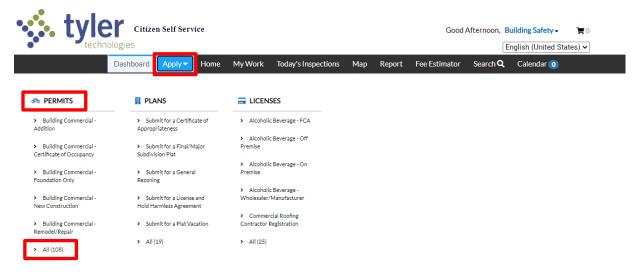
How to Apply for a Permit

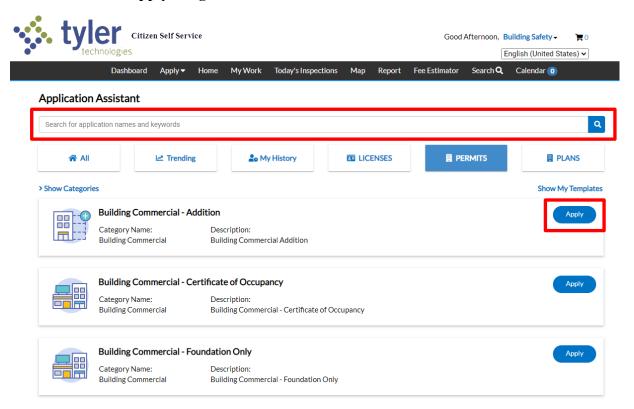
https://amarillotx-energovpub.tylerhost.net/Apps/SelfService#/home

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



A Permit can be searched by:

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

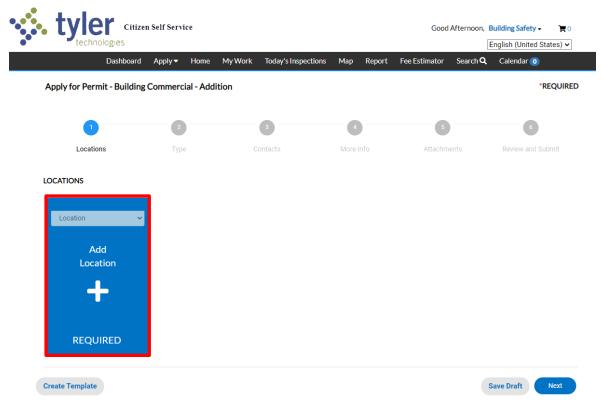


Once started, a draft can be saved at any time.

Step 1: Locations

The location is required:

• Click on the plus sign



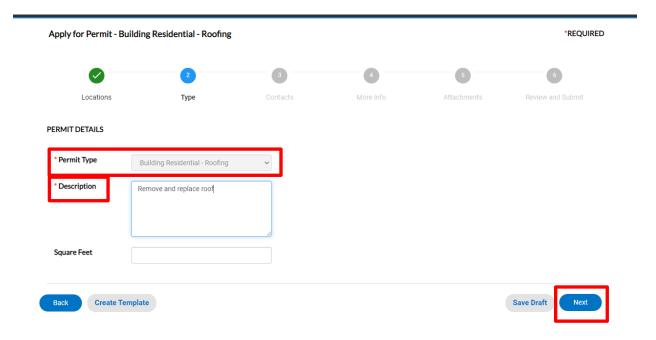
• Type address into the search and add



• Click "Next"

Step 2: Type

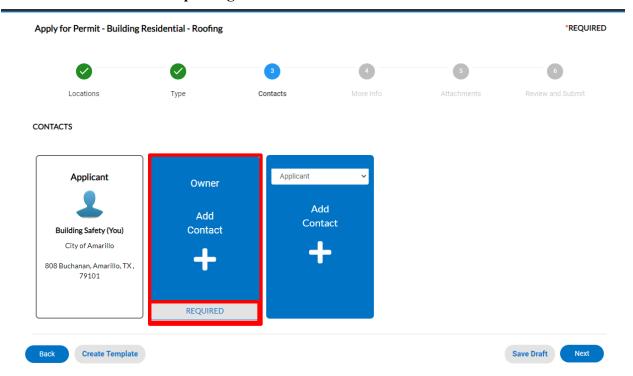
- Make sure the "Permit Type" is the correct
- Enter a "Description" (if applicable "Square Footage" and "Valuation")
- Click "Next"



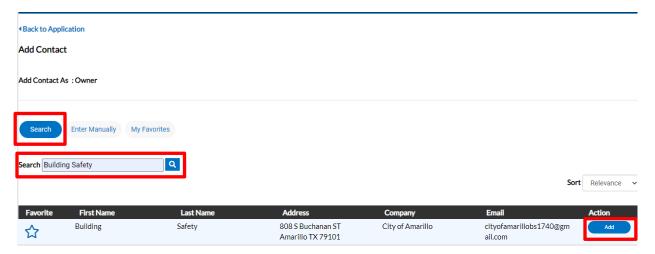
Step 3: Contacts (By default the account owner will be the applicant)

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

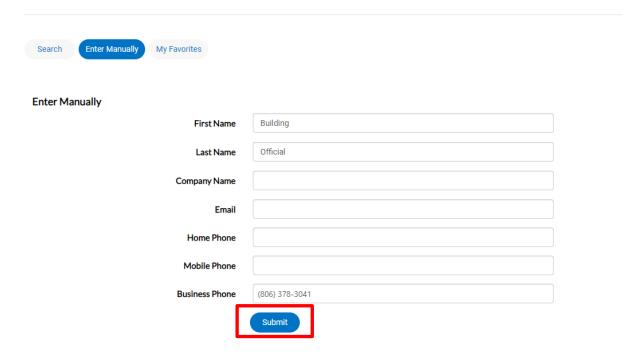
- To add addition contacts (Owner, Contractor, etc.)
- Click on the plus sign



