

Citizen Self Service Portal – How to Apply for a Building Permit

In order to apply for a building permit, schedule inspections, or apply for/renew a contractor's license in the City of Casper, WY, you must register for an online account. Steps 1-5 explain how to register for an account. Steps 6-16 walk you through the process of applying for a building permit.

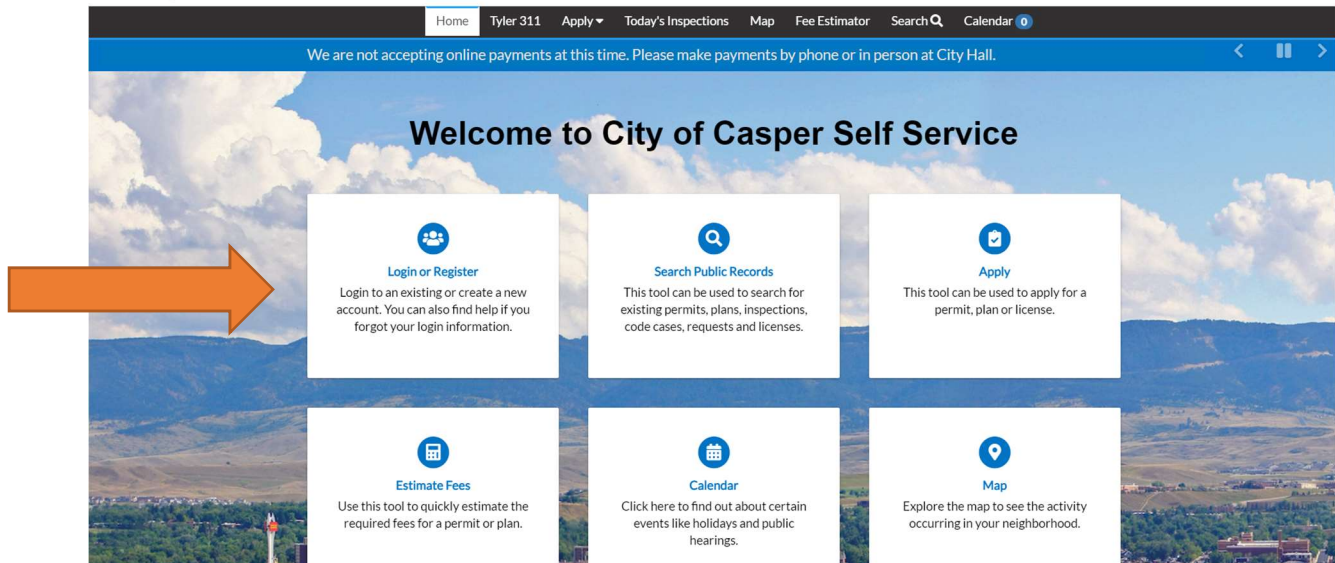
If you have already registered for an online account, please skip to Step 6 for instructions on applying for a building permit.

Step 1

On your computer, tablet, or smart phone, go to the following link:

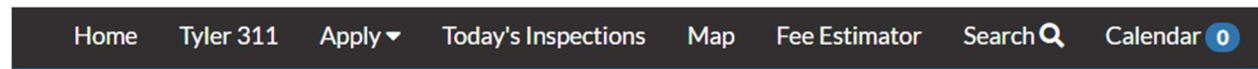
https://eg.casperwy.gov/EnerGov_Prod/SelfService#/home

(****We recommend that you bookmark this website, and create a "shortcut" on your device, since you will be using it often)



Step 2

Click on/Choose the Login/Register Option (See Arrow above). Choose the “Register Here” link at the bottom.



Log In

* Username

* Password

Remember Me

[Log In](#)

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)



Step 3

Follow the four (4) steps:

- 1) Provide your Email Address;
- 2) An Email will be sent to your Email inbox to verify that you entered the correct Email. (***** Note, check your junk/spam folder*)
- 3) Open the Email, and select **Confirm**;

Citizen Self Service New User Account Confirmation 



tyleralerts@casperwy.gov
to me

11:04 AM (1 minute ago) ☆ ↶ ⋮

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)



↶ Reply ↷ Forward


Step 4

Create a **Username, Password, and check the box** to prove that you are “not a robot”

Registration

Step 2 of 4: Login information

*REQUIRED

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

* Username

* Password

* Confirm Password

Email

Next

Step 5

Enter your personal information. The asterisk * indicates a **required field**.

