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Note: You can click on different topics in the Table of Contents to go directly to that section.

For additional assistance: email cdadmin@manhattanbeach.gov or call 310-802-5544



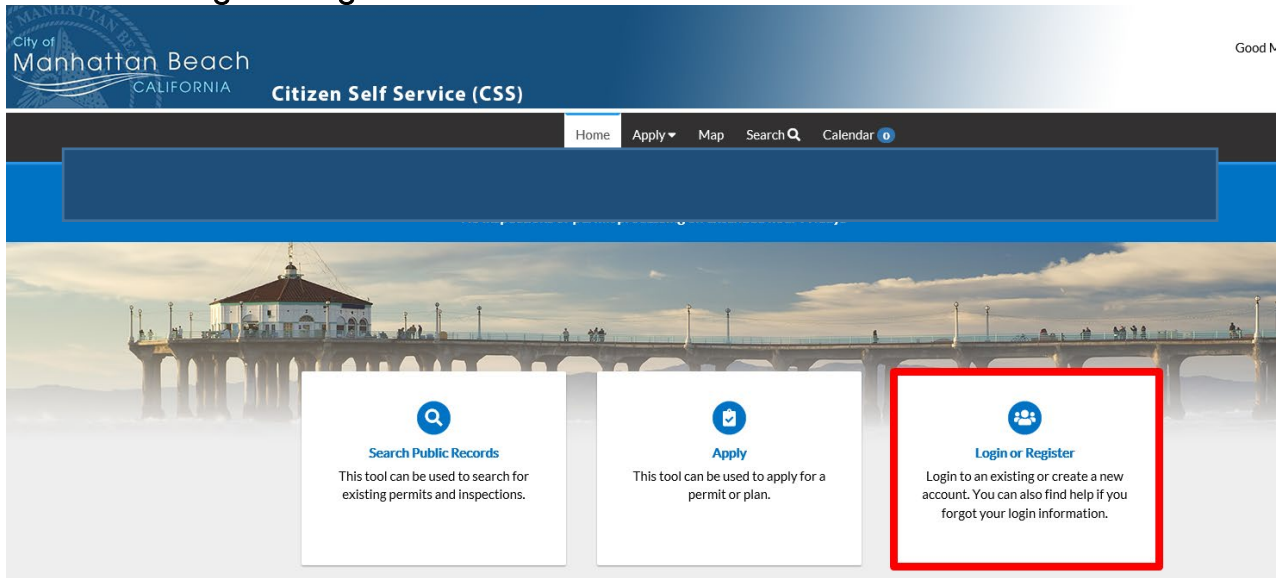
User Registration

Last Revised Date: 08/09/24

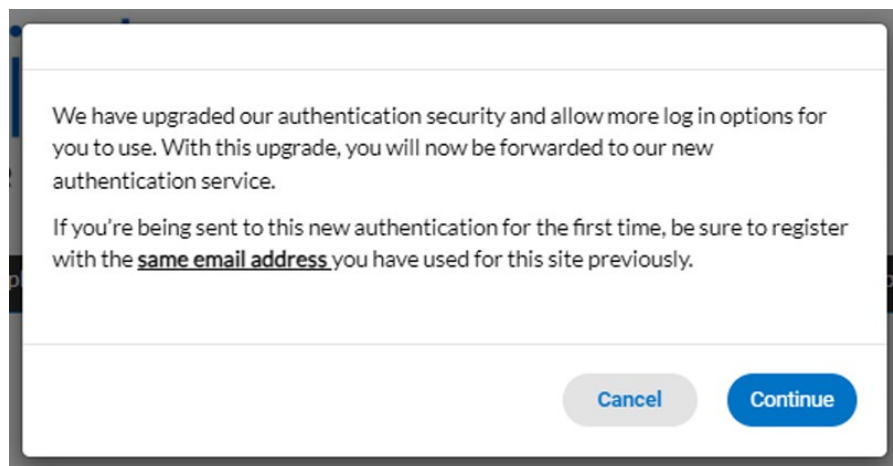
Registration

HOW TO REGISTER

1. Begin process from the [City of Manhattan Beach CSS Homepage](#)
2. Click on the **Login or Register** tile box



1. You will receive an alert that will take you to the new registration window.





User Registration – Continued

Last Revised Date: 08/09/24

2. Click the “Create an account” button at the bottom of the page. Alternatively, you may select one of the social log in options **IF** that email address is the same email you’ve used for your CSS Permitting Portal account.

- a. If you selected “Create an account”, enter the **same email address** you have used for your CSS Permitting Portal account previously, password, first name and last name, then click Sign Up.
- b. If you selected a social log in option, you will be directed to that application to enter the **same email address** you have used for your CSS Permitting Portal account and log in using your existing password for that application.

The screenshot shows a sign-in interface with the following elements:

- Logo: A globe icon with circular arrows.
- Text: "Sign in to community access services."
- Buttons: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook".
- Text: "OR"
- Form: "Email address" with an input field.
- Text: "Keep me signed in" with a checkbox.
- Button: "Next" (blue).
- Links: "Unlock account?" and "Help".
- Button: "Create an account" (blue, highlighted with a red box).

3. If you did not use a social log in option, you will receive a verification code in your email to confirm your account. Enter the verification code and click “Verify”. (*Skip this step if you selected the social log in option.*)

The screenshot shows a verification step with the following elements:

