Excavation/ROW permits may be applied for through Citizen Self Service (CSS). All other permit types are reviewed through ProjectDox, the City’s digital plan review software.

**How to apply for a permit online:**

1. Go to [https://mss.cityofcapegirardeau.org/MSS](https://mss.cityofcapegirardeau.org/MSS) and click on Citizen Self Service on the right hand side of the screen. Then enter your log in information and click Log in:

   ![Citizen Self Service Login Screen](image1)

2. On the right hand side of the screen, click on Permits and Inspections:

   ![Permits and Inspections Screen](image2)
3. Click on the Click here to Apply Online link

4. Click the Select link beside Excavation/Right of Way Permit
5. In the Parcel ID box, search for “right of way”. Do not include the quotation marks, but do include spaces between the words.

6. All right of way is city property. Click the Select and Continue link beside the 401 Independence St location. (This is City Hall’s address.)
7. In the Describe location field, enter an adjacent address.
   In the Describe project/activity field, enter a description of the work.
   Choose Applicant for Your role in project.
   Enter Proposed start date and Proposed end date.
Choose the top toggle, for Contractor is involved or owner is acting as contractor.

Choose the correct name from the drop down box, and enter your phone number and email if these fields are blank.

In the Item/Fixture field, enter a 1 in the appropriate box, depending on if a pavement cut is required.

Click Continue.
8. Verify all your information is correct on the next page. If a section needs revised, click the Change link above it. Once all information is correct, enter the validation numbers in the box and click the checkbox to agree to the terms. Click Submit.
9. To attach documentation such as a traffic control plan, click on the Choose File link. You can also come back to this step later. Take note of the Application reference number.
10. Find the appropriate file and click Open. Then click Upload.
11. To attach a document later…. Login and click on Permits and Inspections. Then, instead of applying for a new permit, enter the Application Reference number and click Search.

12. Click on Details.
13. Click on View Application Information.

14. Click on Attach a document. Click Choose File, then Open, and then Upload.
15. You can also see all open permits by clicking on Permits and Inspections.

16. Then click on Accounts

17. Click on Applications & Inspections:
18. The Applications are a list of open permits. You can click Details on each one to see more information.