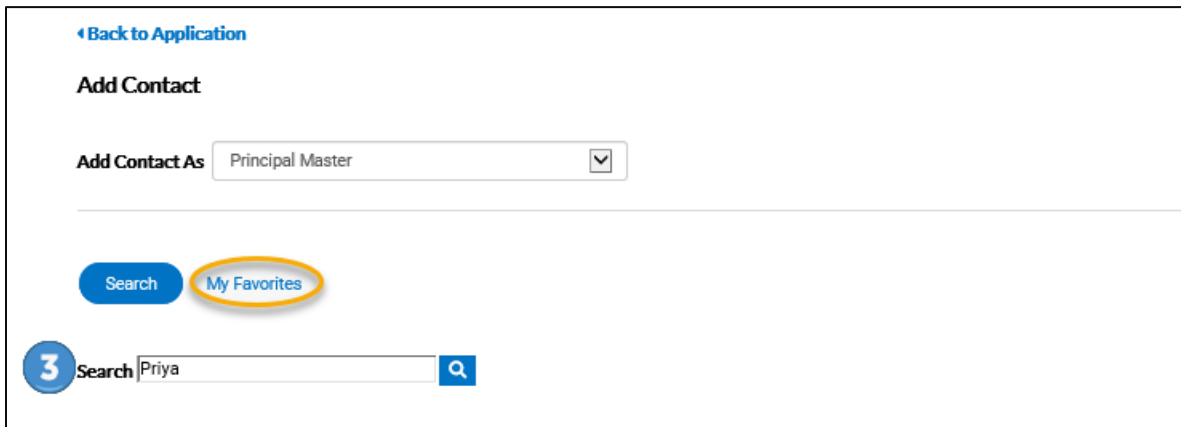
ed

Applicant
 Delete Proxy User
 Engineer
 Geotechnical Engineer
 Other
 Owner/Tenant
 Plans Submitter
Principal Master
 Proxy
 Water and Sewer Construction Utility Contractor

Add Contact
 +

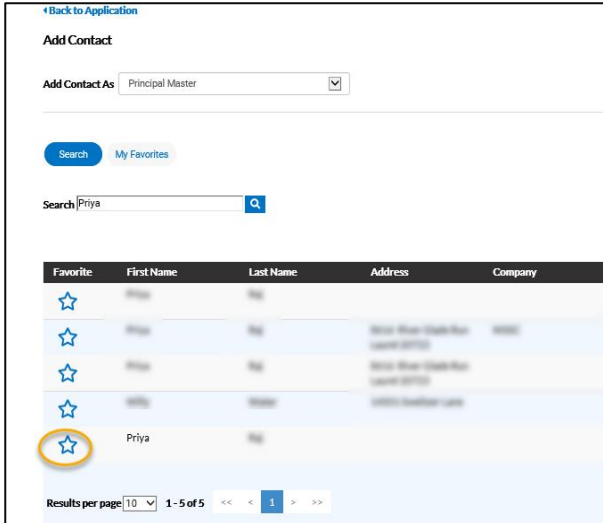
3. Enter the name of the Principal Master (or the Contact Type you selected) in the **Search** textbox.

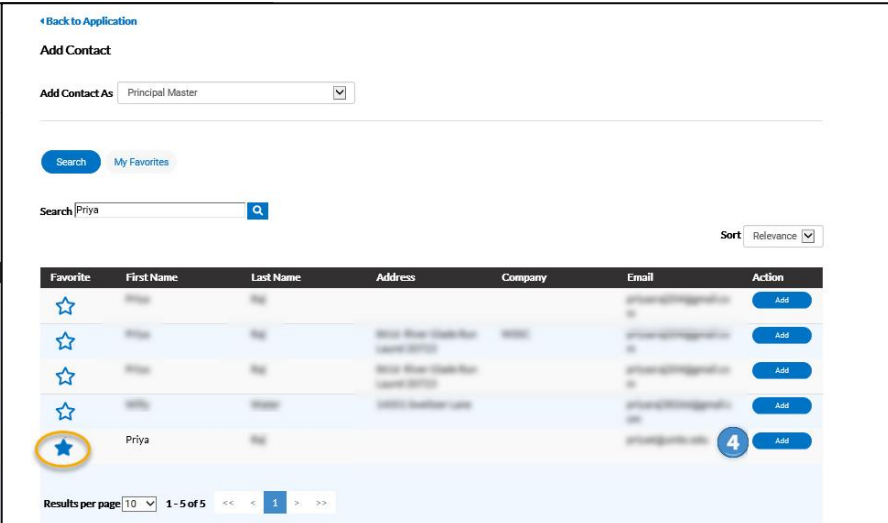
☆ **My Favorites:** The My Favorites option allows you to add a contact that you select often, as your favorite contact by simply clicking the ☆ icon.



4. Click **Add** on the contact you would like to add.

☆ **My Favorites:** To select a registered user as a favorite, select ☆ Icon. Once done, the icon will change from no fill to a blue fill, ★ which indicates that the contact has been added as your favorite.





11. Once all necessary information has been entered, click **Next**.

MORE INFO

Permit Info

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

*Inspection Item 1

Gas Water Heater

▼

Inspection Item 2

▼

Inspection Item 3

▼

Property Owner Info

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

*Owner's Name

Willy Water

*Owner's Phone (Format: 1234567890)

55555555

*Owner's Email

willywater@gmail.com

Additional Info

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

Comments: Describe scope of work to be performed under this permit. (Do not list fixtures here)

*Scope of Work

test

Back

Create Template

Save Draft

11

Next

12. **Optional:** You are able to add an attachment if needed.

Apply for Permit - Short Form - Plumbing/Fuel Gas

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

click or drag files

Add Attachment

12

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

Create Template

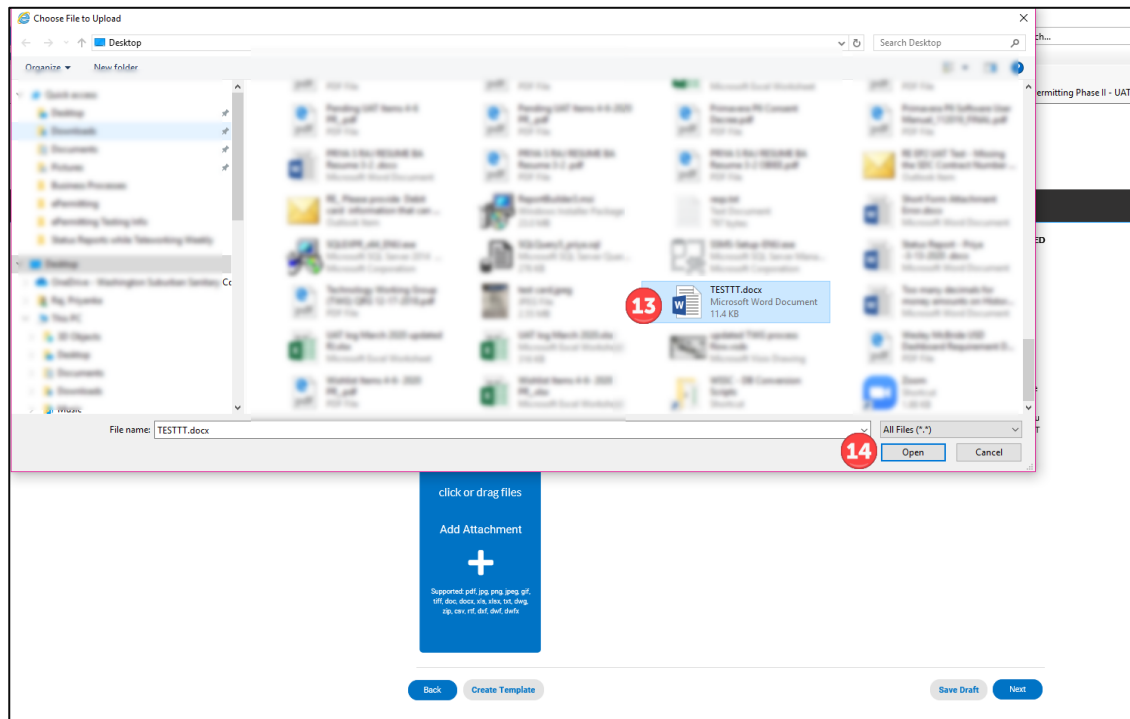
Save Draft

Next

WSSC Water | Citizen Self Service (CSS) User Guide

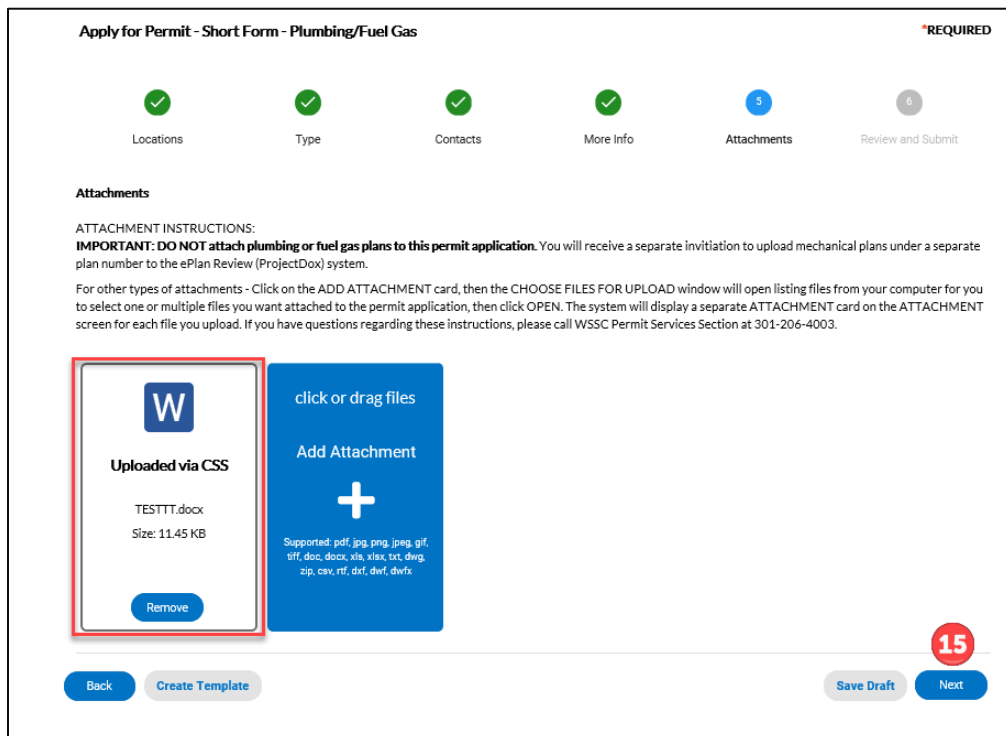
10

13. You will be prompted to find the attachment you would like to add in support of your application.
14. Click **Open**



You will see the Attachment of your choice has successfully been added to your application.

15. Click **Next**



Before you click Submit, please verify that all the information you entered is correct.

16. Click **Submit**

Apply for Permit - Short Form - Plumbing/Fuel Gas

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

Submit

Locations

Location

14501 SWEITZER LANE LAUREL, MD 20707-0000

Parcel Number

P1003467909

Basic Info

Type

Short Form - Plumbing/Fuel Gas

Description

Applied Date

04/08/2020

Contacts

Applicant

Willy Water
14501 Sweitzer Lane,
Laurel, USA

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Short Form Permit Fee	\$103.00

Total: \$103.00

More Info

Permit Info

Inspection Item 1

Gas Water Heater

Inspection Item 2

Inspection Item 3

Property Owner Info

Owner's Name

Willy Water

Owner's Phone (Format: 1234567890)

55555555

Owner's Email

willywater@gmail.com

Additional Info

Comments: Describe scope of work to be performed under this permit. (Do not list fixtures here)

Scope of Work

test

Attachments

Attachment

TESTTT.docx

Back

Create Template

Save Draft

Submit

17. Congratulations! You have successfully submitted a Short Form Permit.

Permit Number: SFP-1289270-2020

17 

Add to Cart

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Short Form - Plumbing/Fuel Gas

Status: Awaiting Payment

Project Name: 

Summary

Locations

Fees 

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

Progress

0%

Completed

In Progress

Not Started

Fees

\$103.00

[View Details](#) [Add to Cart](#)

Workflow

☐ Short Form Permit Inspection -

Available Actions

 Unpaid Fees

\$103.00

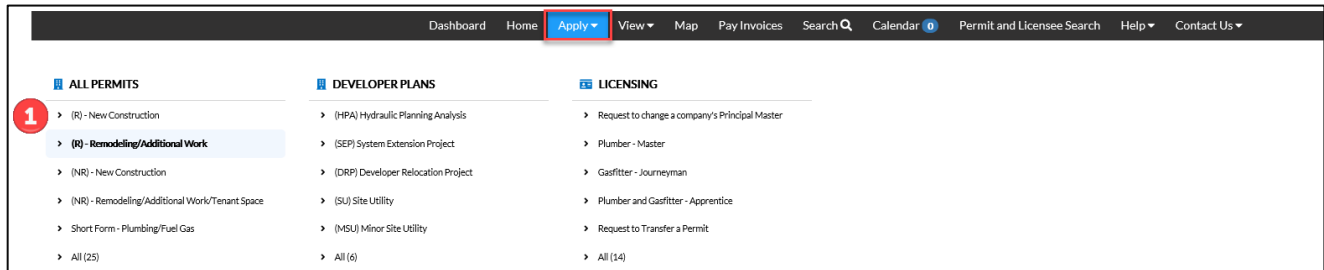
04-09-2020

[Pay Now](#)

2. Applying for a Residential New Construction Long Form Permit

To log into CSS, please see [Section 2: Logging into your CSS Account](#).

1. Click **Apply** on the permit for which you would like to apply. In this example, we will apply for a **Residential New Construction** permit.



2. Click the **+** sign to Add a specific location.
Note: It is HIGHLY recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common permit you find yourself applying for, you can create a template that will be saved each time you create this specific type of permit.

☆ **Save Draft:** If you are not quite finished, but need to step away, you are able to simply click the Save Draft button and you will be able to revisit this permit later.

Apply for Permit - (R) - New Construction

1

2

3

4

5

6

Locations
Type
Contacts
More Info
Attachments
Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Search Instructions when Actual Jobsite Address Available:
Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available - Using a Nearby Address:
If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Location

Add Location

2

+

REQUIRED

Create Template

Save Draft

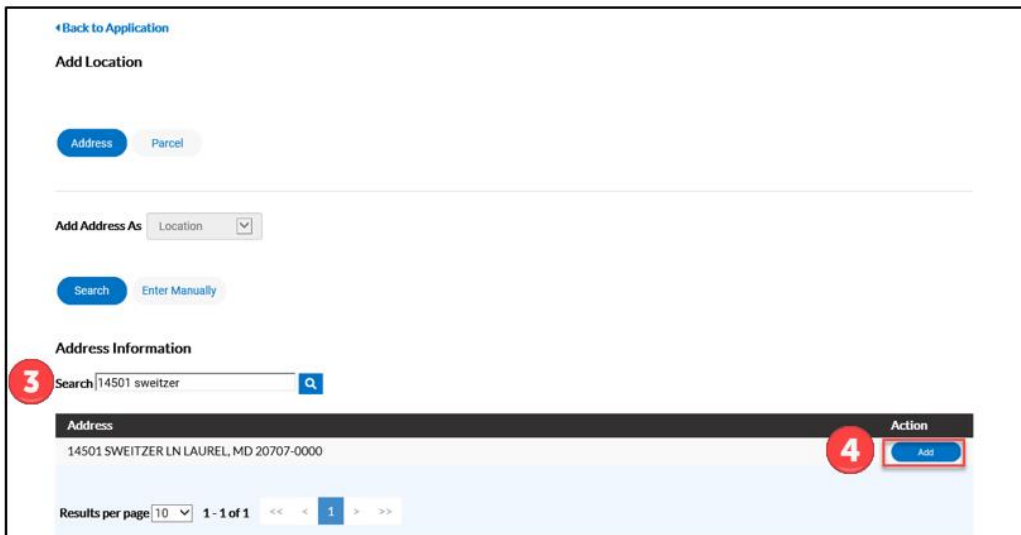
Next

3. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.' Once the correct address has been chosen.
4. Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

Note: It is recommended the user provide just the street number and name (please do not search by the street type).

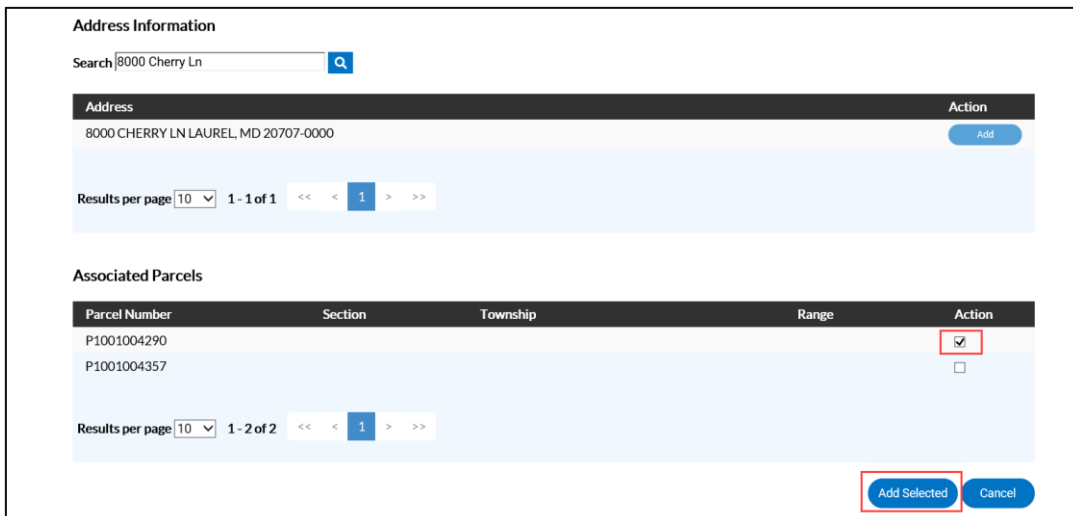


[Back to Application](#)
Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
 Address Information
 Search 14501 sweitzer

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	Add

 Results per page: 10 1 - 1 of 1 << < 1 > >>

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information
 Search 8000 Cherry Ln

Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	Add

 Results per page: 10 1 - 1 of 1 << < 1 > >>

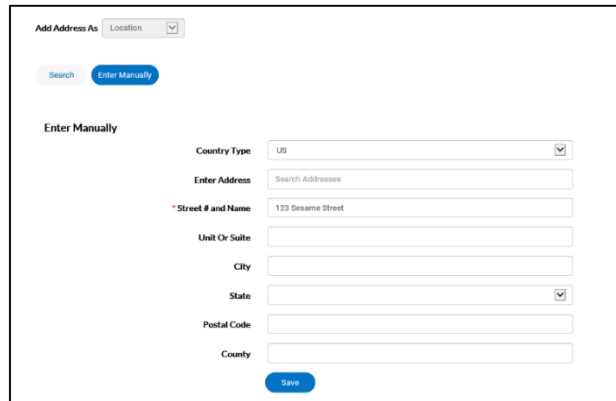
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

 Results per page: 10 1 - 2 of 2 << < 1 > >>

Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**

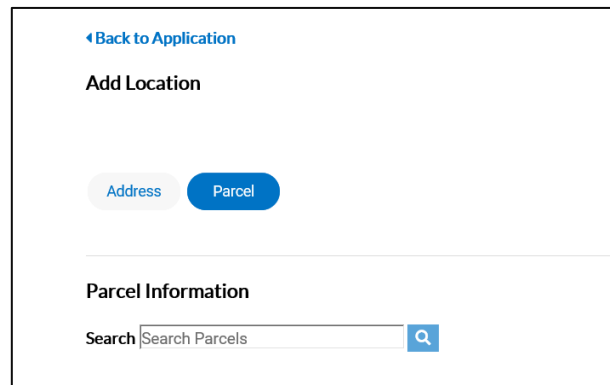


The screenshot shows a web form titled "Add Address As" with a "Location" dropdown menu. Below this are two buttons: "Search" and "Enter Manually". The "Enter Manually" section contains the following fields:

- Country Type:** A dropdown menu with "US" selected.
- Enter Address:** A text input field with the placeholder "Search Addresses".
- Street # and Name:** A text input field containing "123 Sesame Street".
- Unit Or Suite:** An empty text input field.
- City:** An empty text input field.
- State:** A dropdown menu with a checkmark icon.
- Postal Code:** An empty text input field.
- County:** An empty text input field.

A "Save" button is located at the bottom right of the form.

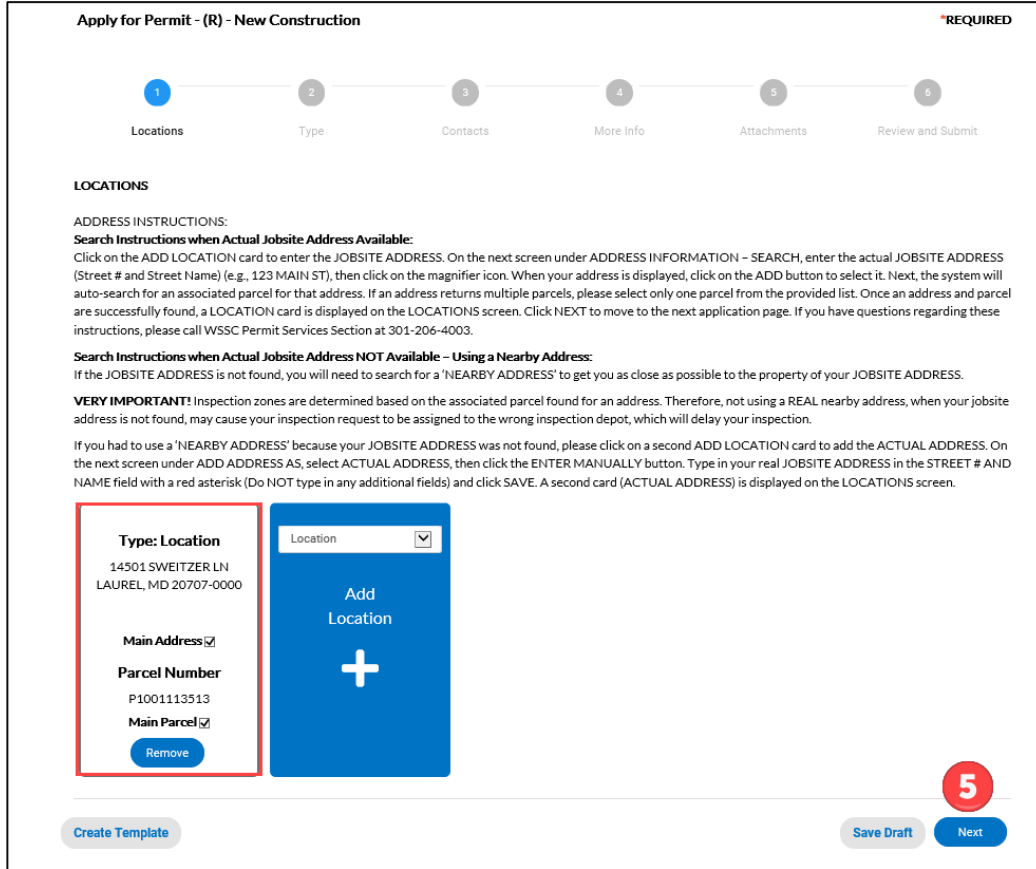
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Location". At the top left is a link "Back to Application". Below the title are two buttons: "Address" and "Parcel", with "Parcel" being the active selection. Below these buttons is a section titled "Parcel Information" which contains a search bar with the placeholder "Search Parcels" and a magnifying glass icon.

You will see the Location has successfully been added. You are able to add more than one location, if needed.

5. Click **Next**



Apply for Permit - (R) - New Construction *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:
Search Instructions when Actual Jobsite Address Available:
 Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available - Using a Nearby Address:
 If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Type: Location
 14501 SWEITZER LN
 LAUREL, MD 20707-0000

Main Address ☒

Parcel Number
 P1001113513

Main Parcel ☒

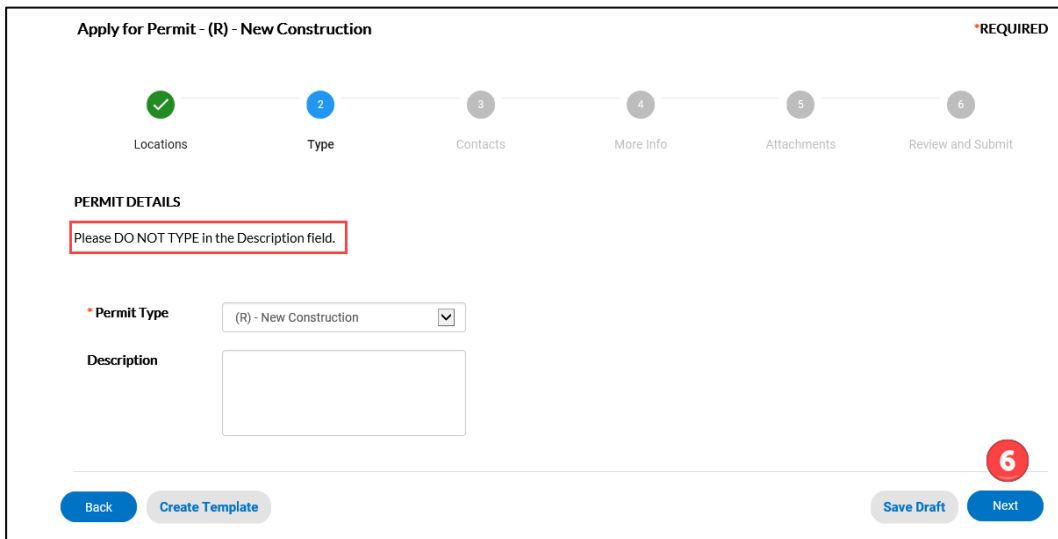
Remove

Add Location

Create Template **Save Draft** **Next**

6. Click **Next**

****On the Permit Type page, IF the Permit Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****



Apply for Permit - (R) - New Construction *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

Please DO NOT TYPE in the Description field.

*** Permit Type** (R) - New Construction ☒

Description

Back **Create Template** **Save Draft** **Next**

- On the Contacts page, the Applicant will automatically be added as the primary contact.
Note: It is HIGHLY recommended that the user read the Contact Instructions found on the Contact page before adding a contact.

Apply for Permit - (R) - New Construction *REQUIRED

Locations ✓ Type ✓ **Contacts** 3 More Info 4 Attachments 5 Review and Submit 6

CONTACTS

CONTACTS INSTRUCTIONS:
PRINCIPAL MASTER (logged-on user):
 The person applying for the permit (logged-on user) is automatically added as a contact type (APPLICANT) to the permit application. If you are the Principal Master (logged-on user) the system will auto-change your contact type from APPLICANT to PRINCIPAL MASTER when application is submitted to the back office. (NOTE: you must add your PROXY(S) as a CONTACT to the application to enable them to schedule an inspection).

To Add Additional Contacts:
 Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Proxy, Plan Submitter, Owner/Tenant, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

PROXY (logged-on user):
 PROXY USERS: You must add your PRINCIPAL MASTER as a CONTACT to the permit application. Otherwise, the permit application will go to HOLD and be CANCELLED.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the permit. All invoices will be available to a guest user (Non-registered user) for payment.

Applicant



Willy Water (You)

14501 Sweitzer Lane, Laurel,
MD, 20707

Applicant ▼

Add Contact

+

7

Back Create Template Save Draft Next

- ☆ **Note: You can add another contact as well. (Please see steps 1-4 to see how to add another contact).**

- To add another contact, click the + sign on the Add Contact card.
- You can add a contact from the list below. In this example, we will select **Principal Master**.

2

ed

- Applicant
- Delete Proxy User
- Engineer
- Geotechnical Engineer
- Other
- Owner/Tenant
- Plans Submitter
- Principal Master**
- Proxy
- Water and Sewer Construction Utility Contractor

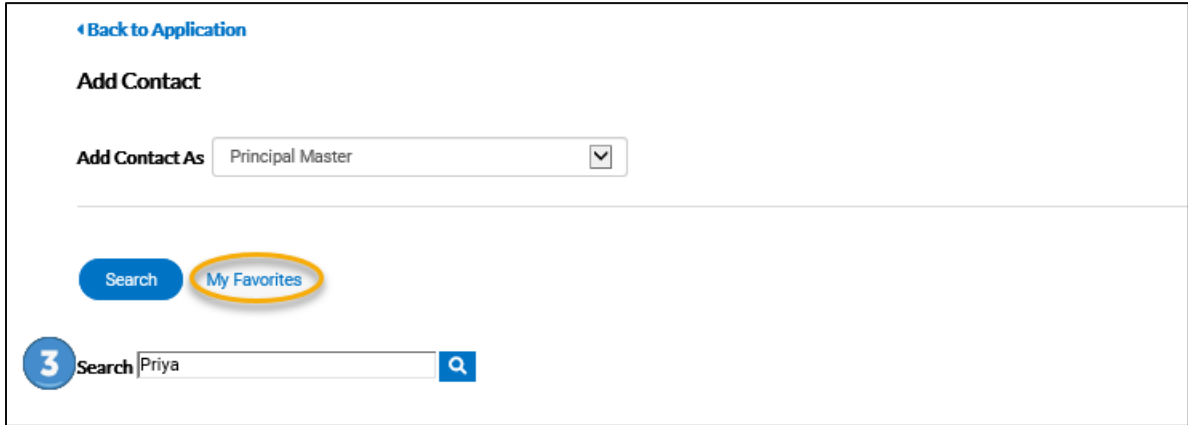
Add Contact

1

+

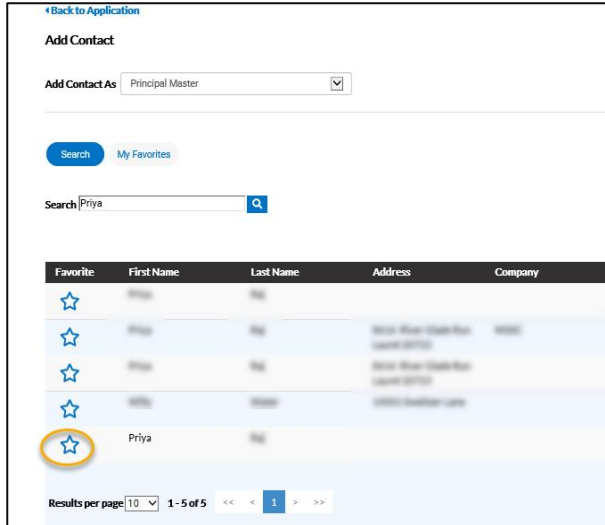
3. Enter the name of the Principal Master (or the Contact Type you selected) in the **Search** textbox.