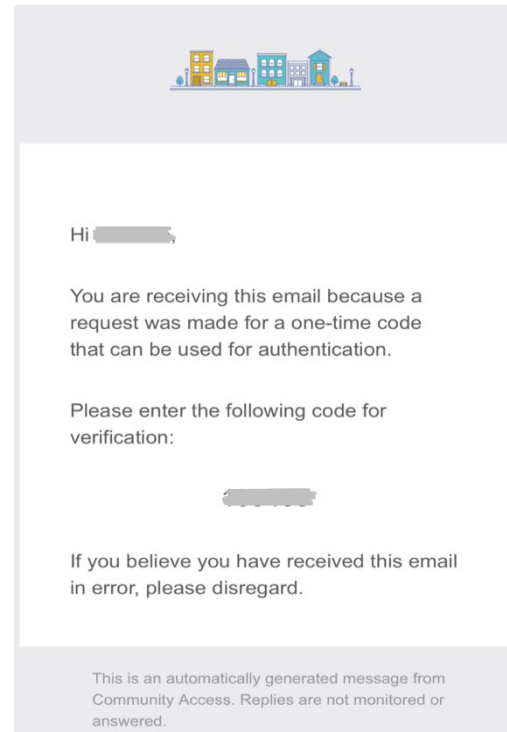
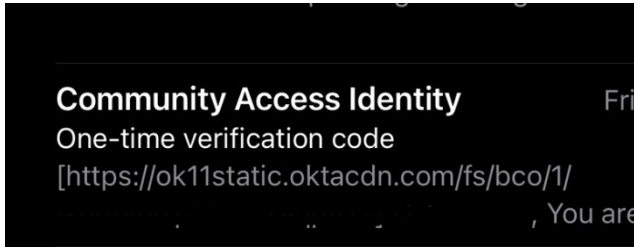
- Logo: A globe icon with circular arrows.
- Icon: An envelope icon inside a circle.
- Text: "Get a verification email" and a registered trademark symbol (®).
- Text: "Send a verification email by clicking on 'Send me an email'."
- Button: "Send me an email" (blue).



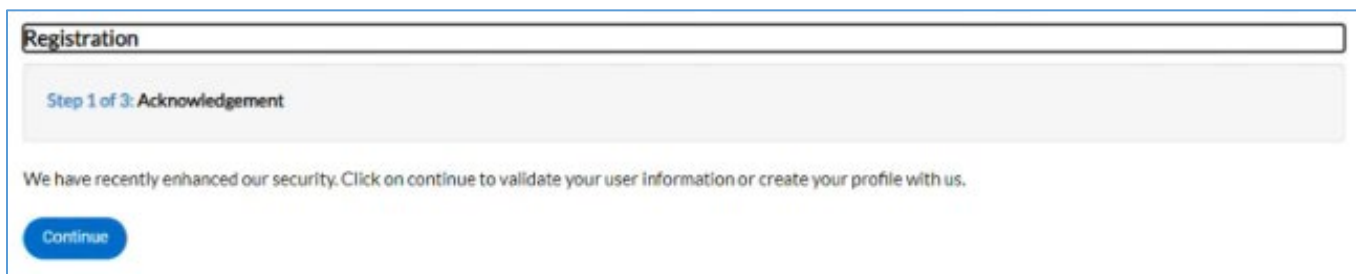
User Registration – Continued

Last Revised Date: 08/09/24

4. This is the email and email content examples (You may need to check your junk email):



5. After entering your verification code, or successfully logging in using a social log in option, you will be directed back to the CSS Permitting Portal page and prompted to review your contact information. Update as needed or click "Continue" if the information looks correct.





User Registration – Continued

Last Revised Date: 08/09/24

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Business Phone

Home Phone

Mobile Phone

Registration

Step 3 of 3: Address

*REQUIRED

* Address

Apartment, suite, unit, floor, (optional)

City

State

Postal Code

6. After confirming your account information, the process is complete, and your usual dashboard will appear.

[Click here to get back to Table of Contents](#)

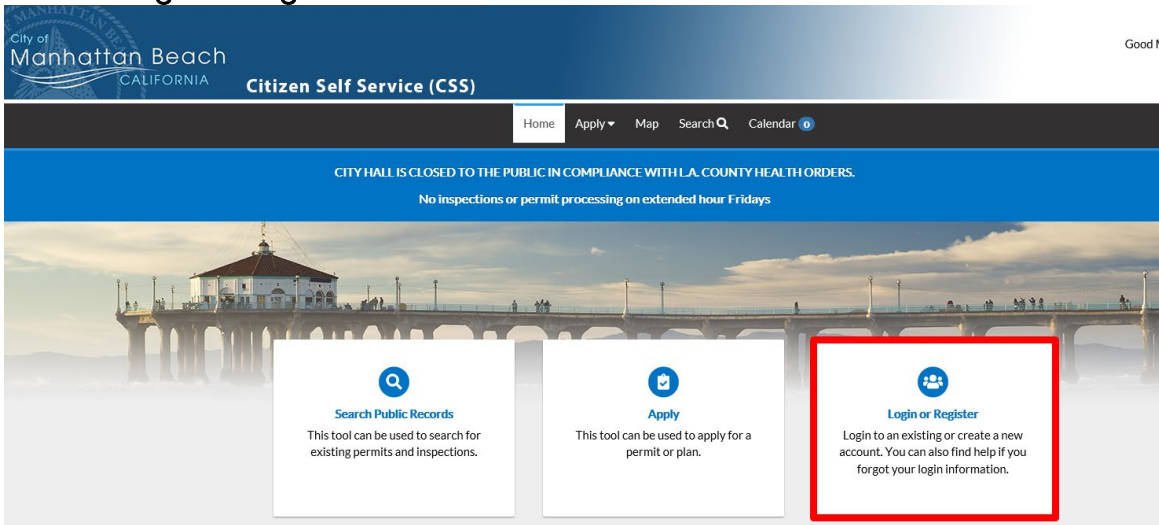


My Work Overview

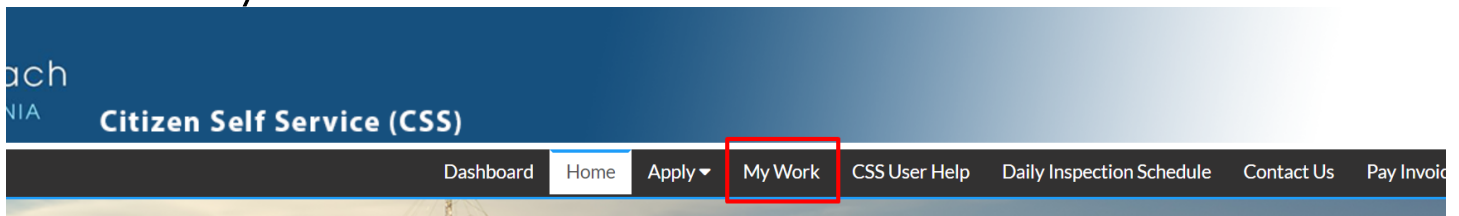
Last Revised Date: 08/09/24

My Work Overview

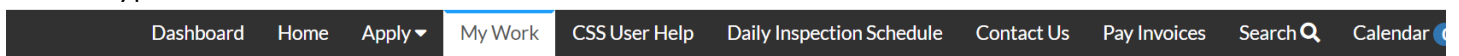
1. If you are not logged into your CSS account; begin process by logging in from the [City of Manhattan Beach CSS Homepage](#)
2. Click on the **Login or Register** tile box



3. Click on **My Work**



4. There are five tab options to choose from, with each offering you different filtering abilities and hyperlinks to additional information.



