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* = Required
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.

* = Required
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, contractors, 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, Commercial 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, Construction and Building Area SF, Project Questionaire 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, 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))
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 application 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, 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 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, 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 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.

* = Required
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, 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 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 find 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.

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. To create a printable report click on Click here.

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

8. Click Create Report

My Reviews

1. Select My Reviews

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.)

4. Click Search

5. To create a printable report click on 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.

*= Required
7. Click Create Report

My Inspections

1. Select My Inspection

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.)

4. Click Search

5. To create a printable report click on 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.

7. Click Create Report

My Fees
1. Select My Fees
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.)

4. Click Search

5. To create a printable report click on 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.
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.
If you click on the Permit Number from the left menu you can enter the permit number and click Search.

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.

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.
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

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.
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.