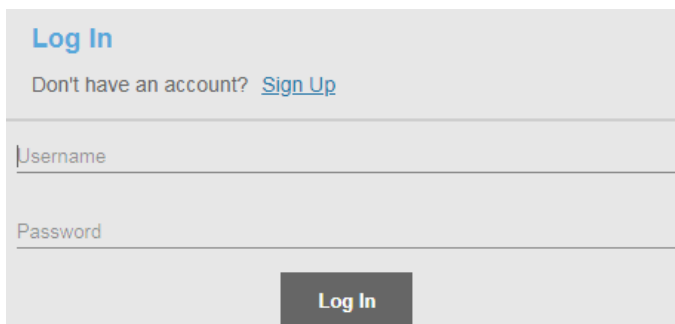


Welcome to the City of Highland Village

Online Permitting Portal!

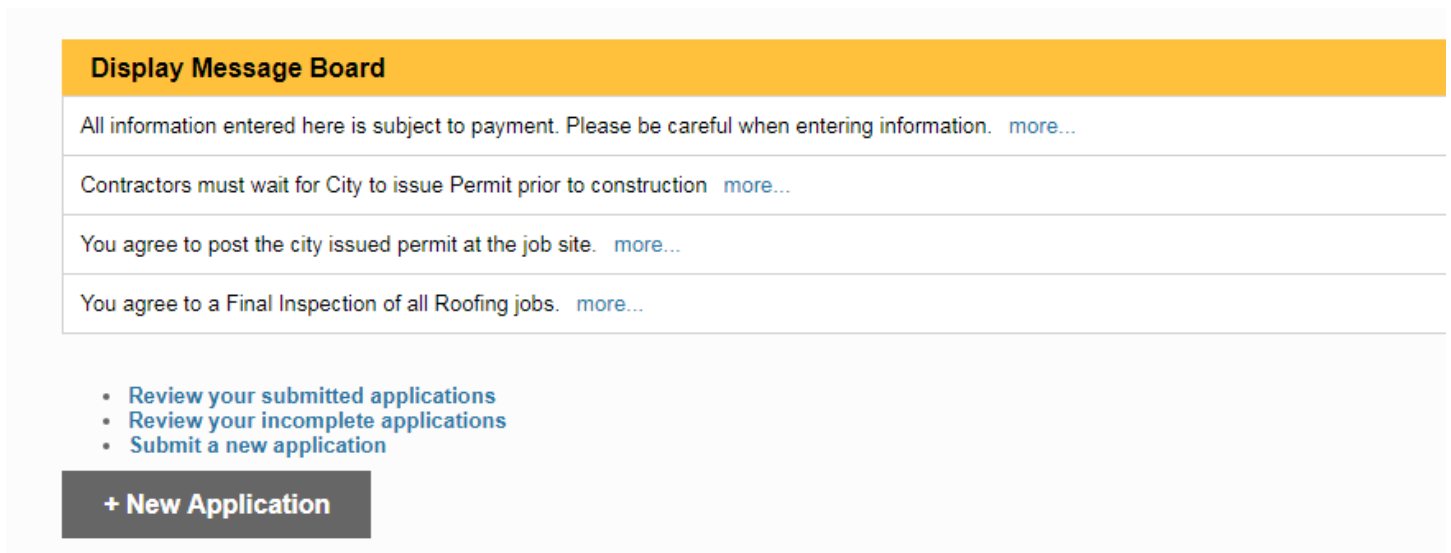
If you are not registered with the City of Highland Village as a Contractor, or if your Local License has expired, a \$150.00 registration fee will be collected when you pick up your permit. We cannot take payments over the Portal at this time. You will pay for your permit when you come to the Permitting Department at City Hall.

1) The Home Screen is where you will Login to your account. Username is your email address.



The screenshot shows a login form with a light gray background. At the top left, the text "Log In" is displayed in blue. Below it, there is a link "Don't have an account? [Sign Up](#)". The form contains two input fields: "Username" and "Password". At the bottom center, there is a dark gray button with the text "Log In" in white.