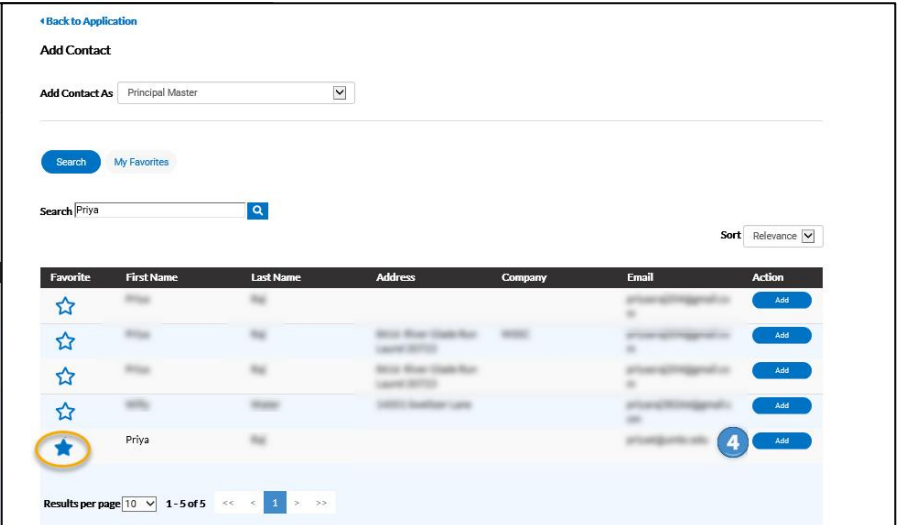
☆ **My Favorites:** The My Favorites option allows you to add a contact that you select often as your favorite contact by simply clicking the ☆ icon.



4. Click **Add** on the contact you would like to add

☆ **My Favorites:** To select a registered user as a favorite, select the ☆ Icon. Once done, the icon will change from no fill ☆ to a blue ★ which lets you know that the contact has been added as your favorite.





8. Enter **Permit Info Section**
9. Enter **Property Info Section**
10. Enter **Property Owner Info Section**
11. Enter **Code Violation Section**
12. Enter **Sewage Pump Info Section**
13. Enter **Additional Info Section**
14. Enter **Fixtures** if necessary (See steps on how to add a fixture).
15. Click **Next**

Note: The fields containing red * asterisks are required fields for data entry.

Apply for Permit - (R) - New Construction
 *REQUIRED

✓

Locations

✓

Type

✓

Contacts

1

More Info

5

Attachments

6

Review and Submit

MORE INFO

Permit Info

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8

*Is this a replacement of an existing structure?
 ☐

Is this a replacement of an existing structure? is required.

*What is the property type code?
 ☐

What is the property type code? is required.

Is this structure a manufactured/modular house (Prefabricated House, Mobile Home)?
 ☐

*Manufactured/Modular House
 ☐

Manufactured/Modular House is required.

*Select proposed water supply type:
 ☐

Select proposed water supply type is required.

*Select proposed sewage disposal type:
 ☐

Select proposed sewage disposal type is required.

Indicate number of new water line entry points (hook-ups). Indicate zero if not applicable

*New Water Line Entry Points
 ☐

New Water Line Entry Points is required.

Indicate number of new building drain (sewer lateral) exit points (hook-ups). Indicate zero if not applicable

*New Building Drain Exit Points
 ☐

New Building Drain Exit Points is required.

*Water Service Pipe Size Installed on Property?
 ☐

Water Service Pipe Size Installed on Property? is required.

*Sewer Service Pipe Size Installed on Property?
 ☐

Sewer Service Pipe Size Installed on Property? is required.

Select a WSSC meter type (if applicable)
 ☐

Requested meter size (if applicable)
 ☐

Indicate the NUMBER OF TOILETS for EACH existing and proposed STRUCTURE for the property. (To indicate a structure with no toilets, enter zero. If a structure is not applicable, enter zero):

*Main House (May include attached garage)
 ☐

Main House (May include attached garage) is required.

Detached Structures:

*Garage

Garage is required.

*Pool House

Pool House is required.

*Guest House

Guest House is required.

*Studio

Studio is required.

*Barn

Barn is required.

Other

Please indicate the ONE structure in which the work described on this permit will be performed. (You must use a separate permit for work in each structure on property)

*ONE structure where work will be performed

ONE structure where work will be performed is required.

*Is this a model home?

Is this a model home? Is required.

Please indicate if an approved SDC Exemption will be applied towards SDC fees for this application.

*SDC Exemption

☐	Affordable Housing
☐	Bio-Tech
☐	Credit Voucher
☐	Elderly Housing
☐	Fixture Credit
☐	Revitalization
☐	Youth Services
☐	N/A

SDC Exemption is required.

Please provide the WSSC billing account number for the main meter serving this property (if not using WSSC system, enter n/a):

*WSSC Billing Account #

WSSC Billing Account # is required.

Or, please provide the WSSC meter identification number and meter manufacturer name for the meter serving this property (if known):

Meter Identification #

Meter Manufacturer

What is the estimated length (in feet) of water service (private pipe on property) to be installed from the water service connection at the property line to the house/building? (Calculate the distance following the actual route the pipe will be laid.) Note: Inaccurate measurement may delay meter installation and result in a costly meter setting conversion. Please ensure the distance measurement is accurate.

Estimated length of laid pipe (in feet)

Acknowledgement: as per the latest provisions of the WSSC Water Plumbing and Fuel Gas Code, it is the plumber/design team/construction team/owner's responsibility to ensure a Booster Pump and/or a Pressure Reducing Valve (PRV) is installed in a structure which requires one or both as determined by the structure elevation and the hydraulic grade information for the property. Also, it is the applicant's responsibility to select a booster pump and/or pressure reducing valve as a plumbing fixture(s) on this application. Please select AGREE to indicate that you have read and understood this acknowledgement.

***Acknowledge Booster Pump/PRV Responsibility**

Acknowledge Booster Pump/PRV Responsibility is required.

Acceptance Affidavit for Small Diameter Water Service Connection - When determining if the existing Water Service Connection and meter size are adequate, WSSC staff ONLY evaluates hydraulic requirements of the plumbing fixtures. Fire protection requirements are not included in this evaluation.

As the applicant, I acknowledge that the design/construction team have determined the Water Service Connection SIZE and the meter SIZE specified on the plumbing permit matches the fire sprinkler design approval by the applicable County or City Fire Official or that a fire sprinkler system is not required by same. Please select AGREE to indicate that you have read and understood the acknowledgement.

***Acknowledge Small Water Connection/Meter Size**

Acknowledge Small Water Connection/Meter Size is required.

As the applicant, I acknowledge that I have informed the owner regarding WSSC 302.6.5 / 604.1.3 and the owner is accepting of the limitations of a small diameter Water Service Connection regarding moderate to heavy simultaneous plumbing fixture use. Please select AGREE to indicate that you have read and understood the acknowledgement.

***Acknowledge Owner Informed of Limitation**

Acknowledge Owner Informed of Limitation is required.

Please Provide Job/Tenant Name

Property Info

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

Please Indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

***Subdivision**

Subdivision is required.

***Parcel #**

Parcel # is required.

***Lot**

Lot is required.

***Block**

Block is required.

Property Owner Info

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

***Owner Name**

Owner Name is required.

***Owner Address**

Owner Address is required.

***Owner City**

Owner City is required.

***Owner State**

Owner State is required.

Code Violation Info

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

Is this Plumbing Permit application the result of a written violation received from a WSSC Code Official?

11

*Violation Received from WSSC Code Official

Violation Received from WSSC Code Official is required.

If yes, what type of violation?

WSSC Violation Tracking #

Sewage Pump Info

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*Please indicate whether any of these apply

Please indicate whether any of these apply is required.

If you selected a grinder pump or a whole building ejector and the property is served by a gravity sewer connection, supporting documentation (such as basement elevation, first floor elevation, grade at sewer exit point, length of pipe run, other critical grade restrictions (such as culverts, pipe crossings, ravines) as well as any other relevant obstructions that should be taken into consideration) is required and must be attached to this application for review and approval. Documentation can be either written or sketched.

Additional Info

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Comments: Describe scope of work to be performed under this permit. (Do not list fixtures here)

13

*Scope of Work

Scope of Work is required.

Fixtures

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PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
Fixture								
Basement								
Floor 1		1						
Floor 2			3					
Floor 3				3				
Floor 4								
Floor 5								
Total Proposed								
Total Existing								

[Save](#) [Cancel](#)

[Back](#) [Create Template](#)

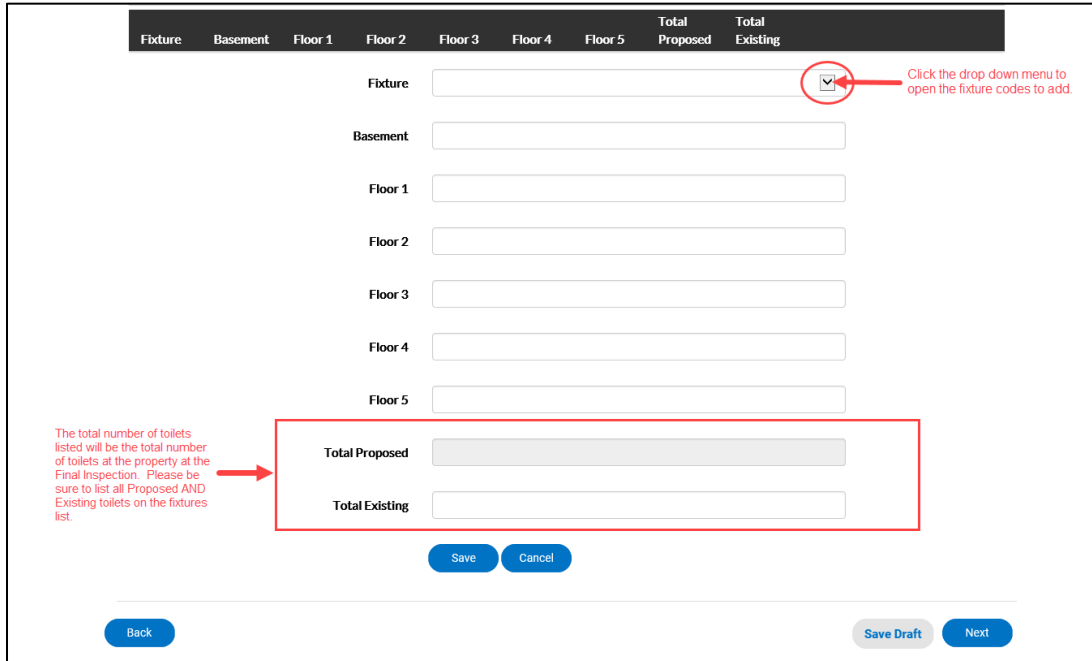
[Save Draft](#) [Next](#)

15

Please see the below steps on how to add a fixture (if necessary).

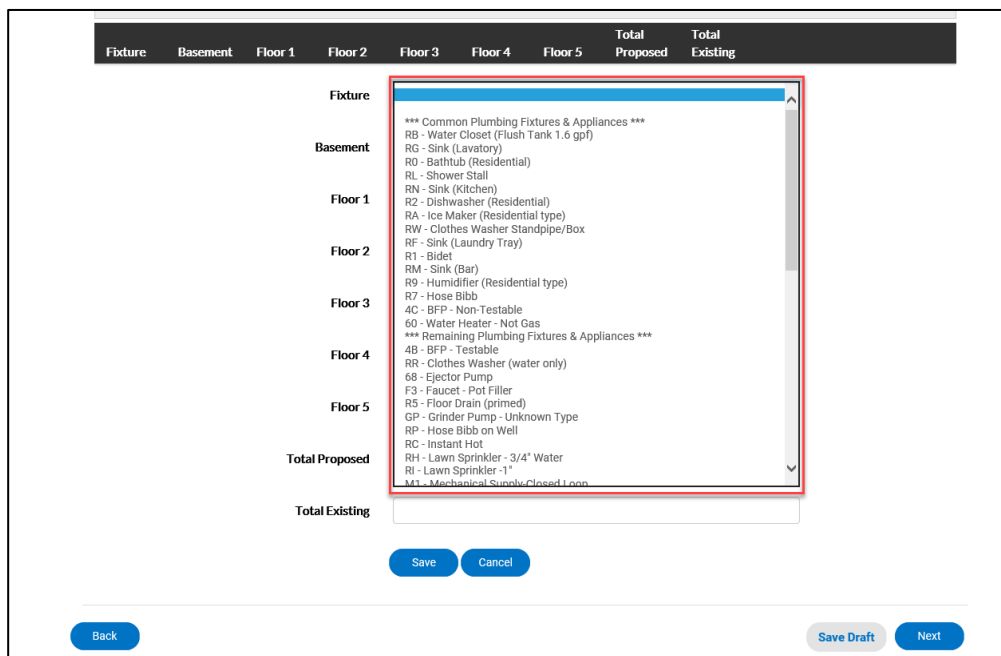
Note: To add fixture(s), click on the **+ Add Row** button and the below entry for fixtures will appear. You can click on the dropdown  next to Fixture to choose which fixture you would like to add. Once done so, you will be able to enter the number of that specific fixture needed for each floor. Click **Save** at the bottom of the page.

Note: The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list.



The screenshot shows a form with columns for Fixture, Basement, Floor 1, Floor 2, Floor 3, Floor 4, Floor 5, Total Proposed, and Total Existing. A red circle highlights the dropdown arrow next to the Fixture field with the text: "Click the drop down menu to open the fixture codes to add." A red box highlights the Total Proposed and Total Existing fields with the text: "The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list." The form includes Save, Cancel, Back, Save Draft, and Next buttons.

→ You can select any fixture type from the menu and it will be added to the respective row/floor that you added the fixture to.



The screenshot shows the fixture selection dropdown menu. The menu lists various plumbing fixtures and appliances, including: RB - Water Closet (Flush Tank 1.6 gpf), RG - Sink (Lavatory), R0 - Bathtub (Residential), RL - Shower Stall, RN - Sink (Kitchen), R2 - Dishwasher (Residential), RA - Ice Maker (Residential type), RW - Clothes Washer Standpipe/Box, RF - Sink (Laundry Tray), R1 - Bidet, RM - Sink (Bar), R9 - Humidifier (Residential type), R7 - Hose Bibb, 4C - BFP - Non-Testable, 60 - Water Heater - Not Gas, 4B - BFP - Testable, RR - Clothes Washer (water only), 68 - Ejector Pump, F3 - Faucet - Pot Filler, R5 - Floor Drain (primed), GP - Grinder Pump - Unknown Type, RP - Hose Bibb on Well, RC - Instant Hot, RH - Lawn Sprinkler - 3/4" Water, RI - Lawn Sprinkler - 1", and M1 - Mechanical Supply/Closed Loop. The menu is highlighted with a red box.

→ Once selected, Click **Save**.

Fixture

RG - Sink (Lavatory) 

Basement

Floor 1

Floor 2

Floor 3

Floor 4

Floor 5

Total Proposed

Total Existing

Save

Cancel

→ The fixtures and their respective types will appear based on the count and floors selected.

Fixtures

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

PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details									+ Add Row	
Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing		
RG - Sink (Lavatory)	1	1	1							
8D - Gas - Water Heater under 200K		1								
RL - Shower Stall	1	1	1							
RN - Sink (Kitchen)	1	1								

Back

Save Draft

Next

16. **Optional:** You are able to add an attachment if necessary.

Apply for Permit - (R) - New Construction

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

REQUIRED

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

click or drag files

Add Attachment

16

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

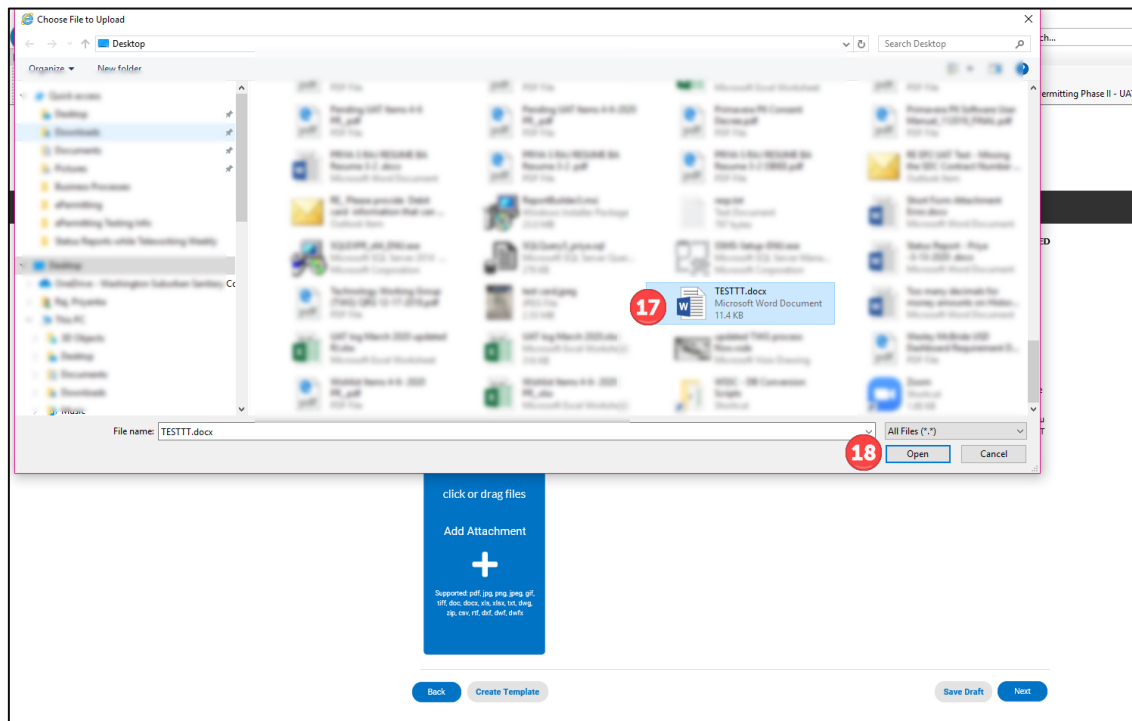
Create Template

Save Draft

Next

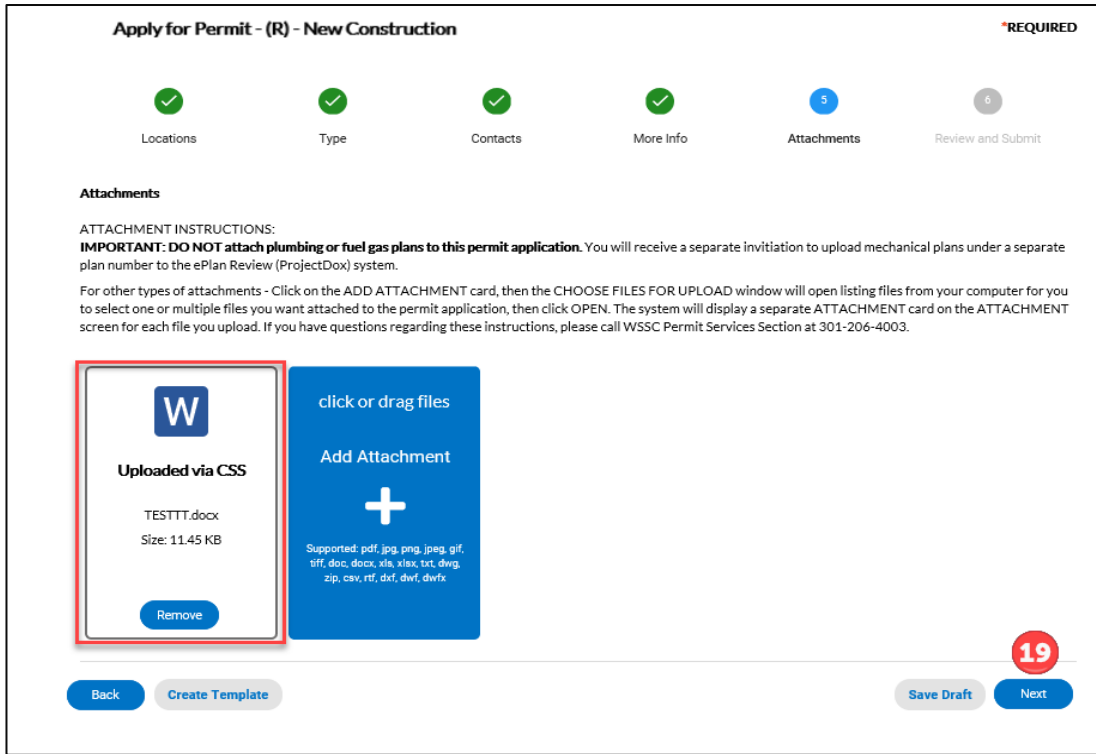
17. You will be prompted to find the attachment you would like to add in support of your application.

18. Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

19. Click **Next**



Apply for Permit - (R) - New Construction *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:
IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.
 For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.


Uploaded via CSS
 TESTTT.docx
 Size: 11.45 KB
 Remove

click or drag files
Add Attachment

 Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

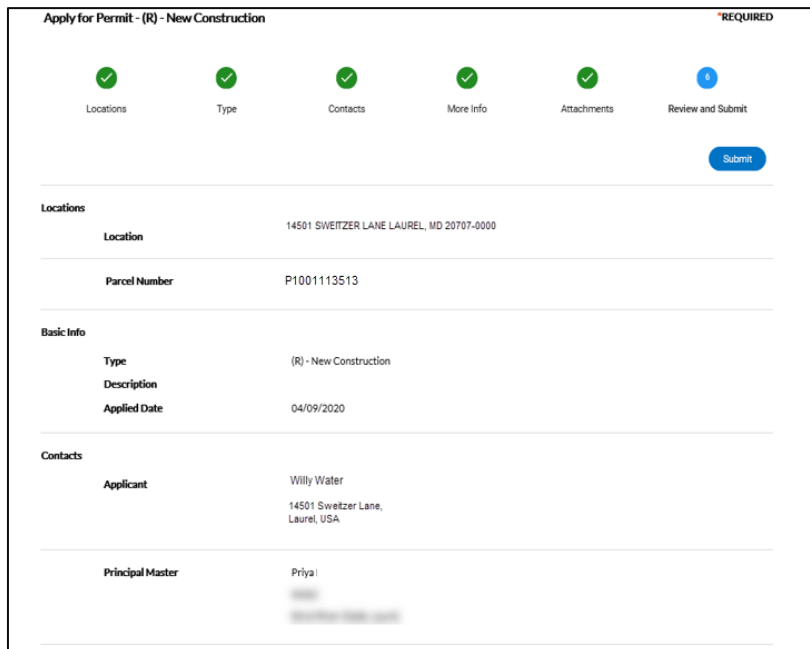
Back Create Template Save Draft **Next**

19

20. Please verify that all the information is correct before you click Submit. Click **Submit**.

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.



Apply for Permit - (R) - New Construction *REQUIRED

Locations Type Contacts More Info Attachments **Review and Submit**

Submit

Locations

Location 14501 SWEITZER LANE LAUREL, MD 20707-0000

Parcel Number P1001113513

Basic Info

Type ((R) - New Construction)

Description

Applied Date 04/09/2020

Contacts

Applicant Willy Water
14501 Sweitzer Lane,
Laurel, USA

Principal Master Priya

More Info

Permit Info

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Is this a replacement of an existing structure? No

What is the property type code? 01 - Single-Family Dwelling

Is this structure a manufactured/modular house (Prefabricated House, Mobile Home)?

Manufactured/Modular House Yes

Select proposed water supply type Private Well

Select proposed sewage disposal type WSSC Sewer

Indicate number of new water line entry points (hook-ups). Indicate zero if not applicable

New Water Line Entry Points 2

Indicate number of new building drain (sewer lateral) exit points (hook-ups). Indicate zero if not applicable

New Building Drain Exit Points 4

Water Service Pipe Size Installed on Property? 1"

Sewer Service Pipe Size Installed on Property? 4" Gravity

Select a WSSC meter type (if applicable)

Requested meter size (if applicable)

Indicate the NUMBER OF TOILETS for EACH existing and proposed STRUCTURE for the property. (To indicate a structure with no toilets, enter zero. If a structure is not applicable, enter zero):

Main House (May include attached garage) 4

Detached Structures:

Garage 0

Pool House 1

Guest House 1

Studio 1

Barn 0

Other

Please indicate the ONE structure in which the work described on this permit will be performed: (You must use a separate permit for work in each structure on property)

ONE structure where work will be performed Guest House

Is this a model home? No

Please indicate if an approved SDC Exemption will be applied towards SDC fees for this application.

SDC Exemption

☐	Affordable Housing
☐	Bio-Tech
☐	Credit Voucher
☐	Elderly Housing
☐	Fixture Credit
☐	Revitalization
☐	Youth Services
☒	N/A

Please provide the WSSC billing account number for the main meter serving this property (if not using WSSC system, enter n/a):

WSSC Billing Account # 123456

Or, please provide the WSSC meter identification number and meter manufacturer name for the meter serving this property (if known):

Meter Identification #

Meter Manufacturer

What is the estimated length (in feet) of water service (private pipe on property) to be installed from the water service connection at the property line to the house/building? (Calculate the distance following the actual route the pipe will be laid.) Note: Inaccurate measurement may delay meter installation and result in a costly meter setting conversion. Please ensure the distance measurement is accurate.

Estimated length of laid pipe (in feet)

Acknowledgement: as per the latest provisions of the WSSC Water Plumbing and Fuel Gas Code, it is the plumber/design team/construction team/owner's responsibility to ensure a Booster Pump and/or a Pressure Reducing Valve (PRV) is installed in a structure which requires one or both as determined by the structure elevation and the hydraulic grade information for the property. Also, it is the applicant's responsibility to select a booster pump and/or pressure reducing valve as a plumbing fixture(s) on this application. Please select AGREE to indicate that you have read and understood this acknowledgement.

Acknowledge Booster Pump/PRV Responsibility AGREE

Acceptance Affidavit for Small Diameter Water Service Connection - When determining if the existing Water Service Connection and meter size are adequate, WSSC staff ONLY evaluates hydraulic requirements of the plumbing fixtures. Fire protection requirements are not included in this evaluation.

As the applicant, I acknowledge that the design/construction team have determined the Water Service Connection SIZE and the meter SIZE specified on the plumbing permit matches the fire sprinkler design approval by the applicable County or City Fire Official or that a fire sprinkler system is not required by same. Please select AGREE to indicate that you have read and understood the acknowledgement.

Acknowledge Small Water Connection/Meter Size AGREE

As the applicant, I acknowledge that I have informed the owner regarding WSSC 302.6.5 / 604.1.3 and the owner is accepting of the limitations of a small diameter Water Service Connection regarding moderate to heavy simultaneous plumbing fixture use. Please select AGREE to indicate that you have read and understood the acknowledgement.

Acknowledge Owner Informed of Limitation AGREE

Please Provide Job/Tenant Name

Property Info

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

Please Indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

Subdivision 2
Parcel # 2655425
Lot 2
Block 2

Property Owner Info

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Owner Name Willy Water
Owner Address 14501 Sweitzer Lane
Owner City Laurel
Owner State MD-Maryland
Owner Zip 20707
Owner Telephone # 5555555555
Owner E-Mail willywater@wsscwater.com

Code Violation Info

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Is this Plumbing Permit application the result of a written violation received from a WSSC Code Official?

Violation Received from WSSC Code Official No

If yes, what type of violation?

WSSC Violation Tracking #

Sewage Pump Info

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Please indicate whether any of these apply Grinder Pump (serving whole house)

If you selected a grinder pump or a whole building ejector and the property is served by a gravity sewer connection, supporting documentation (such as basement elevation, first floor elevation, grade at sewer exit point, length of pipe run, other critical grade restrictions (such as culverts, pipe crossings, ravines) as well as any other relevant obstructions that should be taken into consideration) is required and must be attached to this application for review and approval. Documentation can be either written or sketched.

Additional Info

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Comments: Describe scope of work to be performed under this permit. (Do not list fixtures here)

Scope of Work test

Fixtures
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PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details
+ Add Row

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing	
RG - Sink (Lavatory)	1	1	1						
8D - Gas - Water Heater under 200K		1							
RL - Shower Stall	1	1	1						
RN - Sink (Kitchen)	1	1							

Back

Save Draft
Next

21. Click [Continue to Permit](#).

✔ Your permit was successfully created!

Success!

