

How to Apply for a Permit

<https://amarillotx-energypub.tylerhost.net/Apps/SelfService#/home>

- Click on “Apply”
- On the drop down click on “All” under Permit

tyler Citizen Self Service

Good Afternoon, Building Safety

English (United States)

Dashboard **Apply** Home My Work Today's Inspections Map Report Fee Estimator Search Calendar

PERMITS

- > Building Commercial - Addition
- > Building Commercial - Certificate of Occupancy
- > Building Commercial - Foundation Only
- > Building Commercial - New Construction
- > Building Commercial - Remodel/Repair
- > All (108)

PLANS

- > Submit for a Certificate of Appropriateness
- > Submit for a Final/Major Subdivision Plat
- > Submit for a General Rezoning
- > Submit for a License and Hold Harmless Agreement
- > Submit for a Plat Vacation
- > All (19)

LICENSES

- > Alcoholic Beverage - FCA
- > Alcoholic Beverage - Off Premise
- > Alcoholic Beverage - On Premise
- > Alcoholic Beverage - Wholesaler/Manufacturer
- > Commercial Roofing Contractor Registration
- > All (25)

A Permit can be searched by:

- Scrolling through the list
- Typing permit type in the search bar
- Click on “Apply” to get started

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Application Assistant

Search for application names and keywords

All Trending My History LICENSES **PERMITS** PLANS

Show Categories Show My Templates

Building Commercial - Addition Apply

Category Name: Building Commercial Description: Building Commercial Addition

Building Commercial - Certificate of Occupancy Apply

Category Name: Building Commercial Description: Building Commercial - Certificate of Occupancy

Building Commercial - Foundation Only Apply

Category Name: Building Commercial Description: Building Commercial - Foundation Only

Once started, a draft can be saved at any time.

Step 1: Locations

The location is required:

- Click on the plus sign

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Apply for Permit - Building Commercial - Addition ***REQUIRED**

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

LOCATIONS

Location

Add Location

+

REQUIRED

Create Template Save Draft Next

- Type address into the search and add

Back to Application

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search 808 S BUCHANAN ST

Address	Action
808 BUCHANAN ST, Amarillo, TX	Add

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

- Click "Next"

Step 2: Type

- Make sure the “Permit Type” is the correct
- Enter a “Description” (if applicable “Square Footage” and “Valuation”)
- Click “Next”

Apply for Permit - Building Residential - Roofing

*REQUIRED



PERMIT DETAILS

* Permit Type

* Description

Square Feet

Back Create Template Save Draft **Next**

Step 3: Contacts (By default the account owner will be the applicant)

Depending on the permit type, different contact types may be required.

- To add addition contacts (Owner, Contractor, etc.)
- Click on the plus sign

Apply for Permit - Building Residential - Roofing

*REQUIRED



CONTACTS

Applicant

Building Safety (You)
City of Amarillo
808 Buchanan, Amarillo, TX,
79101

Owner
Add Contact
+

Applicant

Add Contact
+

REQUIRED

Back Create Template Save Draft Next

- **If the Applicant is the same as the Owner or Contractor**
 - **Type the name into the search bar**
- **Click “Add”**

◀ Back to Application

Add Contact

Add Contact As : Owner

Search Enter Manually My Favorites

Search Building Safety

Sort Relevance ▾

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Building	Safety	808 S Buchanan ST Amarillo TX 79101	City of Amarillo	cityofamarillobs1740@gmail.com	Add

- **To Enter a new contact**
 - **Select “Enter Manually”**
 - **Enter all information with red asterisk**
 - **Only one phone number is required**
- **Click “Submit”**

Search Enter Manually My Favorites

Enter Manually

First Name Building

Last Name Official

Company Name

Email

Home Phone

Mobile Phone

Business Phone (806) 378-3041

Submit

After the all contacts are added, click “Next”

Step 4 : More Info (Will vary, depending on the type of permit)

- Fill in all fields. (required fields will have an asterick)
- Click Next

Apply for Permit - Building Residential - Roofing *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO | Top | Main Menu

*Number of Squares:
Number of Squares: is required.

