



## First Time Users

### Getting Started

1. Visit [www.ArlingtonPermits.com](http://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](http://www.ArlingtonPermits.com)
2. Log in to your existing account.
3. Select Apply for a Permit.

ARLINGTON PERMITS.COM

★ THE ONE START CENTER ★

ARLINGTON PERMITS.COM

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
- Login

Request/Cancel Inspections

View Inspection Results

Apply for a Permit

## 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](mailto:Servicerep@arlingtontx.gov)

[WWW.ARLINGTONPERMITS.COM](http://WWW.ARLINGTONPERMITS.COM)



## Applying

### Electrical Permit

1. Go to [www.ArlingtonPermits.com](http://www.ArlingtonPermits.com) and log in to your account by selecting the “login” button. \*First time users — Please see the “Creating a New Account/Registering a Business” tutorial to create a user login.
2. Once you are logged in, select “Apply for a Permit and Contractor Registration”.
3. Select the type of permit for which you are applying. In this case we will select “Electrical Permit” .

<p><b>Arlington Permit</b> Home</p>	<p><b>Folder Type - Please select a folder type from the list below</b></p>														
<p><b>Public Search</b> Locate a Business Permit Information Contractor Search Issued Permit Search Pending Permit Search</p>	<table border="1"> <tr> <td data-bbox="430 1081 592 1144"><a href="#">Business Registration</a></td> <td data-bbox="600 1081 1477 1144">Apply for Business Registrations</td> </tr> <tr> <td data-bbox="430 1165 592 1249"><a href="#">Commercial Building Permit</a></td> <td data-bbox="600 1165 1477 1249">Apply for New construction, New construction - shell, Addition, Interior Finish, Remodel/Alterations/Repair, Demolition, Move, Early Grading or Designated smoking area permits.</td> </tr> <tr> <td data-bbox="430 1270 592 1333"><a href="#">Concrete Permit</a></td> <td data-bbox="600 1270 1477 1333">Apply for sidewalk, driveapproach, or parking lot permits</td> </tr> <tr> <td data-bbox="430 1354 592 1417"><a href="#">Electrical Permit</a></td> <td data-bbox="600 1354 1477 1417">Apply for all residential and commercial electrical permits.</td> </tr> <tr> <td data-bbox="430 1438 592 1501"><a href="#">Fence Permit</a></td> <td data-bbox="600 1438 1477 1501">Apply for Residential Privacy, Swimming Pool Barrirer, Commercial Privacy, Commercial Screening, Perimeter Screening Fence or Subdivision Screening Wall fence permits.</td> </tr> <tr> <td data-bbox="430 1522 592 1585"><a href="#">Fire Permit</a></td> <td data-bbox="600 1522 1477 1585">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.</td> </tr> <tr> <td data-bbox="430 1606 592 1669"><a href="#">Fire Permit</a></td> <td data-bbox="600 1606 1477 1669">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</td> </tr> </table>	<a href="#">Business Registration</a>	Apply for Business Registrations	<a href="#">Commercial Building Permit</a>	Apply for New construction, New construction - shell, Addition, Interior Finish, Remodel/Alterations/Repair, Demolition, Move, Early Grading or Designated smoking area permits.	<a href="#">Concrete Permit</a>	Apply for sidewalk, driveapproach, or parking lot permits	<a href="#">Electrical Permit</a>	Apply for all residential and commercial electrical permits.	<a href="#">Fence Permit</a>	Apply for Residential Privacy, Swimming Pool Barrirer, Commercial Privacy, Commercial Screening, Perimeter Screening Fence or Subdivision Screening Wall fence permits.	<a href="#">Fire Permit</a>	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.	<a href="#">Fire Permit</a>	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
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4. Select your application subtype (for this example we will select Work With a Building Permit). Next, you will be prompted for the type of work (for this example we will select Remodel). Click continue.

Please Note

**Working With a Building Permit**— means you are working under a General Contractor on a job and he has pulled the overall commercial or residential construction permit for the project. Under this scenario, you as the sub-contractor are pulling a permit or “validating” for your specific scope of work. You as the sub-contractor do not pay a permit fee. The General Contractor has paid the necessary building permit fees and calls in all the inspections.

**Work Without a Building Permit**— means this is a “stand alone” permit. You as the contractor pay the required fees and call in your own inspections.

The screenshot displays the 'New Application' form on the Arlington Permit website. The form is titled 'New Application' and contains the following fields:

- Application Type:** Electrical Permit
- Application Subtype:** Work With a Building Permit (selected from a dropdown menu)
- Type of Work:** Remodel/Alterations/Repairs (selected from a dropdown menu)

A red arrow points to the 'Continue' button located below the form fields. The left sidebar contains navigation links under three main categories: '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 footer contains the copyright notice 'Copyright © 2000-2013 City of Arlington, TX. All rights reserved.' and links for 'Contact Us | Disclaimer | Supported Browsers'.