Continue to permit
21

Fees

\$0.00

View Details
Add to Cart

22. Congratulations! You have successfully created a [Residential New Construction Permit](#).

Permit Number: PFG-1289279-2020

22
✔

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)
▼

Type: (R) - New Construction
Status: New/Pending
Project Name:

Summary
Locations
Fees
Reviews
Inspections
Attachments
Contacts
Sub-Records
Holds
Meetings
More Info

Progress

0%

Completed

In Progress

Not Started

Fees

\$0.00

View Details
Add to Cart

Workflow

- ☐ Perform Application Validation
- ☐ Email Applicant - Cancel Permit (DSG)
- ☐ Email Applicant - Correspondence (DSG)
- ☐ Email Applicant - Permit Amendment Correspondence
- ☐ RSG Application Review
- ☐ Email Applicant - Amendment Correspondence (RSG)
- ☐ Email Applicant - Cancel Permit (RSG)
- ☐ Email Applicant - Correspondence (RSG)
- ☐ Assess Fees

Available Actions

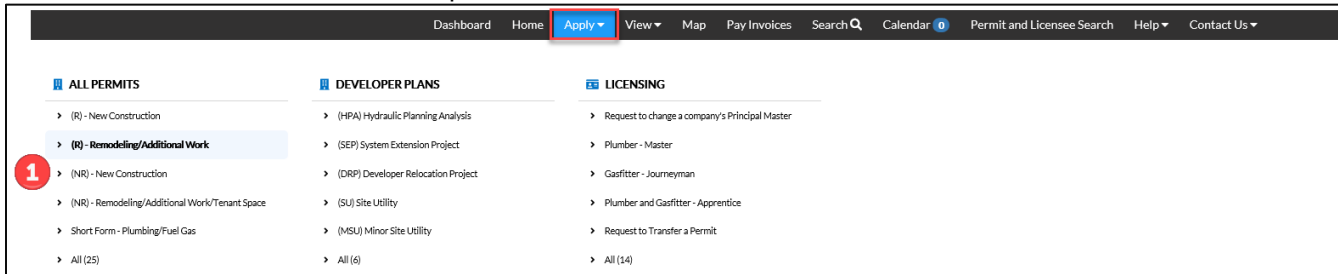
i

No Actions

3. Applying for a Non-Residential New Construction Long Form Permit

To log into CSS, please see [Section 2: Logging into your CSS Account](#).

1. Click **Apply** on the permit for which you would like to apply. In this example, we will apply for a **Non-Residential New Construction** permit.



2. Click the **+** sign to Add a specific location.
Note: It is HIGHLY recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common permit you find yourself applying for, you can create a template that will be saved each time you create this specific type of permit.

☆ **Save Draft:** If you are not quite finished, but need to step away, you are able to simply click the Save Draft button and you will be able to revisit this permit later.

Apply for Permit - (NR) - New Construction

REQUIRED

1

2

3

4

5

6

Locations
Type
Contacts
More Info
Attachments
Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Search Instructions when Actual Jobsite Address Available:

Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available - Using a Nearby Address:

If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Location
Add Location
2
+
REQUIRED

Create Template

Save Draft

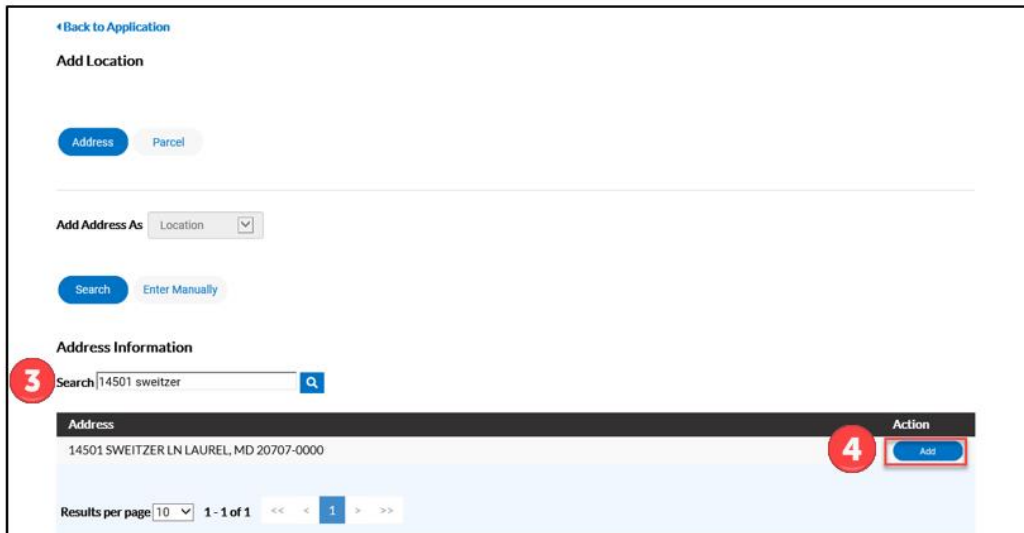
Next

3. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.')
4. Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

Note: It is recommended the user provide just the street number and name (please do not search by the street type).

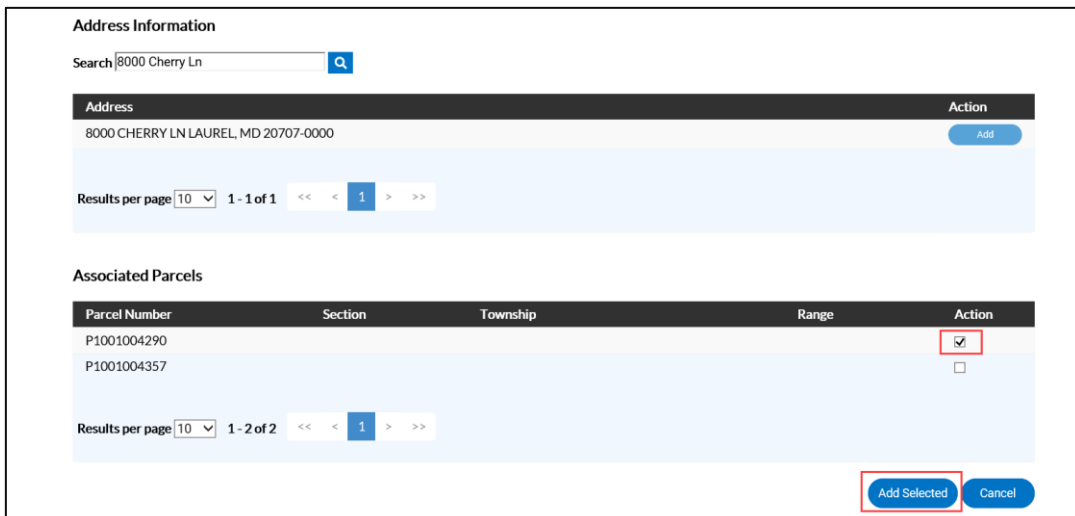


[Back to Application](#)
Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
Address Information
 3 Search 14501 sweitzer

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	4 Add

 Results per page 10 1 - 1 of 1

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information
 Search 8000 Cherry Ln

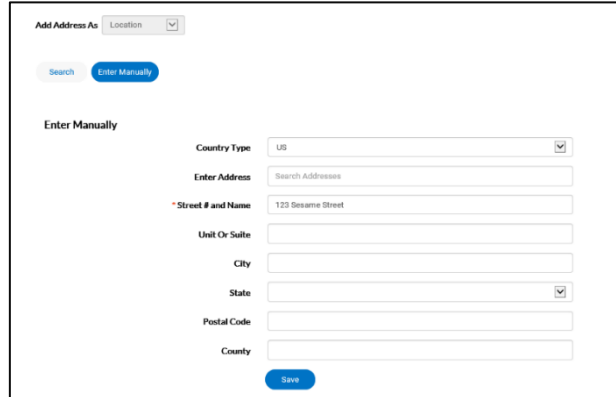
Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	Add

 Results per page 10 1 - 1 of 1
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

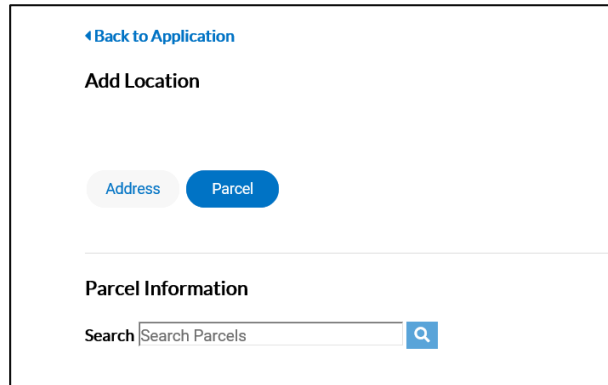
 Results per page 10 1 - 2 of 2
 Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Address As" with a dropdown menu set to "Location". Below this are two buttons: "Search" and "Enter Manually". The "Enter Manually" section contains several input fields: "Country Type" (a dropdown menu with "US" selected), "Enter Address" (a text box with "Search Addresses" as a placeholder), "* Street # and Name" (a text box with "123 Sesame Street" as a placeholder), "Unit Or Suite" (a text box), "City" (a text box), "State" (a dropdown menu with a checkmark), "Postal Code" (a text box), and "Country" (a text box). A "Save" button is located at the bottom right of the form.

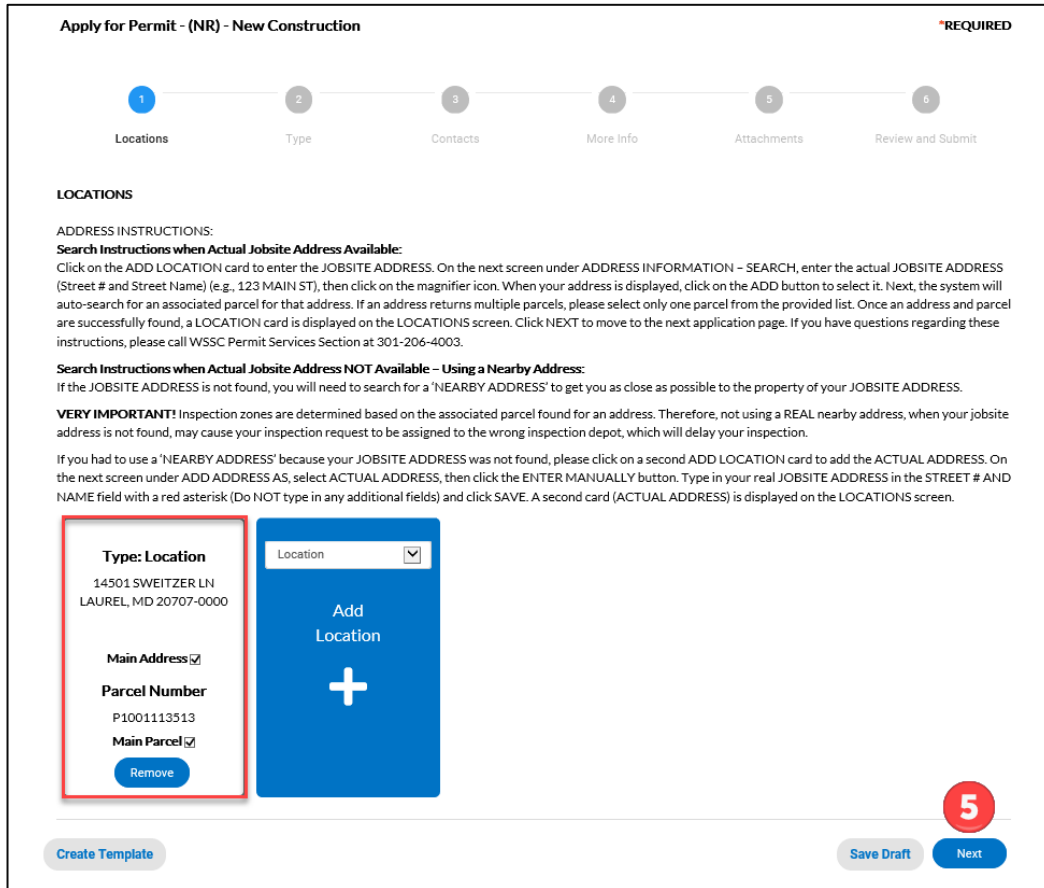
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Location". At the top left is a link "Back to Application". Below the title are two buttons: "Address" and "Parcel". The "Parcel" button is highlighted. Below the buttons is a section titled "Parcel Information" which contains a "Search" label, a text box with "Search Parcels" as a placeholder, and a magnifying glass icon.

You will see the Location has successfully been added. You are able to add more than one location, if needed.

5. Click **Next**



Apply for Permit - (NR) - New Construction *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:
Search Instructions when Actual Jobsite Address Available:
 Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available - Using a Nearby Address:
 If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Type: Location
 14501 SWEITZER LN
 LAUREL, MD 20707-0000

Main Address ☒
Parcel Number
 P1001113513
Main Parcel ☒

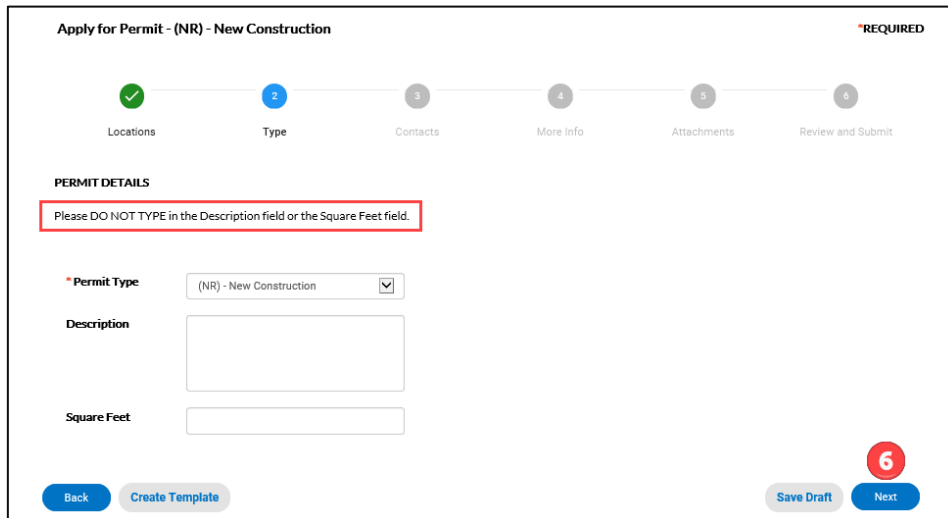
Add Location

Remove

Create Template **Save Draft** **Next**

6. Click **Next**

****On the Permit Type page, IF the Permit Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION OR THE SQUARE FEET FIELD.****



Apply for Permit - (NR) - New Construction *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

Please DO NOT TYPE in the Description field or the Square Feet field.

***Permit Type** (NR) - New Construction

Description

Square Feet

Back **Create Template** **Save Draft** **Next**

7. On the Contacts page, the Applicant will automatically be added as the primary contact.
Note: It is HIGHLY recommended that the user read the Contact Instructions found on the Contact page before adding a contact.

Apply for Permit - (NR) - New Construction

***REQUIRED**



CONTACTS

CONTACTS INSTRUCTIONS:

PRINCIPAL MASTER (logged-on user):
 The person applying for the permit (logged-on user) is automatically added as a contact type (APPLICANT) to the permit application. If you are the Principal Master (logged-on user) the system will auto-change your contact type from APPLICANT to PRINCIPAL MASTER when application is submitted to the back office. (NOTE: you must add your PROXY(S) as a CONTACT to the application to enable them to schedule an inspection).

PROXY (logged-on user):
 PROXY USERS: You must add your PRINCIPAL MASTER as a CONTACT to the permit application. Otherwise, the permit application will go to HOLD and be CANCELLED.

MECHANICAL ENGINEER or ARCHITECT (logged-on user):
 The person applying for the permit is only allowed to submit a non-residential long-form permit application for purpose of initiating the ePlans Review process. This permit will not be invoiced and issued until a PRINCIPAL MASTER is added later via a REQUEST. This logged-on user will be added as the APPLICANT. In order to facilitate ePlans Review submittal (upload of plans), you must also follow instructions below to add yourself again, or another person, as the contact type: PLANS SUBMITTER.

To Add Additional Contacts:
 Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Proxy, Plan Submitter, Owner/Tenant, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the permit. All invoices will be available to a guest user (Non-registered user) for payment.

Applicant



Willy Water (You)

14501 Sweitzer Lane

Applicant ☐

Add Contact



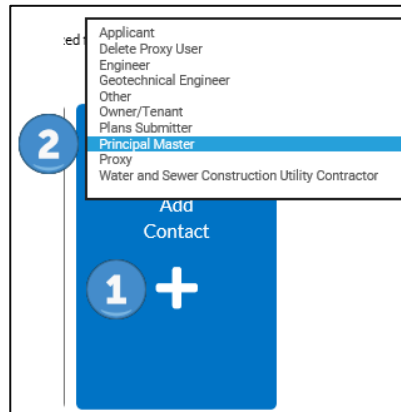
[Back](#)
[Create Template](#)

7

[Save Draft](#)
[Next](#)

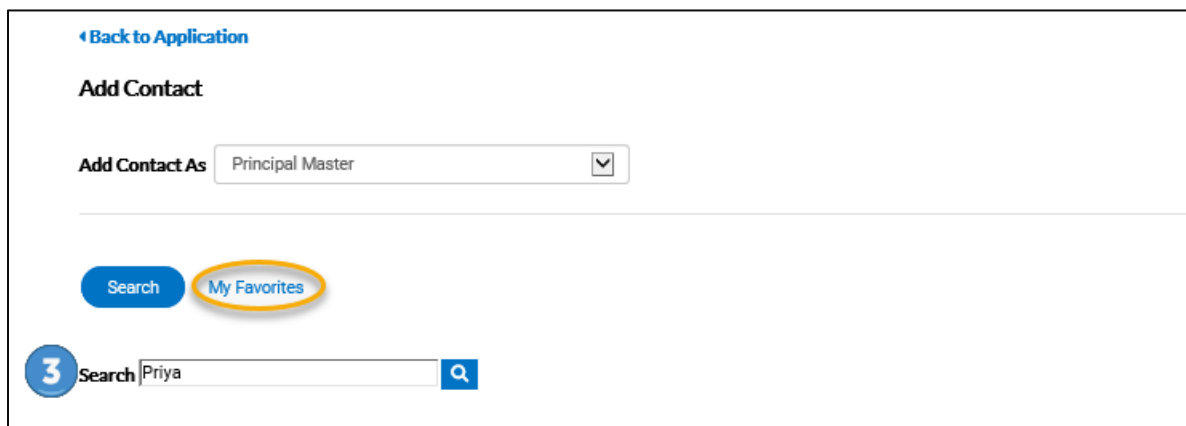
☆ **Note:** You can add another contact as well. (Please see steps 1-4 to see how to add another contact).

1. To add another contact, click the + sign on the Add Contact card.
2. You can add a contact from the list below. In this example, we will select **Principal Master**.



3. Enter the name of the Principal Master (or the Contact Type you selected) in the **Search** textbox.

☆ **My Favorites:** The My Favorites option allows you to add a contact that you select often as your favorite contact by simply clicking the ☆ icon.



4. Click **Add** on the contact you would like to add

- ☆ **My Favorites:** To select a registered user as a favorite, select the ☆ icon. Once done, the icon will change from no fill ☆ to a blue ★ which lets you know that the contact has been added as your favorite.

[Back to Application](#)

Add Contact

Add Contact As Principal Master

Search

My Favorites

Search

Favorite	First Name	Last Name	Address	Company
☆	Wissa	Ng		
☆	Wissa	Ng	WSSC Water (State Res. Level) (2015)	WSSC
☆	Wissa	Ng	WSSC Water (State Res. Level) (2015)	WSSC
☆	Wissa	Ng	WSSC Water (State Res. Level) (2015)	WSSC
★	Priya	Ng		

Results per page 10 1 - 5 of 5

[Back to Application](#)

Add Contact

Add Contact As Principal Master

Search

My Favorites

Search

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Wissa	Ng			prince@wsscwater.com	Add
☆	Wissa	Ng	WSSC Water (State Res. Level) (2015)	WSSC	prince@wsscwater.com	Add
☆	Wissa	Ng	WSSC Water (State Res. Level) (2015)	WSSC	prince@wsscwater.com	Add
☆	Wissa	Ng	WSSC Water (State Res. Level) (2015)	WSSC	prince@wsscwater.com	Add
★	Priya	Ng			prince@wsscwater.com	Add

Results per page 10 1 - 5 of 5

Please indicate if an approved SDC Exemption will be applied towards SDC fees for this application.

*SDC Exemption

☐	Affordable Housing
☐	Bio-Tech
☐	Credit Voucher
☐	Elderly Housing
☐	Fixture Credit
☐	Revitalization
☐	Youth Services
☐	N/A

SDC Exemption is required.

Please provide the WSSC Site Utility (SU) or Minor Site Utility (MSU) number assigned to your site utility plan submittal if the water or sewer pipe sizes meet the following requirements: 1) If the water pipe size is greater than or equal 4 inches; or 2) If the sewer pipe size is greater than 4 inches for gravity sewer; 3) For any size pressure sewer pipe for a non-residential building. A site utility plan submittal is required before a permit can be issued.

SU or MSU #

SU or MSU Project Name

Please provide the WSSC billing account number for the main meter serving this property (if not using WSSC system, enter n/a):

*WSSC Billing Account #

WSSC Billing Account # is required.

Or, please provide the WSSC meter identification number and meter manufacturer name for the meter serving this property (if known):

Meter Identification #

Meter Manufacturer

Acknowledgement: as per the latest provisions of the WSSC Plumbing and Fuel Gas Code, it is the plumber/design team/construction team/owner's responsibility to ensure a Booster Pump and/or a Pressure Reducing Valve (PRV) is installed in a structure which requires one or both as determined by the structure elevation and the hydraulic grade information for the property. Also, it is the applicant's responsibility to select a booster pump and/or pressure reducing valve as a plumbing fixture(s) on this application. Please select AGREE to indicate that you have read and understood this acknowledgement.

*Acknowledge Booster Pump/PRV Responsibility

Acknowledge Booster Pump/PRV Responsibility is required.

Does this plumbing permit application pertain to an existing project for which you previously submitted plumbing/gas plans? If so, enter your WSSC Plumbing/Fuel Gas Plan Review #

WSSC Plumbing/Fuel Gas Plan Review #

Are there other permits associated with this plumbing/fuel gas plan that you will be submitting at this time? If yes, enter the total number. If no, enter zero.

Total # of Associated Permits

Who is installing the water and sewer between the property line and the building?

*Installed by

Installed by is required.

Please Provide Job/Tenant Name

Property Info

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

Please Indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

9

*Subdivision

Subdivision is required.

*Parcel #

Parcel # is required.

*Lot

Lot is required.

*Block

Block is required.

Building #

Building Name

Property Owner Info

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

*Owner Name

Owner Name is required.

*Owner Address

Owner Address is required.

*Owner City

Owner City is required.

*Owner State

Owner State is required.

*Owner Zip

Owner Zip is required.

*Owner Telephone #

Owner Telephone # is required.

*Owner E-Mail

Owner E-Mail is required.

Code Violation Info

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

Is this Plumbing Permit application the result of a written violation received from a WSSC Code Official?

10

***Violation Received from WSSC Code Official**

☐

Violation Received from WSSC Code Official is required.

If yes, what type of violation?

WSSC Violation Tracking #

Sewage Pump Info

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

11

***Please indicate whether any of these apply**

☐

Please indicate whether any of these apply is required.

If you selected a grinder pump or a whole building ejector and the property is served by a gravity sewer connection, supporting documentation (such as basement elevation, first floor elevation, grade at sewer exit point, length of pipe run, other critical grade restrictions (such as culverts, pipe crossings, ravines) as well as any other relevant obstructions that should be taken into consideration) is required and must be attached to this application for review and approval. Documentation can be either written or sketched.

Additional Info

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

Comments: Describe scope of work to be performed under this permit. (Do not list fixtures here)

12

***Scope of Work**

Scope of Work is required.

Fixtures

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13

PROPOSED Fixture Selection - Bsmt - FL10 (Non-Res) Details

+ Add Row

Fixture	Basement	FL1	FL2	FL3	FL4	FL5	FL6	FL7	FL8	FL9	FL10	Total Proposed	Total Existing
		1	1	1									

PROPOSED Fixture Selection - FL11 - FL20 (Non-Res) Details

+ Add Row

Fixture	FL11	FL12	FL13	FL14	FL15	FL16	FL17	FL18	FL19	FL20	Total Proposed	Total Existing

PROPOSED Fixture Selection - FL21 - FL30 (Non-Res) Details

+ Add Row

Fixture	FL21	FL22	FL23	FL24	FL25	FL26	FL27	FL28	FL29	FL30	Total Proposed	Total Existing

[Back](#)

[Create Template](#)

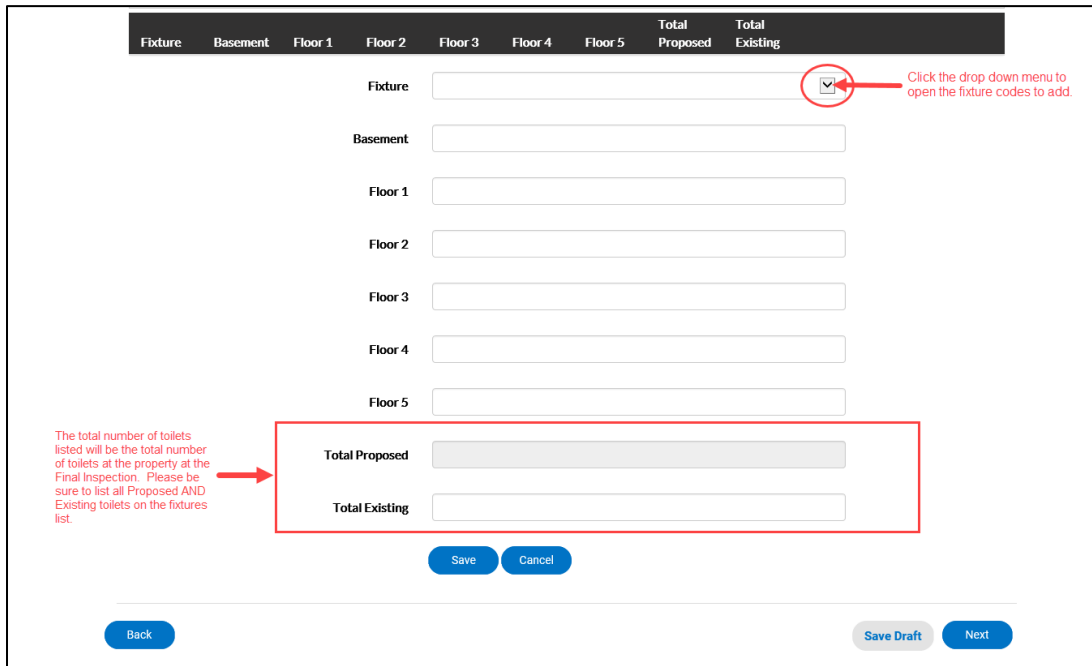
[Save Draft](#)

[Next](#)

Note: To add fixture(s), click on the **+ Add Row** button and the below entry for fixtures will appear. You can click on the dropdown  next to Fixture to choose which fixture you would like to add. Once done so, you will be able to enter the number of that specific fixture needed for each floor. Click **Save** at the bottom of the page.

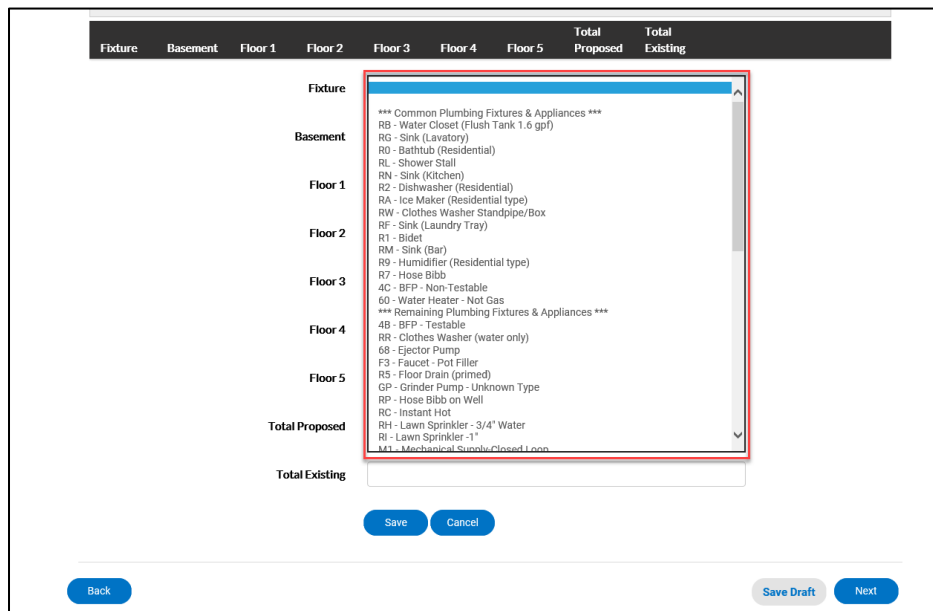
Note: The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list.

→ Select the drop-down menu to open the fixture codes to add.



The screenshot shows a form with columns for Fixture, Basement, Floor 1, Floor 2, Floor 3, Floor 4, Floor 5, Total Proposed, and Total Existing. A red circle highlights the dropdown arrow next to the Fixture label with the text: "Click the drop down menu to open the fixture codes to add." A red box highlights the Total Proposed and Total Existing input fields with the text: "The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list." Buttons for Back, Save, Cancel, Save Draft, and Next are visible at the bottom.

→ You can select any fixture type from the menu and it will be added to the respective row/floor that you added the fixture to.



