



THE CITY OF OXFORD

Getting around in CSS (Citizen Self Service) Portal

Once logged in, the “Dashboard” screen appears identifying all the projects that are related to the person that is signed in. Information specifically related to My Permits (Building Permits), My Plans (Planning & Zoning), My Inspections, My Invoices, and My Licenses (Business & Registrations) can be selected.



My Permits

Attention: 6	Pending: 10	Active: 5	Draft: 0	Recent: 16
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My Plans

Attention: 16	Pending: 31	Active: 1	Draft: 2	Recent: 33
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My Inspections

Requested: 16	Scheduled: 3	Closed: 28
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My Invoices

Current: 0	\$0.00
Past Due: 6	\$10,172.37
Total: 6	\$10,172.37

My Licenses

Expires in 364 days	Expires in 364 days	Expires in 364 days	Expires in 364 days	Draft: 0
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Attention: 6	Pending: 10	Active: 5	Draft: 0	Recent: 16
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Attention card – Identifies any project that needs the applicant’s attention (i.e. outstanding fees, revisions)

Pending card – Identifies any project that has been submitted to the City and is currently under review

Active card – XXXX

Draft card – Identifies any draft applications

Recent card – Identifies any previous projects that the applicant has completed



My Invoices

Current	0	\$0.00
Past Due	6	\$10,172.37
Total	6	\$10,172.37

My Invoices – Identifies any current or past due invoices related to all the projects that the applicant has submitted.



My Inspections

Requested: 16	Scheduled: 3	Closed: 28
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My Inspections – Identifies all the inspections related to the applicant

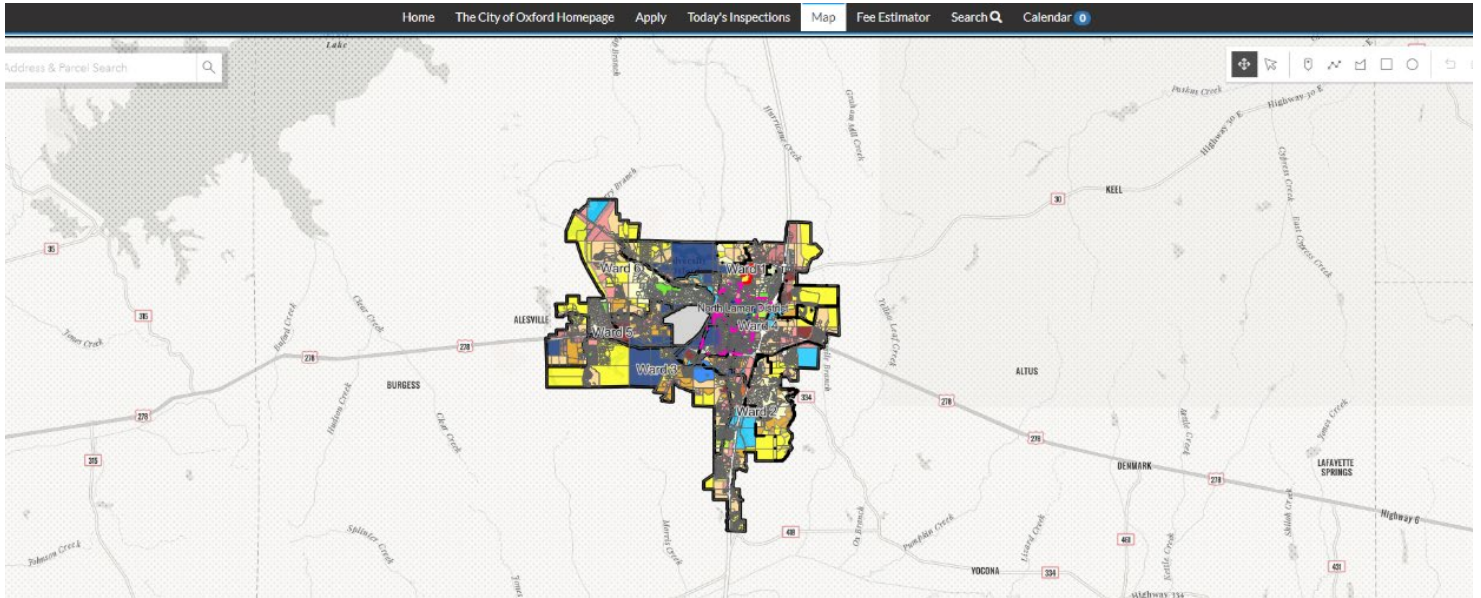


[View My Inspections](#)