My Work



- a. **My Invoices** allows you to see any invoices where you are listed as a Billing Contact.
 - i. You can filter between paid, unpaid and voided invoices
 - ii. You may pay for multiple invoices by selecting the checkbox to the left of the invoice number



My Work Overview - Continued

Last Revised Date: 08/09/24

- iii. You may view the invoice by clicking on the invoice number and selecting the printer icon on the right side
- b. **My Permits** and **My Plans** tabs have display, record and time frame filters.
 - i. **My Permits** is for any permit applications that you submitted
 - ii. **My Plans** is for any Planning Division applications you submitted
 - iii. **NOTE:** Once permits or plans have been finalized or closed, they are no longer listed.
- c. **My Existing Inspections and Request Inspections** tabs allow you to view requested, scheduled or closed inspections, or request future inspections.
 - i. **NOTE:** At this time, you are not able to cancel or reschedule inspections yourself. Please [email](#) or call 310-802-5544 our Administrative Staff to cancel an existing inspection for you so you may request a new inspection.



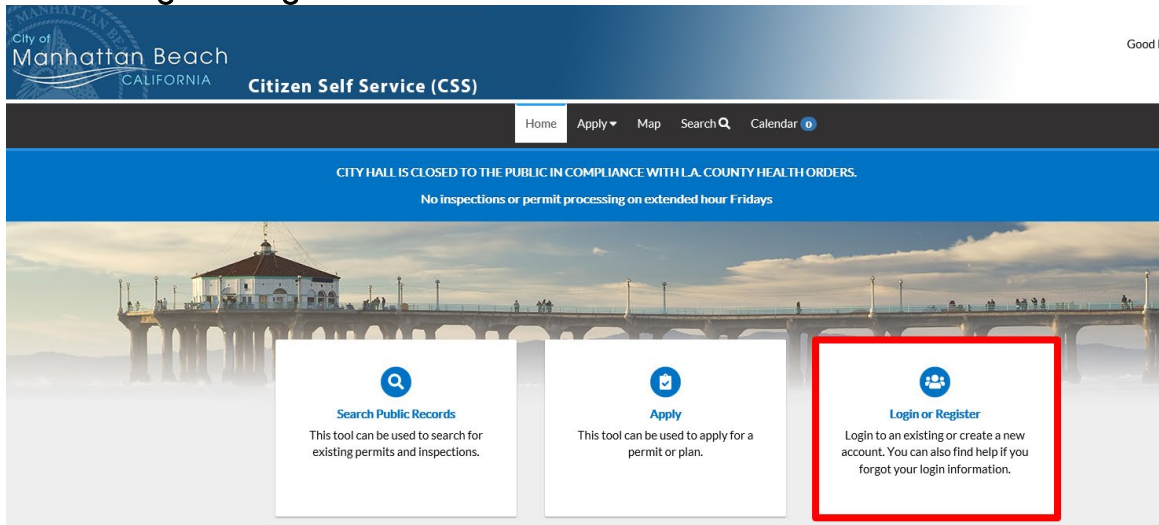


Application Submittal – Continued

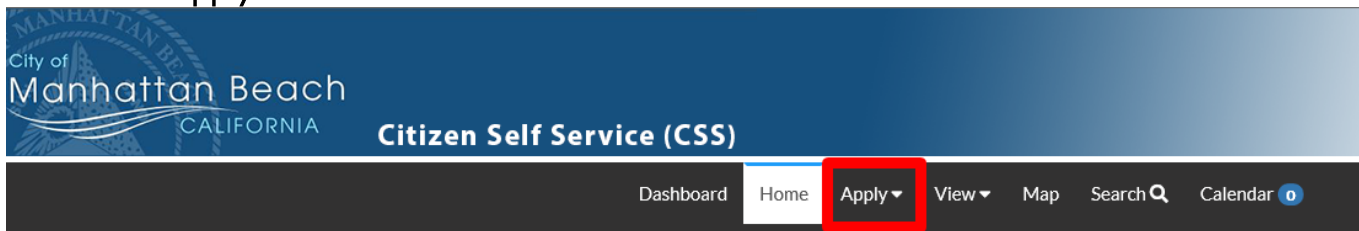
Last Revised Date: 08/09/24

Application Submittal Process

1. If you are not logged into your CSS account; begin process by logging in from the [City of Manhattan Beach CSS Homepage](#)
2. Click on the **Login or Register** tile box



3. Click on **Apply**



4. On the **Application Assistant** screen, applications are shown in alphabetical order. You're able to apply or search for permit applications different ways
 - a. You can begin your search by typing in a partial application name, and options will begin to appear *or*,
 - b. Expand the **Blue Show Categories** to see all available categories, permit types and plan types



Application Assistant

Search for application names and keywords

[All](#)
[Trending](#)
[My History](#)
[PERMITS](#)
[PLANS](#)

[Show Categories](#)
[Show My Templates](#)

- Commercial Addition/Tenant Improvement Permit** [Apply](#)
 Category Name: Commercial Building Permit
 Description: Modifications to an existing commercial space configured to accommodate the specific requirements of the tenants business needs.
- Commercial Foundation Only Permit** [Apply](#)
 Category Name:
 Description:

- Once you choose your application, click **Apply**
- Begin the process by clicking the **plus sign** to add the Address of the project you are applying for
Apply for Permit - New Residential Building Permit ^{REQUIRED}



LOCATIONS

PLEASE INPUT STREET NUMBER AND STREET NAME ONLY. DO NOT INCLUDE DIRECTION OR STREET TYPE. PARTIAL STREET NAMES ARE ACCEPTABLE FOR SEARCH.

