



First Time Users

Getting Started

1. Visit www.ArlingtonPermits.com
2. Select “Apply for Permit and Contractor Registration”
3. First time users select “Web Registration for first time users”

Registered Users

On-line Services Quickstart Guide

1. Visit www.ArlingtonPermits.com
2. Log in to your existing account

Apply for a permit and contractor registration

Note

Please contact a Customer Service Rep if you lose connection or accidentally disconnect while creating a permit.

Contact us at (817) 277-5561 or (817) 459-6502
Monday thru Friday from 8:00am–5:00pm

Note

For security reasons, after a period of inactivity, you may be automatically logged off.



Building Inspections

101 W. Abram St.
City Hall, 2nd Floor
Arlington, Texas 76010

Phone: (817) 277-5561

Servicerep@arlingtontx.gov

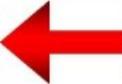
WWW.ARLINGTONPERMITS.COM



Applying

Business Registrations/Permits

1. Log in to your account and select “Apply for a Permit and Contractor Registration”. If this is your first time using the ArlingtonPermits.com website, select “Web Registration for first time users” and follows the online registration process.
2. Select “Apply for Business Registration”.

Folder Type - Please select a folder type from the list below	
Business Registration	Apply for Business Registrations 
Commercial Building Permit	Apply for New construction, New construction - shell, Addition, Interior Finish, Remodel/Alterations/Repair, Demolition, Move, Early Grading or Designated smoking area permits.
Concrete Permit	Apply for sidewalk, driveapproach, or parking lot permits
Electrical Permit	Apply for all residential and commercial electrical permits.
Fence Permit	Apply for Residential Privacy, Swimming Pool Barrirer, Commercial Privacy, Commercial Screening, Perimeter Screening Fence or Subdivision Screening Wall fence permits.
Fire Permit	Apply for the following fire permits on this webpage: fire sprinkler, fire alarm, special locking systems, fire extinguishing systems, smoke control systems, tank installation, storage tank removal and line abandonment, LPG container installation, fire line with hydrants, fire lanes with pavers, and underground fire protection systems. To manage fire permits, inspections and contractor registrations not related to construction (e.g., pyrotechnics, blasting, etc.), please click on the link below or go to FireInspections.Arlingtontx.gov
Irrigation Permit	Apply for all residential and commercial Irrigation permits.
Mechanical Permit	Apply for all residential and commercial mechanical permits.
Plumbing Permit	Apply for all residential and commercial plumbing permits.
Residential Permit	Apply for residential permits.

3. Under the “New Application” heading, select the drop down arrow next to the Application Subtype from a list of the types of businesses (i.e. Contract, Electrical, Fence, Fire, etc.) Select your application subtype (for this example we will select General Contractor).

The screenshot shows the 'New Application' form. The 'Application Type' is set to 'Business Registration'. The 'Application Subtype' dropdown menu is open, displaying a list of contractor types. A red arrow points to 'General Contractor' in the list. A 'Continue' button is visible below the dropdown.

New Application	
Application Type:	Business Registration
Application Subtype:	<ul style="list-style-type: none">Concrete ContractorElectrical ContractorExplosives ContractorFence ContractorFire Alarm ContractorFire Extinguisher ContractorFire Sprinkler ContractorGeneral ContractorHome Owner RegistratiHouse Move ContractorHVAC Mechanical ContractorIrrigation ContractorLP Gas ContractorMaintenance ContractorNew Home Builder / RemodelerPlumbing ContractorPyrotechnic ContractorSign ContractorSwimming Pool ContractorUST Contractor
Continue	

4. Select continue to proceed.

The screenshot shows the 'New Application' form. The 'Application Type' is 'Business Registration' and the 'Application Subtype' is 'General Contractor'. A red arrow points to the 'Continue' button.

New Application	
Application Type:	Business Registration
Application Subtype:	General Contractor
Continue	

5. Add a custom descriptor (i.e. Business name, your name, phone number, email, etc) for your registration and click “Submit your application”.

Arlington Permit
Home

Public Search
Locate a Business
Permit Information
Contractor Search
Issued Permit Search
Pending Permit Search

My Services
Web Registration for first time users
Apply for a permit and contractor registration
View Status of my Permits
Pay Fees
Request/Cancel Inspections
View Inspections
Update Personal Information
Logout

Please Confirm the following details:

Folder Type: Business Registration
Application Date: 2014-09-04
Folder Subtype: General Contractor

Add a custom description (so you can tell it apart from your other applications):

**Utilize this space for details or any additional comments in regards to this Business Registration.*

Submit your application

6. You will be asked to provide additional information such as phone number and other general information. Please ensure you complete every applicable field marked with a red asterisk.
7. Once you have filled out all the information on this page, select “continue” to proceed.

