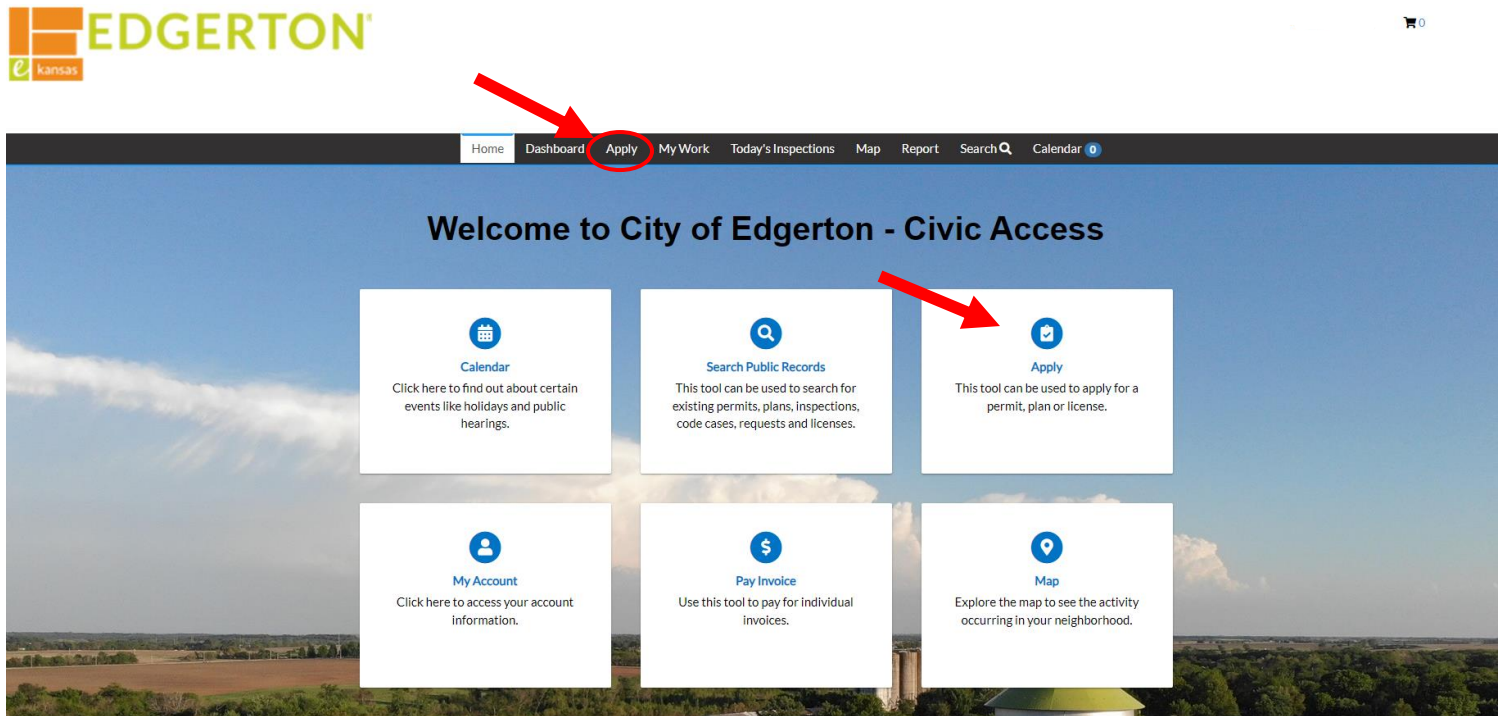


Creating a Template

To get started, go to <https://cityofedgertonks-energovweb.tylerhost.net/apps/selfservice#/home> and log in.

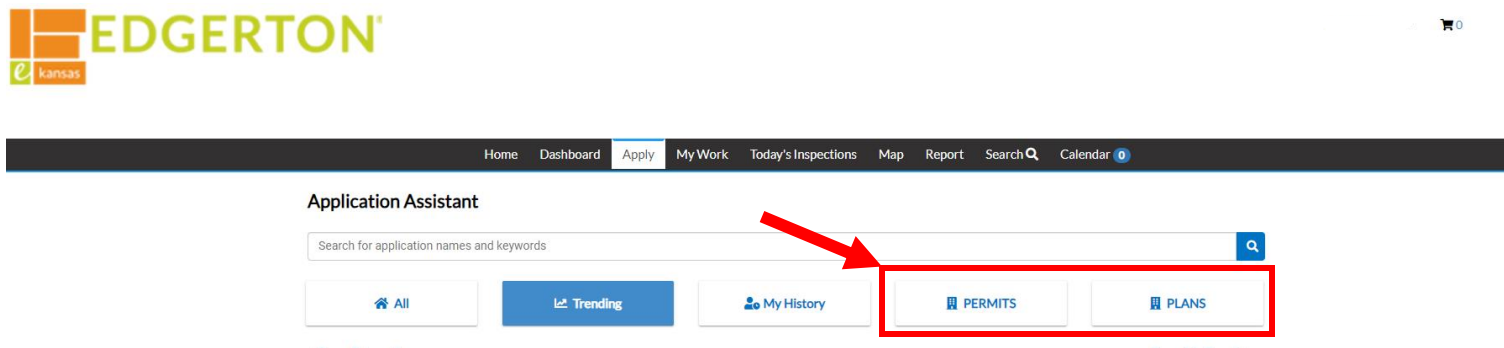
Step 1:

Select the **APPLY** tile or on the toolbar.