Location

Add Location

+

REQUIRED

[Create Template](#)
[Save Draft](#)
[Next](#)

- Type in the **Street Number and all or partial Street Name** and click the magnifying glass to search
- Once you see your address pop up below, click the **Add** button



Application Submittal – Continued

Last Revised Date: 08/09/24

Add Address As

Search

Address Information

Search | 1400 hig

Address

1400 HIGHLAND AVE MANHATTAN BEACH, CA

Action

9. Your permit **Location** will pop up in a tile on the next screen. Click **Next** on the bottom right corner
10. Depending on the Type of Permit you are applying for, you may be required to fill out specific information and click **Next**
 - a. **Permit Type** – Already identified at the beginning of this process; ***do not change***
 - b. **Description** – Provide clear description of proposed Scope of Work
 - c. **Square Feet** – If applicable, provide effected area
 - d. **Valuation** – If applicable, provide total cost of project you are proposing

Apply for Permit - New Residential Building Permit

*REQUIRED

Progress bar: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Review and Submit) ●

PERMIT DETAILS

* **Permit Type**

* **Description**

Square Feet

Valuation

- II. On the next screen, you may add a Contact to this application.
 - a. If you choose to **Add Contact**, select the Contact Type from the drop down, then click the **plus sign**
 - b. Once you're done, or if you do not want to **Add Contact**, click **Next**



Application Submittal – Continued

Last Revised Date: 08/09/24


Apply for Permit - New Residential Building Permit

*REQUIRED



CONTACTS

Applicant



Lorraine Valenzuela (You)
1400 Highland Ave., CA

Contractor

Add Contact

+

[Back](#)
[Create Template](#)
[Save Draft](#)
[Next](#)

Note: Contacts may be added or removed by an existing Contact at any time during the process of an open Permit/Plan

12. The next section asks for information specific to the Permit/Plan Type you are applying for. Any required information will be in red and have a red asterisk.

Apply for Permit - New Residential Building Permit

*REQUIRED



MORE INFO

Building [Next Section](#) | [Top](#) | [Main Menu](#)

*Existing Number of Units

*Proposed Number of Units

Proposed Number of Units is required.

*Proposed Number of Stories

Proposed Number of Stories is required.

*Fire Sprinkler System Installed

Fire Sprinkler System Installed is required.

Single Family SF

13. Read and complete all applicable information and click **Next**



Application Submittal Process – Continued

Last Revised Date: 08/09/24

14. The next section asks for **attachments specific to the Permit/Plan Type** you are applying for.
- Do not upload password protected PDF's
 - Any **Required** documentation/plans will be listed, but if you have additional supporting documents/plans, you will select from the drop down and click the **plus sign**

Note: You cannot upload any attachments after application has been submitted. Resubmittals will be handled via email directly with your Plan Check Reviewer(s) or to permits@cityymb.info for Consultant reviewed plans.

Apply for Permit - New Residential Building Permit *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

PLEASE UPLOAD PLANS IN PDF FORMAT.
**FOR COMPLETE BUILDING PLANS PLEASE INCLUDE ALL SUB TRADES IF APPLICABLE TO YOUR PROJECT (MECHANICAL, ELECTRICAL, PLUMBING, GRADING, DRAINAGE, LID, ETC.)

DO NOT UPLOAD PASSWORD PROTECTED PDF'S.

Complete Building Plans (**SEE Add Attachment + Supported: pdf REQUIRED)	Structural Calculations Add Attachment + Supported: pdf REQUIRED	Title 24 Energy Calculations Add Attachment + Supported: pdf REQUIRED	Geotechnical Report <input checked="" type="checkbox"/> Add Attachment + Supported: pdf
--	---	--	---

Back Create Template Save Draft Next

15. Once all documents/plans are uploaded, click **Next**

16. The next section is a **Review** of everything you just completed. Scroll down and verify all your information is accurate and true, then click the **Submit** button

You have successfully **submitted an application**. Staff will follow up with you for the next steps of the process and you may get status updates through your **Dashboard!**



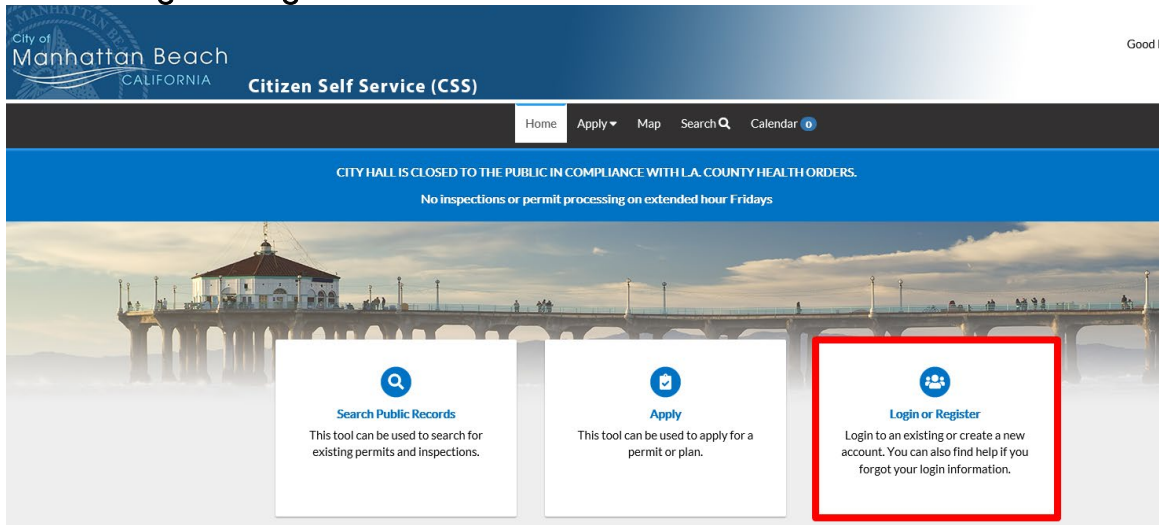


Viewing Attachments

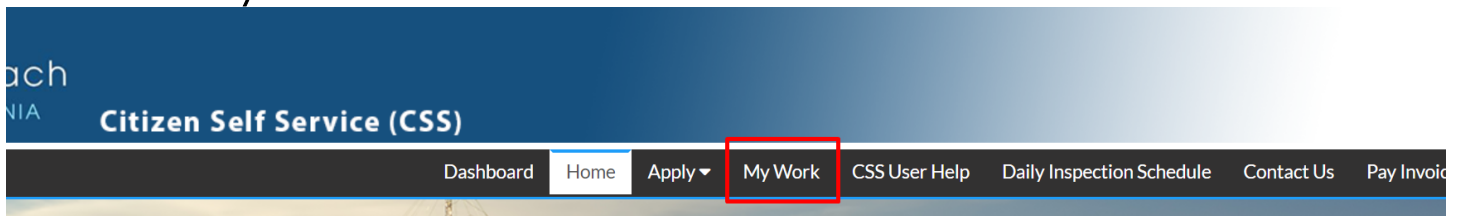
Last Revised Date: 08/09/24

Viewing Attachments in CSS

1. If you are not logged into your CSS account; begin process by logging in from the [City of Manhattan Beach CSS Homepage](#)
2. Click on the **Login or Register** tile box