The screenshot shows the fixture selection dropdown menu open, displaying a list of fixture codes and descriptions. The list includes:

- *** Common Plumbing Fixtures & Appliances ***
- RB - Water Closet (Flush Tank 1.6 gpf)
- RG - Sink (Lavatory)
- R0 - Bathtub (Residential)
- RL - Shower Stall
- RN - Sink (Kitchen)
- R2 - Dishwasher (Residential)
- RA - Ice Maker (Residential type)
- RW - Clothes Washer Standpipe/Box
- RF - Sink (Laundry Tray)
- R1 - Bidet
- RM - Sink (Bar)
- R9 - Humidifier (Residential type)
- R7 - Hose Bibb
- 4C - BFP - Non-Testable
- 60 - Water Heater - Not Gas
- *** Remaining Plumbing Fixtures & Appliances ***
- 4B - BFP - Testable
- RR - Clothes Washer (water only)
- 68 - Ejector Pump
- F3 - Faucet - Pot Filler
- R5 - Floor Drain (primed)
- GP - Grinder Pump - Unknown Type
- RP - Hose Bibb on Well
- RC - Instant Hot
- RH - Lawn Sprinkler - 3/4" Water
- RI - Lawn Sprinkler - 1"
- MT - Mechanical Supply/Closed Loop

 Buttons for Back, Save, Cancel, Save Draft, and Next are visible at the bottom.

→ Once selected, Click **Save**.

Fixture

RG - Sink (Lavatory)

Basement

Floor 1

1

Floor 2

1

Floor 3

1

Floor 4

Floor 5

Total Proposed

Total Existing

Save

Cancel

→ Your fixtures have successfully been added. Click **Next**.

Fixtures

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

PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details

+ Add Row

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing	
RG - Sink (Lavatory)	1	1	1						
8D - Gas - Water Heater under 200K		1							
RL - Shower Stall	1	1	1						
RN - Sink (Kitchen)	1	1							

Back

Save Draft

Next

14. **Optional:** You are able to add an attachment if necessary.

Apply for Permit - (NR) - New Construction

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

REQUIRED

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

click or drag files

Add Attachment

14

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

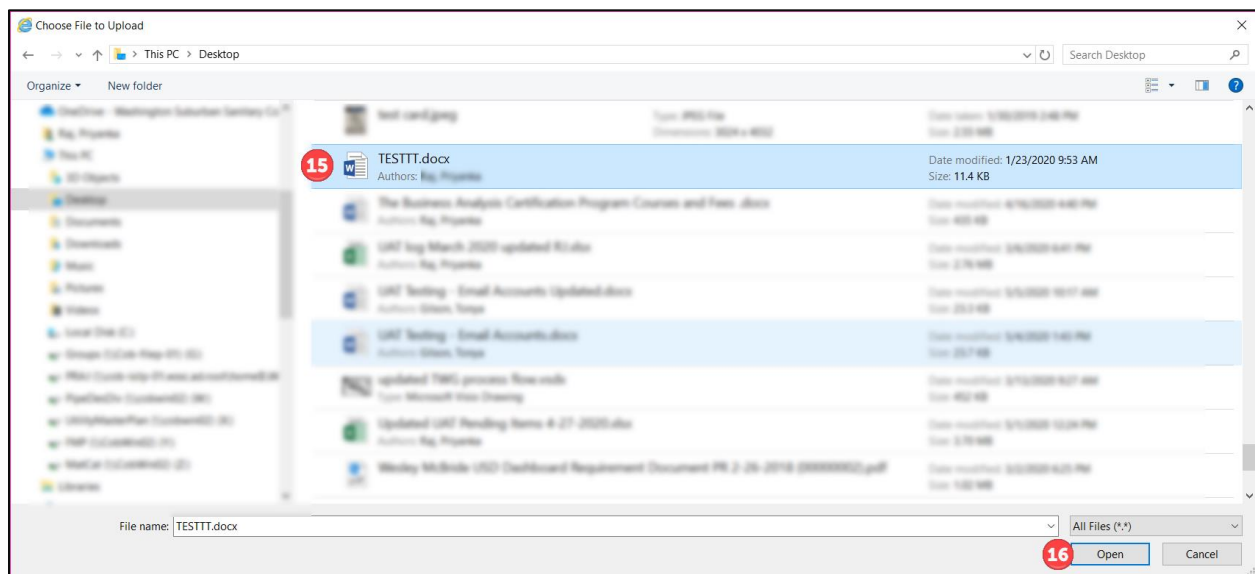
Back

Create Template

Save Draft

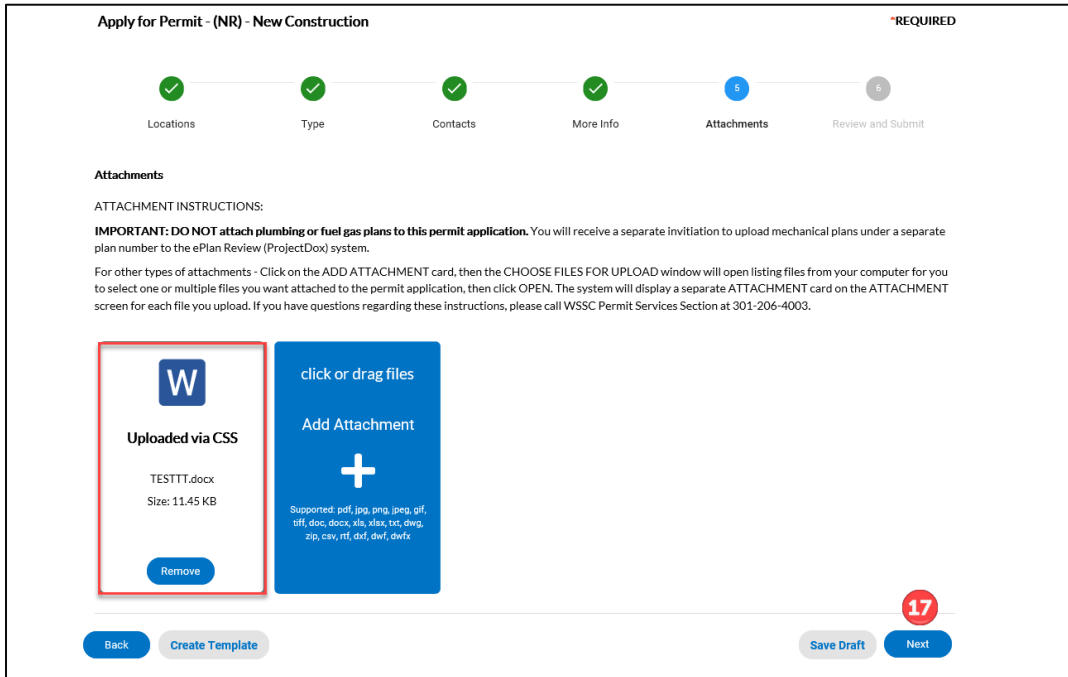
Next

15. You will be prompted to find the attachment you would like to add in support of your application.
16. Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

17. Click **Next**



Apply for Permit - (NR) - New Construction *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.


Uploaded via CSS
 TESTTT.docx
 Size: 11.45 KB
 Remove

click or drag files
Add Attachment

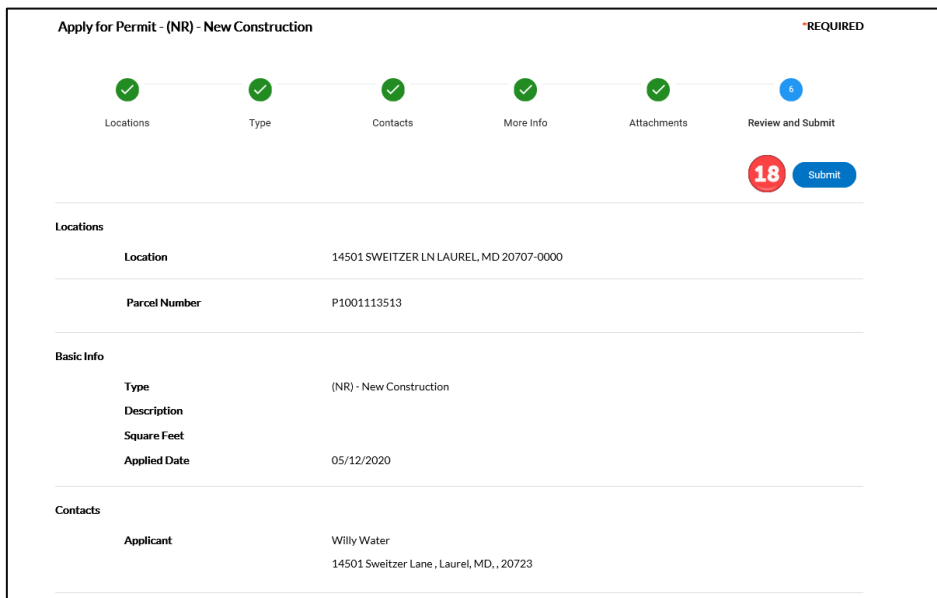
 Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

Back Create Template Save Draft **Next** 17

18. Verify that all of the information is correct then click **Submit**.

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using   , otherwise the information you entered could be lost. You should only use the back button provided on the application page.



Apply for Permit - (NR) - New Construction *REQUIRED

Locations Type Contacts More Info Attachments **Review and Submit**

Locations

Location 14501 SWEITZER LN LAUREL, MD 20707-0000

Parcel Number P1001113513

Basic Info

Type (NR) - New Construction

Description

Square Feet

Applied Date 05/12/2020

Contacts

Applicant Willy Water
14501 Sweitzer Lane, Laurel, MD, , 20723

Submit 18

19. Click [Continue to Permit](#).

 **Your permit was successfully created!**
 Success!
[Continue to permit](#)
19

Fees

\$0.00

[View Details](#)
[Add to Cart](#)

20. Congratulations! You have successfully created a Residential New Construction Permit.

Permit Number: PFG-1289392-2020

20


[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: (NR) - New Construction

Status: New/Pending

Project Name:

[Summary](#)
[Locations](#)
[Fees](#)
[Reviews](#)
[Inspections](#)
[Attachments](#)
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[Holds](#)
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Progress

0% Completed

 Completed
 In Progress
 Not Started

Fees

\$0.00

[View Details](#)
[Add to Cart](#)

Workflow

- ☐ Perform Application Validation
- ☐ Email Applicant - Cancel Permit (DSG)
- ☐ Email Applicant - Correspondence (DSG)
- ☐ Email Applicant - Permit Amendment Correspondence
- ☐ RSG Application Review
- ☐ Plumbing / Fuel Gas Permit Plan Review
- ☐ Email Applicant - Cancel Permit (RSG)
- ☐ Email Applicant - Correspondence (RSG)
- ☐ Email Applicant - Amendment Correspondence (RSG)

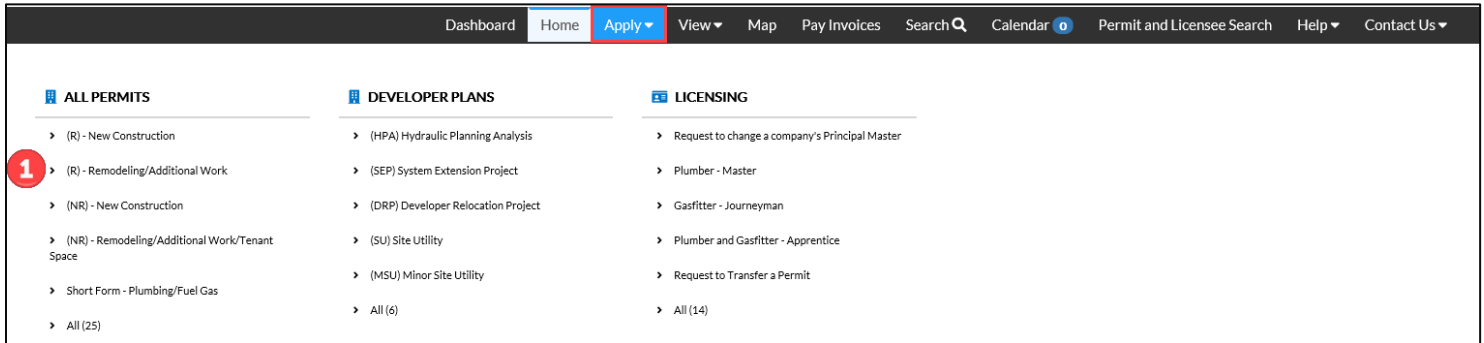
Available Actions

 No Actions

21. Applying for Residential Remodeling/Additional Work Long Form Permit

To log into CSS, please see [Section 2: Logging into your CSS Account](#).

1. Click **Apply** on the permit for which you would like to apply. In this example, we will apply for a **Residential Remodeling/Additional Work Long Form** permit.



2. Click the **+** sign to Add a specific location.

Note: It is HIGHLY recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common permit you find yourself applying for, you can create a template that will be saved each time you create this specific type of permit.

☆ **Save Draft:** If you are not quite finished, but need to step away, you are able to simply click the Save Draft button and you will be able to revisit this permit later.

Apply for Permit - (R) - Remodeling/Additional Work

REQUIRED

1

2

3

4

5

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Locations
Type
Contacts
More Info
Attachments
Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Search Instructions when Actual Jobsite Address Available:
Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available - Using a Nearby Address:
If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Location

Add Location

2

+

REQUIRED

Create Template

Save Draft

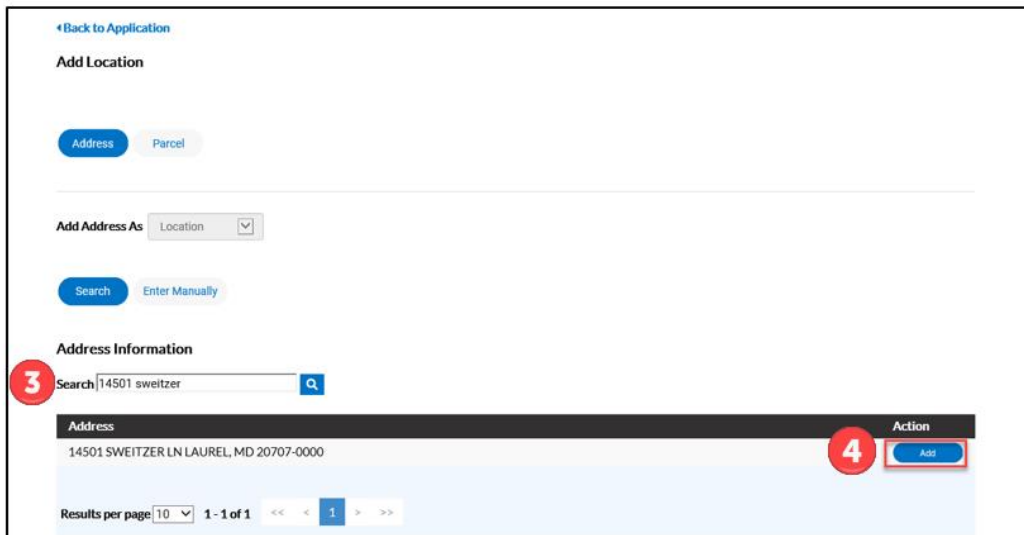
Next

3. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.')
4. Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

Note: It is recommended the user provide just the street number and name (please do not search by the street type).

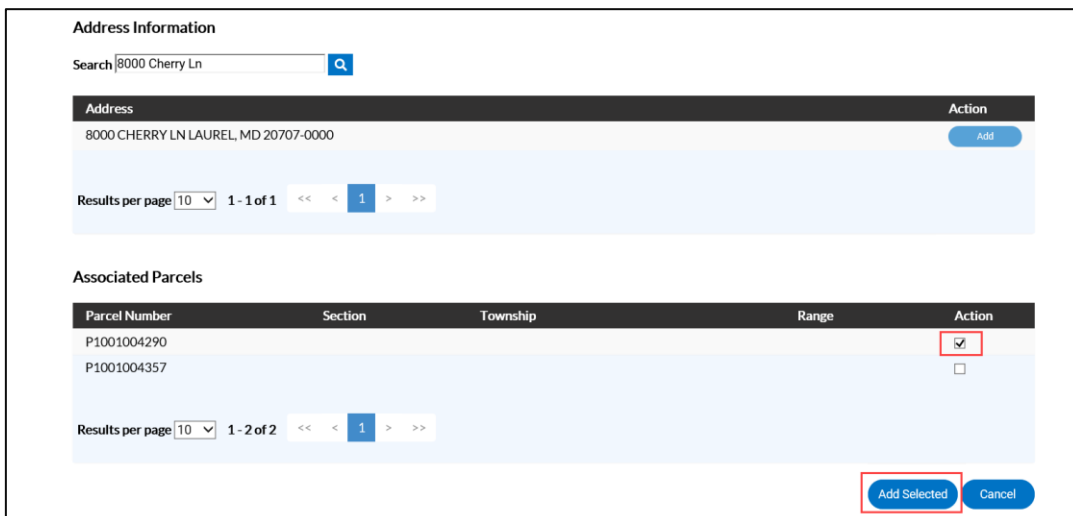


[Back to Application](#)
Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
Address Information
 Search 14501 sweitzer

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	Add

 Results per page: 10 1 - 1 of 1

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information
 Search 8000 Cherry Ln

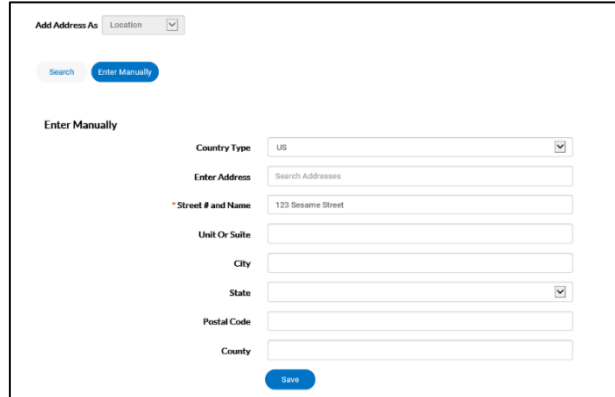
Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	Add

 Results per page: 10 1 - 1 of 1
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

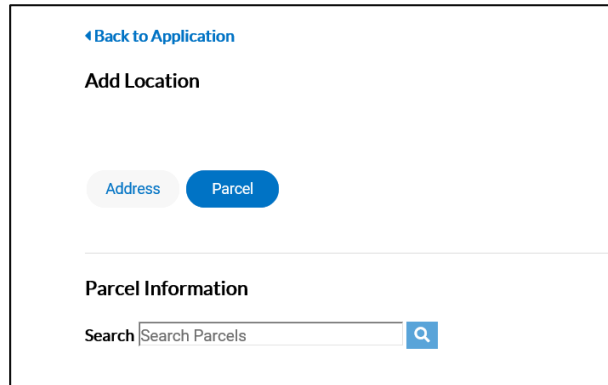
 Results per page: 10 1 - 2 of 2
 Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Address As" with a dropdown menu set to "Location". Below this are two buttons: "Search" and "Enter Manually". The "Enter Manually" section contains several input fields: "Country Type" (a dropdown menu with "US" selected), "Enter Address" (a text box with "Search Addresses" as a placeholder), "* Street # and Name" (a text box with "123 Sesame Street" as a placeholder), "Unit Or Suite" (a text box), "City" (a text box), "State" (a dropdown menu), "Postal Code" (a text box), and "Country" (a text box). A "Save" button is located at the bottom right of the form.

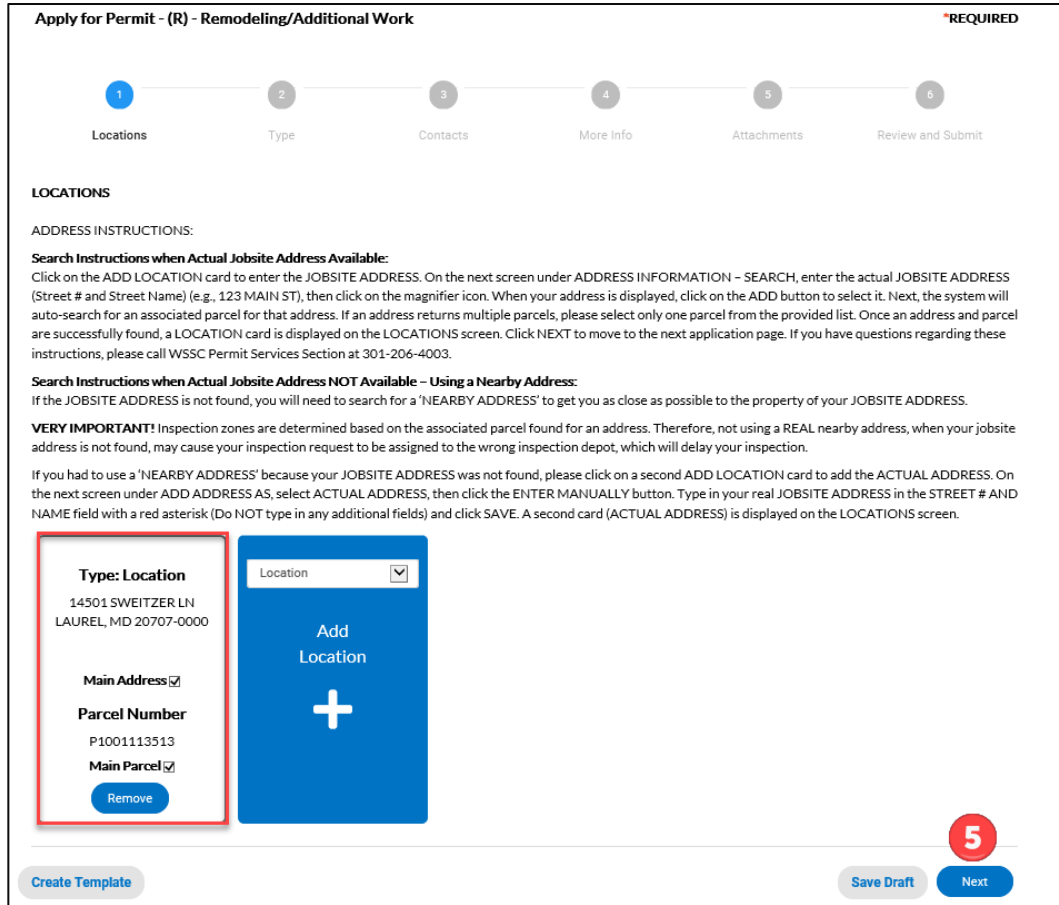
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Location". At the top is a link "Back to Application". Below the title are two buttons: "Address" and "Parcel", with "Parcel" being the active selection. Underneath is a section titled "Parcel Information" which contains a "Search" label, a text box with the placeholder "Search Parcels", and a magnifying glass icon to the right of the text box.

You will see the Location has successfully been added. You are able to add more than one location, if needed.

5. Click **Next**



Apply for Permit - (R) - Remodeling/Additional Work *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Search Instructions when Actual Jobsite Address Available:
Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION – SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available – Using a Nearby Address:
If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Type: Location
14501 SWEITZER LN
LAUREL, MD 20707-0000

Main Address ☒

Parcel Number
P1001113513

Main Parcel ☒

Remove

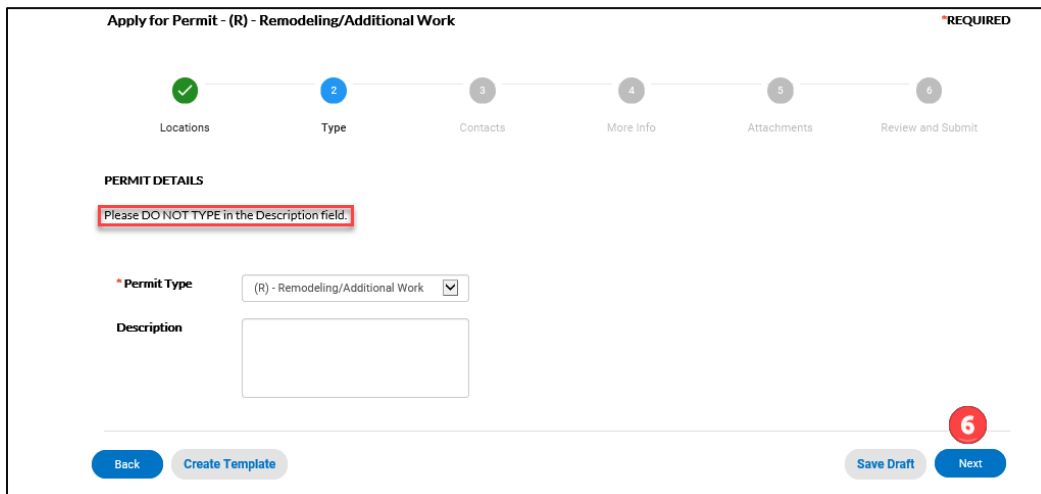
Add Location

Create Template **Save Draft** **Next**

5

6. Click **Next**

****On the Permit Type page, IF the Permit Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****



Apply for Permit - (R) - Remodeling/Additional Work *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

Please DO NOT TYPE in the Description field.

*** Permit Type** (R) - Remodeling/Additional Work ☒

Description

Back **Create Template** **Save Draft** **Next**

6

- On the Contacts page, the Applicant will automatically be added as the primary contact.
Note: It is HIGHLY recommended that the user read the Contact Instructions found on the Contact page before adding a contact.

Apply for Permit - (R) - Remodeling/Additional Work *REQUIRED

✓

Locations

✓

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:

PRINCIPAL MASTER (logged-on user):
 The person applying for the permit (logged-on user) is automatically added as a contact type (APPLICANT) to the permit application. If you are the Principal Master (logged-on user) the system will auto-change your contact type from APPLICANT to PRINCIPAL MASTER when application is submitted to the back office. (NOTE: you must add your PROXY(S) as a CONTACT to the application to enable them to schedule an inspection).

To Add Additional Contacts:
 Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Proxy, Plan Submitter, Owner/Tenant, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

PROXY (logged-on user):
 PROXY USERS: You must add your PRINCIPAL MASTER as a CONTACT to the permit application. Otherwise, the permit application will go to HOLD and be CANCELLED.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the permit. All invoices will be available to a guest user (Non-registered user) for payment.

Applicant



Willy Water (You)

14501 Sweitzer Lane, Laurel, MD, 20707

Applicant

Add Contact

+

Back

Create Template

Save Draft

Next

- ☆ **Note:** You can add another contact as well. (Please see steps 1-4 to see how to add another contact).

- To add another contact, click the + sign on the Add Contact card.
- You can add a contact from the list below. In this example, we will select **Principal Master**.

2

Applicant

Delete Proxy User

Engineer

Geotechnical Engineer

Other

Owner/Tenant

Plans Submitter

Principal Master

Proxy

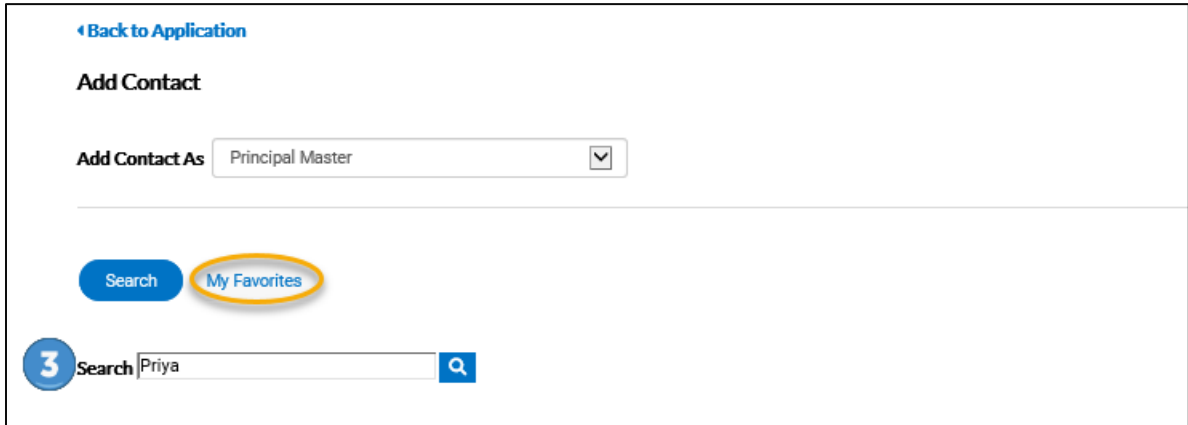
Water and Sewer Construction Utility Contractor

1

+

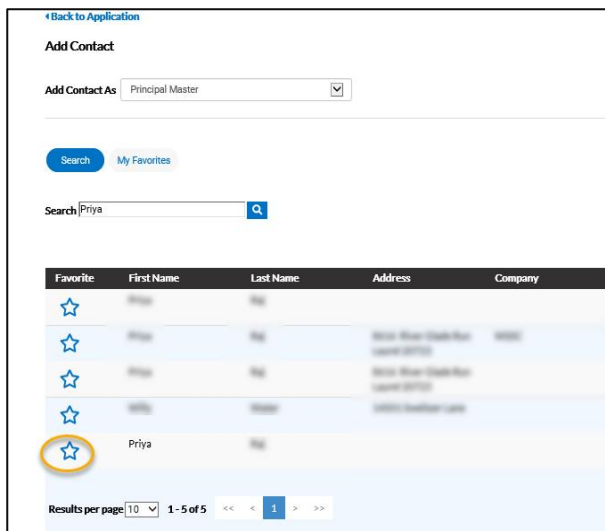
3. Enter the name of the Principal Master (or the Contact Type you selected) in the **Search** textbox.

