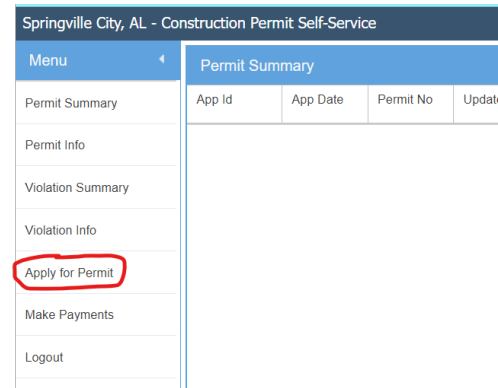


Applying for a Permit Construction Permit Self-Service Portal (CPSS)

Step #1: Login to the Permit Self-Service Portal at
www.cityofspringville.com/inspections

Step #2: Select Apply for Permit under Menu.



Step #3: Fill out the Permit Application.

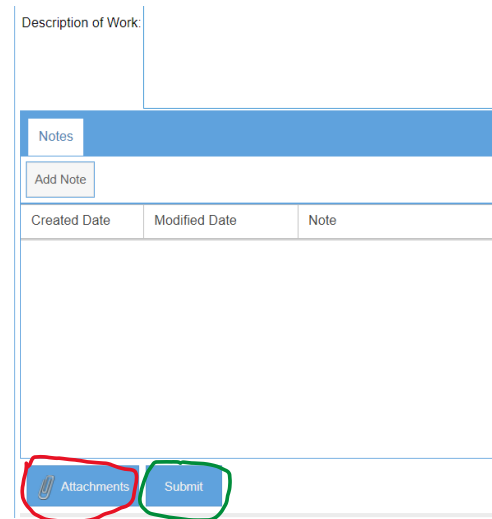
- Property Location and/or Owner Name:
If you encounter any problems with these fields, please add a comment in the Notes.
- Parcel: If unknown, leave blank.
- Permit Type: See below for more details.
- Work Type:
Addition, Alteration, New, Other, Repair, Replace
- Use Type:
COM – Commercial or RES – Residential
- Description of work:
Give a brief description of work to be done. Include the Cost of the Project in the Description of work.

Permit Type Descriptions:

BLAST	Blasting	POOL	Pool
COMALTER	Commercial Alteration/Repair	RESALTER	Residential Alteration/Repair
COMBUILD	Commercial NEW Construction	RESBUILD	Residential NEW Construction
COMELEC	Commercial Electrical	RESELEC	Residential Electrical
COMFIRE	Commercial Fire	RESFIRE	Residential Fire
COMGAS	Commercial Gas	RESGAS	Residential Gas
COMPLUM	Commercial Plumbing	RESPLUM	Residential Plumbing
COMMECH	Commercial Mechanical	RESMECH	Residential Mechanical
COMROOF	Commercial Roofing	RESROOF	Residential Roofing
DEMO	Demolition Permit	SIGN	Sign
JOBTRAIL	Construction / Job Trailer	STCUT	Street, Curb, or Sidewalk Cutting
MBLHOME	Mobile Home	STRTMOVE	Structure or Building Moving

Step #4: Attach Documents.

Construction Documents, Plot Plan, Signed Permit Acknowledgement Form, Sub-Contractor List, and/or other important information regarding your construction project.



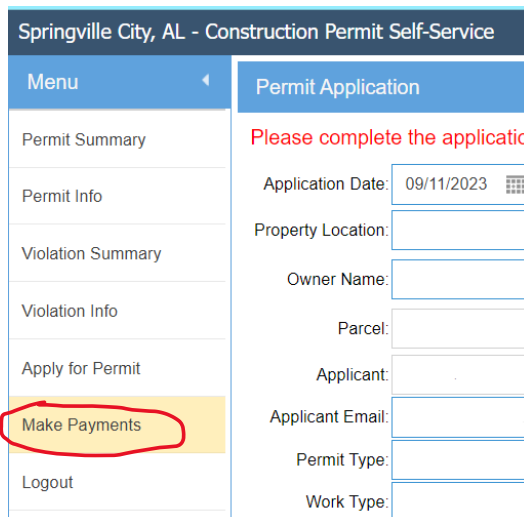
Step #5: Submit Application.

**PLEASE NOTE:
A PERMIT IS NOT ISSUED UNTIL
IT HAS BEEN APPROVED
AND
PAYMENT HAS BEEN RECEIVED.**

- Invoice - Once your permit has been approved, you will be emailed an invoice.
- Payment – In person, by mail, or online
To pay online, you will need the Customer Id (Account Id) and PIN number provided on the invoice to pay online.

In the Self-Service Portal select Make Payments:

You will be directed to the following page where you will enter the information from the invoice.



To view your open invoices, enter the following:

Customer Id: PIN:

City of Springville
PO Box 919
160 Walker Drive
Springville, AL 35146
Telephone: 205-467-6133
e-mail: Contact@CityofSpringville.com

Permit Contact Information
151 Industrial Drive
Springville, AL 35146
Telephone: 205-467-2312
e-mail: Permit@CityofSpringville.com

Office Hours
Monday through Thursday 7:30am - 4:30pm
Friday 7:30am - 1:00pm