

City of Corpus Christi

Development Services



Dynamic Portal Training


Online Permit Application Process

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Dynamic Portal

Welcome to the online building permit application portal. Through this portal, you may apply for a building permit or view existing permit information by searching with a permit number, applicant name, or address. You can also pay permit fees, print your permit card, request inspections and see inspection results. First time users will need to apply for an online account at <https://ccpay.cctexas.com/IPSCDR/Views/Login.aspx>.



Register for an online account

1. At the bottom right under First time here? Select Register for an online account.
2. Select either Individual* or Company*. If you are a company you will need to enter your License number. (Contact Development Services at (361) 826-3240 to get your license number)
3. Create a User Name* (Use 5 to 50 characters for User Name)
4. Type in your Password* you would like to use (Password must have at least 5 characters, with one upper case, one lower case, and one numeric character)
5. Retype Password*
6. Select a Secret Question* from the list provided.
7. Enter your Secret Answer* and click next. (If Company, skip to number 10 below).
8. Select Contact Type* (Contractor or Property Owner).
9. For Individuals, Enter your contact information to be used with your submittals including First Name*, Last Name*, Company Name, Position, Address*, City*, State*, Zip Code*, Daytime Phone* and Email Address* (Email address will be used to email your initial enrollment confirmation and for submission notifications.) Click Next
10. Select matching Company or Address from the results search. If not found, select Add new contact. (Note: Company information should be found since you are using a license number.)
11. Click Submit.

You can now return to the login page and sign in with your account information.

Apply for A Building Permit

You will need the following information to apply online for a permit.

Application Information: Information related to the type of work and the worksite location or address.

Applicant Information: Your name, address, phone number and e-mail address as well as pertinent licensed contractor information.

1. Click on Apply For A Building Permit on the Building Home page.
2. Select Applicant Type*: (Architect, General Contractor, Designer Professional, Engineer, Energy Tester, Property Owner, Owner as Contractor, Project Manager, Sub Contractor).
3. Add Contacts (Please add engineer's, contactors, property owner, and other contacts).
 - a. Click Add Contact
 - b. Select Applicant Type*
 - c. Enter First, Last Name or Company Name*, Address*, City*, Zip, Phone, Fax, Email Address, Comments if necessary
4. Click Search to find matching records
5. If a matching record is found, click on record to select. If no match is found, check box for Create New Contact as Entered and select Add Selected Contact
6. After all contacts have been added click on Next
7. Select Permit Type* from dropdown Menu (Certificate of Occupancy, Commerical Permit Application, Demolition, Driveway/Sidewalk Permit Application, Electrical Permit, Mechanical Permit, Move Structures Permit Application, Plumbing Permit, Residential Permit Application, Roof/Siding Permit. Then Click Next
8. Enter the Address of the Permit Location, Number, Street Name*, City, Zip and click Search.
9. Select Address from the search results.
10. Under Job Description, Select Work Type* (Commercial or Residential), Sub Work Type* (if shown), Declared Valuation*, Building Area* (if shown), Expedited* (if shown) Project Name (if shown) and a Description of the construction/proposed job*.
11. Select WorkType Details by checking all applicable boxes or fill in Applications Detail (if shown) including Occupancy, Constuction and Building Area SF, Project Questionnaire Details* or Tapping Requirements or other details if shown.
12. Review application details and select Edit for any area you would like to change. You can also Select Save for Later if you want return later to complete the application.
13. Click Apply

Application Status page shows you have submitted the application and you should receive an email confirmation. You can check the status of your application and will receive notifications when more information or payments are needed.

You may select View to view application summary, click on Edit to make any necessary changes (if not approved yet) or Clone to make a duplicate of this type of permit (see [Clone an application](#), pg 14).

[Lookup Building Permit](#)- View your building Permit or search for other permits by number, applicant name, or address.