Home Tyler 311 Apply Today's Inspections Map Fee Estimator Search Calendar 0

Registration

Step 3 of 4: Personal Info

*REQUIRED

First Name

Middle Name


Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information



Press **next**, and you will arrive at the final registration step. Complete your personal information, and then press **Submit**.

*REQUIRED

Country Type

* Address Line 1
Address Line 1 is required.

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite


City

State


Postal Code

County

* Address Type



Once your registration information is processed, you will be automatically directed to the **DASHBOARD**, which indicates that your registration was successful. Be sure to scroll down, in order to see all the information/fields.



Dashboard Home Tyler 311 Apply My Work Today's Inspections View Map Fee Estimator Search Calendar

We are not accepting online payments at this time. Please make payments by phone or in person at City Hall.

My Permits

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
-----------------------	---------------------	--------------------	-------------------	--------------------

[View My Permits](#)

My Plans

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
----------------	--------------	-------------	------------	-------------

[View My Plans](#)

My Inspections

Requested 0	Scheduled 0	Closed 0
----------------	----------------	-------------

[View My Inspections](#)

My Invoices

Current 0	\$0.00
Past Due 0	\$0.00
Total 0	\$0.00

[View My Invoices](#)

My Licenses

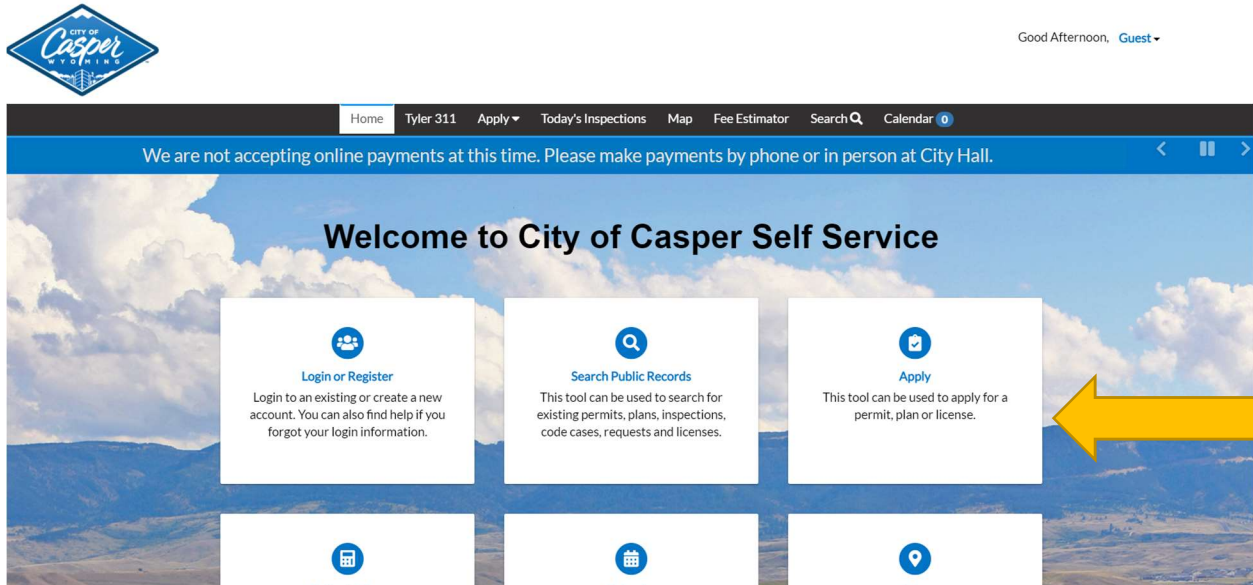
Draft 0

[View My Licenses](#)

If you have already registered for an online account, start here.

Step 6

Registered users will click **APPLY** to see a listing of available application types.



Step 7

The Application Assistant Screen will appear (see below). In order to search for the type of permit application, there are multiple options. You can:

1. Type the name of the application in the Search Bar;
2. Select the **Permits Tab** to view a full listing of all application types. Scroll through and click **APPLY** next to the desired application.
3. Select the **All Tab** and scroll through all application types. You can narrow the search by selecting **Show Categories** (located under the tabs);
4. Select the **Trending Tab** to view the most common/requested applications;
5. Select the **My History Tab** to display applications that you have used in the past.