3. Click on **My Work**



4. Select the My Permits or My Plans tab, depending on your application type
 - a. **My Permits** is for any permit applications that you submitted
 - b. **My Plans** is for any Planning Division applications you submitted
5. You may use the search bar located above the display drop box, or select the permit hyperlink you'd like to launch.

NOTE: Once permits or plans have been finalized or closed, they are no longer listed.

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search... [X] E

Display All Records Updated In Last 120 Days

Permit Number	Project	Address	Permit Type	Status	State
---------------	---------	---------	-------------	--------	-------

- 6. Locate the **Permit** you would like to view attachments on; these will mainly be for those that show an **Active** status
 - a. Click on the Permit/Plan Number

My Permits Search for permit number, project, or address [X]

Display All Select Case Type [] Export Sort Permit

Permit Number	Project	Address	Permit Type	Status	Attention Rea
BLDC-20-00010		MANHATTAN BEACH, CA	Commercial Addition/Tenant Improvement Permit	Pending	
BLDC-20-00045			Commercial Addition/Tenant Improvement Permit	Recent, Pending	
DEMO-20-00012		HIGHLAND AVE	Complete Demolition	Pending	

- 7. After you click on the **Permit Number**, you will be launched into the permit Summary screen
 - a. Click on the **Attachments** tab

Permit Number: **BLDC-20-00010**

Permit Details | Tab Elements | Main Menu

Type: Commercial Addition/Tenant Improvement Permit **Status:** Fees Paid **Project Name:**

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

Progress

1% Completed

Workflow

Confirm Application Valid - Passed : 05/01/2020

Available Actions

- 8. In the **Attachments** tab, you will be able to see all attachments that are available for you to view.
 - a. To open an attachment, click on the **blue** verbiage on the attachment



Viewing Attachments - Continued

Last Revised Date: 08/09/24

Permit Number: BLDC-20-00010

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

Type: Commercial
Addition/Tenant
Improvement Permit

Status: Fees Paid

Project Name:

[Summary](#)

[Locations](#)

[Fees](#)

[Reviews](#)

[Inspections](#)

[Attachments](#)

[Contacts](#)

[Sub-Records](#)

[Holds](#)

[Meet](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments



Attachment

[Fire Sprinkler plan.pdf](#)

Uploaded: 05/18/2020



Attachment

[Confirm an Application Valid-
Checklist.pdf](#)

Uploaded: 05/01/2020



[Click here to
get back to
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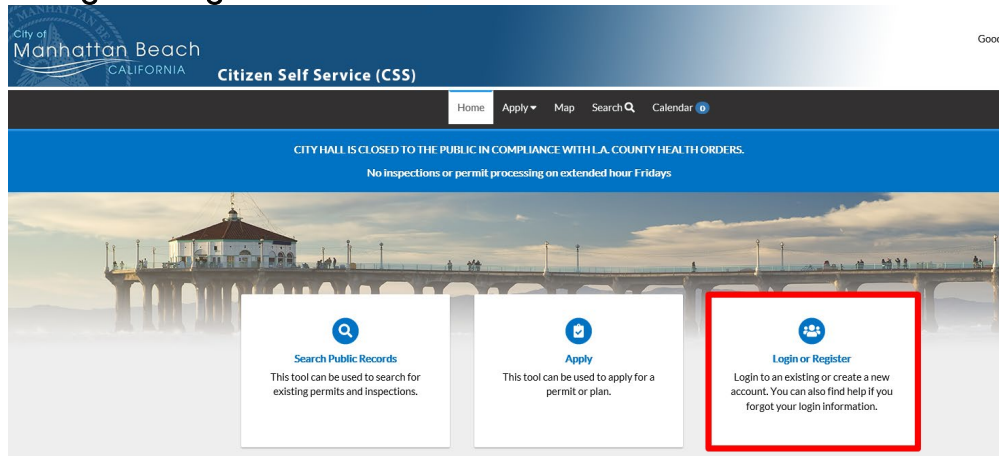


Review Comments

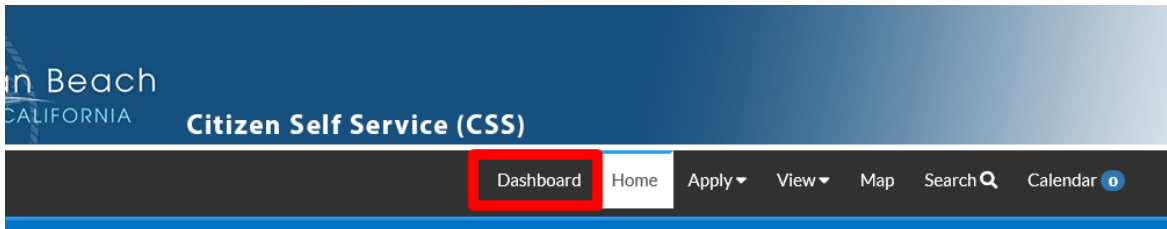
Last Revised Date: 08/09/24

Review Comments in CSS

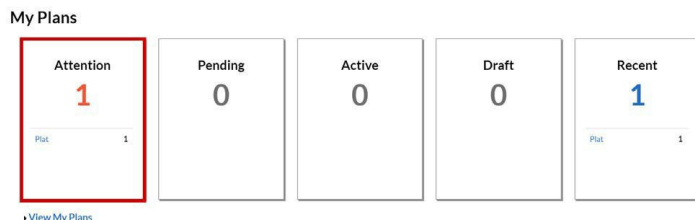
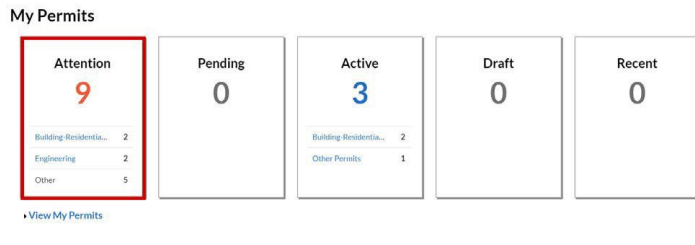
1. If you are not logged into your CSS account; begin process by logging in from the [City of Manhattan Beach CSS Homepage](#)
2. Click on the **Login or Register** tile box



