1. Go to www.ArlingtonPermits.com

Click on the “Register” button
2. Complete the Registration Form:
   a. Enter Email a second time to confirm email
   b. Select a Security Question. You will need to know the Security Question and answer to set your password.
   c. Answer the Security Question. You will need to know this answer exactly as entered to set your password. The answer is case sensitive (i.e. “Martin” is not the same as “martin”).
3. Complete the Contact Information and click the Submit button.

4. After you click Submit, you will receive the “Thank you for Signing Up” message. You will be sent an email to the address you used when you registered with 5-10 minutes or less. The email will contain your email Verification Code.

5. Check your email for an email from noreply@arlingtontx.gov. If you do not find it in your email, check your spam folder.

6. Copy the Verification code.
7. Follow the link in the email or click the “Goto Verify Email” button in Arlington Permits.
8. If you do not receive an email, click the “Resend Email Validation Code”

9. Complete the verification form:
   a. Paste or enter the Verification Code
   b. Select your Security Question (the same one you selected in Step 2)
   c. Answer the Security Question (exactly as you entered it in Step 2)
   d. Enter your new password
   e. Confirm your new password (enter exactly as you entered it in New Password)
   f. Click the “Verify email” button
10. When you have successfully completed the verification form you will receive a thank you message. Click Login to use your new account.

11. Enter your Email Address and Password to Login
This is the My Services screen that will appear when you sign into Arlington Permits. This screen will have several sections that will show: your permits, your registration, permits that you can schedule inspection on; and inspection results. From this screen there are multiple options to choose once logged into the system.

Click Apply to begin applying for a registration, license, or permit.

Click Renew to begin renewing a registration.

Click Inspections to schedule a Building Inspection.

Click Pay Fees to pay for a registration, license, or permit.