

How to Apply for a New Permit

1. Login to your Citizenserve account that you have your license through.

<https://www.citizenserve.com/gardencity>

MY ACCOUNT

Home / My Account

 View my requests

 Update my information

 Logout

 Make a payment

Welcome to your online account Neighborhood Development Services!

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

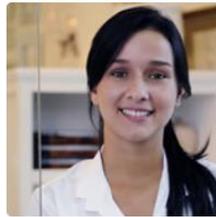
Online Services:



PERMITTING

Learn when a permit is needed, submittal requirements and apply online.

[APPLY FOR A PERMIT →](#)
[GO TO PERMITTING →](#)



LICENSING

Learn when you need a license, submittal requirements and apply online.

[APPLY FOR A LICENSE →](#)
[GO TO LICENSING →](#)



DEVELOPMENT PROJECTS

Learn when you need to go through planning and zoning and apply online..

[APPLY FOR A PERMIT →](#)
[LEARN MORE ABOUT DEVELOPMENT PROJECTS →](#)

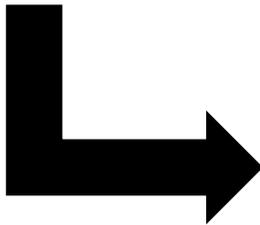


CODE VIOLATIONS

Want to report weeds, motor vehicle nuisances, or other code enforcement violations in your neighborhood?

[SUBMIT A COMPLAINT →](#)

2. Click “apply for a permit” under the online service that you need:



 indicates a required field

Application Type:

- BD - Commercial Accessory Building Permit
- BD - Concrete Permit
- BD - Demolition Permit
- BD - Fence Permit
- BD - New Commercial Construction Building Permit
- BD - New Residential Construction Building Permit
- BD - Repair, Replacement, or Remodel Building Permit
- BD - Residential Accessory Building Permit
- BD - Right of Way and Excavation Permit
- BD - Sign Permit

3. Choose your Application Type

indicates a required field

Application Type:

BD - New Residential Construction Building Permit

Sub Type:

4. Choose your Sub Type

Single Family
Addition to House
Porch
Duplex
Addition to Attached Garage
Deck
Townhome
Other

5. Fill in your general work description.

- If your application is associated with an existing project continue to step B. If not continue to step 6.
- If it is, choose that option in the drop down and enter in the permit or file # that your new project is associated with.

indicates a required field

Application Type:

BD - Demolition Permit

Sub Type:

Residential

Work Description:

Is this application for a new or existing project?:

A new project
An Existing Project

6. Enter your address information and click "find address."

****Note:** Less is more example if the address is 301 N. 8th Street type 301 8 on the address or parcel #. You will need to enter Garden City KS

indicates a required field

Application Type:

BD - New Residential Construction Building Permit

Sub Type:

Single Family

Work Description:

Build New Single Family Home

Is this application for a new or existing project?:

A new project

Address or Parcel #:

10 Ma

Garden City

KS

FIND ADDRESS

7. After you click “Find address” the system searches the database for all possible matches and the list of your matches will come up. Click on the one that you need to use.

 More than one address matching your entry was found, please select the correct address below.

Address	Parcel #
109 W MARY ST GARDEN CITY KS 67846	028-273-06-0-40-03-008.00-0
107 E MARY ST GARDEN CITY KS 67846	028-273-06-0-40-10-010.00-0
103 E MARY ST GARDEN CITY KS 67846	028-273-06-0-40-10-009.00-0
1016 W MARY ST GARDEN CITY KS 67846	028-273-07-0-20-01-004.00-0

8. Fill out the rest of the application questions with as much information as possible. Any fields that are required will have a red vertical line to the left of them. Those fields MUST be filled in for you to be able to submit your application.

 indicates a required field

Application Type: BD - New Residential Construction Building Permit

Sub Type: Single Family

Work Description: Build New Single Family Home

Is this application for a new or existing project?: A new project

Address: 109 W MARY ST
GARDEN CITY KS 67846

Parcel #: 028-273-06-0-40-03-008.00-0

Property Owner: TRAN, JONATHON THUY

Use of Building: [ENTER A DIFFERENT ADDRESS →](#)

CONTACT INFORMATION

General Contractor:

Mechanical Sub-Contractor:

Electrical Sub-Contractor:

10. Once the permit is submitted the permit will go through review. If the permit is missing documentation your application will be marked as items required and you can view the comments on the portal. Select View my requests.

MY ACCOUNT

Home / My Account

 **View my requests**

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MY REQUESTS

Home / My Account / My Requests

View My Permits

Under Review Issued Closed All

Permit#	Address	Application Date	Status	Work Description
[REDACTED]	[REDACTED]	10/12/2023	Items required	[REDACTED]

11. Select the permit with items required.

VIEW PERMIT

Home / Services / Permits / View Permit

 Request an inspection

 Upload documents

 Leave message

Permit #: [REDACTED]
Project #: [REDACTED]
Status: Items required
Address: [REDACTED]
Description: [REDACTED]



12. Once the permit is selected, click on reviews, and select view comments.

Permit **Reviews** Documents Inspections

Task	Department	Start	Completion	Status
Issue Invoice	Comm Dev	10/12/23		Items Required VIEW COMMENTS

REVIEW COMMENTS

Home / Services / Permits / View Permit / Reviews / Review Comments

13. This is where you can view the items required and at what step the permit process is at.

File #: [REDACTED]
Permit #: [REDACTED]
Address: [REDACTED]
Work Description: [REDACTED]
Task: Issue Invoice
Status: **Items Required**



Comments Plans

Comm Dev: **Angie Rivera**

- Will need permit pulled and licensed plumber.

GARDEN CITY
— KANSAS —

Home Services Search Reports My Account Contact

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Online Services:



14. Once the permit is approved you will be able to pay for the permit online.

PAYMENT

Home / My Account / Make A Payment

Unselect All

Reference	Amount due	Pay this item
Permit# [REDACTED] [REDACTED] R/R Roof and Siding	\$56.00	<input checked="" type="checkbox"/>
Total:	\$56.00	

15. Once the permit is paid for you will be able to see the permit card in the documents.

CONTINUE