- If the Applicant is the same as the Owner or Contractor
 - o Type the name into the search bar
- Click "Add"



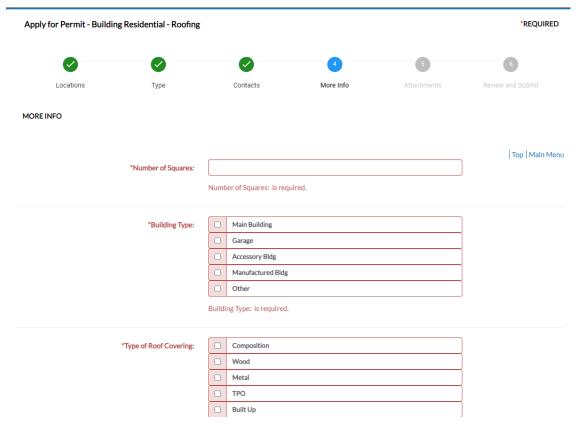
- To Enter a new contact
 - o Select "Enter Manually"
 - o Enter all information with red asterisk
 - Only one phone number is required
- Click "Submit"



After the all contacts are added, click "Next"

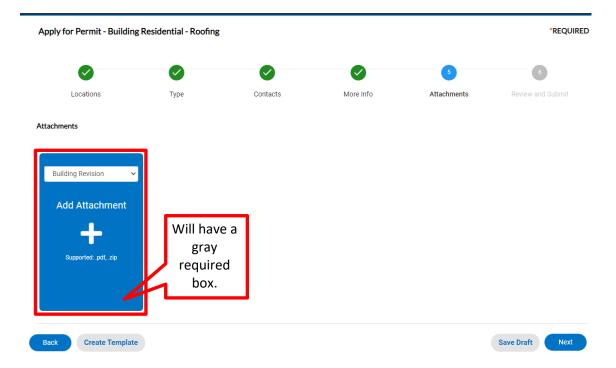
Step 4: More Info (Will vary, depending on the type of permit)

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



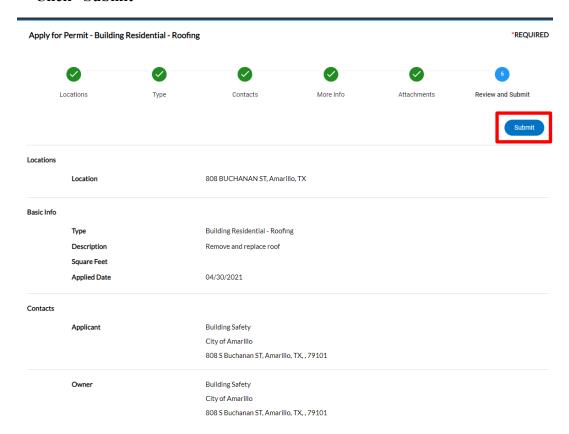
Step 5: Attachments

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



Step 6: Review and Submit

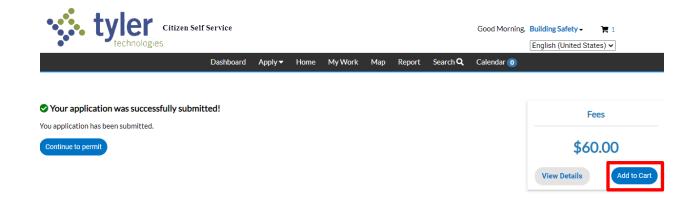
- Review all information
- Click "Submit"



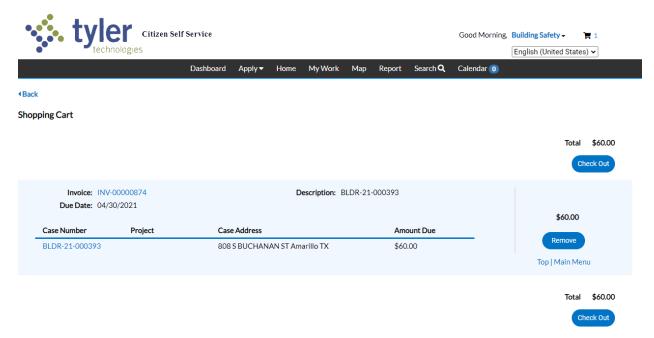
After submitting, a message will appear stating the application was successfully submitted.

To Pay Fee Online

• Click on "Add to Cart"



• Invoice will appear, click on "Check Out"



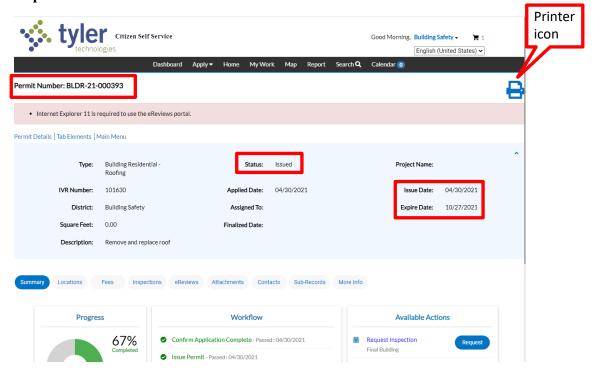
• Then enter credit card information.

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



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