1. Click on Lookup Building Permit
2. Select Application Type from dropdown to narrow results. (Types include Certificate of Occupancy, Commerical Permit Application, Demolition, Driveway/Sidewalk Permit Application, Electrical Permit, Mechanical Permit, Move Structures Permit Application, Plumbing Permit, Residential Permit Application, Roof/Siding Permit).
3. Select Application Status (In Progress, Closed, All (Default))
4. Enter Application Between Dates: From* and To* (Default is one year from current date.)
5. Click Search
6. At the bottom of the page you can few a printable report of your Permit Applications. See [My Permits](#) (pg 6).
7. Click on Permit # to view the application summary and view the applicaton status
8. Under the Action Column, you will have a several link available depending on where the application is in the process. These links include Summary, Clone, Edit, Review, Inspections, Fees and Print Permit.

[Pay Fees](#)- View fees related to your applications.

1. Select Pay Fees
2. Select Applicant Type from dropdown to narrow results: (Certificate of Occupancy, Commerical Permit Application, Demolition, Driveway/Sidewalk Permit Application, Electrical Permit, Mechanical Permit, Move Structures Permit Application, Plumbing Permit, Residential Permit Application, Roof/Siding Permit.).
3. Enter Fees Between Dates: From* and To* (Default is one year from current date.)
4. Click Search
5. At the bottom of the page you can few a printable report of your fees. See My Fees below.
6. You can click on Permit # to view The Fees Summary as well as Fee details associated with this application.
7. Under Action Column you can also click on Add to Cart to place in your cart or click on Add All To Cart to place all outstanding fees in your cart for payment. You can then click on My Cart or Check out to submit your payment for those fees.

[Lookup Inspections](#)- View inspections related to your applications. To request an inspection, provide a proposed date and time. You will receive a confirmation upon scheduling your inspection.

1. Select Lookup Inspections
2. Select Applicant Type from dropdown to narrow results: (Certificate of Occupancy, Commerical Permit Application, Demolition, Driveway/Sidewalk Permit Application, Electrical Permit, Mechanical Permit, Move Structures Permit Application, Plumbing Permit, Residential Permit Application, Roof/Siding Permit.)
3. Enter Inspection Between Dates: From* and To* (Default is one year from current date.)
4. Click Search
5. At the bottom of the page you can few a printable report of your Inspections. See [My Inspections](#) below.

6. You can click on Permit # to view the Inspection Summary associated with this application as well as the Review, Inspections and Fees Information.
7. You can click on Permit # to view the Application Summary associated with this application.
8. Under the Action Column, you can Request an Inspection or view complete Inspection Details associated with this application.

Lookup Reviews- View reviews related to your applications.

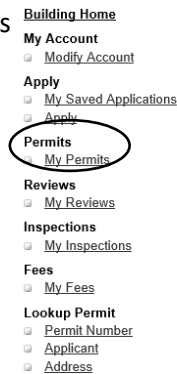
1. Select Lookup Reviews
2. Select Applicant Type from dropdown to narrow results: (Certificate of Occupancy, Commerical Permit Application, Demolition, Driveway/Sidewalk Permit Application, Electrical Permit, Mechanical Permit, Move Structures Permit Application, Plumbing Permit, Residential Permit Application, Roof/Siding Permit.)
3. Enter Inspection Between Dates: From* and To* (Default is one year from current date.)
4. Click Search
5. At the bottom of the page you can few a printable report of your Application. See [My Reviews](#) below.
6. You can click on Permit # to view the Application Summary associated with this application.
7. When selecting a Permit, you can use the tabs at the top to see additional information including the Review status, Inspections and Fees. See image below.



Modify Account- Click on Modify Account to change your password or select a new Secret Question and Answer. Please contact Development Services at permitrequests@cctexas.com to modify contact information.

My Permits

1. Select My Permits



2. Select Applicant Type from dropdown to narrow results if you want to narrow results by application type. Otherwise select nothing.

My Permit Applications
Permits information associated with Tester1 Test

Search Criteria

My Applications Information

- Select application type (Optional).
- Select application status.
- Select the dates.
- Click "Search".

