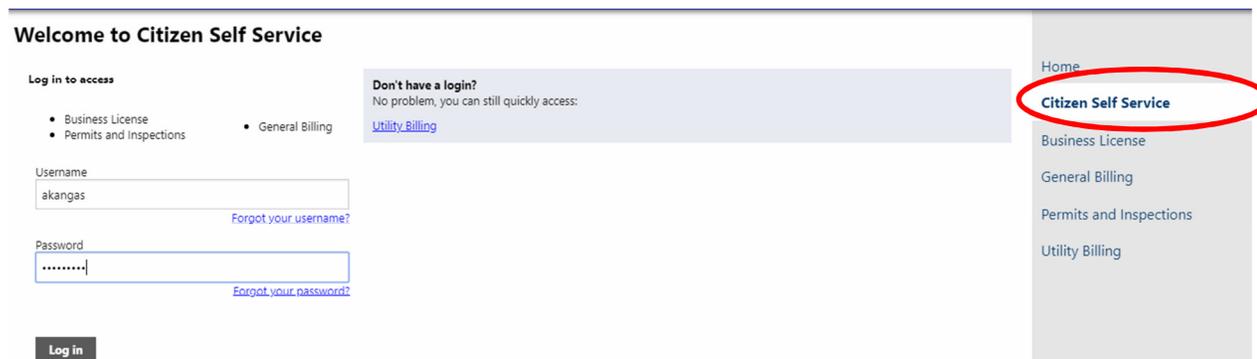


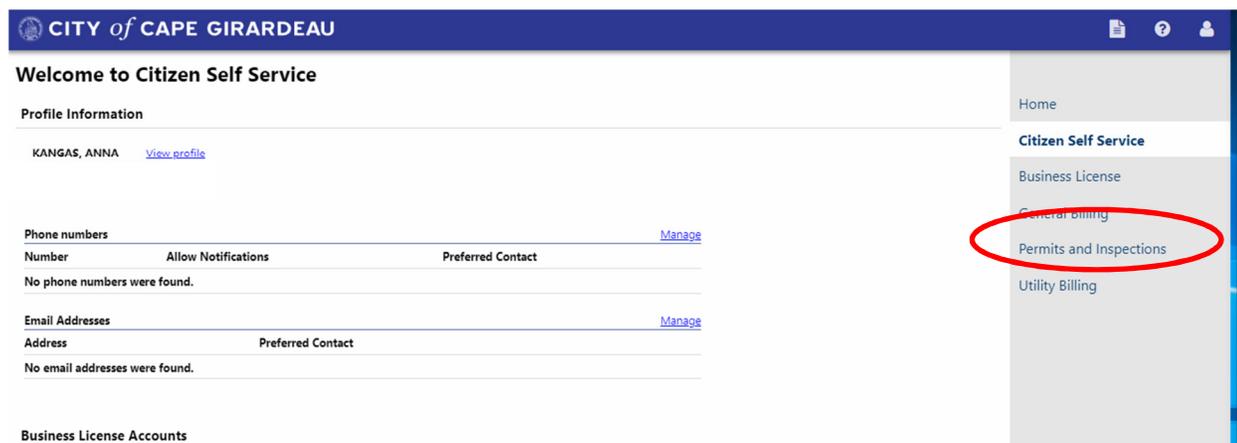
Excavation/ROW permits may be applied for through Citizen Self Service (CSS). All other permit types are reviewed through ProjectDox, the City's digital plan review software.

How to apply for a permit online:

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



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



3. Click on the Click here to Apply Online link

Permits and Inspections

Use this page apply for new Permits, or search for existing Permits and Inspections

New permit applications

[Click here to Apply Online](#)

Search for existing Permits and Inspections

Location

House number

Street name

Application reference

Permit number

Status

- Active Applications only
- Unperformed Inspections only
- Remember these values

Search

Reset

4. Click the Select link beside Excavation/Right of Way Permit

Permits and Inspections

Apply Online

Select the project/activity

INSPECTION

Select	Code	Project Description
Select	EG	EXCAVATION/RIGHT OF WAY PERMIT

- In the Parcel ID box, search for "right of way". Do not include the quotation marks, but do include spaces between the words.