Home Tyler 311 Apply Today's Inspections Map Fee Estimator Search Q Calendar 0

Application Assistant

Search for application names and keywords

[All](#) [Trending](#) [LICENSES](#) [PERMITS](#) [PLANS](#)

[Show Categories](#)

Plumbing - Residential	Apply
Category Name: Building Inspections	Description: This application is to be used for a Residential Plumbing Permit
Mechanical - Residential	Apply
Category Name: Building Inspections	Description: This application is used for a Residential Mechanical Permit
Permit - Electrical	Apply
Category Name: Building Inspections	Description: This application is for Alteration, Remodel, and Repair for Electrical work
Roofing (Residential)	Apply

Step 8

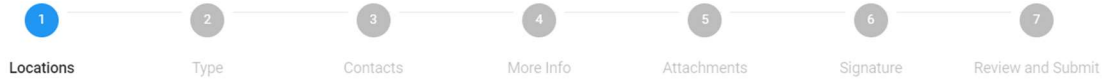
The **Apply for Permit** screen will open after choosing the type of application. In the example below, we are applying for a residential roofing permit. (**Note the progress/status bar located at the top, showing the steps necessary to complete the application).

The first of the (7) steps is to add a location. Select the + in the center of the **Add Location** card, and enter the full address. Click on the magnifying glass to search for the address.

***** Tip** – When entering the address, do not use periods. Write E rather than East, and St rather than Street. The program is very stringent about the formatting of the address.

Apply for Permit - Roofing (Residential)

REQUIRED



LOCATIONS

Provide the address of the proposed re-roof.

Location

Add
Location

+

REQUIRED

Step 9

A list of addresses that contain the search criteria will appear below the search field. **Select the address** to add to the application and the map (on the right) will zoom to the location. *In this example, the Address is 200 N David St (City Hall).*

The screenshot shows the City of Casper web application interface. At the top left is the City of Casper logo. The navigation bar includes: Dashboard, Home, Tyler 311, Apply, My Work, Today's Inspections, View, Map, Fee Estimator, Search, and Calendar. The user is logged in as "Good Afternoon, Craig Collins".

The main content area is titled "Add Address As" with a "Location" dropdown menu. Below this is a "SEARCH" section with a search bar containing "200 n david". A search results list is displayed, showing:

- 200 N DAVID ST
- Parcel: 33790431700100
- Owner: CASPER, CITY OF

To the right of the search results is a map view. A pop-up window is open over the map, displaying details for "200 N DAVID ST":

- Parcel: 33790431700100
- Owner: CASPER, CITY OF
- Buttons: Zoom to, Add

The map shows a street grid with various colored overlays and parcel boundaries. The selected location is highlighted in blue on the map.

Step 10

Once the correct address is selected, click on **NEXT**, at the bottom of the screen to move to the second step – (**TYPE**).

Apply for Permit - Roofing (Residential) *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Provide the address of the proposed re-roof.

Type: Location
200 DAVID ST, CASPER, WY

Main Address

Parcel Number
33790431700100

Main Parcel


Remove

Location

Add Location

+

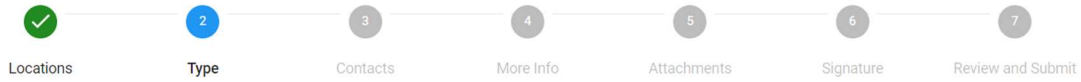
Create Template Save Draft **Next**



Step 11

Under the **TYPE** step, you will need to enter a description of the work and a valuation. Please be specific and provide adequate detail/descriptions. *Remember – any field with a * next to it MUST be completed in order to progress.*

Once completed, press **NEXT** to progress to the third step.



PERMIT DETAILS

Please complete the applicable fields:

* Permit Type	<input type="text" value="Roofing (Residential)"/>
Description	<input type="text"/>
Square Feet	<input type="text"/>
* Valuation	<input type="text" value="5000"/>



Back

Create Template

Save Draft

Next



Step 12

The third step is to provide **Contacts**. The registrant's contact information will automatically be the first contact card listed. Add additional contacts, such as the *Owner*, the *Contractor*, etc. by selecting the + icon, and selecting the **contact type** from the dropdown box.