Application Type:

-- Select One --

- Certificate of Occupancy
- Commercial Permit Application
- Demolition
- Driveway/Sidewalk Permit Application
- Electrical Permit
- Mechanical Permit
- Move Structures Permit Application
- Plumbing Permit
- Residential Permit Application
- Roof / Siding Permit

3. Select Application Status (In Progress, Closed, All (Default))

My Permit Applications
Permits information associated with Tester1 Test

Search Criteria

My Applications Information

- Select application type (Optional).
- Select application status.
- Select the dates.
- Click "Search".

Application Type:

-- Select One --

Application Status:

In Progress Closed All

Application Between Dates:

From* To*

Search

4. Enter Application Between Dates: From* and To* (Default is one year from current date.)

5. Click Search

6. To create a printable report click on Click here.

My Permit Applications

Permits information associated with BO CULPEPPER ELECTRIC

Permit #	Type	Address	Actions
C69768	Commercial Permit Application	1016 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit
C69769	Commercial Permit Application	1016 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit
CO69778	Certificate of Occupancy	1011 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit
D69770	Demolition	1011 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit
DW69771	Driveway/Sidewalk Permit Application	1011 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit Reviews

To create a printable report of the search results [Click here](#)

7. Check the All Reports Options to see all report information or select only the information you would like to see on the report.

My Report

Report Options

Report Title:
DynamicPORTAL Search Result Report

Select/Deselect All Report Options

- Application Summary
- Check Status
- Reviews
- Review Details
- Inspections
 - Inspection Details
- Fees
- Related Applications

[Create Report](#)

8. Click Create Report

My Reviews

1. Select My Reviews

- [Building Home](#)
- My Account**
 - [Modify Account](#)
- Apply**
 - [My Saved Applications](#)
 - [Apply](#)
- Permits**
 - [My Permits](#)
- Reviews**
 - [My Reviews](#)
- Inspections**
 - [My Inspections](#)
- Fees**
 - [My Fees](#)
- Lookup Permit**
 - [Permit Number](#)
 - [Applicant](#)
 - [Address](#)

2. Select Applicant Type from dropdown to narrow results if you want to narrow results by application type. Otherwise select nothing.

My Reviews

Reviews information associated with Tool Time

Search Criteria

My Reviews Information

- Select application type (Optional).
- Select the dates.
- Click "Search".

Application Type:

-- Select One --

- Certificate of Occupancy
- Commercial Permit Application
- Demolition
- Driveway/Sidewalk Permit Application
- Electrical Permit
- Mechanical Permit
- Move Structures Permit Application
- Plumbing Permit
- Residential Permit Application
- Roof / Siding Permit

3. Enter Review Between Dates: From* and To* (Default is one year from current date.)

My Reviews

Reviews information associated with Tool Time

Search Criteria

My Reviews Information

- Select application type (Optional).
- Select the dates.
- Click "Search".

Application Type:

-- Select One --

Reviews Between Dates:

From* 3/22/2018 To* 3/22/2019

Search

4. Click Search
5. To create a printable report click on Click here.

My Reviews

Reviews information associated with Tool Time

Search Criteria | **Search Result - 19**

Permit #	Permit Type	Review #	Review Type	Actions
C69842	Commercial Permit Application	38299	Completeness Check	
C69843	Commercial Permit Application	38300	Completeness Check	
C69843	Commercial Permit Application	38301	Building Review	
C69843	Commercial Permit Application	38302	Fire Review	
C69843	Commercial Permit Application	38303	Health Review	

To create a printable report of the search result [Click here](#)

6. Check the All Reports Options to see all report information or select only the information you would like to see on the report.

My Report

Report Options

Report Title:

Select/Deselect All Report Options

- Application Summary
- Check Status
- Reviews
- Review Details
- Inspections
- Inspection Details
- Fees
- Related Applications

7. Click Create Report

My Inspections

1. Select My Inspection

Building Home

My Account

- [Modify Account](#)

Apply

- [My Saved Applications](#)
- [Apply](#)

Permits

- [My Permits](#)

Reviews

- [My Reviews](#)

Inspections

- [My Inspections](#)

Fees

- [My Fees](#)

Lookup Permit

- [Permit Number](#)
- [Applicant](#)
- [Address](#)

2. Select Applicant Type from dropdown to narrow results if you want to narrow results by application type. Otherwise select nothing.