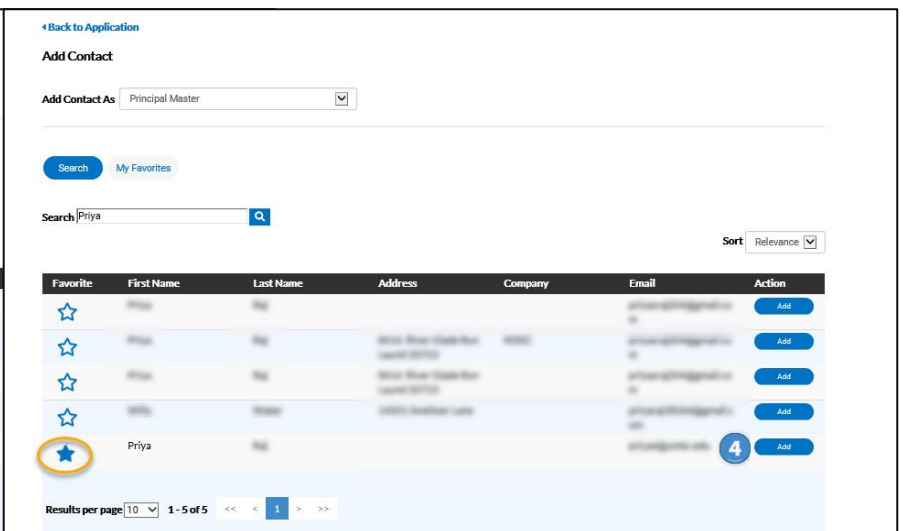
☆ **My Favorites:** The My Favorites option allows you to add a contact that you select often as your favorite contact by simply clicking the ☆ icon.



4. Click **Add** on the contact you would like to add

☆ **My Favorites:** To select a registered user as a favorite, select the ☆ Icon. Once done, the icon will change from no fill ☆ to a blue ★ which lets you know that the contact has been added as your favorite.





8. Enter **Permit Info**
9. Enter **Detached Structure**
10. Enter **Property Info**
11. Enter **Property Owner Info**
12. Enter **Code Violation Info**
13. Enter **Sewage Pump Info**
14. Enter **Additional Info**
15. Click **Next**

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Permit - (R) - Remodeling/Additional Work REQUIRED

✓

✓

✓

4

5

6

Locations
Type
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Review and Submit

MORE INFO

Permit Info [Next Section](#) [Top](#) [Main Menu](#)

*What is the property type code? 

What is the property type code? is required.

8

Is this structure a manufactured/modular house (Prefabricated House, Mobile Home)?

*Manufactured/modular house 

Manufactured/modular house is required.

*Select current water supply type 

Select current water supply type is required.

*Select current sewage disposal type 

Select current sewage disposal type is required.

Indicate number of new water line entry points (hook-ups). Indicate zero if not applicable

*New Water Line Entry Points

New Water Line Entry Points is required.

Indicate number of new building drain (sewer lateral) exit points (hook-ups). Indicate zero if not applicable

*New Building Drain Exit Points

New Building Drain Exit Points is required.

*Water Service Pipe Size Installed on Property? 

Water Service Pipe Size Installed on Property? is required.

*Sewer Service Pipe Size Installed on Property? 

Sewer Service Pipe Size Installed on Property? is required.

*Will you be switching to a WSSC system? 

Will you be switching to a WSSC system? is required.

*Hooking to newly upgraded WSSC service connection

☐

Hooking to newly upgraded WSSC service connection is required.

Select a WSSC meter type (if applicable)

Requested meter size (if applicable)

Indicate the NUMBER OF TOILETS for EACH existing and proposed STRUCTURE for the property. (To indicate a structure with no toilets, enter zero. If a structure is not applicable, enter zero):

*Main House (May include attached garage)

Main House (May include attached garage) is required.

Detached Structures

9

*Garage

Garage is required.

*Pool House

Pool House is required.

*Guest House

Guest House is required.

*Studio

Studio is required.

*Barn

Barn is required.

Other

WSSC Water | Citizen Self Service (CSS) User Guide

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Please indicate the ONE structure in which the work described on this permit will be performed: (You must use a separate permit for work in each structure on property)

*ONE structure where work will be performed

ONE structure where work will be performed is required.

Select a meter replacement type if you need a WSSC meter relocated or size changed.

Meter Replacement Type

Provide WSSC meter identification number and meter manufacturer name of the meter being replaced (if known). Only applicable if a meter replacement type was selected.

Meter Identification #

Meter Manufacturer

Please indicate if an approved SDC Exemption will be applied towards SDC fees for this application.

*SDC Exemption

☐	Affordable Housing
☐	Bio-Tech
☐	Credit Voucher
☐	Elderly Housing
☐	Fixture Credit
☐	Revitalization
☐	Youth Services
☐	N/A

SDC Exemption is required.

Please provide the WSSC billing account number for the main meter serving this property (if not using WSSC system, enter n/a):

*WSSC Billing Account #

WSSC Billing Account # is required.

Or, please provide the WSSC meter identification number and meter manufacturer name for the meter serving this property (if known):

Meter Identification #

Meter Manufacturer

What is the estimated length (in feet) of water service (private pipe on property) to be installed from the water service connection at the property line to the house/building? (Calculate the distance following the actual route the pipe will be laid.) Note: Inaccurate measurement may delay meter installation and result in a costly meter setting conversion. Please ensure the distance measurement is accurate.

Estimated length of laid pipe (in feet)

Acknowledgement: as per the latest provisions of the WSSC Water Plumbing and Fuel Gas Code, it is the plumber/design team/construction team/owner's responsibility to ensure a Booster Pump and/or a Pressure Reducing Valve (PRV) is installed in a structure which requires one or both as determined by the structure elevation and the hydraulic grade information for the property. Also, it is the applicant's responsibility to select a booster pump and/or pressure reducing valve as a plumbing fixture(s) on this application. Please select AGREE to indicate that you have read and understood this acknowledgement.

***Acknowledge Booster Pump/PRV Responsibility**

Acknowledge Booster Pump/PRV Responsibility is required.

Acceptance Affidavit for Small Diameter Water Service Connection - When determining if the existing Water Service Connection and meter size are adequate, WSSC staff ONLY evaluates hydraulic requirements of the plumbing fixtures. Fire protection requirements are not included in this evaluation.

As the applicant, I acknowledge that the design/construction team have determined the Water Service Connection SIZE and the meter SIZE specified on the plumbing permit matches the fire sprinkler design approval by the applicable County or City Fire Official or that a fire sprinkler system is not required by same. Please select AGREE to indicate that you have read and understood the acknowledgement.

***Acknowledge Small Water Connection/Meter Size**

Acknowledge Small Water Connection/Meter Size is required.

As the applicant, I acknowledge that I have informed the owner regarding WSSC 302.6.5 / 604.1.3 and the owner is accepting of the limitations of a small diameter Water Service Connection regarding moderate to heavy simultaneous plumbing fixture use. Please select AGREE to indicate that you have read and understood the acknowledgement.

***Acknowledge Owner Informed of Limitation**

Acknowledge Owner Informed of Limitation is required.

Please Provide Job/Tenant Name

Property Info [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please Indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

10

***Subdivision**

Subdivision is required.

***Parcel #**

Parcel # is required.

*Lot

Lot is required.

*Block

Block is required.

Property Owner Info

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11

*Owner Name

Owner Name is required.

*Owner Address

Owner Address is required.

*Owner City

Owner City is required.

*Owner State

Owner State is required.

*Owner Telephone #

Owner Telephone # is required.

*Owner E-Mail

Owner E-Mail is required.

Code Violation Info

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

Is this Plumbing Permit application the result of a written violation received from a WSSC Code Official?

12

*Violation Received from WSSC Code Official

Violation Received from WSSC Code Official is required.

If yes, what type of violation?

WSSC Violation Tracking #

Sewage Pump Info

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13

*Please indicate whether any of these apply

Please indicate whether any of these apply is required.

If you selected a grinder pump or a whole building ejector and the property is served by a gravity sewer connection, supporting documentation (such as basement elevation, first floor elevation, grade at sewer exit point, length of pipe run, other critical grade restrictions (such as culverts, pipe crossings, ravines) as well as any other relevant obstructions that should be taken into consideration) is required and must be attached to this application for review and approval. Documentation can be either written or sketched.

Additional Info

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14

Comments: Describe scope of work to be performed under this permit. (Do not list fixtures here)

*Scope of Work

Scope of Work is required.

Fixtures

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PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details

+ Add Row

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
---------	----------	---------	---------	---------	---------	---------	----------------	----------------

Back

Create Template

Save Draft

Next

15

Please see the below steps on how to add a fixture (if necessary).

Note: To add fixture(s), click on the [+ Add Row](#) button and the below entry for fixtures will appear. You can click on the dropdown  next to Fixture to choose which fixture you would like to add. Once done so, you will be able to enter the number of that specific fixture needed for each floor. Click [Save](#) at the bottom of the page.

Note: The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list.

→ Select the drop-down menu to open the fixture codes to add.

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
Fixture 								
Basement								
Floor 1								
Floor 2								
Floor 3								
Floor 4								
Floor 5								
Total Proposed								
Total Existing								

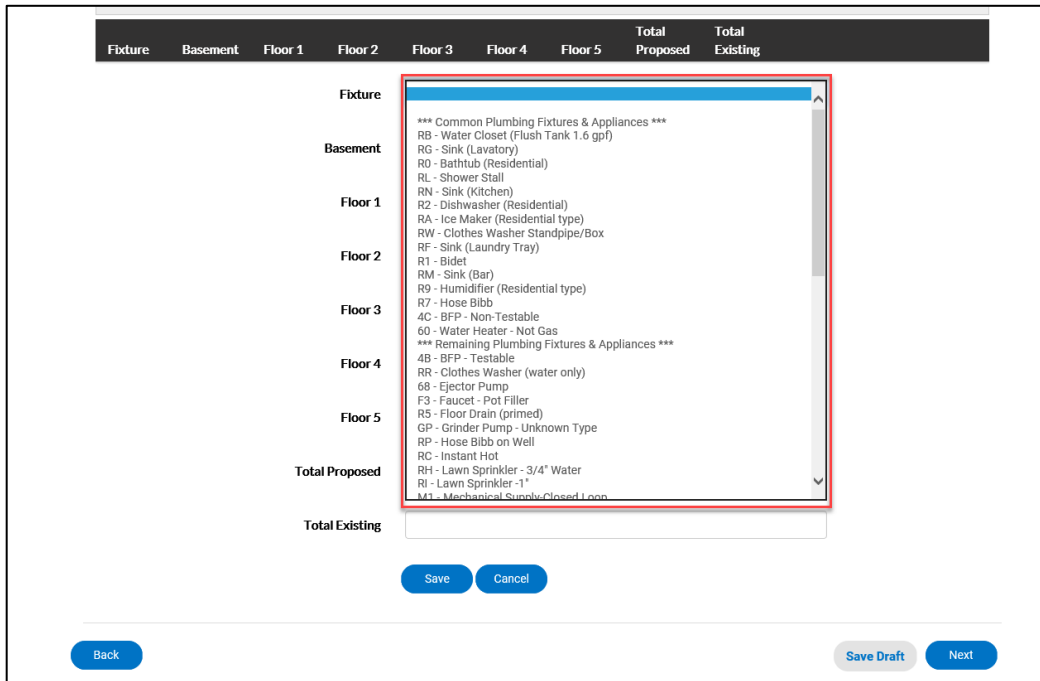
Click the drop down menu to open the fixture codes to add.

The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list.

Save Cancel

Back Save Draft Next

→ You can select any fixture type from the menu and it will be added to the respective row/floor that you added the fixture to.

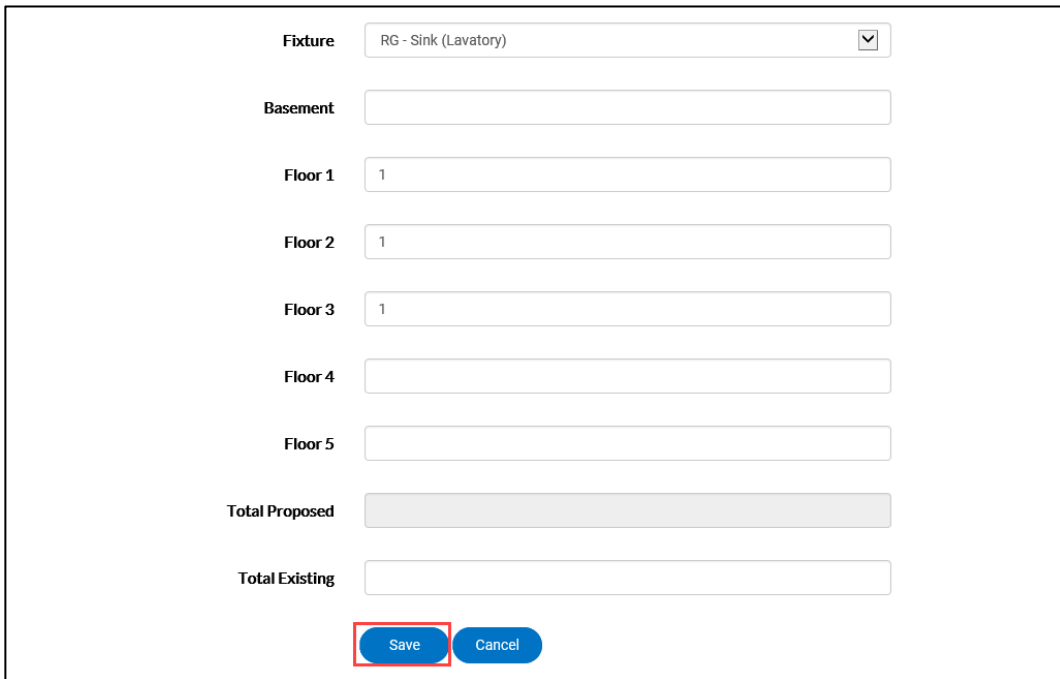


Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
*** Common Plumbing Fixtures & Appliances *** RB - Water Closet (Flush Tank 1.6 gpf) RG - Sink (Lavatory) R0 - Bathtub (Residential) RL - Shower Stall RN - Sink (Kitchen) R2 - Dishwasher (Residential) RA - Ice Maker (Residential type) RW - Clothes Washer Standpipe/Box RF - Sink (Laundry Tray) R1 - Bidet RM - Sink (Bar) R9 - Humidifier (Residential type) R7 - Hose Bibb 4C - BFP - Non-Testable 60 - Water Heater - Not Gas *** Remaining Plumbing Fixtures & Appliances *** 4B - BFP - Testable RR - Clothes Washer (water only) 68 - Ejector Pump F3 - Faucet - Pot Filler R5 - Floor Drain (primed) GP - Grinder Pump - Unknown Type RP - Hose Bibb on Well RC - Instant Hot RH - Lawn Sprinkler - 3/4" Water RI - Lawn Sprinkler - 1" M1 - Mechanical Supply/Closed Loop								
							Total Proposed	Total Existing

Save Cancel

Back Save Draft Next

→ Once selected, Click **Save**.



Fixture: RG - Sink (Lavatory)

Basement:

Floor 1: 1

Floor 2: 1

Floor 3: 1

Floor 4:

Floor 5:

Total Proposed:

Total Existing:

Save Cancel

→ The fixtures and their respective types will appear based on the count and floors selected.

Fixtures
[Previous Section](#) | [Top](#) | [Main Menu](#)

PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details
+ Add Row

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing	
RG - Sink (Lavatory)	1	1	1						
8D - Gas - Water Heater under 200K		1							
RL - Shower Stall	1	1	1						
RN - Sink (Kitchen)	1	1							

Back
Save Draft
Next

16. **Optional:** You are able to add an attachment if necessary.

17. Click **Next**

Apply for Permit - (R) - Remodeling/Additional Work
*REQUIRED

✓
Locations

✓
Type

✓
Contacts

✓
More Info

5
Attachments

6
Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

click or drag files

Add Attachment

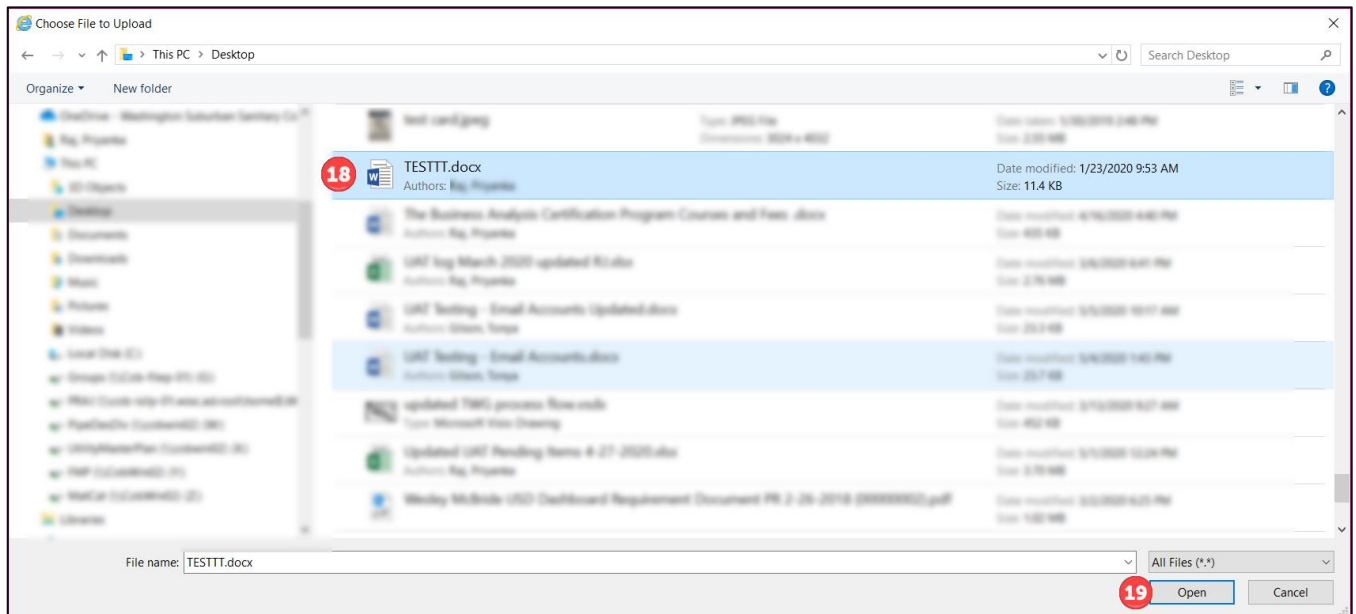
16
+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back
Create Template

Save Draft
Next

18. You will be prompted to find the attachment you would like to add in support of your application.
19. Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

20. Click **Next**

Apply for Permit - (R) - Remodeling/Additional Work REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

W

Uploaded via CSS

TESTTT.docx

Size: 11.45 KB

Remove

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

Back

Create Template

Save Draft

20 Next

21. Verify that all of the information is correct then click [Submit](#).

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Permit - (R) - Remodeling/Additional Work

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

21

Submit

Locations

Location

14501 SWEITZER LN LAUREL, MD 20707-0000

Parcel Number

P1001113513

Basic Info

Type

(R) - Remodeling/Additional Work

Description

Applied Date

05/12/2020

Contacts

Applicant

Willy Water
 14501 Sweitzer Lane, Laurel, MD., 20707

22. Your permit was successfully created! Click [Continue to Permit](#).

✓ Your permit was successfully created!

Success!

22

Continue to permit

Fees

\$0.00

View Details

Add to Cart

23. Congratulations! You have successfully created a **Residential Remodeling/Additional Work Permit**.

Permit Number: PFG-1289395-2020

23

✓

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: (R) - Remodeling/Additional Work

Status: New/Pending

Project Name:

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

Progress

0% Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Add to Cart

Workflow

☐ Perform Application Validation
 ☐ Email Applicant - Cancel Permit (DSG)
 ☐ Email Applicant - Correspondence (DSG)
 ☐ Email Applicant - Permit Amendment Correspondence
 ☐ RSG Application Review
 ☐ Email Applicant - Cancel Permit (RSG)
 ☐ Email Applicant - Correspondence (RSG)
 ☐ Email Applicant - Amendment Correspondence (RSG)
 ☐ Assess Fees

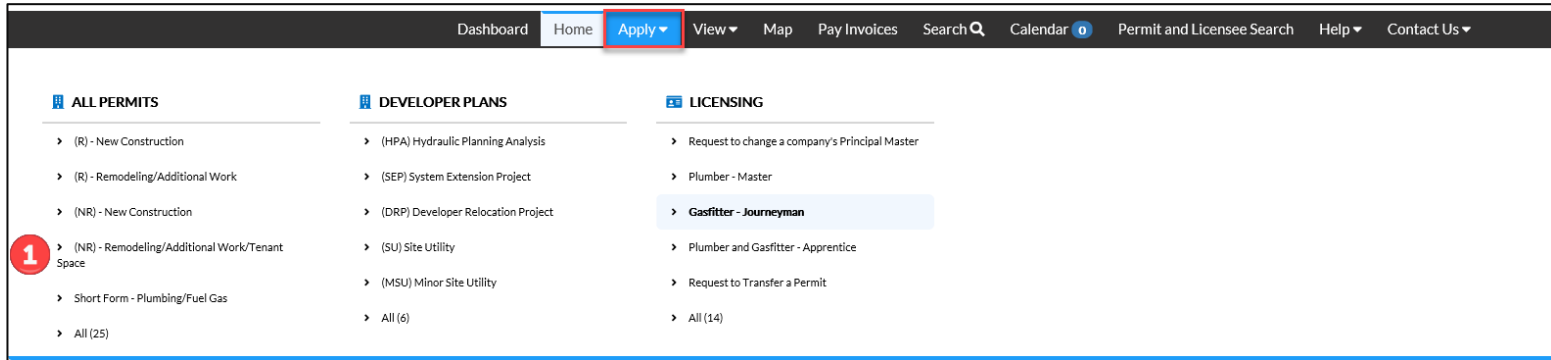
Available Actions

No Actions

5. Applying for Non – Residential Remodeling/Additional Work/Tenant Space

To log into CSS, please see [Section 2: Logging into your CSS Account](#).

1. Click **Apply** on the permit for which you would like to apply. In this example, we will apply for a **Non-Residential Remodeling/Additional Work/Tenant Space Long Form** permit.



2. Click the **+** sign to Add a specific location.

Note: It is HIGHLY recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common permit you find yourself applying for, you can create a template that will be saved each time you create this specific type of permit.

☆ **Save Draft:** If you are not quite finished, but need to step away, you are able to simply click the Save Draft button and you will be able to revisit this permit later.

Apply for Permit - (NR) - Remodeling/Additional Work/Tenant Space

REQUIRED

1

2

3

4

5

6

Locations
Type
Contacts
More Info
Attachments
Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Search Instructions when Actual Jobsite Address Available:
Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION – SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available – Using a Nearby Address:
If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Location

+

Add Location

2

REQUIRED

Create Template

Save Draft

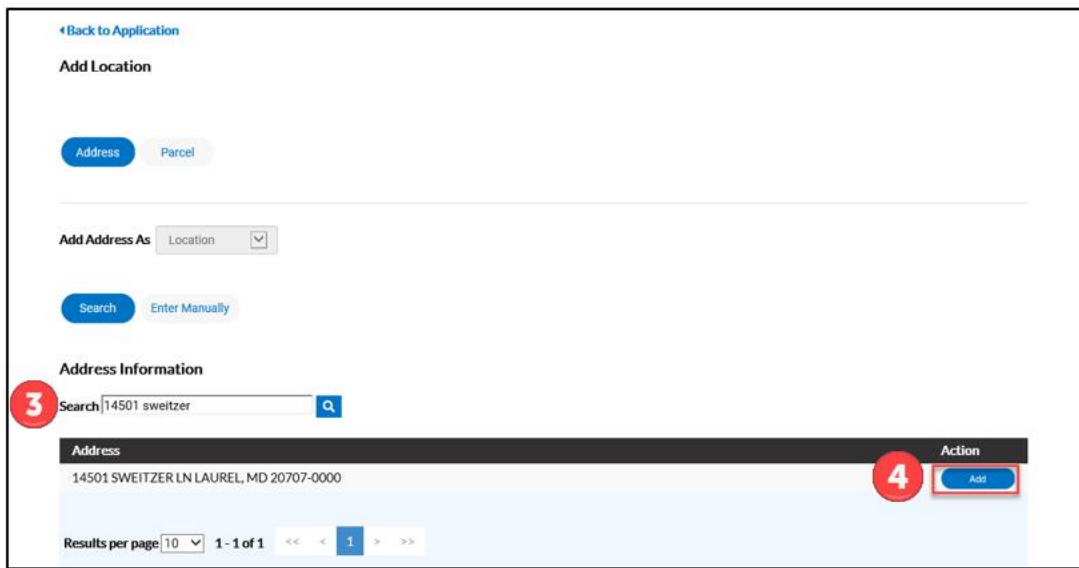
Next

3. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.'
4. Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

Note: It is recommended the user provide just the street number and name (please do not search by the street type).

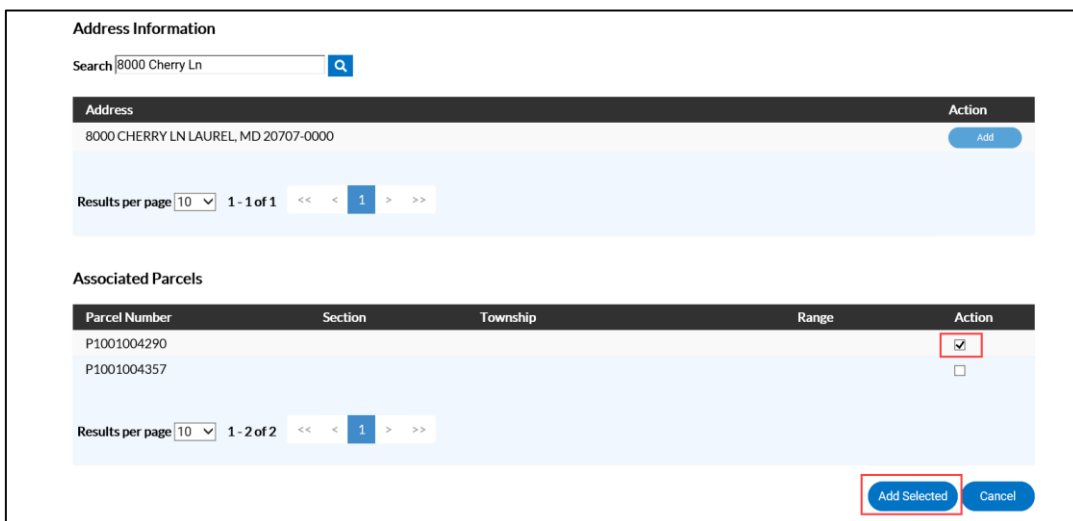


[Back to Application](#)
Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
Address Information
 Search 14501 sweitzer

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	Add

 Results per page 10 1 - 1 of 1 << < 1 > >>

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information
 Search 8000 Cherry Ln

Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	Add

 Results per page 10 1 - 1 of 1 << < 1 > >>

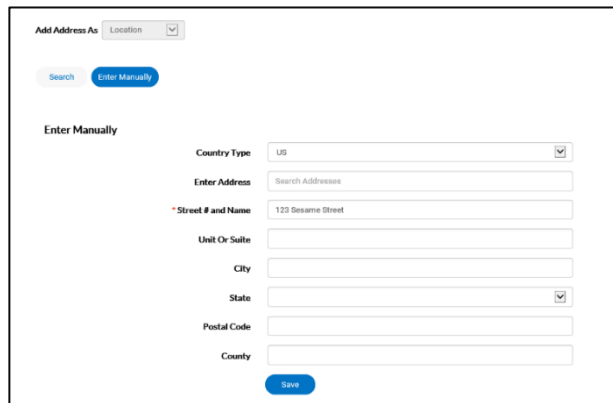
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

 Results per page 10 1 - 2 of 2 << < 1 > >>

Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**

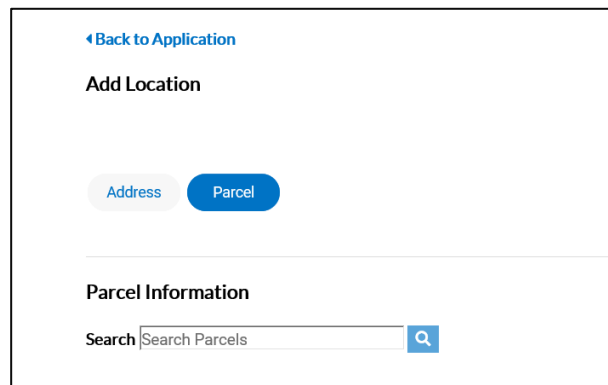


The screenshot shows a web form titled "Add Address As" with a dropdown menu set to "Location". Below this are two buttons: "Search" and "Enter Manually". The "Enter Manually" section contains the following fields:

- Country Type:** A dropdown menu with "US" selected.
- Enter Address:** A text input field with the placeholder "Search Addresses".
- * Street # and Name:** A text input field containing "123 Sesame Street".
- Unit Or Suite:** An empty text input field.
- City:** An empty text input field.
- State:** A dropdown menu with a checkmark icon.
- Postal Code:** An empty text input field.
- County:** An empty text input field.

A "Save" button is located at the bottom right of the form.