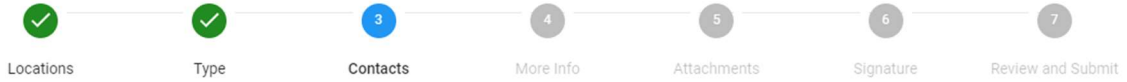
You also have the option of searching for existing contacts that are already in the system. (*In the example below, we searched for all contacts with the word "Wyoming" in the name.*)

***Note – frequently used contacts may be saved to **My Favorites**, if you want to speed up future applications.

Once all necessary contacts have been added, select **NEXT** to progress to the next step.

Apply for Permit - Roofing (Residential)

*REQUIRED



CONTACTS

Applicant

Craig Collins (You)
City of Casper/City Hall
2662 Painted Horse Trail,
Casper, WY, 82604

Applicant

Add Contact



Back

Create Template

Save Draft

Next



[Back to Application](#)

Add Contact

Add Contact As Contractor



Search

Enter Manually

My Favorites

Search Name, E-mail, or Company



The results of the Search for "Wyoming" are shown, in part, below:

[Back to Application](#)

Add Contact

Add Contact As Contractor

Search Enter Manually My Favorites

Search wyoming



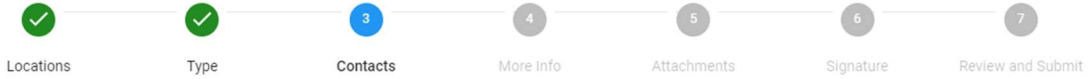
Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆				WYOMING PIZZA INCORPORATED	bbecker@alluretech.net	Add
☆				CENTRAL WYOMING HOSPICE & TRANSITIONS	Lisak@cwhp.org	Add
☆				WYOMING PIZZA INCORPORATED	bbecker@alluretech.net	Add
☆				WYOMING VETERAN'S MEMORIAL MUSEUM		Add
☆				WYOMING CARDIOPULMONARY SERVICES PC	MSTONE@WYOHEART.COM	Add
☆				WYOMING INDUSTRIAL DEVELOPMENT	gtrojan@widcfreier.com	Add
☆				WYOMING HOT		Add

The screen shot below shows that we have added three (3) contacts, the **applicant**, **contractor**, and **owner**. (Example only – All applications will be different)

Apply for Permit - Roofing (Residential)

*REQUIRED



CONTACTS

<p>Applicant</p> <p>[Redacted] (You) City of Casper/City Hall [Redacted]</p>	<p>Contractor</p> <p>[Redacted]</p> <p>Remove</p>	<p>Owner</p> <p>[Redacted]</p> <p>Remove</p>	<p>Applicant</p> <p>Add Contact</p> <p>+</p>
---	--	---	--



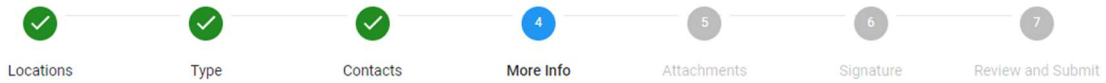
Step 13

The **More Information** page is the next step in the process of applying for a permit. Remember, only fields with a * next to them are required, so not every field will be applicable, depending on the type of permit you are applying for. Fill out any required fields, or applicable information, and leave the rest blank. Select **NEXT** when finished.

**** Note – in this example (roofing permit), there are no Required Fields in this step, so we leave them blank, and move on.*

Apply for Permit - Roofing (Residential)

*REQUIRED



MORE INFO

General Information

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

Remodel Type

- Basement
- Bathroom
- Kitchen
- Other

Single Family

Multi-Family

Number of Stories

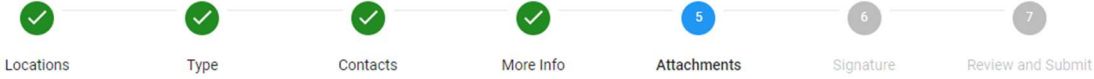
Number of Dwellings

Step 14

The next page to appear is **Add Attachments**. This is where you add drawings, plans, soils reports, etc. Select the Add Attachment + card, and browse documents on your computer/phone in order to select the applicable files to be uploaded.

