



## 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

## 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)



## Creating a New Account

### Registering Online

1. Go to [www.ArlingtonPermits.com](http://www.ArlingtonPermits.com)
2. Click on “Web Registration for First Time Users.”

**ARLINGTON**  
Texas

★ THE ONE START CENTER ★

**AP**

**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

**Arlington Permit**

Welcome to ArlingtonPermits.com, your One Stop online platform for a variety of permits that include: Residential, Commercial, M.E.P., Signs, Fences, Pools, Alarms & Sprinklers, Irrigation, Health Establishment, Liquor Licenses and more.

If you are submitting a commercial building permit, applicants should read the Commercial Building Permit Fee Admin Policy and complete the Commercial Permit Fee Worksheet to calculate the construction value. This information is contained [HERE](#) . Failure to read the policy and complete the worksheet may result in submittal of the incorrect construction value and permit fees.

For assistance with questions, please contact 817-459-6502.

3. Enter your email address in the two boxes provided and select "continue". An email will be sent to the address you entered with a link to continue the registration process.

The screenshot shows the Arlington Permit website 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, Login). The main content area is titled 'Web registration is a 5 step process:' and lists five steps. Below this is a form titled 'Step 1 - Confirm your Email Address' with two input fields: 'E-mail Address: \*' and 'Confirm Email Address: \*', both containing 'Jason.Reynolds@arlingtontx.gov'. A red arrow points to a 'Continue' button below the form.

\* required field

**Web registration is a 5 step process:**

1. Confirm your email address.
2. An email will be sent to the address below with a link to continue the registration process.
3. Follow the link in the email and complete all the required information. Leave the PIN NUMBER blank unless you have been provided with one.
4. If a matching record is found, you will be given the opportunity to register that existing record, if not, you will be able to add a new one.
5. You will be asked to create a password and select a security question.

**Step 1 - Confirm your Email Address**

E-mail Address: \* Jason.Reynolds@arlingtontx.gov

Confirm Email Address: \* Jason.Reynolds@arlingtontx.gov

Continue

4. You will receive a confirmation of your email submission along with a notice that a verification email has been sent to your email inbox. Proceed to your email inbox and open the email sent to you. (see example below).

The screenshot shows an email body with the following text: 'Dear Sir/Madam: To continue your registration please click on the link below. Please note the following: Your mail client may cause the following problems with the link: The hyperlink may have been removed and appear as plain text. To continue, copy and paste the entire link to your browser and press ENTER to continue. If the link has wrapped onto more than one line, please copy and paste the full two lines into your browser, as all the information is needed to continue registration. Link: http://aptest.arlingtontx.gov/web/permit/registration?t\_s2=1&EmailAddress=jennifer.chadwell@arlingtontx.gov&reset=true' A red arrow points to the URL link.

Dear Sir/Madam:

To continue your registration please click on the link below. Please note the following:

Your mail client may cause the following problems with the link:

The hyperlink may have been removed and appear as plain text. To continue, copy and paste the entire link to your browser and press ENTER to continue.

If the link has wrapped onto more than one line, please copy and paste the full two lines into your browser, as all the information is needed to continue registration.

Link: [http://aptest.arlingtontx.gov/web/permit/registration?t\\_s2=1&EmailAddress=jennifer.chadwell@arlingtontx.gov&reset=true](http://aptest.arlingtontx.gov/web/permit/registration?t_s2=1&EmailAddress=jennifer.chadwell@arlingtontx.gov&reset=true)

Regards City of Arlington

5. Next click on the URL link within the confirmation email to continue your registration.

6. On the next screen, enter your First and Last name and select "Submit" to continue. \*Note: You do not need to enter the PIN number.

**Step 3 - PIN Number Confirmation**

Email Address: jennifer.chadwell@arlingtontx.gov

First Name: \* Jennifer

Last Name: \* Chadwell

Registration PIN Number:

This may be your Current Contractor Registration Number or Current License Number or the PIN number that was given to you at the City of Arlington offices. If you do not have a PIN # then just click submit.

Submit

7. Verify your email address and information on the next page and hit "Select" to continue. If your information is not listed on this screen, you may click "Create a New User" to return to the registration screen.

Below is the people list that match the email address, the last name, and/or first name that you just input. Please select one that best matches your information to complete your registration.

Name	Organization and Address	Email Address	Select
JENNIFER CHADWELL		jennifer.chadwell@arlingtontx.gov	Select

Do you find your registration information from the above list?

- If YES, please click the related "Select" button in the line to complete your registration;
- If NO, please click the button "Create a New User" below to create a brand new user.

Create a New User

8. Utilize the next screen to assign an account password and reminder question. Then select "Update" to continue.

\* required field

### Step 4 - User Information

Email Address: jennifer.chadwell@arlingtontx.gov

Password (6-15 chars): \*

Confirm Password: \*

Password Reminder Question: \*

Answer: \*

[Update](#)

9. The last screen will verify successful registration. Select "Go to Login" to continue to the login screen.

### Step 5 - Registration Confirmation

Online registration was completed successfully. You can login Online Services now.

[Goto Login](#)