2) Click on +New Application



The screenshot shows a section titled "Display Message Board" with a yellow header. Below the header, there are four message boxes, each with a "more..." link. The messages are:

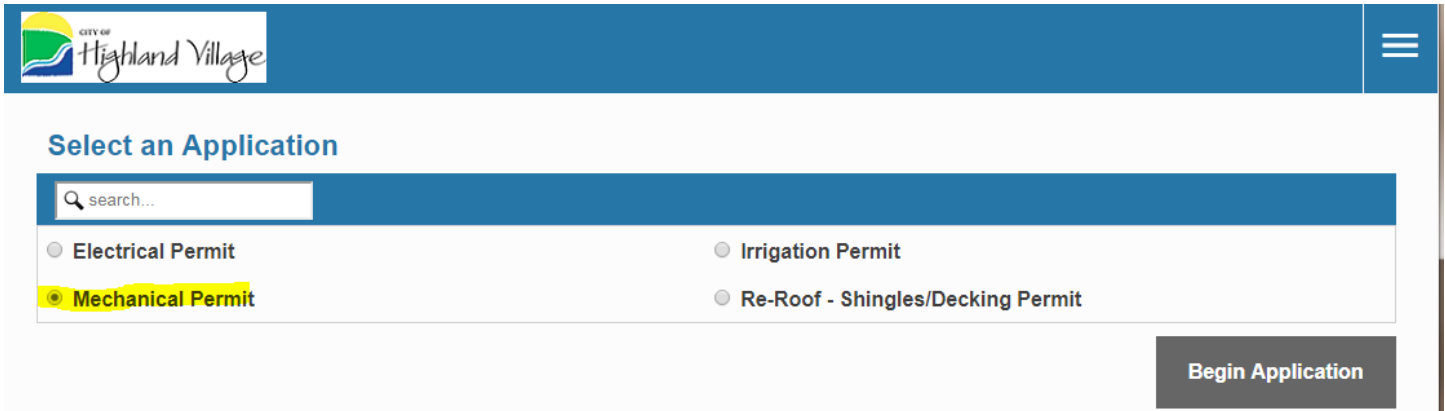
- All information entered here is subject to payment. Please be careful when entering information. [more...](#)
- Contractors must wait for City to issue Permit prior to construction [more...](#)
- You agree to post the city issued permit at the job site. [more...](#)
- You agree to a Final Inspection of all Roofing jobs. [more...](#)

Below the messages, there is a list of links:

- [Review your submitted applications](#)
- [Review your incomplete applications](#)
- [Submit a new application](#)

At the bottom, there is a dark gray button with the text "+ New Application" in white.

3) Select Mechanical Permit and Begin Application.



Select an Application

search...

Electrical Permit

Mechanical Permit

Irrigation Permit

Re-Roof - Shingles/Decking Permit

Begin Application

4) **For Description:** Contractor Company Name
For Address: The Property Address for the Mechanical Permit. All you need to type is the house number and street name. Only addresses in Highland Village will appear as Suggestions. If your address does not appear in the Suggestions box ask a staff member for help.

Application: Mechanical Permit

1 Main

Description
HV Mechanical

Address
1000 Highland Village Rd



Suggestions...

1000 HIGHLAND VILLAGE RD

Click on the address in the Suggestions Box, then click Next.