**** Note – It is good practice, and helpful to reduce confusion if you use unique names and dates in the file names of all attachments. For example: “Mesa_soils_report_April_2020” is a good descriptor.*

Apply for Permit - Roofing (Residential) *REQUIRED



Attachments

click or drag files

Add Attachment

+

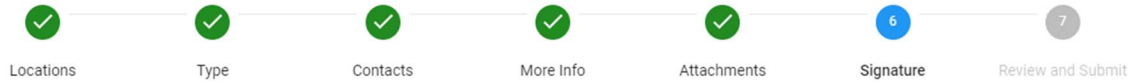
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf,

A blue rectangular box with a white plus sign in the center. A large yellow arrow points from the right towards the plus sign.

Step 15

The sixth step is where you, as the applicant, **electronically sign** the permit application. Once signed, select **NEXT** to go to the final step.

You can use your mouse to sign OR select the ENABLE TYPE SGNATURE toggle to have the computer generated Signature.



SIGNATURE

Separate permits are required for electrical, plumbing, heating, ventilating, or air conditioning.

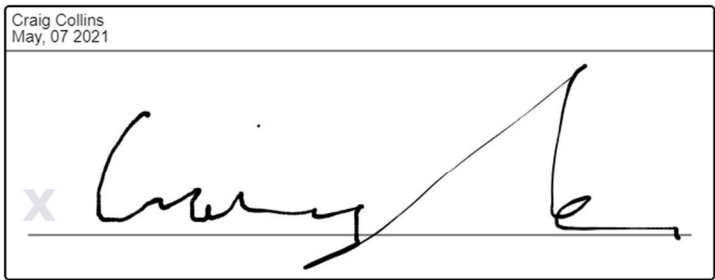
This permit becomes null and void if the work or construction authorized is not commenced within **180** days, or if construction work is suspended or abandoned for a period of **180** days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

* Please type your name as consent to electronically sign this application.

ajdkd akdghdk

Enable Type Signature



Clear

Back Create Template Save Draft Next

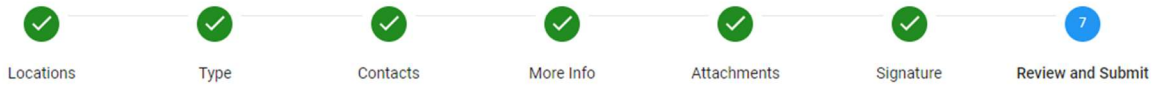


Step 16

The final step in the process of applying for a permit is the **REVIEW AND SUBMIT** screen. Review all application information that you have provided before submitting the application. Complete and accurate applications greatly aid in approval/turn-around times. Select **SUBMIT** when complete.

Apply for Permit - Roofing (Residential)

REQUIRE



Submit



Locations

Location 200 DAVID ST, CASPER, WY

Parcel Number 33790431700100

Basic Info

Type Roofing (Residential)

Description

Square Feet

Valuation 5000

Applied Date 05/07/2021

Contacts

Once submitted successfully, you should see the following screen. You can then select **CONTINUE TO PERMIT** to view the real-time status of your permit.



Good Afternoon,

Dashboard Home Tyler 311 Apply My Work Today's Inspections View Map Fee Estimator Search Calendar

✔ Your application was successfully submitted!

Success! Your application has been received. Please allow 3 business days for processing.

Continue to permit



Once you have selected **CONTINUE TO PERMIT**, you will see the screen shown below.

Permit Number: BLDR-000699-2021

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

Type:	Roofing (Residential)	Status:	Submitted - Online	Project Name:	
IVR Number:	112194	Applied Date:	05/07/2021	Issue Date:	
District:	Casper	Assigned To:	Scott, Justin	Expire Date:	
Square Feet:	0.00	Valuation:	\$5,000.00	Finalized Date:	
Description:					

- Summary
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

[View Details](#)

Workflow

- Confirm application complete
- Building Permit (Residential) BLDR
- Issue Permit
- Mechanical (Residential)
- Plumbing (Residential)
- Electrical (New Construction)
- Floodplain Development
- Consult -
- Calceon -

Available Actions

No Actions

*** Remember – once submitted, the building permit application has to go through an approval process by City Staff, which may take several days. The building permit shall not be considered “approved” until all fees have been calculated by the City, and ultimately paid by the applicant. *Eventually (July 2021), you will be able to pay your application fees online; however, in the interim, that feature is not available, and you will need to contact the office to pay separately.*

In the image below, note that the permit has been approved/issued by the City. If there are fees due, the amount will be shown/specified.