3. Click on **Dashboard**



4. **My Permits** and **My Plans** sections are broken down in the same order and perform the same.
5. Click on the **Attention*** tile from Permits or Plans section that require your attention



***Attention** = Permits/Plans that require your attention; i.e., resubmittal, failed inspection*



Review Comments – Continued

Last Revised Date: 08/09/24

6. Once you have located the Permit/Plan, click the **Failed Reviews** under the **Attention Reason**

Permit Number	Project	Address	Permit Type	Status	Attention Reason
19-02345		BLVD MANHATTAN BEACH, CA 90266	Commercial Addition/Tenant Improvement Permit	Attention	Failed Reviews
19-03379		3009 MANHATTAN MANHATTAN BEACH, CA 90266	New Residential Building Permit	Attention, Pending	Unpaid Fees
BLDR-20-00050		324 32ND ST MANHATTAN BEACH,	Residential Addition/Remodel Permit	Active, Attention	On Hold
BLDR-20-00059		221 13TH ST MANHATTAN BEACH,	Residential Window/Door Change Out Permit	Attention, Pending	Failed Reviews
BLDR-20-00144		1144 THE STRAND Manhattan Beach, CA	Residential Addition/Remodel Permit	Active, Attention, Recent	On Hold
BLDR-20-00155		MANHATTAN BEACH, CA	Residential Site Wall Permit	Attention, Recent, Pending	Failed Reviews

7. You will be taken to the **Reviews** tab located on the permit **Summary** screen, where you will click the Review Type for details

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

Reviews | Next Tab | Permit Details | Main Menu

Reviews Sort Review Type

Review Type	Status	Version	Received Date	Due Date	Completed Date
Commercial Plan Review	In Review	1	04/15/2020	05/26/2020	05/21/2020

Results per page 10 1 - 1 of 1 << < 1 > >>

8. Each **Review Item** (typically different departments and specific reviewers) will have a separate **Statuses** and may have comments noted under the **Review Item** column

9. Select the **Details** button for each **Review Type** to see any comments from the “Assigned To” Reviewer

Review Items Sort Review Type Export

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Building Review	Requires Re-submit	05/06/2020	05/19/2020	Engineering Will	Details
Civil Engineering Review	Requires Re-submit	05/06/2020	04/28/2020	Assoc Mel	Details
Planning/Zoning Review	Requires Re-submit	05/06/2020	05/15/2020	Ochoa Angelica	Details
Public Works Review	In Review	05/06/2020	05/21/2020	Guerrero Mike	Details
Traffic Review	Requires Re-submit	05/06/2020	05/04/2020	Zandvliet Erik	Details
Willdan- Other	Requires Re-submit	05/20/2020	05/13/2020	Engineering Willdan	Details

Results per page 10 1 - 6 of 6 << < 1 > >>



Review Comments – Continued

Last Revised Date: 08/09/24

10. Review the attachments by clicking the **Attachments** tab located on the permit **Summary**, then open the PDF by clicking the **Blue** label in the tile

The screenshot shows a navigation menu with tabs: Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, **Attachments** (highlighted with a red box), Contacts, Sub-Records, Holds, Meetings, and More Info. Below the menu, there are links for Attachments, Next Tab, Permit Details, and Main Menu. A 'Sort' dropdown menu is set to 'Needs Action'. Two attachment tiles are displayed, each with a red PDF icon and the text 'Attachment'. The second tile is highlighted with a red box and contains the following text: 'BLDR-20-00155 912 11th St. v1. Calc Redlines.pdf', 'Uploaded: 05/21/2020', and 'Notes: v1. Redlined Calcs Building'.

[Click here to get back to Table of Contents](#)



Resubmitting Plan Check Corrections

Last Revised Date: 08/09/24

Resubmitting Plan Check Corrections

1. Plans are not resubmitted through the CSS Portal. You must resubmit corrected plans and supporting documentation via email in one of two ways:
 - a. Email corrections in pdf format to plancheck@citymb.info, *or*
 - b. Email corrections directly to your Plan Reviewer, if directed to do so
2. Resubmittal files must be in PDF format and labeled correctly to identify its contents
 - a. Upload construction plans as a single combined file in PDF format (Architectural, Structural, Civil, Energy, Mechanical, Electrical, Plumbing)
 - b. Upload reports (Structural calculations, Energy Reports, Geotechnical reports, Hydrology Reports, etc.) as individual PDF files
 - c. Upload Response Letters addressing all plan check corrections as a separate PDF file (For example Building corrections, Planning corrections, Grading corrections, Public Works corrections, etc.).
3. Files must not be password protected



[Click here to
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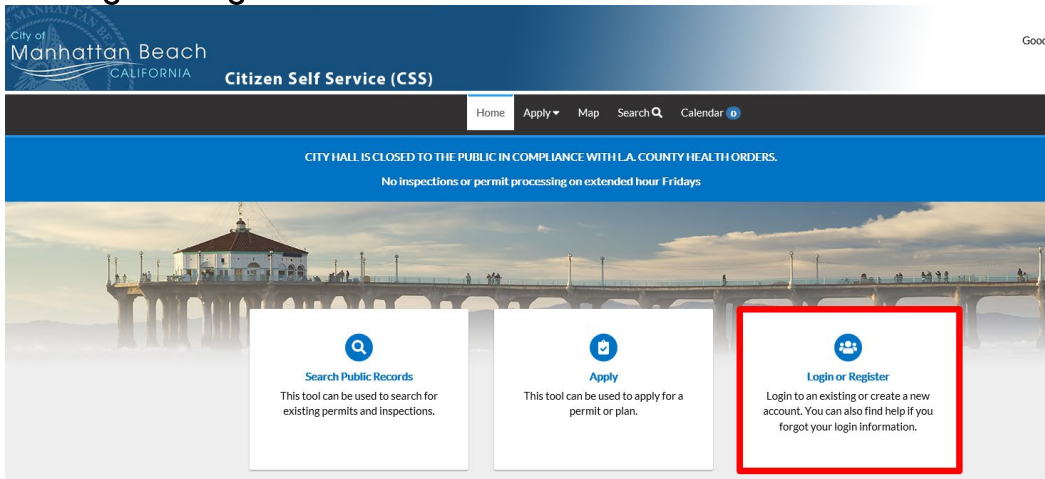