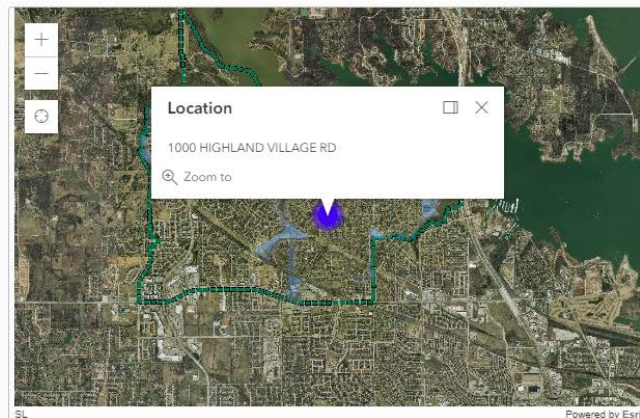
Application: Mechanical Permit

Step 1 of 3

1 Main

Description
HV Mechanical

Address
1000 HIGHLAND VILLAGE RD



Cancel Clear **Next**

5) To enter Contractor information click on Select Contractors

Application: Mechanical Permit

- 1 Main
- 2 Contractor

Select Contractor(s)...

- 3 DataGroup

Begin typing in the State Search box. While you type the results will narrow down. Check the box next to your company and hit Submit. **If you do not see your company name skip this step. You will be required to register as a contractor and pay a \$150.00 fee when you pick up your permit.**

State License Search x

	Business Name	Type	Expiration
<input checked="" type="checkbox"/>	1st Choice Air Solutions, LLC	MECHANICAL	08/20/2019

After hitting Submit, verify your information then hit Next. You can use the Previous button to go back and correct information.

- 2 People
- 3 Contractor

Select Contractor(s)...

Business Name	Type	Expiration
1st Choice Air Solutions, LLC	MECHANICAL	08/20/2019

- 4 DataGroup

6) For the Data Group tab fill in add a description of work. Then fill in the Mechanical Quantities. The fee will auto calculate.

Type of Construction

Type of Construction: _____
Text _____

Occupancy
Select a value _____

Description of Work
Comment _____

Mechanical Fee Calculations

Air Circulation Ductwork <= 5 tons or <= 60,000 BTU
Quantity _____

Air Circulation Ductwork > 5 tons or > 60,000 BTU
Quantity _____

Furnace or Heating Appliance <= 5 tons or <= 60,000 BTU
Quantity _____

Furnace or Heating Appliance > 5 tons or > 60,000 BTU
Quantity _____

Cooling Coil (Outside Condenser) <= 5 tons or <= 60,000 BTU
Quantity _____

Cooling Coil (Outside Appliance) > 5 tons or > 60,000 BTU
Quantity _____

Rooftop Unit <= 5 tons <= 60,000 BTU
Quantity _____

Rooftop Unit > 5 tons or > 60,000 BTU
Quantity _____

Mini Split System <= 5 tons or <= 60,000 BTU
Quantity _____

Mini Split Systems
Quantity _____

Type 1 Commercial Kitchen Exhaust Hood & Grease Duct
Quantity _____

Type 2 Commercial Kitchen Exhaust Hood & Grease Duct
Quantity _____

Appliance Vents (for venting exhaust of gas fired appliances)
Quantity _____

Chillers or Boilers
Quantity _____

Factory Built Fireplace with Chimney
Quantity _____

Exhaust Fan and Duct <= 200 CFM
Quantity _____

Exhaust Fan and Duct >= 200 CFM
Quantity _____

Fire and Smoke Dampers
Quantity _____

Mechanical Permit Issuance Fee
Quantity
1

Cancel **Clear** **Previous** **Submit**

Before you hit Submit take a moment to check your information. You cannot change anything once the submit button is pressed. You may use the **Previous** button to go back, but not the arrows. If everything is correct hit Submit.

7) This is the application page. If anything is wrong notify a staff member. Otherwise log out by clicking on the 3 bars, or click on the Back button to start a new application.

← Back 📍 Map

Application

Mechanical Permit MEC2018-8654 1000 HIGHLAND VILLAGE RD HV Mechanical **PENDING** Created:06/4/2018 Expires:07/4/2018

Actions...

Addresses

Address

1000 HIGHLAND VILLAGE RD

Contractors

Business Name	Type	License	Expiration
---------------	------	---------	------------

Come to City Hall to pay and pick up your permit.