***** Note - Some types of permits and certain contractors are on a monthly billing arrangement, and the fees are not immediately due (as shown in the example below).*

Permit Number: BLDR-000699-2021



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

Type: Roofing (Residential)	Status: Issued	Project Name:
IVR Number: 112194	Applied Date: 05/07/2021	Issue Date: 05/07/2021
District: Casper	Assigned To: Scott, Justin	Expire Date: 11/03/2021
Square Feet: 0.00	Valuation: \$5,000.00	Finalized Date: 05/07/2021
Description: REROOF		

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

Progress

14% Completed

- Completed
- In Progress
- Not Started

Workflow

- Building Permit (Residential) BLDR - Passed : 05/07/2021
- Confirm application complete - Passed : 05/07/2021
- Issue Permit - Passed : 05/07/2021
- Mechanical (Residential)
- Plumbing (Residential)
- Electrical (New Construction)
- Floodplain Development
- Consult -
- Caisson -

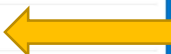
Available Actions

- [Request Inspection](#) Insulation Inspection [Request](#)
- [Request Inspection](#) Drywall Inspection [Request](#)
- [Request Inspection](#) Roof Inspection [Request](#)
- [Request Inspection](#) Retaining Wall (Footing) Inspect [Request](#)
- [Request Inspection](#) Retaining Wall (Wall) Inspection [Request](#)

Fees

\$0.00

[View Details](#)



How to Print Permits

After payment is received by the City, a notification is sent to the listed contact(s) for the permit.

1. From the **DASHBOARD**, navigate into the **ACTIVE** section of **MY PERMITS**, and select the permit.

The screenshot shows the 'My Permits' dashboard with a navigation bar at the top containing links like 'Dashboard', 'Home', 'Apply Permit/Plan', 'My Work', 'Today's Inspections', 'Pay Invoices', 'Report', 'Fee Estimator', 'Search', 'Calendar', 'Submission Forms', and 'Helpful Resources'. Below the navigation bar, the 'My Permits' section is divided into five status categories: Attention (0), Pending (12), Active (2), Draft (0), and Recent (14). Each category has a list of permit types and counts. A yellow arrow points to the 'Active' section.

Status	Count	Permit Types
Attention	0	
Pending	12	Electrical General - ... 4, Mechanical Genera... 2, Other 6
Active	2	Miscellaneous Ren... 1, Interior Remodel of... 1
Draft	0	
Recent	14	Electrical General - ... 4, Mechanical Genera... 2, Other 6

2. Select the **PERMIT NUMBER** to open the case details.

The screenshot shows the 'My Permits' case details page. It features a search bar at the top right, a 'Display' dropdown set to 'Active', a 'Select Case Type' dropdown set to 'Electrical Reconnect - Residential', and an 'Export' button. Below these is a table with the following data:

Permit Number	Project	Address	Permit Type	Status	Attention Reason
CPER-2019-01112		414 E 12th St 64106	Electrical Reconnect - Residential	Active, Recent	

At the bottom, there is a 'Results per page' dropdown set to 10, and pagination controls showing '1 - 1 of 1'.

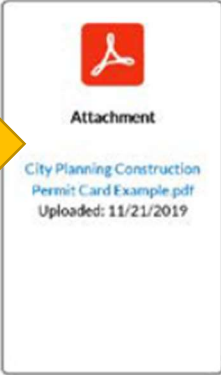
3. Select the **ATTACHMENTS** tab, and then choose the attachment to open the permit, and print it for posting at the work location.

Summary Locations Fees Reviews Inspections eReviews **Attachments** Contacts Sub-Records Holds Meetings

More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action ▾



Attachment

City Planning Construction
Permit Card Example.pdf
Uploaded: 11/21/2019

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg,
gif, tiff, doc, docx, xls, xlsx, text,
msg, zip, csv, rtf, odt, odf, odfx,