General Sign Information

Name of Business: *

Registration Information

Is This a 2 Year Registration? : * Yes No

Will do Work in Public Right of Way: * Yes No

State License

Cert of Liability Insurance Exp Date:

Continue

8. On the next page, upload attachments such as copies of drivers license, state issued licenses and more. You may upload as many documents as necessary from your computer. Type in the description of the document select the “attachment type”, click on browse to browse to your PC to locate your file and select “add attachment”.

Please note the file format must be PDF or Word.

Contractor Search
Issued Permit Search
Pending Permit Search

My Services
Web Registration for first time users
Apply for a permit and contractor registration
View Status of my Permits
Pay Fees
Request/Cancel Inspections
View Inspections
Update Personal Information
Logout

Upload New Attachment

Attachment Description:

Attachment Type: Driver License

File: **Browse...**

More Information:

Add Attachment

Attachment Successfully Uploaded

Continue

Public Search
Locate a Business
Permit Information
Contractor Search
Issued Permit Search
Pending Permit Search

My Services
Web Registration for first time users
Apply for a permit and contractor registration
View Status of my Permits
Pay Fees
Request/Cancel Inspections
View Inspections
Update Personal Information
Logout

Upload New Attachment

Attachment Description:

Attachment Type: **Driver License**

File: **Browse...**

More Information:

Add Attachment

Continue

- Driver License
- Agent Approval Letter
- Plan Review Documentation
- License Documentation
- Address Change
- Contractor Change
- Void Letter
- Miscellaneous
- Graffiti Waiver
- Compliance Photos
- Photo - Citation Violation
- Scanned CODE Citation
- CODE Violation Letter
- Photo - Abatement
- Photo - Abatement Posting
- API Locator Form
- VSI Locator Form
- Health Application / Certification Document
- Apartment/Extended Stay Checklist

9. Once you have selected the forms to upload, you will see them listed in the “attachment list”. Select “Continue” at the bottom of the page to move to the confirmation screen.

10. On the confirmation screen, read and review the agreement statement and select “I Agree” to continue or “I Disagree” to exit. **Please note, if you do not accept these terms, you will be exited out of the application process and your permit application will not be processed.**

11. You will now be taken to the “Fees” page. Here you will see a list of permits for which you applied for along with any associated fees. Select the checkbox to the right of the registration/permits you wish to pay and click “Pay Selected Fees”. *Note that you may also opt to pay later/continue if you wish to pay in person.

Permit Number	Fee Description	Fee Amount	Pay
14 704604 000 00 BR	Business Registrations	\$100.00	<input checked="" type="checkbox"/>

[Deselect All](#)

To review or edit the information regarding your application, click on the underlined relevant Permit Number above.

Upon review of your application, all applicable fees will be assessed. All permit fees must be paid before a permit may be issued.

To submit your application, choose one of the payment options below.

12. Review the total amount due and select “Proceed to Secure Payment Page”. You will be routed to a secure payment webpage to pay your fee (s) and complete your transaction.

The screenshot shows a navigation menu on the left with sections: Arlington Permit (Home), Public Search (Locate a Business, Permit Information, Contractor Search, Issued Permit Search, Pending Permit Search), and My Services (Web Registration for first time users, Apply for a permit and contractor registration, View Status of my Permits, Pay Fees, Request/Cancel Inspections, View Inspections, Update Personal Information, Logout). The main content area is titled 'Payment Method' and displays 'Total Amount to Pay: \$100.00' and 'Payment Method: Credit Card'. Below this are two buttons: 'Return to previous page' and 'Proceed to Secure Payment Page'. A red arrow points to the 'Proceed to Secure Payment Page' button.

13. On the Secure Payment Page, fill in all pertinent information and select “Pay Now” to complete your payment and registration. After paying you should be provided with a receipt, which will include the amount paid and your business registration/permit number.

The screenshot shows a form for company information with fields for Company Name, Address (101 W ABRAM ST), City (ARLINGTON), Country (United States of America), State/Province (Texas), Zip/Postal Code (76010), Phone Number, and Email (jason.reynolds@arlingtontx.gov). To the right is a 'Your Order' summary showing a total amount of \$100.00. Below the form is a 'Payment Details' section with radio buttons for Card Type (VISA, Amex, MasterCard, Discover), a Card Number field, and an Expiration Date field (01/2014). A 'Pay Now' button is highlighted with a red arrow.