Step 2:

Select the **PERMITS** or **PLANS** tile, depending on which type of template you wish to create.



Select **APPLY** next to the appropriate permit type/work class.

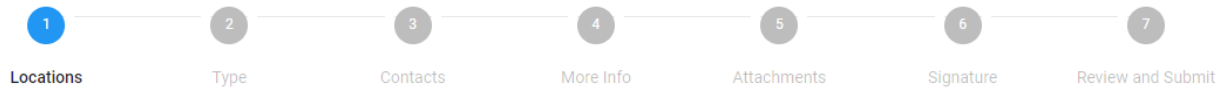
	Building Non-Residential - New Construction Category Name: Building Non-Residential Description: New non-residential construction	
	Building Non-Residential- Accessory Structure Category Name: Building Non-Residential Description: Any new accessory structure such as a garage or a shed.	
	Building Residential - Accessory Structure Category Name: Building Residential Description: Any accessory structures including, but not limited to, carports, canopy, and sheds.	
	Building Residential - Addition Category Name: Building Residential Description: Any enclosed addition on to the house including sun/all season rooms.	

Step 4:

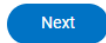
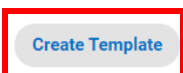
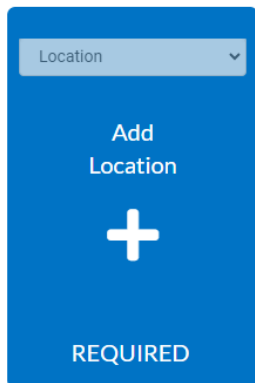
Select the **CRETE TEMPLATE**.

Apply for Permit - Building Non-Residential - New Construction

*REQUIRED



LOCATIONS



Enter a template name and click SAVE TEMPLATE.

Create Template

*Please enter a template name

Template name is required.

Note: Attachments cannot be saved in a template

Save Template Cancel

Step 6:

A confirmation screen will popup indicating the template has been saved. Click OK to continue drafting the template.

Success

Save has been successful.

Go to My Templates Ok

NOTE:

Required information has been disabled as indicated.

Updating Test Template



Enter the information that will be the same for all of the applications using the template on the appropriate screens, including contacts.

Updating Test Template

*Requirements are currently disabled



PERMIT DETAILS

* Permit Type

Description

* Square Feet

* Valuation

Back

Save Changes **Next**



Updating Test Template

*Requirements are currently disabled



CONTACTS

Applicant

First Last (You)
404 E Nelson St., Edgerton, KS
, 66021

General Contractor
Add Contact
+
REQUIRED

Owner
Add Contact
+
REQUIRED

Select Type
Add Contact
+

Back

Save Changes **Next**



Attachments cannot be saved in a template.

Attachments

Attachments cannot be saved in a template

Plot Plan

Add Attachment

+

Supported: .pdf

REQUIRED

Structural Plans

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

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

Back

Save Changes

Next

Step 8:

After all of the appropriate information is entered, select SAVE CHANGES.

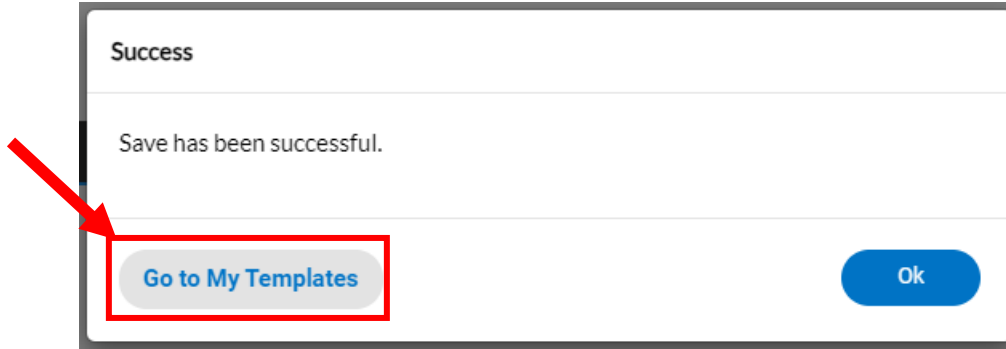
Updating Test Template

*Requirements are currently disabled

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ 6 Review and Save

Save Changes

A popup will state the template has been saved. To view the template, select GO TO MY TEMPLATES.



Step 10:

Select USE to open the template.

Saved Work

MY TEMPLATES MY DRAFTS

My Templates

Module All ▾

Sort Template Name ▾

Module	Template Name	Type	Last Update	Action
Permit	Test	Building Non-Residential - New Construction	12/27/2023 01:22 PM	Use Update Delete

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