CITY of CAPE GIRARDEAU

Permits and Inspections

Apply Online [Return to Project Selection](#)

Search for the location

You must associate a location (address, city, etc.) with this project. Use this page to search for locations, then select the location to associate.

Location

House Number

Street Name

Name

Owner

Parcel ID

- 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.)

CITY of CAPE GIRARDEAU

Permits and Inspections

Apply Online [Return to Project Selection](#)

Select the location

If the location is not listed, you can [modify your search](#) or try a [new search](#).

1 Location(s) found

Location/Subdivision	Owner Name	Parcel ID	Select
401 INDEPENDENCE STREET	CHECK WITH ENGINEERING	RIGHT OF WAY	Select and Continue

- 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.

 **CITY of CAPE GIRARDEAU**

Permits and Inspections

Apply Online [Return to Location Search](#)

Details of project/activity

Department	INSPECTION
Project	EXCAVATION/RIGHT OF WAY PERMIT

Describe location

Describe project/activity

Your role in project *

Reason for applying

Estimated cost

Proposed start date

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.

Contractor is involved or owner is acting as contractor
 I will enter applicant information, no contractor is involved

Contractor (or applicant if no contractor) *

Name *

Address

City

State

Zip

Phone *

Fax

Email *

Item/Fixture
Enter quantity of each item.

EXCAVATION W/O PAVEMENT CUT	<input type="text" value="1"/>
EXCAVATION WITH PAVEMENT CUT	<input type="text"/>

Additional information

Any additional information you would like to provide

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.

Permits and Inspections

Apply Online

Review

Location [change](#)

Location 401 INDEPENDENCE STREET

Owner Name CHECK WITH ENGINEERING

Parcel ID RIGHT OF WAY

Project/Activity [change](#)

Department INSPECTION

Project EXCAVATION/RIGHT OF WAY PERMIT

Details of Project/Activity [change](#)

Location Description near 110 N West End

Project/Activity Description

Your Role in Project APPLICANT

Reason for Applying unspecified

Estimated Cost 0

Proposed Dates Start: unspecified
End: unspecified

Contractor Name KANGAS, ANNA

Address

Phone 5733396327

Fax

E-mail akangas@cityofcape.org

Item/Fixture

EXCAVATION W/O PAVEMENT CUT 1

EXCAVATION WITH PAVEMENT CUT

Additional information

Enter these validation numbers into the box below them

Enter the following validation numbers into the box provided. *



Check the following box to signify acknowledgement

I agree to the following terms.
I hereby acknowledge that the information I am about to submit is 100% accurate.

Submit

Cancel

- 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.

CITY of CAPE GIRARDEAU

Permits and Inspections

Apply Online

Confirmation

Thank you. Your application has been submitted on **9/24/2018**. Your application reference is **8116**.

You may want to print this page for your records.

To check the status of your application:

- [Check the status of your application online](#)
- [View/select payable items](#)
- [Pay all payable items now](#)

Attach one or more documents

- Use the **Choose File** button to select a document to attach.
- As each document is selected, an additional file selection button will appear, allowing you to select multiple documents.
- Click the **Upload** button to upload the selected attachment(s).

Choose File No file chosen

Upload

[Cancel](#)