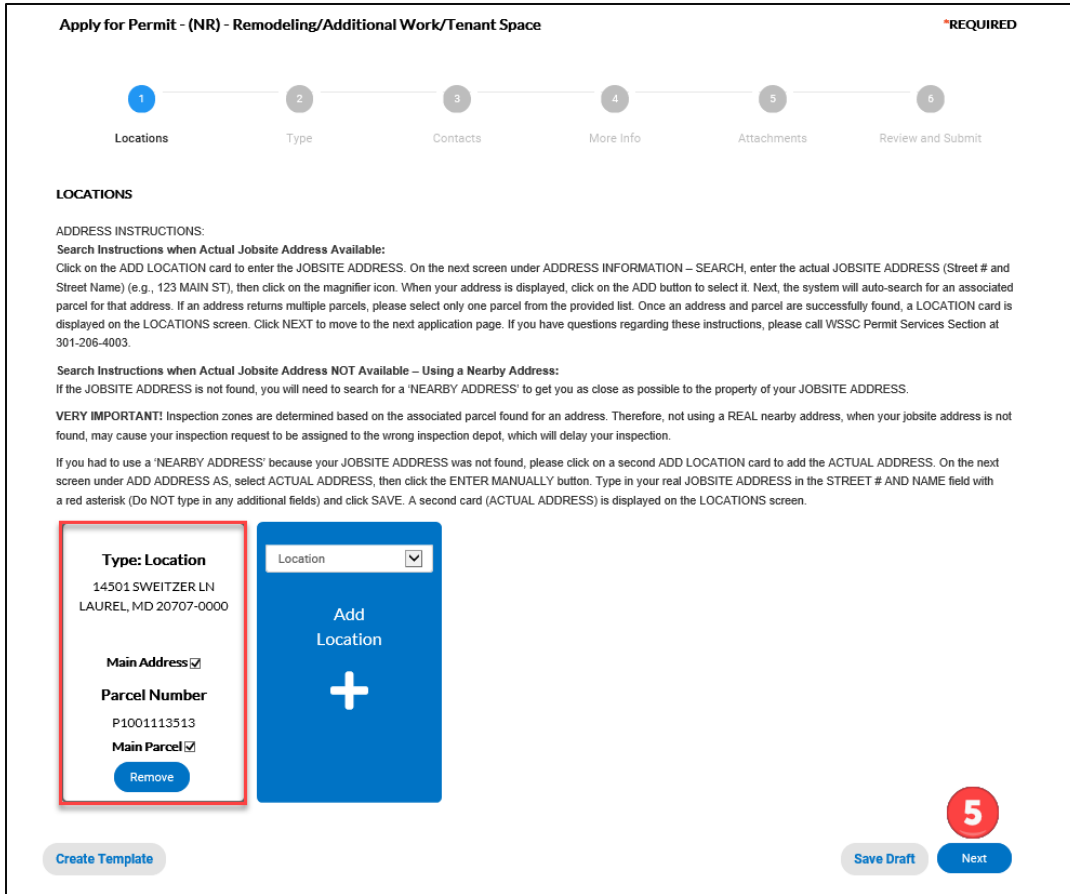
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Location". At the top left is a link "Back to Application". Below the title are two buttons: "Address" and "Parcel", with "Parcel" being the active tab. Below the tabs is a section titled "Parcel Information" which contains a search bar with the placeholder "Search Parcels" and a magnifying glass icon.

You will see the Location has successfully been added. You are able to add more than one location, if needed.

5. Click **Next**



Apply for Permit - (NR) - Remodeling/Additional Work/Tenant Space *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:
Search Instructions when Actual Jobsite Address Available:
 Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION – SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available – Using a Nearby Address:
 If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Type: Location
 14501 SWEITZER LN
 LAUREL, MD 20707-0000

Main Address ☒

Parcel Number
 P1001113513

Main Parcel ☒

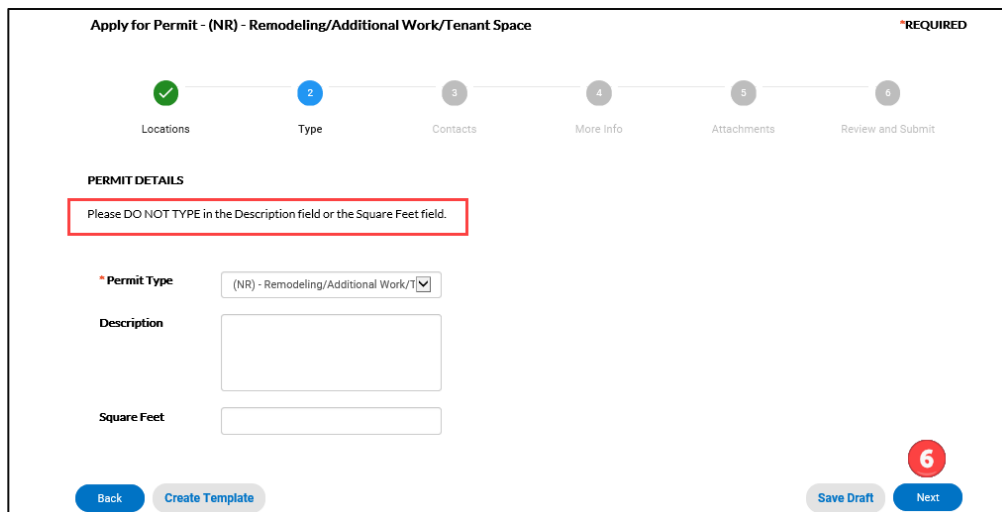
Remove

Add Location

Create Template **Save Draft** **Next**

6. Click **Next**

****On the Permit Type page, IF the Permit Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION OR SQUARE FEET FIELD.****



Apply for Permit - (NR) - Remodeling/Additional Work/Tenant Space *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

Please DO NOT TYPE in the Description field or the Square Feet field.

***Permit Type** (NR) - Remodeling/Additional Work/T

Description

Square Feet

Back **Create Template** **Save Draft** **Next**

7. On the Contacts page, the Applicant will automatically be added as the primary contact.
Note: It is HIGHLY recommended that the user read the Contact Instructions found on the Contact page before adding a contact.

Apply for Permit - (NR) - Remodeling/Additional Work/Tenant Space
***REQUIRED**

1
Locations

2
Type

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Contacts

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6
Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:

PRINCIPAL MASTER (logged-on user):
 The person applying for the permit (logged-on user) is automatically added as a contact type (APPLICANT) to the permit application. If you are the Principal Master (logged-on user) the system will auto-change your contact type from APPLICANT to PRINCIPAL MASTER when application is submitted to the back office. (NOTE: you must add your PROXY(S) as a CONTACT to the application to enable them to schedule an inspection).

PROXY (logged-on user):
 PROXY USERS: You must add your PRINCIPAL MASTER as a CONTACT to the permit application. Otherwise, the permit application will go to HOLD and be CANCELLED.

MECHANICAL ENGINEER or ARCHITECT (logged-on user):
 The person applying for the permit is only allowed to submit a non-residential long-form permit application for purpose of initiating the ePlans Review process. This permit will not be invoiced and issued until a PRINCIPAL MASTER is added later via a REQUEST. This logged-on user will be added as the APPLICANT. In order to facilitate ePlans Review submittal (upload of plans), you must also follow instructions below to add yourself again, or another person, as the contact type: PLANS SUBMITTER.

To Add Additional Contacts:
 Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Proxy, Plan Submitter, Owner/Tenant, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the permit. All invoices will be available to a guest user (Non-registered user) for payment.

Applicant



Willy Water (You)

14501 Sweitzer Lane

Applicant ▼

Add Contact

+

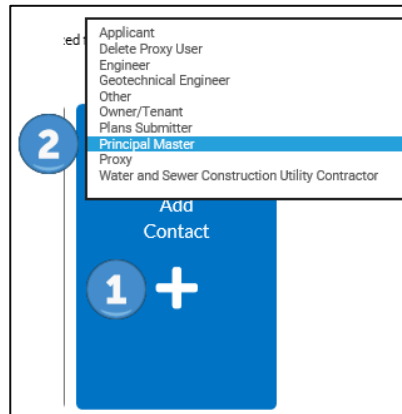
Back
Create Template

Save Draft
Next

7

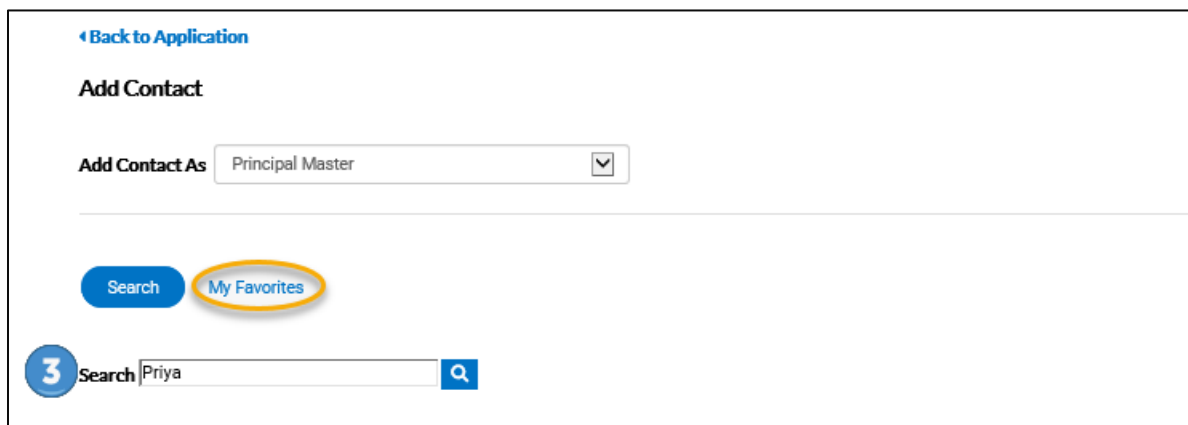
☆ **Note:** You can add another contact as well. (Please see steps 1-4 to see how to add another contact).

1. To add another contact, click the + sign on the Add Contact card.
2. You can add a contact from the list below. In this example, we will select **Principal Master**.



3. Enter the name of the Principal Master (or the Contact Type you selected) in the **Search** textbox.

☆ **My Favorites:** The My Favorites option allows you to add a contact that you select often as your favorite contact by simply clicking the ☆ icon.



4. Click **Add** on the contact you would like to add

☆ **My Favorites:** To select a registered user as a favorite, select the ☆ icon. Once done, the icon will change from no fill ☆ to a blue ★ which lets you know that the contact has been added as your favorite.

[Back to Application](#)

Add Contact

Add Contact As Principal Master

Search

My Favorites

Search

Favorite	First Name	Last Name	Address	Company
☆	Pritya	Red		
☆	Pritya	Red	WSSC Water (State Row)	WSSC
☆	Pritya	Red	WSSC Water (State Row)	WSSC
☆	Pritya	Red	WSSC Water (State Row)	WSSC
☆	Priya	Red	WSSC Water (State Row)	WSSC

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[Back to Application](#)

Add Contact

Add Contact As Principal Master

Search

My Favorites

Search

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Pritya	Red			pritya@wsscwater.com	Add
☆	Pritya	Red	WSSC Water (State Row)	WSSC	pritya@wsscwater.com	Add
☆	Pritya	Red	WSSC Water (State Row)	WSSC	pritya@wsscwater.com	Add
☆	Pritya	Red	WSSC Water (State Row)	WSSC	pritya@wsscwater.com	Add
★	Priya	Red	WSSC Water (State Row)	WSSC	pritya@wsscwater.com	Add

Results per page 10 1 - 5 of 5

8. Enter **Permit Info**
9. Enter **Detached Structure**
10. Enter **Property Info**
11. Enter **Property Owner Info**
12. Enter **Code Violation Info**
13. Enter **Sewage Pump Info**
14. Enter **Additional Info**
15. Click **Next**

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Permit - (NR) - Remodeling/Additional Work/Tenant Space
 *REQUIRED

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Review and Submit

MORE INFO

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

8

*What is the property type code?

What is the property type code? is required.

*Is this a manufactured/modular building/trailer?

Is this a manufactured/modular building/trailer? is required.

*Select current water supply type

Select current water supply type is required.

*Select current sewage disposal type

Select current sewage disposal type is required.

Indicate number of new water line entry points (hook-ups). Indicate zero if not applicable

*New Water Line Entry Points

New Water Line Entry Points is required.

Indicate number of new building drain (sewer lateral) exit points (hook-ups). Indicate zero if not applicable

*New Building Drain Exit Points

New Building Drain Exit Points is required.

*Water Service Pipe Size Installed on Property?

Water Service Pipe Size Installed on Property? is required.

*Sewer Service Pipe Size Installed on Property?

Sewer Service Pipe Size Installed on Property? is required.

*Will you be switching to a WSSC system?

Will you be switching to a WSSC system? is required.

***Hooking to newly upgraded WSSC service connection**

Hooking to newly upgraded WSSC service connection is required.

Select a WSSC meter type (if applicable)

Requested meter size (if applicable)

Please provide the Total Number of Residential Units in the Building (if applicable)

***Total # of Residential Units**

Total # of Residential Units is required.

Select a meter replacement type if you need a WSSC meter relocated or size changed.

Meter Replacement Type

Provide WSSC meter identification number and meter manufacturer name of the meter being replaced (if known). Only applicable if a meter replacement type was selected

Meter Identification #

Meter Manufacturer

Please indicate if an approved SDC Exemption will be applied towards SDC fees for this application.

***SDC Exemption**

☐	Affordable Housing
☐	Bio-Tech
☐	Credit Voucher
☐	Elderly Housing
☐	Fixture Credit
☐	Revitalization
☐	Youth Services
☐	N/A

SDC Exemption is required.

Please provide the WSSC Site Utility (SU) or Minor Site Utility (MSU) number assigned to your site utility plan submittal if the water or sewer pipe sizes meet the following requirements: 1) If the water pipe size is greater than or equal 4 inches; or 2) If the sewer pipe size is greater than 4 inches for gravity sewer; or 3) For any size pressure sewer pipe for a non-residential building. A site utility plan submittal is required before a permit can be issued.

SU or MSU #

SU or MSU Project Name

Please provide the WSSC billing account number for the main meter serving this property (if not using WSSC system, enter n/a):

*WSSC Billing Account #

WSSC Billing Account # is required.

Or, please provide the WSSC meter identification number and meter manufacturer name for the meter serving this property (if known):

Meter Identification #

Meter Manufacturer

Acknowledgement: as per the latest provisions of the WSSC Water Plumbing and Fuel Gas Code, it is the plumber/design team/construction team/owner's responsibility to ensure a Booster Pump and/or a Pressure Reducing Valve (PRV) is installed in a structure which requires one or both as determined by the structure elevation and the hydraulic grade information for the property. Also, it is the applicant's responsibility to select a booster pump and/or pressure reducing valve as a plumbing fixture(s) on this application. Please select AGREE to indicate that you have read and understood this acknowledgement.

*Acknowledge Booster Pump/PRV Responsibility

Acknowledge Booster Pump/PRV Responsibility is required.

Does this plumbing permit application pertain to an existing project for which you previously submitted plumbing/gas plans? If so, enter your WSSC Plumbing/Fuel Gas Plan Review #

WSSC Plumbing/Fuel Gas Plan Review #

Are there other permits associated with this plumbing/fuel gas plan that you will be submitting at this time? If yes, enter the total number. If no, enter zero.

Total # of Associated Permits

Who is installing the water and sewer between the property line and the building?

*Installed by

Installed by is required.

Please Provide Job/Tenant Name

Meter Manufacturer



What is the estimated length (in feet) of water service (private pipe on property) to be installed from the water service connection at the property line to the house/building? (Calculate the distance following the actual route the pipe will be laid.) Note: Inaccurate measurement may delay meter installation and result in a costly meter setting conversion. Please ensure the distance measurement is accurate.

Estimated length of laid pipe (in feet)

Acknowledgement: as per the latest provisions of the WSSC Water Plumbing and Fuel Gas Code, it is the plumber/design team/construction team/owner's responsibility to ensure a Booster Pump and/or a Pressure Reducing Valve (PRV) is installed in a structure which requires one or both as determined by the structure elevation and the hydraulic grade information for the property. Also, it is the applicant's responsibility to select a booster pump and/or pressure reducing valve as a plumbing fixture(s) on this application. Please select AGREE to indicate that you have read and understood this acknowledgement.

*Acknowledge Booster Pump/PRV Responsibility



Acknowledge Booster Pump/PRV Responsibility is required.

Acceptance Affidavit for Small Diameter Water Service Connection - When determining if the existing Water Service Connection and meter size are adequate, WSSC staff ONLY evaluates hydraulic requirements of the plumbing fixtures. Fire protection requirements are not included in this evaluation.

As the applicant, I acknowledge that the design/construction team have determined the Water Service Connection SIZE and the meter SIZE specified on the plumbing permit matches the fire sprinkler design approval by the applicable County or City Fire Official or that a fire sprinkler system is not required by same. Please select AGREE to indicate that you have read and understood the acknowledgement.

Property Info

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Please Indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

*Subdivision

Subdivision is required.

*Parcel #

Parcel # is required.

*Lot

Lot is required.

*Block

Block is required.

Building #

Building Name

Property Owner Info

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10

*Owner Name

Owner Name is required.

*Owner Address

Owner Address is required.

*Owner City

Owner City is required.

*Owner State

Owner State is required.

*Owner Zip

Owner Zip is required.

*Owner Telephone #

Owner Telephone # is required.

*Owner E-Mail

Owner E-Mail is required.

Code Violation Info

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11

Is this Plumbing Permit application the result of a written violation received from a WSSC Code Official?

*Violation Received from WSSC
Code Official

Violation Received from WSSC Code Official is required.

If yes, what type of violation?

WSSC Violation Tracking #

Sewage Pump Info

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12

*Please indicate whether any of
these apply

Please indicate whether any of these apply is required.

If you selected a grinder pump or a whole building ejector and the property is served by a gravity sewer connection, supporting documentation (such as basement elevation, first floor elevation, grade at sewer exit point, length of pipe run, other critical grade restrictions (such as culverts, pipe crossings, ravines) as well as any other relevant obstructions that should be taken into consideration) is required and must be attached to this application for review and approval. Documentation can be either written or sketched.

Additional Info

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13

Comments: Describe scope of work to be performed under this permit. (Do not list fixtures here)

*Scope of Work

Scope of Work is required.

Fixtures

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PROPOSED Fixture Selection - Bsmt - FL10 (Non-Res) Details
+ Add Row

Fixture	Basement	FL1	FL2	FL3	FL4	FL5	FL6	FL7	FL8	FL9	FL10	Total Proposed	Total Existing

PROPOSED Fixture Selection - FL11 - FL20 (Non-Res) Details
+ Add Row

Fixture	FL11	FL12	FL13	FL14	FL15	FL16	FL17	FL18	FL19	FL20	Total Proposed	Total Existing

PROPOSED Fixture Selection - FL21 - FL30 (Non-Res) Details
+ Add Row

Fixture	FL21	FL22	FL23	FL24	FL25	FL26	FL27	FL28	FL29	FL30	Total Proposed	Total Existing

[Back](#)
[Create Template](#)

[Save Draft](#)
[Next](#)

14

Please see the below steps on how to add a fixture (if necessary).

Note: To add fixture(s), click on the + Add Row button and the below entry for fixtures will appear. You can click on the dropdown ▼ next to Fixture to choose which fixture you would like to add. Once done so, you will be able to enter the number of that specific fixture needed for each floor. Click Save at the bottom of the page.

Note: The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list.

→ Select the drop-down menu to open the fixture codes to add.

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
Fixture ▼								
Basement								
Floor 1								
Floor 2								
Floor 3								
Floor 4								
Floor 5								
Total Proposed								
Total Existing								

Save
Cancel

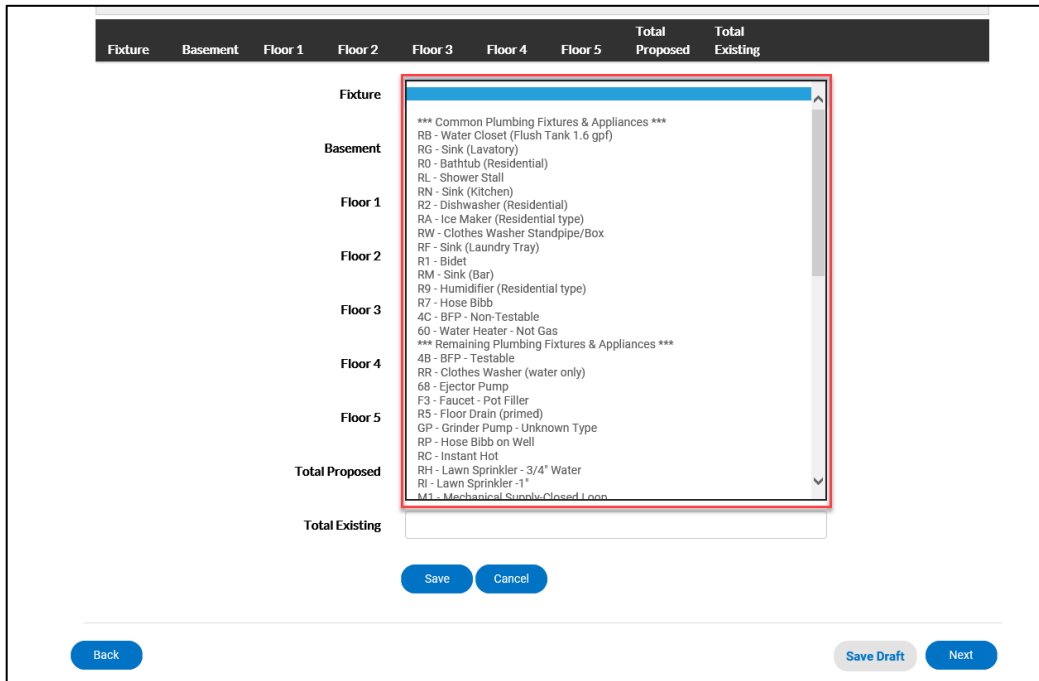
[Back](#)

[Save Draft](#)
[Next](#)

Click the drop down menu to open the fixture codes to add.

The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list.

→ You can select any fixture type from the menu and it will be added to the respective row/floor that you added the fixture to.

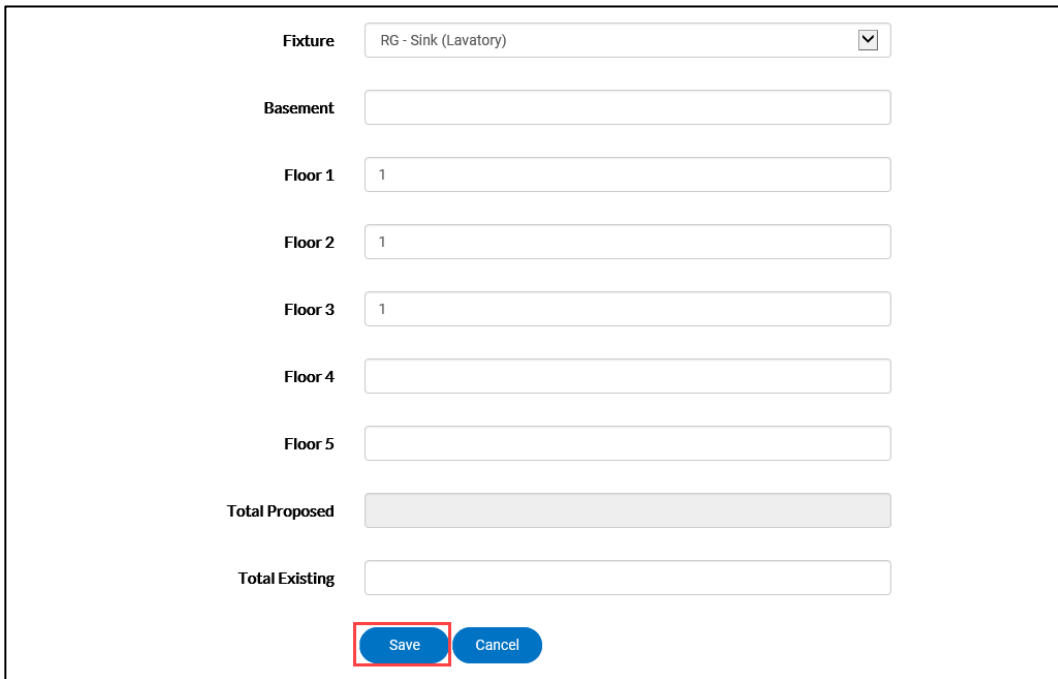


Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
*** Common Plumbing Fixtures & Appliances *** RB - Water Closet (Flush Tank 1.6 gpf) RG - Sink (Lavatory) R0 - Bathtub (Residential) RL - Shower Stall RN - Sink (Kitchen) R2 - Dishwasher (Residential) RA - Ice Maker (Residential type) RW - Clothes Washer Standpipe/Box RF - Sink (Laundry Tray) R1 - Bidet RM - Sink (Bar) R9 - Humidifier (Residential type) R7 - Hose Bibb 4C - BFP - Non-Testable 60 - Water Heater - Not Gas *** Remaining Plumbing Fixtures & Appliances *** 4B - BFP - Testable RR - Clothes Washer (water only) 68 - Ejector Pump F3 - Faucet - Pot Filler R5 - Floor Drain (primed) GP - Grinder Pump - Unknown Type RP - Hose Bibb on Well RC - Instant Hot RH - Lawn Sprinkler - 3/4" Water RI - Lawn Sprinkler - 1" M1 - Mechanical Supply/Closed Loop								
							Total Proposed	Total Existing

[Save](#) [Cancel](#)

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

→ Once selected, Click [Save](#).



Fixture:

Basement:

Floor 1:

Floor 2:

Floor 3:

Floor 4:

Floor 5:

Total Proposed:

Total Existing:

[Save](#) [Cancel](#)

→ The fixtures and their respective types will appear based on the count and floors selected.

Fixtures
[Previous Section](#) | [Top](#) | [Main Menu](#)

PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details
+ Add Row

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing	
RG - Sink (Lavatory)	1	1	1						
8D - Gas - Water Heater under 200K		1							
RL - Shower Stall	1	1	1						
RN - Sink (Kitchen)	1	1							

Back
Save Draft
Next

15. **Optional:** You are able to add an attachment if necessary.

16. Click **Next**

Apply for Permit - (NR) - Remodeling/Additional Work/Tenant Space
*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

click or drag files

Add Attachment

15

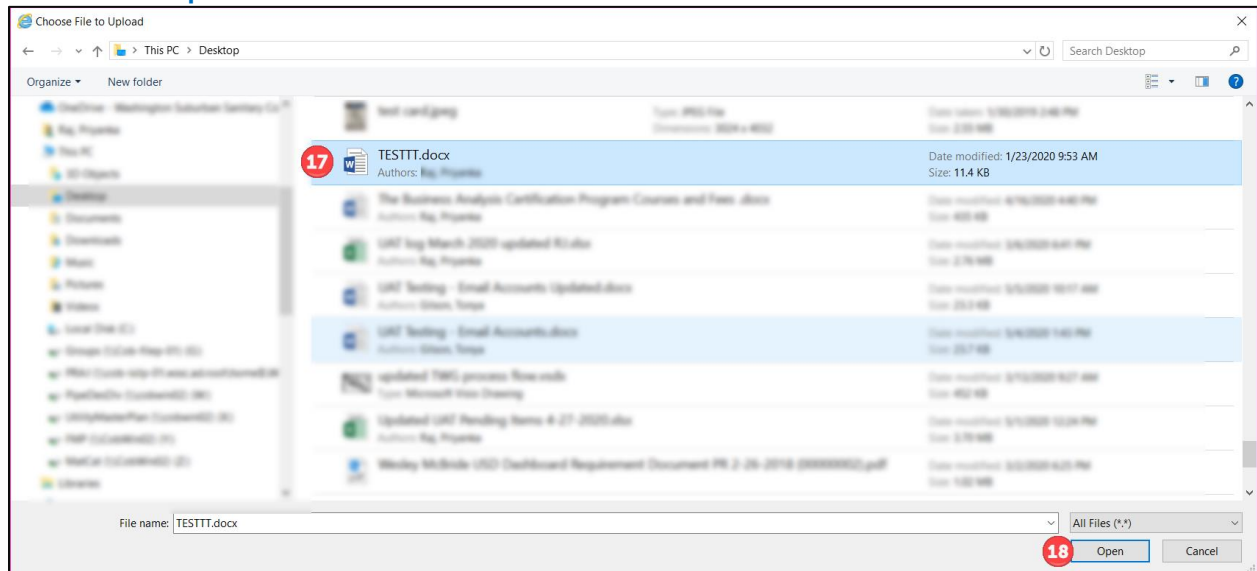
+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, cav, rtf, dxf, dwfx

Back
Create Template
Save Draft

16
Next

17. You will be prompted to find the attachment you would like to add in support of your application.
18. Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

19. Click **Next**

Apply for Permit - (NR) - Remodeling/Additional Work/Tenant Space

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

W

Uploaded via CSS

TESTTT.docx

Size: 11.45 KB

Remove

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

Back

Create Template

Save Draft

19

Next

WSSC Water | Citizen Self Service (CSS) User Guide

79

20. Verify that all of the information is correct then click [Submit](#).

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Permit - (NR) - Remodeling/Additional Work/Tenant Space

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

20

Submit

Locations

Location	14501 SWEITZER LN LAUREL, MD 20707-0000
Parcel Number	P1001113513

Basic Info

Type	(NR) - Remodeling/Additional Work/Tenant Space
Description	
Square Feet	
Applied Date	05/12/2020

Contacts

Applicant	Willy Water
	14501 Sweitzer Lane , Laurel, MD, , 20707

21. Your permit was successfully created! Click [Continue to Permit](#).

✓

Your permit was successfully created!

Success!