*Building Type:

<input type="checkbox"/>	Main Building
<input type="checkbox"/>	Garage
<input type="checkbox"/>	Accessory Bldg
<input type="checkbox"/>	Manufactured Bldg
<input type="checkbox"/>	Other

Building Type: is required.

*Type of Roof Covering:

<input type="checkbox"/>	Composition
<input type="checkbox"/>	Wood
<input type="checkbox"/>	Metal
<input type="checkbox"/>	TPO
<input type="checkbox"/>	Built Up

Step 5: Attachments

- Add all required attachments. (Cannot use file more than one time)
- Will only accept PDF & ZIP
- Click on plus sign to add document

Apply for Permit - Building Residential - Roofing *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

Building Revision

Add Attachment

Supported: pdf, zip

Will have a gray required box.

Back Save Draft

Step 6: Review and Submit

- Review all information
- Click “Submit”

Apply for Permit - Building Residential - Roofing *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Review and Submit

Submit

Locations

Location	808 BUCHANAN ST, Amarillo, TX
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Basic Info

Type	Building Residential - Roofing
Description	Remove and replace roof
Square Feet	
Applied Date	04/30/2021


Contacts

Applicant	Building Safety City of Amarillo 808 S Buchanan ST, Amarillo, TX., 79101
Owner	Building Safety City of Amarillo 808 S Buchanan ST, Amarillo, TX., 79101

After submitting, a message will appear stating the application was successfully submitted.

To Pay Fee Online

- Click on “Add to Cart”

 **tyler** Citizen Self Service

Good Morning, **Building Safety** 🛒 1

English (United States) ▼

Dashboard Apply ▼ Home My Work Map Report Search 🔍 Calendar 📅

✓ **Your application was successfully submitted!**
You application has been submitted.
[Continue to permit](#)

Fees

\$60.00

[View Details](#) [Add to Cart](#)

- Invoice will appear, click on “Check Out”



Citizen Self Service

Good Morning, Building Safety 1

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[Back](#)

Shopping Cart

Total \$60.00

[Check Out](#)

Invoice: INV-00000874
Due Date: 04/30/2021

Description: BLDR-21-000393

Case Number	Project	Case Address	Amount Due
BLDR-21-000393		808 S BUCHANAN ST Amarillo TX	\$60.00

\$60.00

[Remove](#)

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

Total \$60.00

[Check Out](#)

- Then enter credit card information.

Continue onto the Permit

An email will be sent when the professional license is issued or if there is an issue with the application an email stating the error will be sent.

After the permit is issued:

- The permit number is shown
- The status of “Issued” is shown
- The Permit can be printed by clicking on the printer icon
- Expiration date is also visible

The screenshot displays the Tyler Technologies Citizen Self Service portal. At the top, the permit number **BLDR-21-000393** is highlighted in a red box. A printer icon in the top right corner is also highlighted in a red box with a callout bubble labeled "Printer icon". The main content area shows permit details for a "Building Residential - Roofing" project. The status is "Issued", which is also highlighted in a red box. Other details include: Type: Building Residential - Roofing, Project Name: (blank), IVR Number: 101630, Applied Date: 04/30/2021, Issue Date: 04/30/2021, District: Building Safety, Assigned To: (blank), Expire Date: 10/27/2021, Square Feet: 0.00, Finalized Date: (blank), and Description: Remove and replace roof. Below the details are tabs for Summary, Locations, Fees, Inspections, eReviews, Attachments, Contacts, Sub-Records, and More Info. The Summary tab is active, showing a progress bar at 67% completed and a workflow section with two completed steps: "Confirm Application Complete - Passed: 04/30/2021" and "Issue Permit - Passed: 04/30/2021". An "Available Actions" section includes a "Request Inspection" button for "Final Building".

All information enter may also be seen by clicking on:

Tabs: (Cannot be changed after submitted)

- **Location:** Address work is being performed at
- **Fee:** All fees due or paid
- **Inspections:** All inspections pertaining to permit
- **eReviews:** Any files that will go through a plan review
- **Attachments:** Any documents sent in with the permit or after
- **Contacts:** Active contacts on that specific license
- **Sub-Records:** Child permits if any
- **More Info:** Any info entered