Location

Location 401 INDEPENDENCE STREET

Owner Name CHECK WITH ENGINEERING

Parcel ID RIGHT OF WAY

Project/Activity

Department INSPECTION

Project EXCAVATION/RIGHT OF WAY PERMIT

Details of Project/Activity

Location Description near 110 N West End

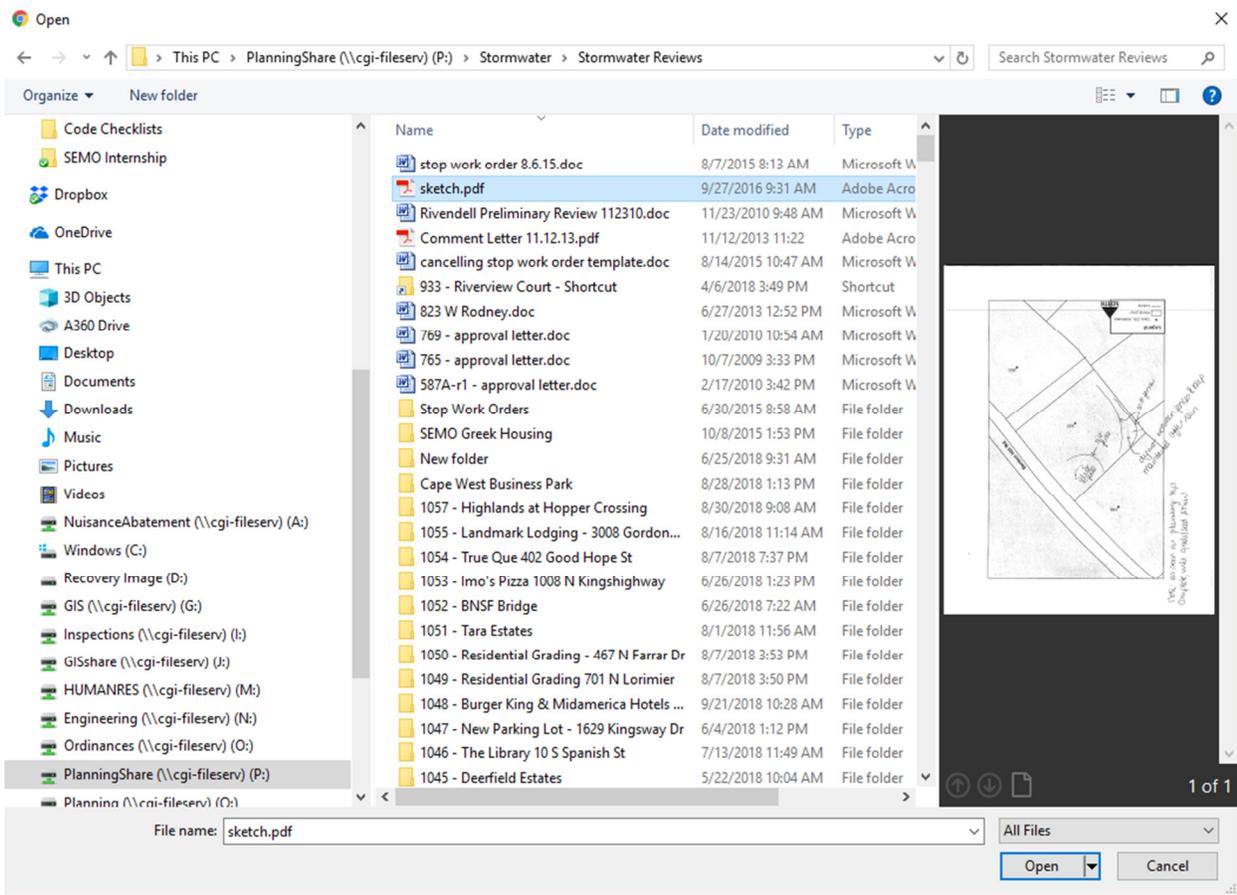
Project/Activity Description

Your Role in Project APPLICANT

Reason for Applying unspecified

Estimated Cost 0

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.

 **CITY of CAPE GIRARDEAU**

Permits and Inspections

Use this page apply for new Permits, or search for existing Permits and Inspections

New permit applications

[Click here to Apply Online](#)

Search for existing Permits and Inspections

Location

House number

Street name

Application reference

Permit number

Status

Active Applications only

Unperformed Inspections only

Remember these values

12. Click on Details.

 **CITY of CAPE GIRARDEAU**

Permits and Inspections

Search Results

[Modify Search](#) | [New Search](#)

Applications (1 found)

Location /
Subdivision	Owner/Contractor	Parcel ID	Status	Reference	Fees	Due	Details
401 INDEPENDENCE STREET	CHECK WITH ENGINEERING / KANGAS, ANNA	RIGHT OF WAY	ACTIVE	8116	\$55.00	\$55.00	Details

Inspections * (0 found)

Found no Inspections matching the search criteria.

* List only includes inspections with no associated application.