3. Enter Review Between Dates: From* and To* (Default is one year from current date.)

My Inspections

Inspections information associated with TELLEZ ELECTRIC

Search Criteria

My Inspections Information

- Select application type (Optional).
- Select the dates.
- Click "Search".

Application Type:

-- Select One --

Inspections Between Dates:

From* To*

4. Click Search

5. To create a printable report click on Click here.

My Inspections

Inspections information associated with TELLEZ ELECTRIC

Search Criteria Search Result - 164

Permit #	Permit Type	Insp #	Inspection Type	Status	Actions
E69811	Electrical Permit	251405	Electrical Final Inspections		Request Inspection
E69811	Electrical Permit	251406	C-Loop		Request Inspection
E69811	Electrical Permit	251407	Electrical Rough		Cancel Inspection
E69811	Electrical Permit	251408	Electrical Underground	Passed	Inspection Details

« ... 29 30 31 32 33 »

To create a printable report of the search result [Click here](#)

6. Check the All Reports Options to see all report information or select only the information you would like to see on the report.

My Report

Report Options

Report Title:

Select/Deselect All Report Options

- Application Summary
- Check Status
- Reviews
 - Review Details
- Inspections
 - Inspection Details
- Fees
- Related Applications

7. Click Create Report

My Fees

1. Select My Fees

- [Building Home](#)
- My Account**
 - [Modify Account](#)
- Apply**
 - [My Saved Applications](#)
 - [Apply](#)
- Permits**
 - [My Permits](#)
- Reviews**
 - [My Reviews](#)
- Inspections**
 - [My Inspections](#)
- Fees**
 - [My Fees](#)
- Lookup Permit**
 - [Permit Number](#)
 - [Applicant](#)
 - [Address](#)

2. Select Applicant Type from dropdown to narrow results if you want to narrow results by application type. Otherwise select nothing.
3. Enter Review Between Dates: From* and To* (Default is one year from current date.)

My Fees

Fees information associated with TELLEZ ELECTRIC

Search Criteria

My Fees Information

- Select Application Type (Optional).
- Select the dates.
- Click "Search".

Application Type:
 -- Select One --

Fees Between Dates:
 From* 3/26/2018 To* 3/26/2019

Search

4. Click Search
5. To create a printable report click on Click here.

My Fees

Fees information associated with TELLEZ ELECTRIC

Search Criteria **Search Result - 12**

Permit #	Type	Description	Amount	Status	Actions
C69842	Commercial Permit Application	COM PERMIT FEES	\$336.00	Unpaid	Add to Cart
C69842	Commercial Permit Application	PLAN REVIEW FEE	\$134.40	Unpaid	Add to Cart
C69842	Commercial Permit Application	2" FULL TAP	\$3,651.00	Unpaid	Add to Cart
C69842	Commercial Permit Application	MSW Commercial Construction	\$48.38	Unpaid	Add to Cart
R69890	Residential Permit Application	SURCHARGE (25%)	\$60.75	Unpaid	Add to Cart

1 2 3

Add All To Cart

To create a printable report of the search result [Click here](#)

6. Check the All Reports Options to see all report information or select only the information you would like to see on the report.

My Report

Report Options

Report Title:

Select/Deselect All Report Options

- Application Summary
- Check Status
- Reviews
 - Review Details
- Inspections
 - Inspection Details
- Fees
- Related Applications

7. Click Create Report

Lookup Permit

The easy way to look up a permit is by looking up a permit by the permit number. You can enter this number on the Building Home page at the top right, or by clicking on the Permit Number link under Lookup Permits on the left menu.