Request Inspections

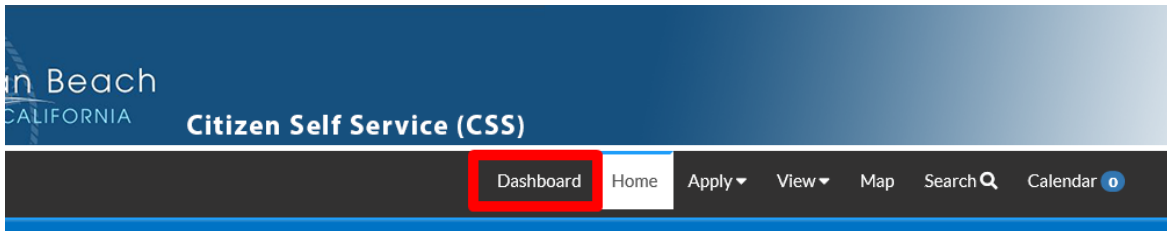
Last Revised Date: 08/09/24

Request Inspections in CSS

1. If you are not logged into your CSS account; begin process by logging in from the [City of Manhattan Beach CSS Homepage](#)
2. Click on the **Login or Register** tile box



3. Click on **Dashboard**



4. **My Permits** and **My Plans** sections are broken down in the same order and perform the same.
 - a. **Attention** – Permits/Plans that require your attention
 - b. **Active** – Permits/Plans that have been issued
5. Click on the **Active** or **Attention** tile
6. Locate the permit you would like to request an Inspection on, or if an inspection failed, you will see Failed Inspection under the Attention Reason column.

My Permits Search for permit numb

Display Select Case Type Export

Permit Number	Project	Address	Permit Type	Status
BLDC-20-00010		MANHATTAN BEACH, CA	Commercial Addition/Tenant Improvement Permit	Pending
BLDC-20-00045			Commercial Addition/Tenant	Recent, Pending



Request Inspections – Continued

Last Revised Date: 08/09/24

7. After you have clicked on the **Permit Number**, you will be launched into the permits **Summary** screen
8. Under **Available Actions**, you will see a list of inspection types that are available to **Request**
 - a. For Single Inspections: Once you have located the Inspection you need to request, click on the **Request** button to the right of the inspection

Permit Number: BLDC-20-00010



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

Type: Commercial
Addition/Tenant
Improvement Permit

Status: Issued

Project Name:

Summary

Locations

Fees

Reviews

Inspections !

Attachments

Contacts

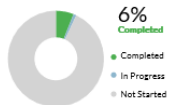
Sub-Records

Holds

Meetings

More Info

Progress



Workflow

- ✓ Issue Permit - Passed
- ✓ Confirm Application Valid - Passed : 05/01/2020
- ! Commercial Plan Review - Failed : 05/18/2020
- ✓ Water Meter & Sewer Connection Form - Passed : 06/08/2020
- ✓ School Fees - Passed : 06/08/2020

Available Actions

- 📅 Request Inspection
Poured in Place Request
- 📅 Request Inspection
Slab Request



Request Inspections - Continued

Last Revised Date: 08/09/24

b. For Multiple Inspections: Click the **Inspections** tab, select the check boxes of your available inspection types and click **Request Inspection**

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

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-006662-2020	Path of Travel Pre-Construction Survey	Re-inspection required	06/08/2020			

Results per page: 10 1 - 1 of 1 << < 1 > >>

Request Inspections Sort: Order

Description	Reinspection	Action
Poured in Place	No	<input type="checkbox"/>
Slab	No	<input type="checkbox"/>
Roof Systems	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Deck Drains	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Scuppers	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Shear Walls/Panels	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Structural Framing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Double Shear	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Water Piping	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Gas Piping	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page: 10 1 - 10 of 61 << < 1 2 3 4 5 > >>

Request Inspection

9. After the page loads, it will launch you into the **Request Inspection** window

a. For multiple inspections, you must check the **"Use same date for all"** checkbox

1 #BLDC-20-00010 ✕

Inspection Type: Poured in Place

Case Type: Commercial Addition/Tenant Improvement Permit

Address: 1400 HIGHLAND AVE MANHATTAN BEACH, CA

* Requested Date:

Comments/Gate Code:

Use same date for all

Submit



Request Inspections - Continued

Last Revised Date: 08/09/24

- 10. Click on the **Calendar** to the right of the Requested Date section and choose the available date you want the inspection completed on (*Inspection request cut-off time is 3:00pm for an inspection on the following business day*)

1 #BLDC-20-00010

Inspection Type: Poured in Place

Case Type: Commercial Addition/Tenant Improvement Permit

Address: MANHATTAN BEACH, CA

* Requested Date

Comments/Gate Code

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

Today Clear Close

- 11. If you have any Comments/Gate Code, please place those in the comment section, these fields are not required
- 12. Click on the **Submit** button
- 13. Once you click Submit, you will receive a confirmation screen that you request was completed

1 Case #BLDC-20-00010

Inspection Type: Poured in Place

Case Type: Commercial Addition/Tenant Improvement Permit

Address: MANHATTAN BEACH, CA

Requested Date: 06/09/2020

Comments/Gate Code: test



Request Inspections - Continued

Last Revised Date: 08/09/24

14. At that point, you can close out or click the **Back** button at the top of the Request Inspection area


[←Back](#)

Request Inspections (1)



15. Once you have hit the Back button, it will take you back to the Permit dashboard screen

16. You can see that the Inspection you requested is no longer in the Available Action section, and in the Workflow, the Inspection is now **Blue** and says Requested

Permit Number: BLDC-20-00010 

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

Type:	Commercial Addition/Tenant Improvement Permit	Status:	Issued	Project Name:	
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[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) 1 | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

