Customer Self-Service (CSS) Portal Permit Application

1 Let's Get Started

Go to www.JohnsCreekGA.gov/CSS to access the portal.

2 Register for/Log into CSS

- Create your CSS Portal User Account.
- If you're a contractor, please complete the contractor registration.
- Once you've created your account, log into the portal to start the application process.
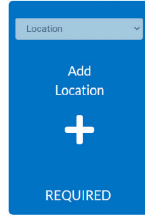
3 Helpful Tips

- Each application step is shown at the top (Locations, Type, Contacts, More Info, Attachments, Signature, and Submit).
- Green checkmarks indicate a step is completed.

*REQUIRED

- Required fields are marked with a red asterisk.

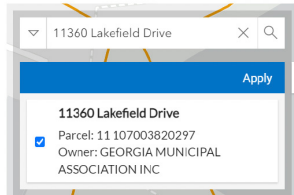- Click **Next** or **Back** buttons to toggle the application.

4 Select Application Type

Apply
Click here to apply for a permit, plan, or license.

- Click **Apply** to open the application.

Application Assistant

Deck

Residential **Deck**/Porch/Patio Cover

Deck

- Enter a keyword in the search box.

- Select the permit type you need from the results.

Apply

- Click **Apply**.

5 Add Location

Location ⌄ Add Location **+** REQUIRED	• Click the **Add Location** card.
⌄ 11360 Lakefield Drive ✕ 🔍 **Apply** ☑ **11360 Lakefield Drive** Parcel: 11 107003820297 Owner: GEORGIA MUNICIPAL ASSOCIATION INC	• Search for the location, which will be marked on the map. • Select the checkbox, click **Apply,** then click **Next**.

6 Add Permit Details

* Permit Type [Residential Deck/Porch/Patio Cover ⌄] * Description [ ] * Square Feet [ ] * Valuation [ ]	• Enter project details and click **Next**.

7 Add Contacts
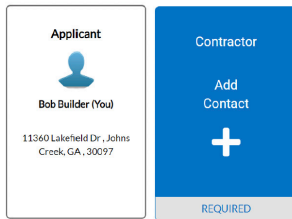
Applicant 👤 **Bob Builder (You)** 11360 Lakefield Dr , Johns Creek, GA , 30097 Contractor Add Contact **+** REQUIRED	• You are the applicant. • Select **Add Contact** cards to enter required contacts and any additional contacts associated with the permit.
Add Contact As : Contractor [**Search**] [Enter Manually] [My Favorites] Search [Name, E-mail, or Company] 🔍	• Search for existing Contractor. Click **Add** to select Contractor. If not found, Add Manually. Click **Next**.

Johns Creek
GEORGIA

8 Add More Info

*Valuation (Labor + Materials) $ 15000

*Associate Trades
- ☐ No Associated Trade
- ☐ Mechanical/HVAC/Gas
- ☑ Electrical

• Continue to add project details.

Hours of Construction Agreement

Hours of Construction for Land Disturbance and Building Activitie
noises which are detrimental or annoying to reasonable people. Th
reasonable when concerning hours of construction. Monday, Tuesc
Time) No work to be performed on Sunday or any federally recogni
Development Director or their designee using the form below. The
the applicant to ensure these Hours of Construction are adhered t

Applicant Agreement   I understand & agree t

• Acknowledge agreement. Click **Next**.

9 Add Attachments

Architectural Plans - Deck/Porch//Patio...
Add Attachment
+
Supported: .pdf
REQUIRED

Site Plans - Simple
Add Attachment
+
Supported: .pdf
REQUIRED

Select Type ⌄
Add Attachment
+
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .csv, .rtf

• Continue to add project details. View the Info icon ⓘ for descriptions of document requirement.

Architectural Plans - Deck/Porch//Patio...
Architectural Plans - Sample Deck.pdf
Size: 4.68 MB
Remove

Site Plans - Simple
Sample Site Plan.pdf
Size: 181.63 KB
Remove

• Click **Next** once documents are uploaded.

10 Signature

Enable Type Signature 🔵   Type Name Here

• View the Signature certification, type your name in the fields and sign the application. Click **Next**.

11 Review & Submit

7

Review and Submit

Submit

- Review the information and use the **Back** button to make corrections.

- Click **Submit.**

✅ Your application was successfully submitted!

City staff will reach out if any additional information is need⟨
correction comments, if any, will be posted on the CSS Porta
approved, youll receive notification that the permit is issued

Continue to permit

- Click **Continue to Permit** to view the permit.

Additional Assistance

Application requirements, forms, codes, and additional information is available in the Useful Links section on the home page of the CSS Portal.

Contact City staff at 678-512-3200 for application assistance. A computer kiosk is located at the Permit Counter at City Hall (bring your PDF documents on a flash drive). We also offer free notary service for affidavits and certifications, if required.