13. Click on View Application Information.

CITY of CAPE GIRARDEAU

Permits and Inspections

Application reference 8116 [1 Permit](#) | [1 Inspection](#)

Status ACTIVE / IN REVIEW

Project/Activity EXCAVATION/ROW PERMIT

Location 401 INDEPENDENCE STREET
CAPE GIRARDEAU

Owner Name CHECK WITH ENGINEERING

Parcel ID RIGHT OF WAY

[View Application Information](#) | [View Issue Alerts](#)

Permits (1 found)

<input type="checkbox"/>	Permit Type	Status	Permit Number	Total Fees	Balance Due	Details
<input type="checkbox"/> Pay	EXCAVATION	REVIEWING		\$55.00	\$55.00	Details Alert

Inspections (1 found)

<input type="checkbox"/>	Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due	Details
<input type="checkbox"/> Pay	ROW/EXCAVATION 1	CHECK WITH ENGINEERING / KANGAS, ANNA			\$0.00	\$0.00	Details Alert

Pay

select Permits/Inspections you would like to pay now, then click "Pay"

* Indicates pending web payments exist that are not reflected in the Payments/Credits amount at this time.

14. Click on Attach a document. Click Choose File, then Open, and then Upload.

CITY of CAPE GIRARDEAU

Permits and Inspections

Application Information [Return to permits and inspections](#)

General

Application reference 8116

Status ACTIVE / IN REVIEW

Application Received Date 9/24/2018

Applicant Name CHECK WITH ENGINEERING / KANGAS, ANNA

Owner Name CHECK WITH ENGINEERING

Owner ID 12293

Location 401 INDEPENDENCE STREET
CAPE GIRARDEAU

Parcel ID RIGHT OF WAY

Project Details

Project/Activity EXCAVATION/ROW PERMIT

Contractor Name KANGAS, ANNA

Contractor ID 23469

Estimated Cost \$0.00

Attachments

Document No attachments were found for this application

New Attachments

- [Attach a document](#)

15. You can also see all open permits by clicking on Permits and Inspections.

CITY of CAPE GIRARDEAU

Permits and Inspections

Use this page apply for new Permits, or search for existing Permits and Inspections

New permit applications

[Click here to Apply Online](#)

Search for existing Permits and Inspections

Location

House number

Street name

Application reference

Permit number

Status

Active Applications only

Unperformed Inspections only

Remember these values

Search **Reset**

- Home
- Citizen Self Service
- Business License
- General Billing
- Permits and Inspections**
- Accounts
- Contact Us
- Utility Billing

16. Then click on Accounts

CITY of CAPE GIRARDEAU

Permits and Inspections

Use this page apply for new Permits, or search for existing Permits and Inspections

New permit applications

[Click here to Apply Online](#)

Search for existing Permits and Inspections

Location

House number

Street name

Application reference

Permit number

Status

Active Applications only

Unperformed Inspections only

Remember these values

Search **Reset**

- Home
- Citizen Self Service
- Business License
- General Billing
- Permits and Inspections**
- Accounts**
- Contact Us
- Utility Billing

17. Click on Applications & Inspections:

CITY of CAPE GIRARDEAU

Permits and Inspections

Linked Accounts

[Apply Online](#)

Select customer from your linked accounts

Customer ID	Customer Name	Location	Permitting
23469	KANGAS, ANNA	WHITEWATER	Applications & Inspections

18. The Applications are list of open permits. You can click Details on each one to see more information.

Permits and Inspections

Search Results

[Modify Search](#) | [New Search](#)

Applications (2 Active found)

Location /
Subdivision	Owner/Contractor	Parcel ID	Status	Reference	Fees	Due	Details
1 SOUTH SPRIGG STREET / CITY OF CAPE GIRARDEAU PLAT FROM 1870	CAPE GIRARDEAU CITY OF / KANGAS, ANNA	211060032002000000	ACTIVE	8117	\$55.00	\$55.00	Details
401 INDEPENDENCE STREET	CHECK WITH ENGINEERING / KANGAS, ANNA	RIGHT OF WAY	ACTIVE	8116	\$55.00	\$55.00	Details

Inspections * (0 Unperformed found)

Found no Inspections matching the search criteria.

* List only includes inspections with no associated application.