Progress


6% Completed

- Completed
- In Progress
- Not Started

Workflow

- ✓ Water Meter & Sewer Connection Form - Passed : 06/08/2020
- ✓ School Fees - Passed : 06/08/2020
- ⓘ Path of Travel Pre-Construction Survey - Re-inspection required : 06/08/2020
- Commercial Plan Review - Started - Scheduled for 06/08/2020
- **Poured in Place - Requested**

Available Actions

 [Request Inspection](#) [Request](#)

Slab

[Click here to get back to Table of Contents](#)

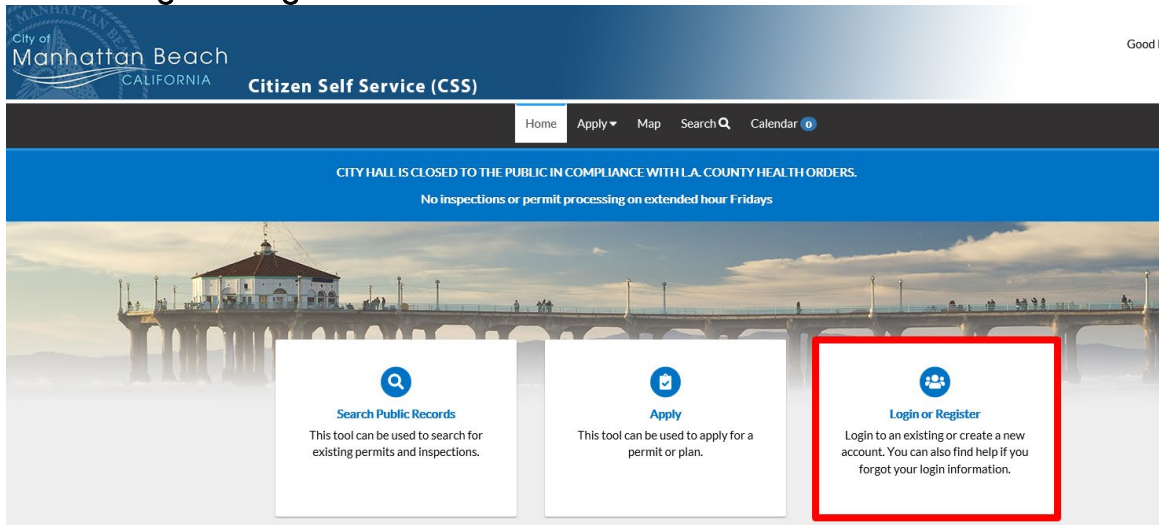


Add/Remove Contact

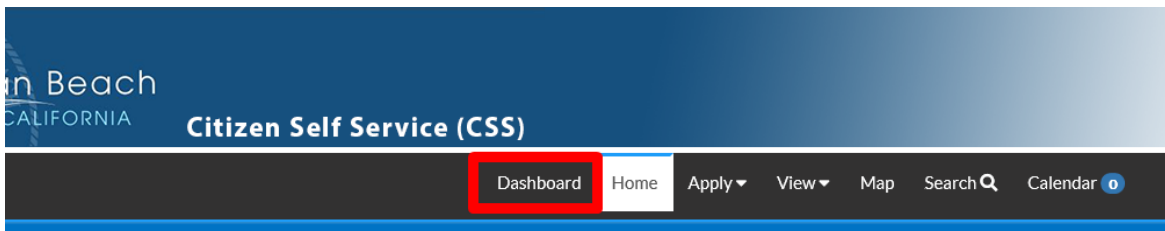
Last Revised Date: 08/09/24

Add/Remove Contact on Permit/Plan

1. If you are not logged into your CSS account; begin process by logging in from the [City of Manhattan Beach CSS Homepage](#)
2. Click on the **Login or Register** tile box



3. Click on **Dashboard**



4. **My Permits** and **My Plans** sections are broken down in the same order and perform the same.
 - c. **Attention** – Permits/Plans that require your attention
 - d. **Active** – Permits/Plans that have been issued
5. Click on the **Active** or **Attention** tile
6. Locate the **Permit** you would like to **Add/Remove a Contact** from; these will mainly be for those that show an Active status
 - b. Click on the Permit/Plan Number



Add/Remove Contact - Continued

Last Revised Date: 08/09/24

My Permits

Search for permit number, project, or address

Ex

Display Select Case Type Sort

Permit Number	Project	Address	Permit Type	Status	Attention Rea
BLDC-20-00010		MANHATTAN BEACH, CA	Commercial Addition/Tenant Improvement Permit	Pending	
BLDC-20-00045			Commercial Addition/Tenant Improvement Permit	Recent, Pending	
DEMO-20-00012		HIGHLAND AVE	Complete Demolition	Pending	

7. After you click on the **Permit Number**, you will be launched into the permit Summary screen
 - a. Click on the **Contacts** tab

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

Type: Commercial Addition/Tenant Improvement Permit Status: Issued Project Name:

Progress

6% Completed

● Completed

● In Progress

Workflow

- ✔ Issue Permit - Passed
- ✔ Confirm Application Valid - Passed : 05/01/2020

Available Actions

Slab

8. To **Add** a Contact, click the Add Contact button
 - a. On the next screen you may **Search** for a Company only, or you may choose to **Manually** input a Contacts information
 - b. Once completed, click the **Add** or **Submit** button

[Contacts](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Contacts

Sort

Type	Company	First Name	Last Name	Title	Confirmation	Billing	Remove
Applicant		Lorraine			N/A	No	<input type="button" value="Remove"/>
Applicant		Dorinda	Haley		N/A	Yes	



Add/Remove Contact - Continued

Last Revised Date: 08/09/24

9. To **Remove** a Contact, select the Contact you would like to remove, and click **Remove**

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

Contacts | Next Tab | Permit Details | Main Menu

Contacts Sort: Type

[Add Contact](#)

Type	Company	First Name	Last Name	Title	Confirmation	Billing	Remove
Applicant		Lorraine			N/A	No	Remove
Applicant		Devin	Hel...		N/A	Yes	

10. You will be asked to confirm you would like to delete the Contact

Remove Contact

Are you sure you want to delete the following contact?

- Ryan

[Ok](#) [Cancel](#)

11. Once you click **OK**, the selected Contact will be removed from the application