21

Continue to permit

Fees

\$0.00

View Details

Add to Cart

22. Congratulations! You have successfully created a **Non-Residential Remodeling/Additional Work** Permit.

Permit Number: PFG-1289396-2020

22

✓

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: (NR) - Remodeling/Additional Work/Tenant Space

Status: New/Pending

Project Name:

[Summary](#)
[Locations](#)
[Fees](#)
[Reviews](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[Holds](#)
[Meetings](#)
[More Info](#)

Progress

0% Completed

Completed

In Progress

Not Started

Fees

\$0.00

[View Details](#)
[Add to Cart](#)

Workflow

- ☐ Perform Application Validation
- ☐ Email Applicant - Cancel Permit (DSG)
- ☐ Email Applicant - Correspondence (DSG)
- ☐ Email Applicant - Permit Amendment Correspondence
- ☐ RSG Application Review
- ☐ Plumbing / Fuel Gas Permit Plan Review
- ☐ Email Applicant - Cancel Permit (RSG)
- ☐ Email Applicant - Correspondence (RSG)
- ☐ Email Applicant - Amendment Correspondence (RSG)

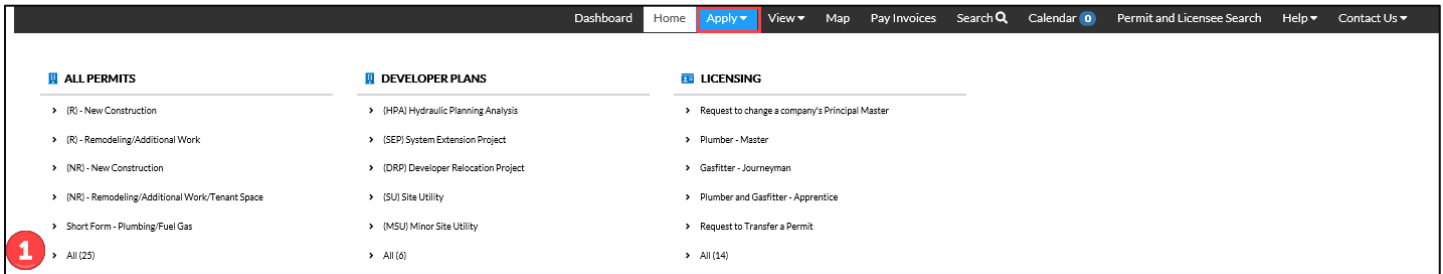
Available Actions

i
No Actions

6. Applying for a Non-Residential Fuel Gas Long Form Permit

To log into CSS, please see [Section 2: Logging into your CSS Account](#).

1. Click **Apply** on the permit for which you would like to apply. In this example, we will apply for a **Non-Residential Fuel Gas Long Form** permit. If the permit is not shown in the list, click **All (25)**, then click **Apply**.



(NR) - Fuel Gas

Category Name:
Long Form Permits

Description:

This permit type is used for Non-Residential properties only for fuel gasfitting work (including installing new or replacing, repairing piping, fixtures, equipment, appurtenances requiring inspection. Only a principal Master Gasfitter or a principal Master Plumber and Gasfitter can apply for this permit type. No plumbing fixtures are allowed on this permit type.

Apply

2. Click the **+** sign to Add a specific location.

Note: It is HIGHLY recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common permit you find yourself applying for, you can create a template that will be saved each time you create this specific type of permit.

☆ **Save Draft:** If you are not quite finished, but need to step away, you are able to simply click the Save Draft button and you will be able to revisit this permit later.

Apply for Permit - (NR) - Fuel Gas

REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Search Instructions when Actual Jobsite Address Available:
Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available - Using a Nearby Address:
If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Location

Add Location

2 +

REQUIRED

Create Template

Save Draft

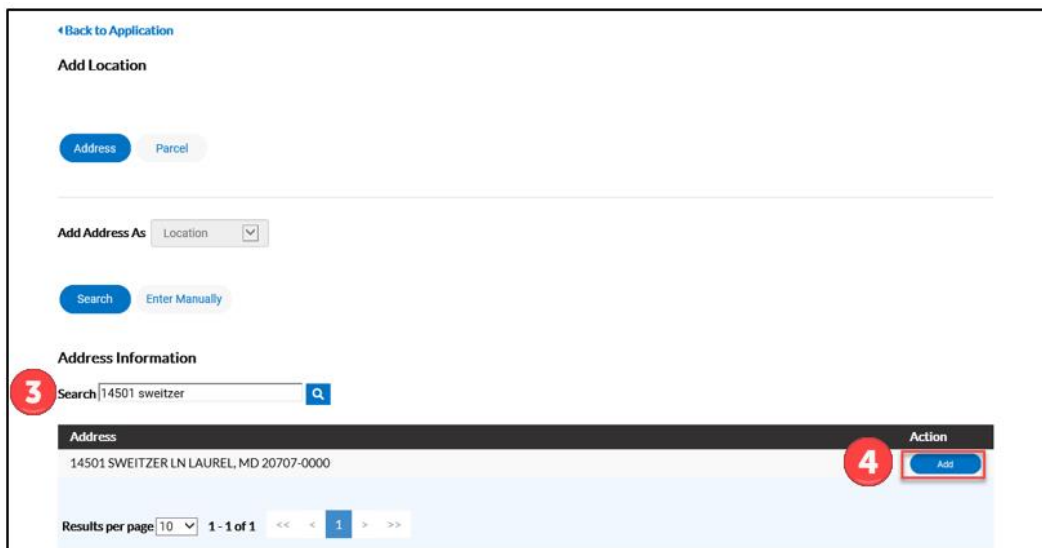
Next

3. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.'
4. Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

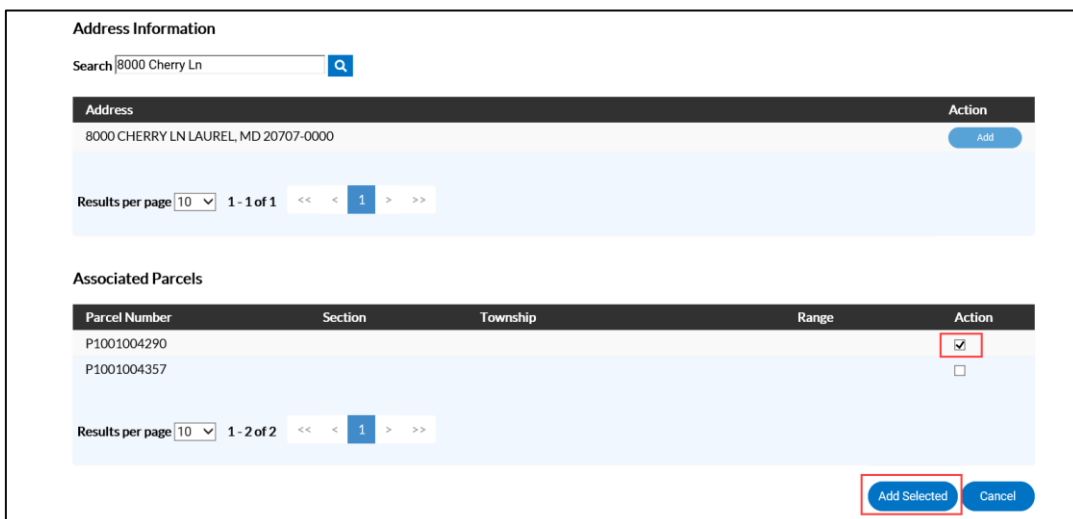
Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

Note: It is recommended the user provide just the street number and name (please do not search by the street type).



< Back to Application
Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
Address Information
 3 Search 14501 sweitzer
 Address Action
 14501 SWEITZER LN LAUREL, MD 20707-0000 4 Add
 Results per page 10 1 - 1 of 1 << < 1 > >>

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.

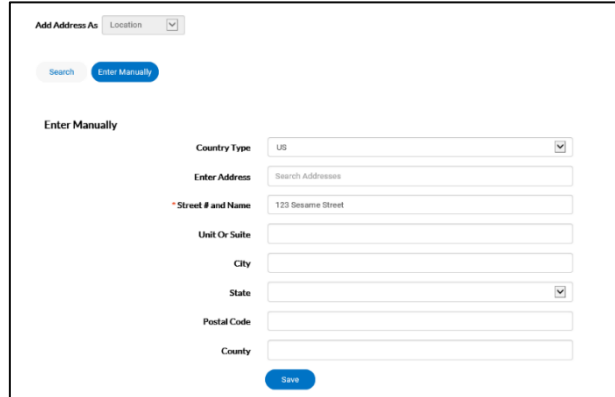


Address Information
 Search 8000 Cherry Ln
 Address Action
 8000 CHERRY LN LAUREL, MD 20707-0000 Add
 Results per page 10 1 - 1 of 1 << < 1 > >>
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

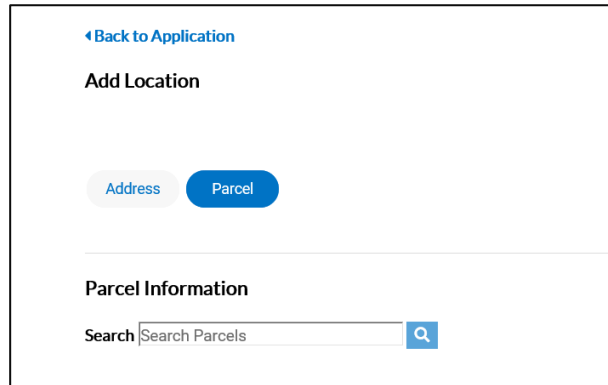
 Results per page 10 1 - 2 of 2 << < 1 > >>
 Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Address As" with a dropdown menu set to "Location". Below this are two buttons: "Search" and "Enter Manually". The "Enter Manually" section contains several input fields: "Country Type" (a dropdown menu with "US" selected), "Enter Address" (a text box with "Search Addresses" as placeholder text), "* Street # and Name" (a text box with "123 Sesame Street" as placeholder text), "Unit Or Suite" (a text box), "City" (a text box), "State" (a dropdown menu), "Postal Code" (a text box), and "Country" (a text box). A "Save" button is located at the bottom right of the form.

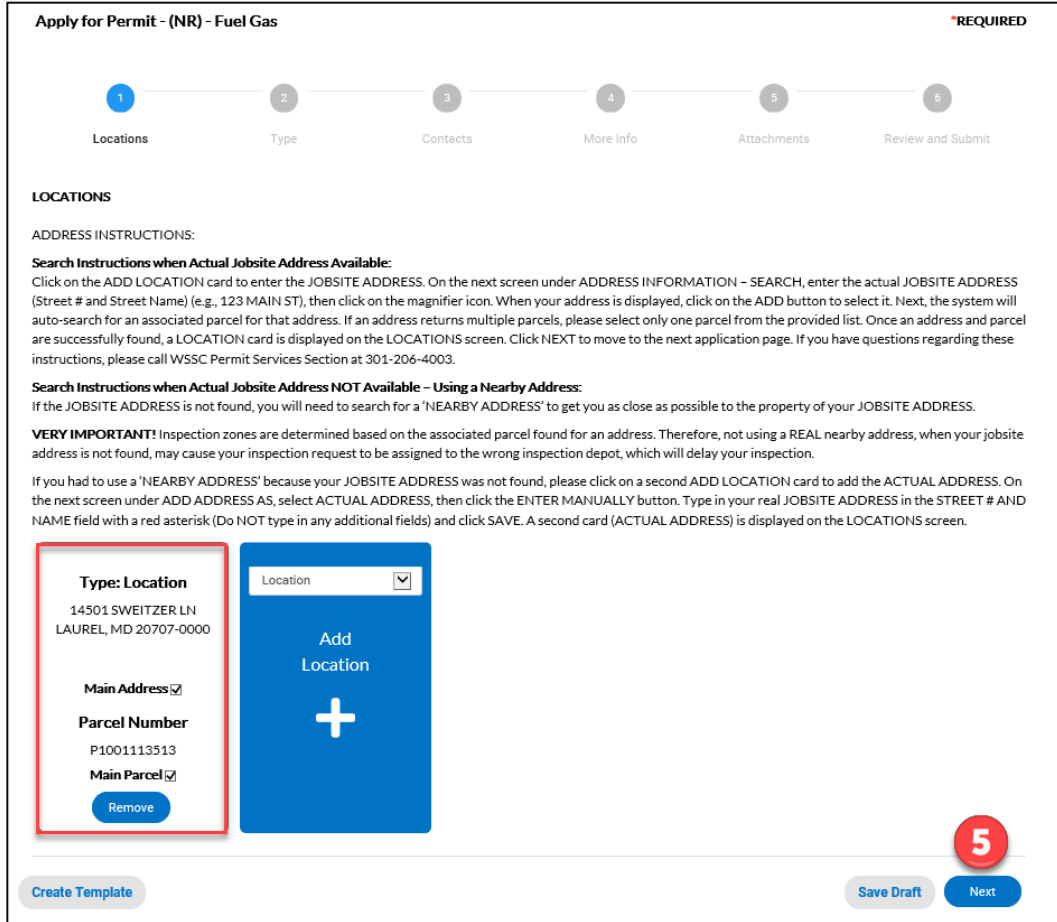
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Location". At the top is a link "Back to Application". Below the title are two buttons: "Address" and "Parcel", with "Parcel" being the active selection. A horizontal line separates this section from the "Parcel Information" section below. In the "Parcel Information" section, there is a "Search" label followed by a text box containing "Search Parcels" and a magnifying glass icon.

You will see the Location has successfully been added. You are able to add more than one location, if needed.

5. Click **Next**



Apply for Permit - (NR) - Fuel Gas *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Search Instructions when Actual Jobsite Address Available:
Click on the ADD LOCATION card to enter the JOBSITE ADDRESS. On the next screen under ADDRESS INFORMATION - SEARCH, enter the actual JOBSITE ADDRESS (Street # and Street Name) (e.g., 123 MAIN ST), then click on the magnifier icon. When your address is displayed, click on the ADD button to select it. Next, the system will auto-search for an associated parcel for that address. If an address returns multiple parcels, please select only one parcel from the provided list. Once an address and parcel are successfully found, a LOCATION card is displayed on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Search Instructions when Actual Jobsite Address NOT Available – Using a Nearby Address:
If the JOBSITE ADDRESS is not found, you will need to search for a 'NEARBY ADDRESS' to get you as close as possible to the property of your JOBSITE ADDRESS.

VERY IMPORTANT! Inspection zones are determined based on the associated parcel found for an address. Therefore, not using a REAL nearby address, when your jobsite address is not found, may cause your inspection request to be assigned to the wrong inspection depot, which will delay your inspection.

If you had to use a 'NEARBY ADDRESS' because your JOBSITE ADDRESS was not found, please click on a second ADD LOCATION card to add the ACTUAL ADDRESS. On the next screen under ADD ADDRESS AS, select ACTUAL ADDRESS, then click the ENTER MANUALLY button. Type in your real JOBSITE ADDRESS in the STREET # AND NAME field with a red asterisk (Do NOT type in any additional fields) and click SAVE. A second card (ACTUAL ADDRESS) is displayed on the LOCATIONS screen.

Type: Location
14501 SWEITZER LN
LAUREL, MD 20707-0000

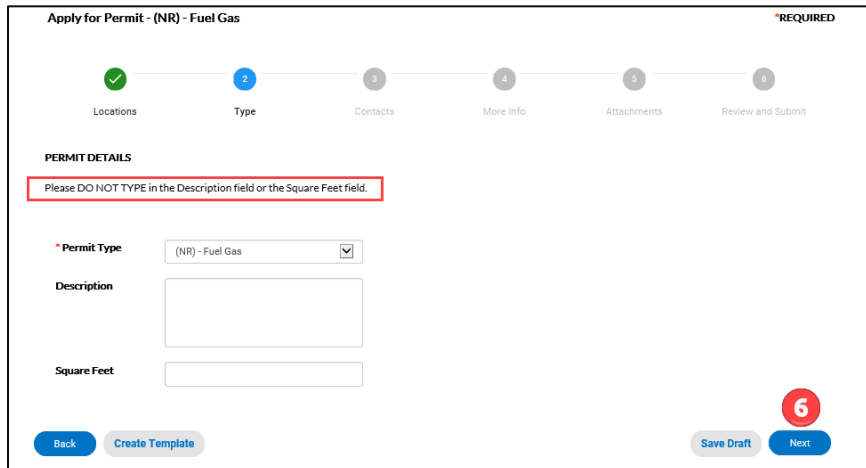
Main Address ☒
Parcel Number
P1001113513
Main Parcel ☒
Remove

Location
Add Location
+

Create Template Save Draft **5** Next

6. Click **Next**

****On the Permit Type page, IF the Permit Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION OR SQUARE FEET FIELD.****



Apply for Permit - (NR) - Fuel Gas *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

Please DO NOT TYPE in the Description field or the Square Feet field.

*Permit Type (NR) - Fuel Gas

Description

Square Feet

Back Create Template Save Draft **6** Next

- On the Contacts page, the Applicant will automatically be added as the primary contact.
Note: It is HIGHLY recommended that the user read the Contact Instructions found on the Contact page before adding a contact.

Apply for Permit - (NR) - Fuel Gas
*REQUIRED

✓

Locations

✓

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:

PRINCIPAL MASTER (logged-on user):
 The person applying for the permit (logged-on user) is automatically added as a contact type (APPLICANT) to the permit application. If you are the Principal Master (logged-on user) the system will auto-change your contact type from APPLICANT to PRINCIPAL MASTER when application is submitted to the back office. (NOTE: you must add your PROXY(S) as a CONTACT to the application to enable them to schedule an inspection).

PROXY (logged-on user):
 PROXY USERS: You must add your PRINCIPAL MASTER as a CONTACT to the permit application. Otherwise, the permit application will go to HOLD and be CANCELLED.

MECHANICAL ENGINEER or ARCHITECT (logged-on user):
 The person applying for the permit is only allowed to submit a non-residential long-form permit application for purpose of initiating the ePlans Review process. This permit will not be invoiced and issued until a PRINCIPAL MASTER is added later via a REQUEST. This logged-on user will be added as the APPLICANT. In order to facilitate ePlans Review submittal (upload of plans), you must also follow instructions below to add yourself again, or another person, as the contact type: PLANS SUBMITTER.

To Add Additional Contacts:
 Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Proxy, Plan Submitter, Owner/Tenant, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the permit. All invoices will be available to a guest user (Non-registered user) for payment.

Applicant



Willy Water (You)

14501 Sweitzer Lane

Applicant

Add Contact

+

Back

Create Template

7

Save Draft

Next

- ☆ **Note:** You can add another contact as well. (Please see steps 1-4 to see how to add another contact).

- To add another contact, click the + sign on the Add Contact card.
- You can add a contact from the list below. In this example, we will select **Principal Master**.

2

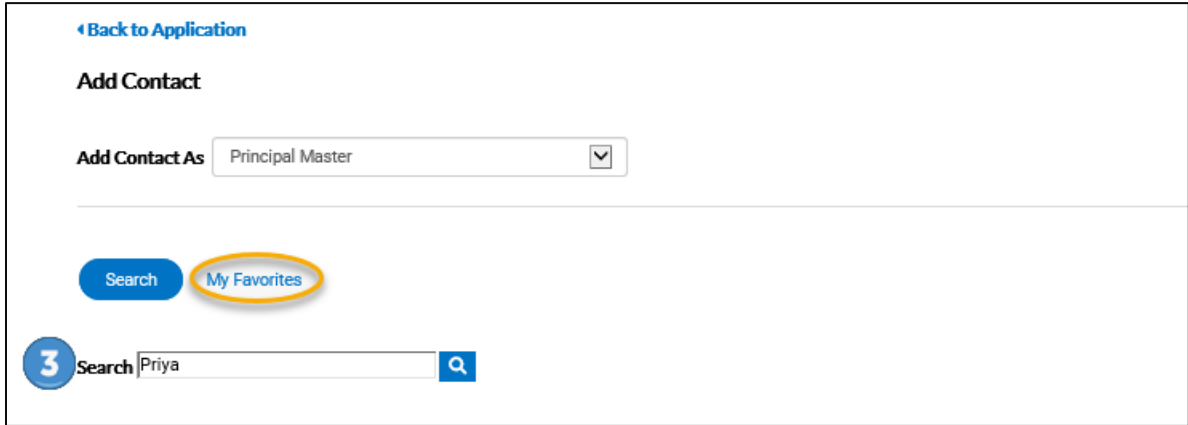
Applicant
Delete Proxy User
Engineer
Geotechnical Engineer
Other
Owner/Tenant
Plans Submitter
Principal Master
Proxy
Water and Sewer Construction Utility Contractor

1

+

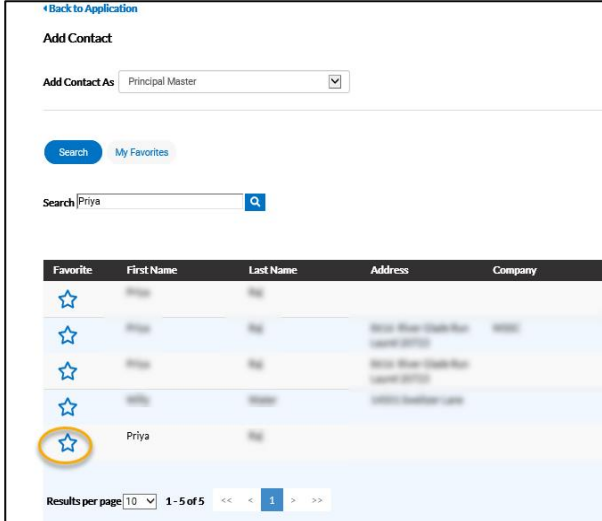
3. Enter the name of the Principal Master (or the Contact Type you selected) in the **Search** textbox.

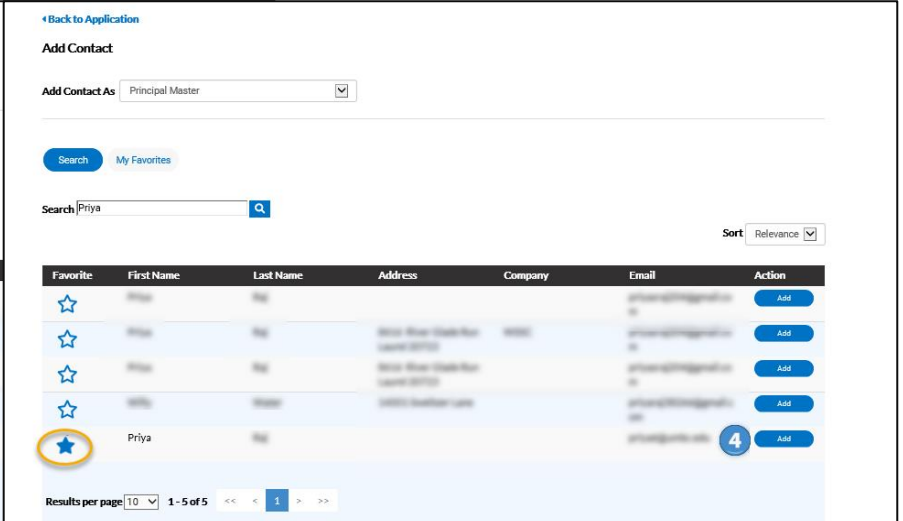
☆ **My Favorites:** The My Favorites option allows you to add a contact that you select often as your favorite contact by simply clicking the ☆ icon.



4. Click **Add** on the contact you would like to add

☆ **My Favorites:** To select a registered user as a favorite, select the ☆ icon. Once done, the icon will change from no fill ☆ to a blue ★ which lets you know that the contact has been added as your favorite.





8. Enter [Permit Info](#)
9. Enter [Property Info](#)
10. Enter [Property Info](#)
11. Enter [Property Owner Info](#)
12. Enter [Code Violation Info](#)
13. Enter [Fixtures](#)
14. Click [Next](#)

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using   , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Permit - (NR) - Fuel Gas *REQUIRED

✓

✓

✓

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

MORE INFO

Permit Info [Next Section](#) [Top](#) [Main Menu](#)

8

*What is the property type code?

What is the property type code? is required.

*Select current water supply type

Select current water supply type is required.

*Select current sewage disposal type

Select current sewage disposal type is required.

Please provide the WSSC billing account number for the main meter serving this property (if not using WSSC system, enter n/a):

*WSSC Billing Account #

WSSC Billing Account # is required.

Or, please provide the WSSC meter identification number and meter manufacturer name for the meter serving this property (if known):

Meter Identification #

Meter Manufacturer:

Does this Fuel Gas Permit application pertain to an existing project for which you have submitted plumbing/gas plans? If so, enter your WSSC Plumbing/Fuel Gas Plan Review #

WSSC Plumbing/Fuel Gas Plan Review #

Are there other permits associated with this plumbing/fuel gas plan that you will be submitting at this time? If yes, enter the total number. If no, enter zero.

Total Number of Associated Permits

Provide Job/Tenant Name

Property Info

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

9

Please indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

*Subdivision

Subdivision is required.

*Parcel #

Parcel # is required.

*Lot

Lot is required.

*Block

Block is required.

Building #

Building Name

Property Owner Info

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

10

*Owner Name

Owner Name is required.

*Owner Address

Owner Address is required.

*Owner City

Owner City is required.

*Owner State

Owner State is required.

*Owner Zip

Owner Zip is required.

*Owner Telephone #

Owner Telephone # is required.

*Owner E-Mail

Owner E-Mail is required.

Code Violation Info

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11

Is this Fuel Gas Permit application the result of a written violation received from a WSSC Code Official?

*Violation Received from WSSC Code Official?

☐

Violation Received from WSSC Code Official? is required.

If yes, what type of violation?

WSSC Violation Tracking #

Additional Info

[Previous Section](#) |
 [Next Section](#) |
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12

Comments: Describe scope of work to be performed under this permit. (Do not list fixtures here)

*Scope of Work

Scope of Work is required.

13

Fixtures

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 [Main Menu](#)

FG Fixture Selection - Bsmt - FL10 (Non-Res) Details

+ Add Row

Fixture	Basement	FL1	FL2	FL3	FL4	FL5	FL6	FL7	FL8	FL9	FL10	Total Proposed	Total Existing

FG Fixture Selection - FL11 - FL20 (Non-Res) Details

+ Add Row

Fixture	FL11	FL12	FL13	FL14	FL15	FL16	FL17	FL18	FL19	FL20	Total Proposed	Total Existing

FG Fixture Selection - FL21 - FL30 (Non-Res) Details

+ Add Row

Fixture	FL21	FL22	FL23	FL24	FL25	FL26	FL27	FL28	FL29	FL30	Total Proposed	Total Existing

14

Back

Create Template

Save Draft

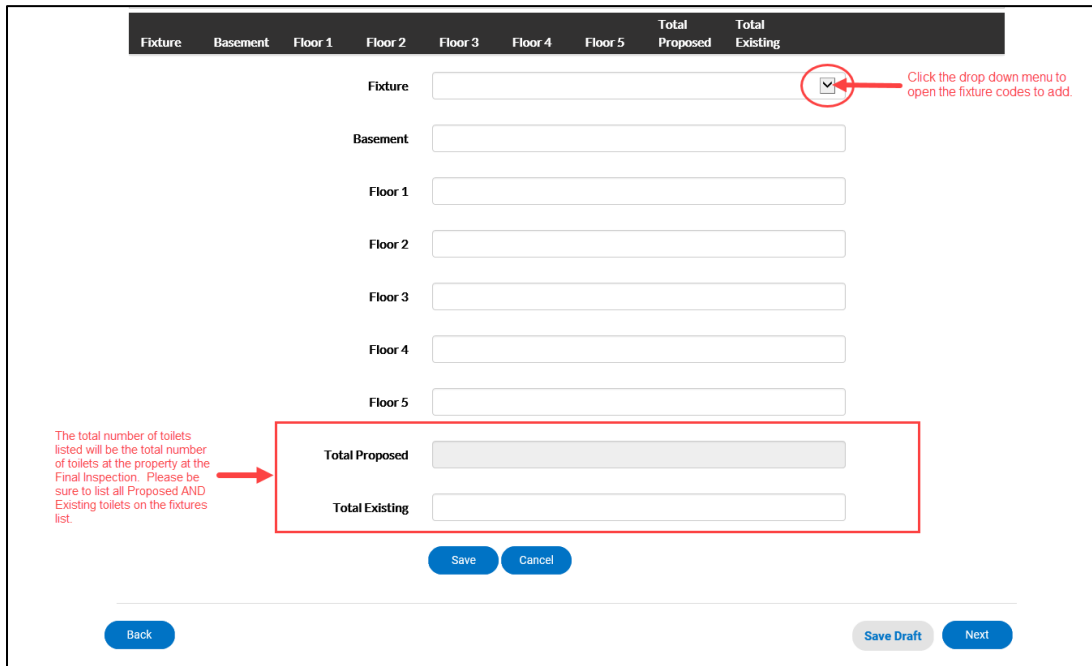
Next

Please see the below steps on how to add a fixture (if necessary).

Note: To add fixture(s), click on the **+ Add Row** button and the below entry for fixtures will appear. You can click on the dropdown  next to Fixture to choose which fixture you would like to add. Once done so, you will be able to enter the number of that specific fixture needed for each floor. Click **Save** at the bottom of the page.

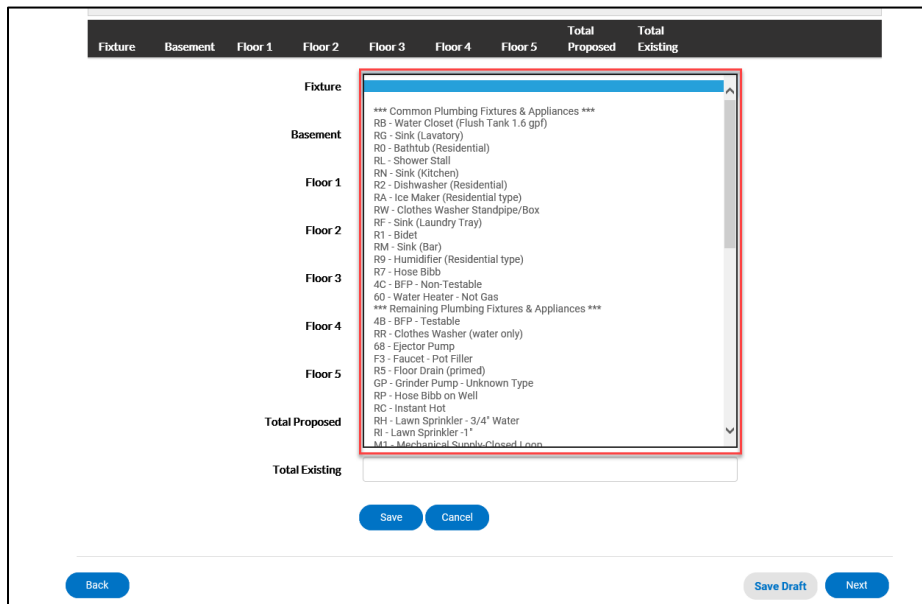
Note: The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list.