5. Complete this page by filling in the house number, street direction, street name and street type. Then select “Find Properties”. **Note: You may select “unknown/property not found” if the address does not populate for you.**

Issued Permit Search  
Pending Permit Search

**My Services**  
Web Registration for first time users  
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### Property Search

Enter all or some of the fields below to search for your property.

**House Number:**

**Street Direction:**

**Street Name: \***

**Street Type:**

*Enter all or part of the street name only.  
Do not include street direction (N, S, W, E) or street type (drive, street, etc.).*



6. In the search results box, “select” the corresponding structure.

Search Results			
Property Type	Street Address	Zip Code	Select
Occupant	101 W ABRAM ST	76010	<input type="button" value="Select"/>
Structure	101 W ABRAM ST	76010	<input type="button" value="Select"/>
Structure	1011 W ABRAM ST	76013	<input type="button" value="Select"/>
Occupant	1011 W ABRAM ST	76013	<input type="button" value="Select"/>

No more than 100 properties may be shown at once. If you do not see the property you are looking for, please narrow down your search.

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7. Confirm your details on the next page. You may add a custom description if you feel you need to be more specific (i.e. street address, scope of work, etc.). If everything looks correct, select “Submit Your Application” to continue.

**Arlington Permit**  
Home

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**Please Confirm the following details:**

Folder Type: Electrical Permit

Application Date: 2014-10-23

Folder Subtype: Work Without a Building Permit

Work Code: Repair / Rewire / Replace Existing

Address: 101 W ABRAM ST 76010

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

Submit your application

8. Answer all required questions on the Work to be Performed. For this example, we will use “repair, replace service”. Hit continue to advance to the next screen.

Pay Fees  
Request/Cancel Inspections  
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**Work to be Performed**

Install/Repair Electric Vehicle Charge Station Sys? \*  Yes  No

Installing a T-Pole: \*  Yes  No

Installing a Sign Branch Circuit: \*  Yes  No

New Service: \*  Yes  No

Repair, Replace Service: \*  Yes  No

New, Repair, Replace Sub panels: \*  Yes  No

Install, Replace Lights: \*  Yes  No  
Install, replace lights, outlets, fixtures, switches, receptacles (openings)?

Install, Replace HP Equipment: \*  Yes  No  
Install, replace equipment rated in HP?

Install, Replace KW Equipment: \*  Yes  No  
Install, replace equipment rated in KW?

Install, Replace TON Equipment: \*  Yes  No  
Install, replace equipment rated in TONS?

Continue

9. Utilize the next page to attach important documents that need to accompany your permit. Type in the description of the document, select the “attachment type”, click on browse to browse your pc to locate your file and select “add attachment”. Hit Continue to move to the next step.

\*Note: You will see uploaded documents in your “attachment list”.

The screenshot displays the Arlington Permit web application interface. On the left is a navigation menu 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 'Attachment List' and contains a table with columns 'Attachment Description', 'Attachment File Alias', and 'Attachment Detail'. One entry is visible: 'Drivers License Photo Copy' with file alias 'arlingtonpermitsarrow'. Below the table is the 'Upload New Attachment' form, which includes fields for 'Attachment Description', a dropdown for 'Attachment Type' (set to 'Driver License'), a 'File:' field with a 'Browse...' button, and a 'More Information' text area. A red arrow points to the 'Add Attachment' button. Below the form, a message reads 'Attachment Successfully Uploaded'. At the bottom of the form area is a 'Continue' button, also indicated by a red arrow. The footer contains copyright information for 2000-2013 City of Arlington, TX, and links for 'Contact Us | Disclaimer | Supported Browsers'.

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 application will not be processed.**

The screenshot shows the 'Confirmation' screen in the Arlington Permit system. The left navigation menu is identical to the previous screen. The main content area features a dark header with the word 'Confirmation'. Below the header is a text box containing the following agreement statement: 'I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.' At the bottom of the screen are two buttons: 'I Agree' and 'I Disagree'. A red arrow points to the 'I Agree' button.

11. If you have fees to pay, you will be routed to the “Fees” page. Review the permit number and any fees due. Select “Pay later/Continue” to advance to the next screen once you are ready.

**Arlington Permit**  
Home

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Pending Permit Search

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**Fees**

Permit Number: [14 704538 EP](#)

Fees due to this point are \$0.00

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.

Pay Later/Continue

←

12. The final page will be a summary of your transaction including application details and permit number.

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

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**My Services**  
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**Application Statement**

City of Arlington

**Application Details**

Number	Type	Description
14 704538 000 00 EP	Electrical Permit (Work With a Building Permit;Remodel/Alterations/Repairs)	101 W ABRAM STREET

**PAYMENT DETAILS**

**Registered User:** JASON REYNOLDS

**Email Address:** jason.reynolds@arlingtontx.gov

**Current Date:** Mon Sep 15, 2014 10:09

**Amount Due:** \$0.00

**Interim Receipt Date:** Sep 15, 2014 14:22

**Note:**  
All permit fees and any other applicable fees must be paid before a permit will be issued.