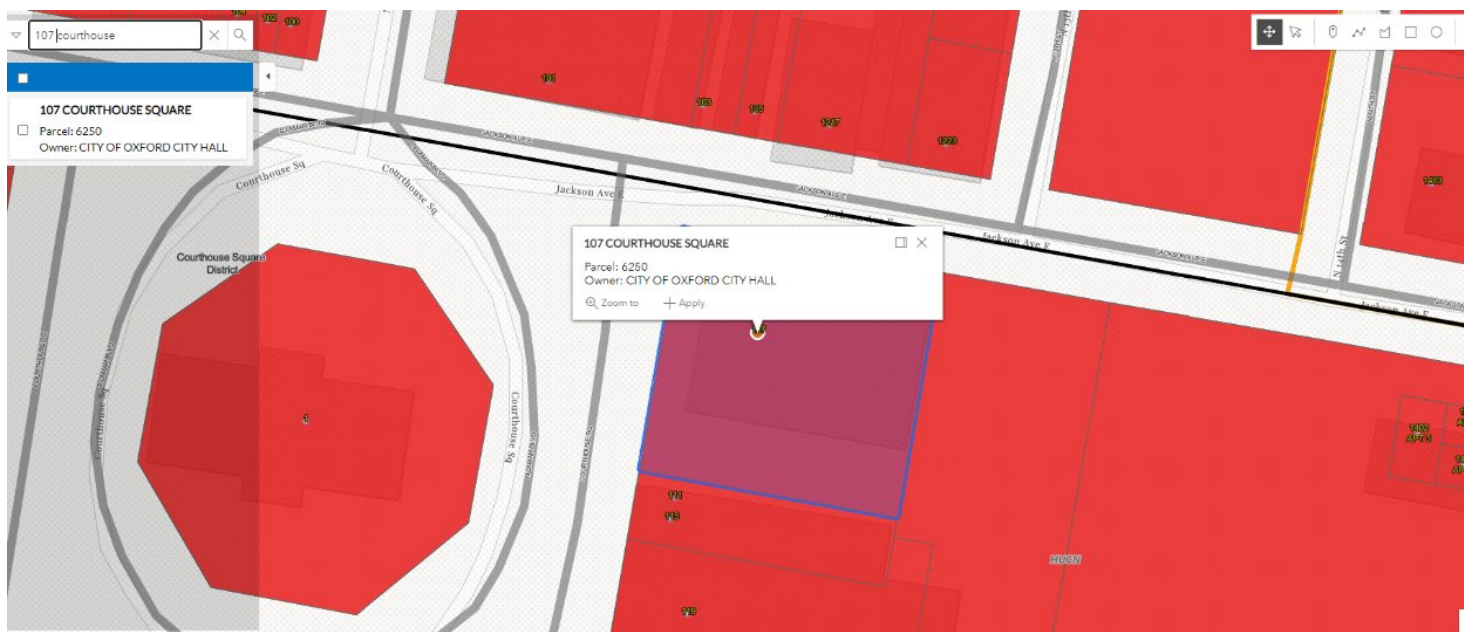


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Map Toolbar – Mapping feature that is searchable to an address or parcel ID number.



Once a property is selected, it also identifies the parcel information obtained by the Lafayette County Tax Assessor and the zoning districts. Applications can also be conducted here if “+Apply” is selected in the information identifier.





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My Work Toolbar – Another way to search and select projects related to the application

The screenshot shows the 'My Work' toolbar with a navigation menu at the top containing: Dashboard, Home, The City of Oxford Homepage, Apply, My Work, Today's Inspections, Map, Fee Estimator, Search, and Calendar. Below the menu, the 'My Work' section is active, with sub-tabs for 'MY PERMITS', 'MY PLANS', and 'REQUEST INSPECTIONS'. A search bar is present above a table of permits. The table has columns for Permit Number, Project, Address, Permit Type, Status, and Attention Reason. Three permits are listed:

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDR-000115-2022		522 15TH ST OXFORD, MS...	Building (Residential)	Active, Recent	
LAND-000116-2022		522 15TH ST OXFORD, MS...	Land Disturbance Permit	Active, Recent	
SIGN-000112-2022		300 LAMAR BLVD OXFOR...	Sign - New (Permanent)	Active, Recent	

Today's Inspections Toolbar – Identifies any requesting and upcoming inspections related to the applicant projects.

The screenshot shows the 'Today's Inspections' toolbar. It includes a search bar with the text 'Search for Case Number, Inspection Type, Address' and a search icon. Below the search bar are filters for 'Date' (set to 06/20/2022), 'Exclude Completed' (checkbox), and 'Sort' (set to Case Number). A table with the following columns is shown: View Inspection, Case Number, Case Type, Inspection Type, Address, Primary Inspector, Estimated Start Time, Estimated End Time, Status, and Order. The table currently displays 'No records to display.'

Free Estimator Toolbar – Allows the applicant to obtain estimated fees related to Building Permits and Planning fees related to a project.

The screenshot shows the 'Fee Estimator' toolbar. It features two main buttons: 'Estimate Permit Fees' and 'Estimate Plan Fees'. The toolbar also includes a navigation menu at the top with: Dashboard, Home, The City of Oxford Homepage, Apply, My Work, Today's Inspections, Map, Fee Estimator, Search, and Calendar.