The screenshot shows the City of Corpus Christi Development Services website. The header includes the city logo and navigation links like 'Contact Us', 'My Cart', 'Check Out', and 'Sign Out'. The left sidebar menu has 'Lookup Permit' circled, with sub-options 'Permit Number', 'Applicant', and 'Address'. The main content area is titled 'Welcome TELLEZ ELECTRIC' and 'Online Building Permit Application'. A search bar at the top right is also circled, labeled 'Permit #' with a 'Search' button. The 'Permit Number' sub-option in the sidebar is also circled.

* = Required

If you click on the Permit Number from the left menu you can enter the permit number and click Search.

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address.

From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

The screenshot shows the 'Permit Application Lookup' form with three tabs: 'Permit # Search', 'Applicant Search', and 'Address Search'. The 'Permit # Search' tab is selected and circled in red. Below the tabs, the text reads: 'To search for an application:'. There are two checkboxes: 'Enter the Application Number.' and 'Click "Search".'. Below these is a text input field labeled 'Application #' with an asterisk and a red dot indicating it is required. A blue 'Search' button is located at the bottom left of the form.

Note, you can use the tabs to search by Applicant or by Address. Just click on the tab if you want to search by that criteria instead.

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address.

From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

The screenshot shows the 'Permit Application Lookup' form with three tabs: 'Permit # Search', 'Applicant Search', and 'Address Search'. The 'Applicant Search' tab is selected and circled in red. Below the tabs, the text reads: 'To search applications by applicant:'. There are four checkboxes: 'Select applicant type and enter the applicant name.', 'Select the status.', 'Select the dates.', and 'Click "Search".'. Below these is the 'Applicant Type:' section with two radio buttons: 'Individual' (selected) and 'Establishment'. Below that are two text input fields: 'First Name' and 'Last Name*' (with an asterisk and red dot indicating it is required). Below these is the 'Application Status:' section with three radio buttons: 'In Progress', 'Closed', and 'All' (selected). Below that is the 'Application Between Dates:' section with two text input fields: 'From*' (with an asterisk and red dot) containing '3/27/2018' and 'To*' (with an asterisk and red dot) containing '3/27/2019'. A blue 'Search' button is located at the bottom left of the form.

1. Select if applicant is an Individual or an Establishment.
2. Enter at least the last name to return results. You can select an Applicant status (In Progress or Closed) if you want to narrow results. Otherwise leave as All (default) to see all applications associated with that name.
3. Enter Application Between Dates: From* and To* (Default is one year from current date.)
4. Click Search.

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search Applicant Search **Address Search**

To search applications by address:

- Enter the address. Partial addresses can be used.
- Select the status.
- Select date range for a 12 month period.
- Click "Search".

Number Dir Street Name* Suffix Unit/Apt.

City State Zip

Application Status:
 In Progress Closed All

Application Between Dates:
 From* To*

Search

1. Enter at least the street name to return results. You can select an Applicant status (In Progress or Closed) if you want to narrow results. Otherwise leave as All (default) to see all applications associated with that address.
2. Enter Application Between Dates: From* and To* (Default is one year from current date.)
3. Click Search.

Clone an application

My Permit Applications

Permits information associated with BO CULPEPPER ELECTRIC

Search Criteria Search Result - 34

Permit #	Type	Address	Actions
C69768	Commercial Permit Application	1016 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit
C69769	Commercial Permit Application	1016 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit
CO69778	Certificate of Occupancy	1011 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit
D69770	Demolition	1011 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit
DW69771	Driveway/Sidewalk Permit Application	1011 MAIN DR CORPUS CHRISTI TX 78409	Summary Clone Edit Reviews

1 2 3 4 5 ...

To create a printable report of the search result [Click here](#)

You can clone an application if you desire. This feature allows you to go through the permit application process again and use the information provided in the original permit, so you can move through the application process quickly. You will be able to make changes to the application as needed.

You can remove the old contacts if needed and enter new ones for this permit.

* = Required

Note, you cannot change the permit type so if you are cloning an electrical permit, that type of permit remains, and you cannot change it.

You can modify the address of the permit location as needed.

You can update the job description information as needed.

You can fill in the applications details again. They are not carried over from the original permit.

Review the application and then click on Apply.