→ Select the drop-down menu to open the fixture codes to add.



The screenshot shows a form with columns for Fixture, Basement, Floor 1, Floor 2, Floor 3, Floor 4, Floor 5, Total Proposed, and Total Existing. A red circle highlights the dropdown arrow next to the Fixture field with the text "Click the drop down menu to open the fixture codes to add." A red box highlights the Total Proposed and Total Existing fields with the text "The total number of toilets listed will be the total number of toilets at the property at the Final Inspection. Please be sure to list all Proposed AND Existing toilets on the fixtures list." Buttons for Back, Save, Cancel, Save Draft, and Next are visible at the bottom.

→ You can select any fixture type from the menu and it will be added to the respective row/floor that you added the fixture to.



The screenshot shows the fixture selection dropdown menu open, displaying a list of plumbing fixtures and appliances. The list includes items like "RB - Water Closet (Flush Tank 1.6 gpf)", "RG - Sink (Lavatory)", "R0 - Bathtub (Residential)", "RL - Shower Stall", "RN - Sink (Kitchen)", "R2 - Dishwasher (Residential)", "RA - Ice Maker (Residential type)", "RW - Clothes Washer Standpipe/Box", "RF - Sink (Laundry Tray)", "R1 - Bidet", "RM - Sink (Bar)", "R9 - Humidifier (Residential type)", "R7 - Hose Bibb", "4C - BFP - Non-Testable", "60 - Water Heater - Not Gas", "4B - BFP - Testable", "RR - Clothes Washer (water only)", "68 - Ejector Pump", "F3 - Faucet - Pot Filler", "RS - Floor Drain (primed)", "GP - Grinder Pump - Unknown Type", "RP - Hose Bibb on Well", "RC - Instant Hot", "RH - Lawn Sprinkler - 3/4" Water", and "RI - Lawn Sprinkler - 1". Buttons for Back, Save, Cancel, Save Draft, and Next are visible at the bottom.

→ Once selected, Click **Save**.

Fixture

Basement

Floor 1

Floor 2

Floor 3

Floor 4

Floor 5

Total Proposed

Total Existing

RG - Sink (Lavatory) ▼

1

1

1

Save

Cancel

→ The fixtures and their respective types will appear based on the count and floors selected.

Fixtures
[Previous Section](#) | [Top](#) | [Main Menu](#)

PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details
+ Add Row

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing	
RG - Sink (Lavatory)	1	1	1						
8D - Gas - Water Heater under 200K		1							
RL - Shower Stall	1	1	1						
RN - Sink (Kitchen)	1	1							

Back

Save Draft

Next

15. **Optional:** You are able to add an attachment if necessary.
16. Click **Next**

Apply for Permit - (NR) - Fuel Gas *REQUIRED

✓

✓

✓

✓

5

6

Locations
 Type
 Contacts
 More Info
 Attachments
 Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

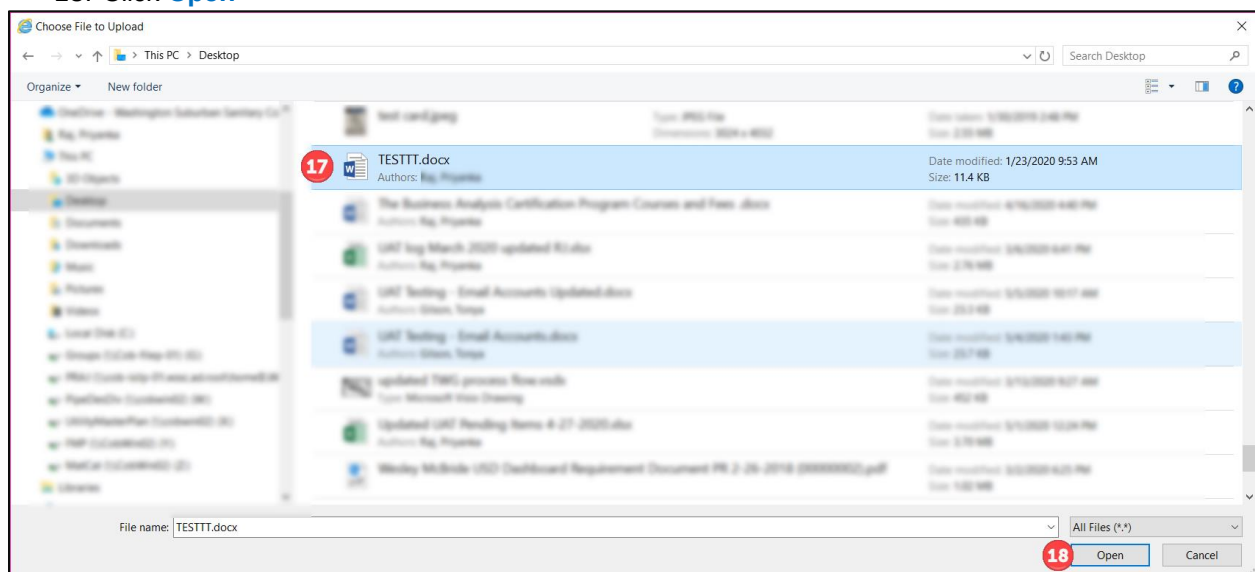
click or drag files
 Add Attachment
 15
 

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

16

Back
 Create Template
 Save Draft
 Next

17. You will be prompted to find the attachment you would like to add in support of your application.
18. Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

19. Click [Next](#)

Apply for Permit - (NR) - Fuel Gas

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

W

Uploaded via CSS

TESTTT.docx

Size: 11.45 KB

Remove

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csw, rtf, dxf, dwf, dwfx

Back

Create Template

19

Save Draft

Next

20. Verify that all of the information is correct then click [Submit](#).

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Permit - (NR) - Fuel Gas

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

20

Submit

Locations

Location

14501 SWEITZER LN LAUREL, MD 20707-0000

Parcel Number

P1001113513

Basic Info

Type

(NR) - Fuel Gas

Description

Square Feet

Applied Date

05/12/2020

Contacts

Applicant

Willy Water
 14501 Sweitzer Lane, Laurel, MD,, 20707

Back

Save Draft

Next

21. Your permit was successfully created! Click [Continue to Permit](#).

✓ Your permit was successfully created!

Success!

21

Continue to permit

Fees

\$0.00

View Details

Add to Cart

22. Congratulations! You have successfully created a **Non-Residential Fuel Gas** Permit.

Permit Number: FG-1289397-2020

22

✓

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: (NR) - Fuel Gas

Status: New/Pending

Project Name:

[Summary](#)
[Locations](#)
[Fees](#)
[Reviews](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[Holds](#)
[Meetings](#)
[More Info](#)

Progress

0%

Completed

In Progress

Not Started

Fees

\$0.00

[View Details](#)
[Add to Cart](#)

Workflow

- ☐ Perform Application Validation
- ☐ Email Applicant - Cancel Permit (DSG)
- ☐ Email Applicant - Correspondence (DSG)
- ☐ Email Applicant - Permit Amendment Correspondence
- ☐ RSG Application Review
- ☐ Plumbing / Fuel Gas Permit Plan Review
- ☐ Email Applicant - Cancel Permit (RSG)
- ☐ Email Applicant - Correspondence (RSG)
- ☐ Email Applicant - Amendment Correspondence (RSG)

Available Actions

i

No Actions

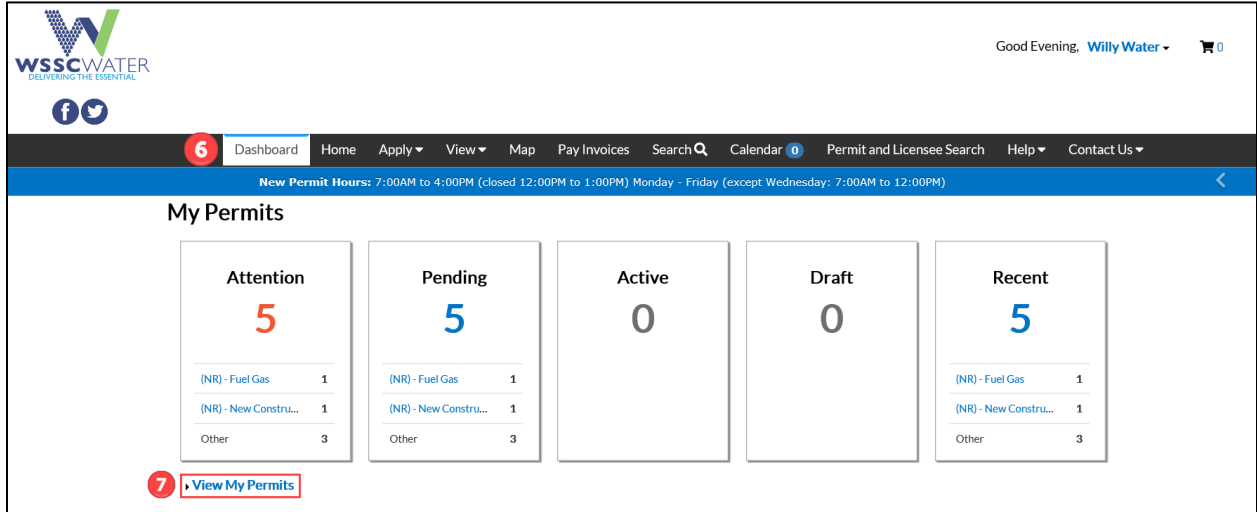
7. Amending a Permit

You are able to apply for a Permit Amendment for ALL permit types, except Short Form Permit.

To log into CSS, please see [Section 2: Logging into your CSS Account \(Steps 1-5\)](#).

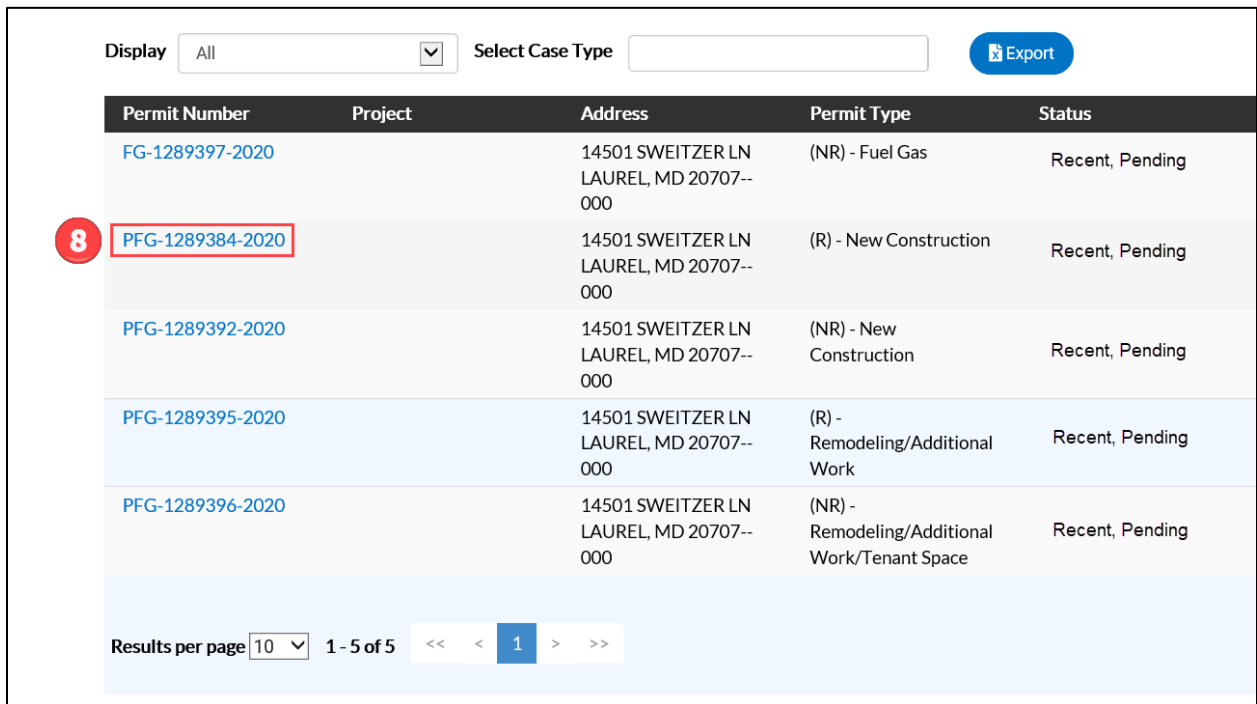
6. Once you have successfully logged into CSS, navigate to your dashboard.

7. Click [View My Permits](#)



The screenshot shows the WSSC Water CSS Dashboard. At the top, there's a header with the WSSC Water logo, social media icons, and a greeting "Good Evening, Willy Water". Below the header is a navigation bar with a "6" icon next to "Dashboard" and other links like Home, Apply, View, Map, Pay Invoices, Search, Calendar, Permit and Licensee Search, Help, and Contact Us. A blue banner below the navigation bar displays "New Permit Hours: 7:00AM to 4:00PM (closed 12:00PM to 1:00PM) Monday - Friday (except Wednesday: 7:00AM to 12:00PM)". The main section is titled "My Permits" and contains five cards: "Attention" (5), "Pending" (5), "Active" (0), "Draft" (0), and "Recent" (5). Each card lists permit types and counts: (NR) - Fuel Gas (1), (NR) - New Constru... (1), and Other (3). A red circle with the number "7" and a red box around the "View My Permits" link are visible at the bottom left of the dashboard.

8. Select the Permit you would like to apply for a Permit Amendment for.



The screenshot shows the WSSC Water CSS Permit List. At the top, there's a "Display" dropdown set to "All" and a "Select Case Type" dropdown. An "Export" button is also present. Below this is a table with the following columns: Permit Number, Project, Address, Permit Type, and Status. The table contains five rows of permits. A red circle with the number "8" and a red box around the "PFG-1289384-2020" permit number are visible on the left side of the table. At the bottom, there's a "Results per page" dropdown set to "10" and a pagination bar showing "1 - 5 of 5" with navigation arrows.

Permit Number	Project	Address	Permit Type	Status
FG-1289397-2020		14501 SWEITZER LN LAUREL, MD 20707-- 000	(NR) - Fuel Gas	Recent, Pending
PFG-1289384-2020		14501 SWEITZER LN LAUREL, MD 20707-- 000	(R) - New Construction	Recent, Pending
PFG-1289392-2020		14501 SWEITZER LN LAUREL, MD 20707-- 000	(NR) - New Construction	Recent, Pending
PFG-1289395-2020		14501 SWEITZER LN LAUREL, MD 20707-- 000	(R) - Remodeling/Additional Work	Recent, Pending
PFG-1289396-2020		14501 SWEITZER LN LAUREL, MD 20707-- 000	(NR) - Remodeling/Additional Work/Tenant Space	Recent, Pending

9. Click **Sub-Records** to navigate to Modify/Amend Issued Permit
10. Click **Apply**

Permit Number: PFG-1289384-2020 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: (R) - New Construction Status: Issued Project Name: ▼

Summary Locations Fees Reviews Inspections Attachments **Sub-Records** Holds Meetings More Info

[Existing Sub-Permits](#) | [Remaining Sub-Permits](#) | [Existing Sub-Plans](#) | [Remaining Sub-Plans](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Sub-Permits Sort: Permit Number ▼

Permit Number	Type	Status
No records to display.		

Remaining Sub-Permits

Type	Action
Modify/Amend Issued Res Permit	10 Apply
Cancel Permit Application Request	Apply
Refund Request	Apply
Permit Application Correction Request	Apply
Reissue Permit Request	Apply
Cancel Permit Request	Apply

11. Please **DO NOT** make any changes on this screen. Click **NEXT** to move to the next screen.

Apply for Permit - Modify/Amend Issued Res Permit *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

VERY IMPORTANT!! DO NOT MAKE CHANGES on this screen. Only click NEXT to move to the next screen.

Type: Location

P
14501 SWEITZER LN,
LAUREL, MD, 20707-0000

Main Address ☒

Parcel Number
P1001113513

Main Parcel ☒

Remove

Location ▼

Add Location

+

11

Save Draft **Next**

12. Please **DO NOT TYPE** in the description field. Click **Next**.

Apply for Permit - Modify/Amend Issued Res Permit

*REQUIRED

✓

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

PERMIT DETAILS

Please **DO NOT TYPE** in the Description field.

* Permit Type

Modify/Amend Issued Res Permit

▼

Description

Back

12

Save Draft

Next

13. Please **DO NOT** make any changes on this screen. Click **Next**.

Apply for Permit - Modify/Amend Issued Res Permit

*REQUIRED

✓

Locations

✓

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:

VERY IMPORTANT!! DO NOT MAKE CHANGES on this screen. Only click NEXT to move to the next screen.

Applicant



Willy Water (You)

14501 Sweitzer Lane, Laurel, MD, 20707

Applicant

▼

Add Contact

+

Back

13

Save Draft

Next

14. Enter any supporting information that is needed in order for your permit to be processed for amendment, properly and successfully.

Apply for Permit - Modify/Amend Issued Res Permit
*REQUIRED


 Locations


 Type


 Contacts


More Info


 Attachments


 Review and Submit

MORE INFO

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

14

CHANGE street address (house number / street name)

CHANGE parcel/lot/block

CHANGE meter type

CHANGE meter size

Enter only additions or subtractions from the original permit in the fields below and on fixture tables (as applicable): Indicate quantity for add (5), and (-) plus quantity for subtract (-5).

CHANGE number of water line entry points (hookups)

CHANGE number of building drain (sewer lateral) exit points (hook-ups):

Sewer lateral exit points (hook-ups):

Provide comments for clarification if needed (DO NOT list fixtures here. Use fixtures table below).

Provide comments for clarification (if needed):

15. Enter any fixtures, if necessary. Please see below steps on adding a fixture.

Fixtures

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

15

PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
---------	----------	---------	---------	---------	---------	---------	----------------	----------------

Note: To add fixture(s), click on the [+ Add Row](#) button and the below entry for fixtures will appear. You can click on the dropdown  next to Fixture to choose which fixture you would like to add. Once done so, you will be able to enter the number of that specific fixture needed for each floor. Click [Save](#) at the bottom of the page.

Please enter only additions or subtractions from the original permit on fixture tables (as applicable): Indicate quantity for add (5), and (-) plus quantity for subtract (-5).

→ Select the drop-down menu to open the fixture codes to add.

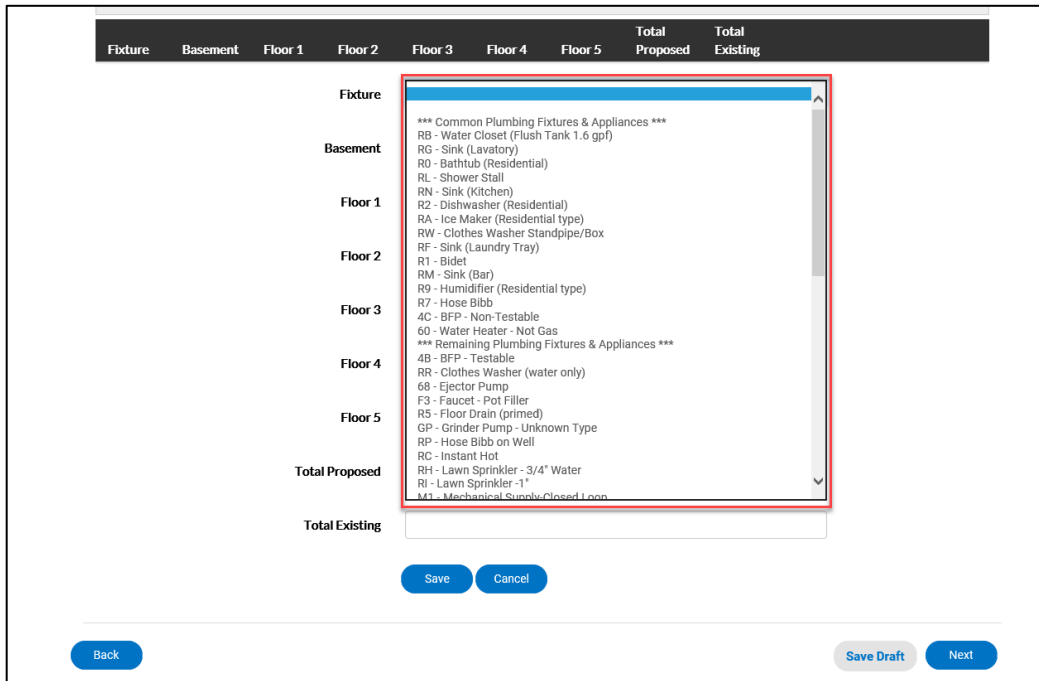
Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
Fixture								
Basement								
Floor 1								
Floor 2								
Floor 3								
Floor 4								
Floor 5								
Total Proposed								
Total Existing								

[Save](#)
[Cancel](#)

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

Click the drop down menu to open the fixture codes to add.

→ You can select any fixture type from the menu and it will be added to the respective row/floor that you added the fixture to.

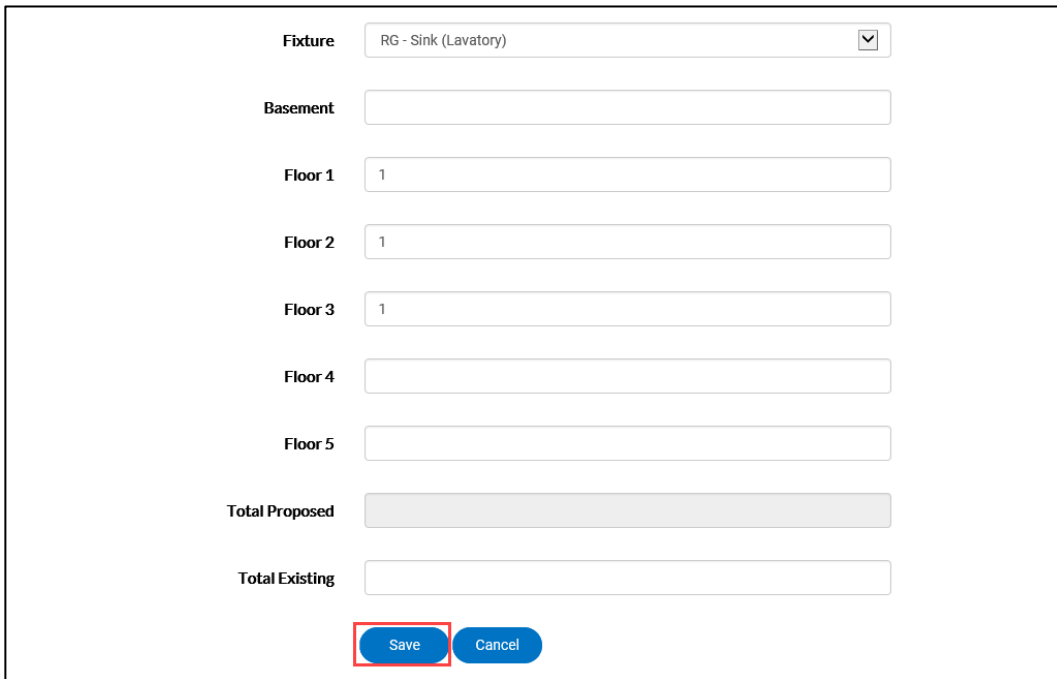


Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
Fixture *** Common Plumbing Fixtures & Appliances *** RB - Water Closet (Flush Tank 1.6 gpf) RG - Sink (Lavatory) R0 - Bathtub (Residential) RL - Shower Stall RN - Sink (Kitchen) R2 - Dishwasher (Residential) RA - Ice Maker (Residential type) RW - Clothes Washer Standpipe/Box RF - Sink (Laundry Tray) R1 - Bidet RM - Sink (Bar) R9 - Humidifier (Residential type) R7 - Hose Bibb 4C - BFP - Non-Testable 60 - Water Heater - Not Gas *** Remaining Plumbing Fixtures & Appliances *** 4B - BFP - Testable RR - Clothes Washer (water only) 68 - Ejector Pump F3 - Faucet - Pot Filler R5 - Floor Drain (primed) GP - Grinder Pump - Unknown Type RP - Hose Bibb on Well RC - Instant Hot RH - Lawn Sprinkler - 3/4" Water RI - Lawn Sprinkler - 1" M1 - Mechanical Supply/Closed Loop								

Save Cancel

Back Save Draft Next

→ Once selected, Click **Save**.



Fixture: RG - Sink (Lavatory)

Basement:

Floor 1: 1

Floor 2: 1

Floor 3: 1

Floor 4:

Floor 5:

Total Proposed:

Total Existing:

Save Cancel

→ The fixtures and their respective types will appear based on the count and floors selected.

Fixtures
[Previous Section](#) | [Top](#) | [Main Menu](#)

PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details

+ Add Row

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
RG - Sink (Lavatory)	1	1	1					
8D - Gas - Water Heater under 200K		1						
RL - Shower Stall	1	1	1					
RN - Sink (Kitchen)	1	1						

Back

Save Draft

Next

16. The fixtures and their respective types will appear based on the count and floors selected. Click [Next](#).

Fixtures
[Previous Section](#) | [Top](#) | [Main Menu](#)

PROPOSED Fixture Selection - Bsmt - FL5 (Res) Details

+ Add Row

Fixture	Basement	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Total Proposed	Total Existing
RG - Sink (Lavatory)	1	1	1					
8D - Gas - Water Heater under 200K		1						
RL - Shower Stall	1	1	1					
RN - Sink (Kitchen)	1	1						

Back

Save Draft

Next

17. **Optional:** You are able to add an attachment if needed. Click the **+** sign to add an attachment. Please **DO NOT** attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

FOR CHANGE OF STREET ADDRESS: Please attach an Address Assignment/Verification document from the applicable county MNCPPC agency.

Apply for Permit - Modify/Amend Issued Res Permit

***REQUIRED**

✓

✓

✓

✓

5

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:
IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number to the ePlan Review (ProjectDox) system.

For CHANGE of Street Address - Please attach an Address Assignment/Verification document from the applicable county MNCPPC agency.

Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

click or drag files

Add Attachment

17

+

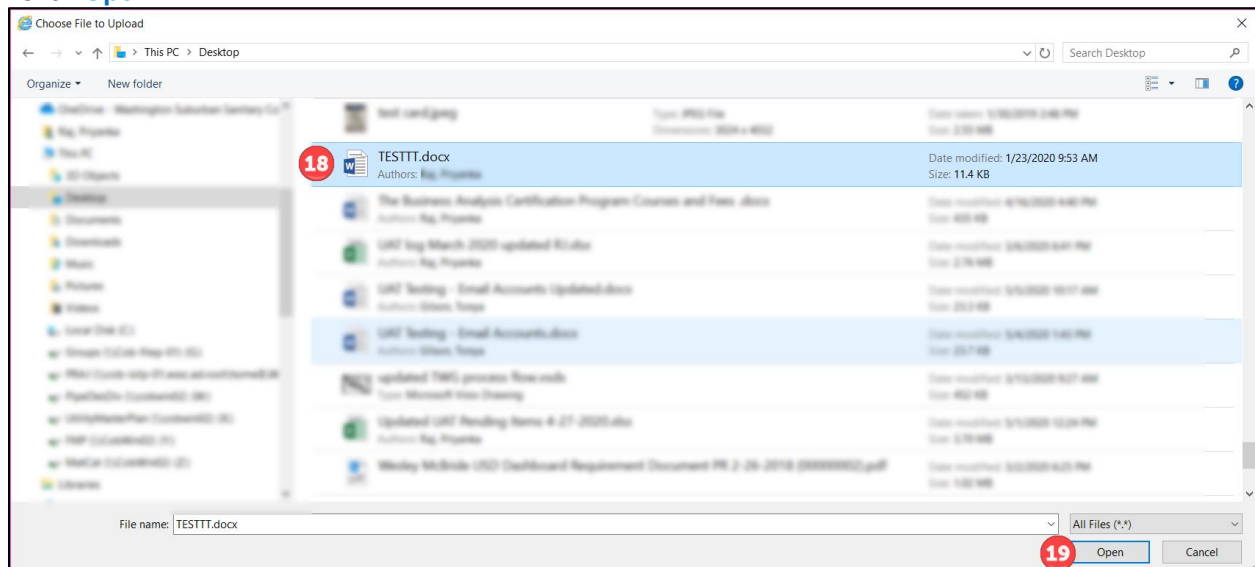
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

Save Draft

Next

18. You will be prompted to find the attachment you would like to add in support of your application.
19. Click **Open**.



20. You will see the Attachment of your choice has successfully been added to your application. Click **Next**.

Apply for Permit - Modify/Amend Issued Res Permit

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach plumbing or fuel gas plans to this permit application. You will receive a separate invitation to upload mechanical plans under a separate plan number number to the ePlan Review (ProjectDox) system.

For CHANGE of Street Address - Please attach an Address Assignment/Verification document from the applicable county MNCPPC agency.

Click on the ADD ATTACHMENT card, then the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the permit application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

W

Uploaded via CSS

TESTTT.docx

Size: 11.45 KB

Remove

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

20

Back

Create Template

Save Draft

Next

21. Verify that all of the information you entered is accurate, then click **Submit**.

Back Button: If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Permit - Modify/Amend Issued Res Permit

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

Submit

Locations

Location	14501 SWEITZER LN , LAUREL, MD., 20707-0000
Parcel Number	P1001113513

Basic Info

Type	Modify/Amend Issued Res Permit
Description	
Applied Date	05/27/2020

Contacts

Applicant	Willy Water 14501 Sweltzer Lane , Laurel, MD., 20707
-----------	---

23. Congratulations! Your Permit Amendment was submitted for review.

Permit Number: AMEND-1289562-2020

23 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Modify/Amend Issued
Res Permit

Status: New/Pending

Project Name:

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

Progress



Workflow

Available Actions


No Actions

Fees

\$0.00

[View Details](#)

[Add to Cart](#)