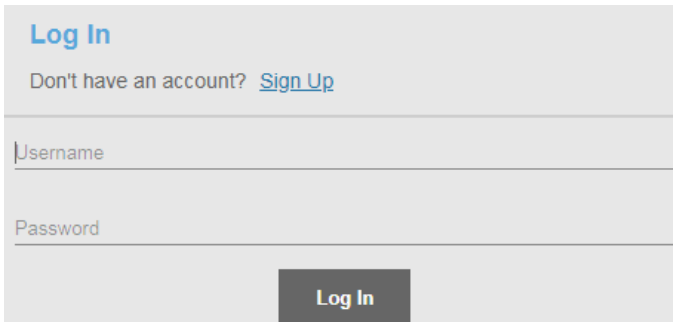


Welcome to the City of Highland Village

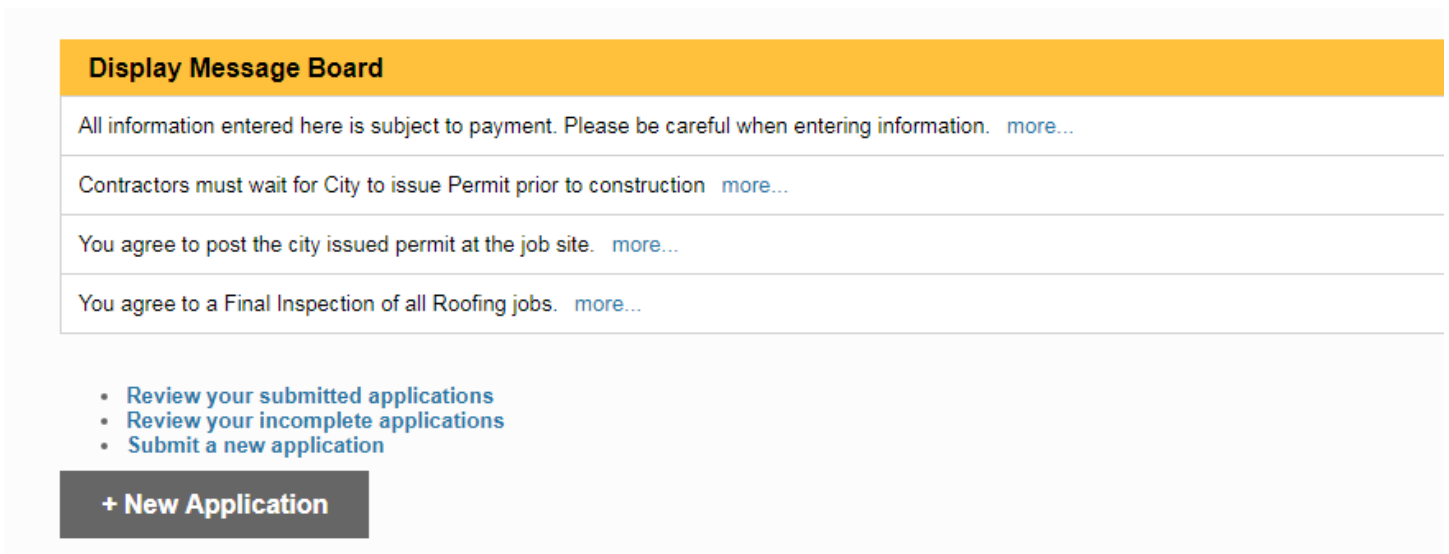
Online Permitting Portal!

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



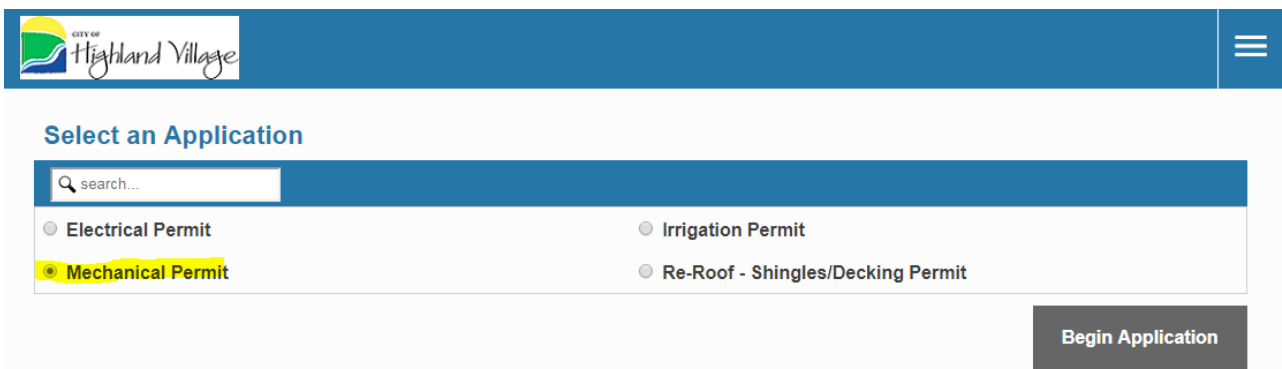
The login form features a 'Log In' header in blue. Below it is a link: 'Don't have an account? [Sign Up](#)'. There are two input fields: 'Username' and 'Password'. A dark grey 'Log In' button is positioned at the bottom right of the form area.

2) Click on +New Application



The 'New Application' screen has a yellow header 'Display Message Board'. It contains four message boxes with 'more...' links: 'All information entered here is subject to payment. Please be careful when entering information.', 'Contractors must wait for City to issue Permit prior to construction', 'You agree to post the city issued permit at the job site.', and 'You agree to a Final Inspection of all Roofing jobs.'. Below these are three bullet points: 'Review your submitted applications', 'Review your incomplete applications', and 'Submit a new application'. A dark grey '+ New Application' button is at the bottom left.

3) Select Mechanical Permit and it will take you to the 'Creating Application' screen.



The 'Select Application' screen features the City of Highland Village logo and a hamburger menu icon in the top blue header. Below the header is a search bar with a magnifying glass icon and the text 'search...'. A list of permit types is shown with radio buttons: 'Electrical Permit', 'Mechanical Permit' (highlighted in yellow), 'Irrigation Permit', and 'Re-Roof - Shingles/Decking Permit'. A dark grey 'Begin Application' button is located at the bottom right.

- 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.

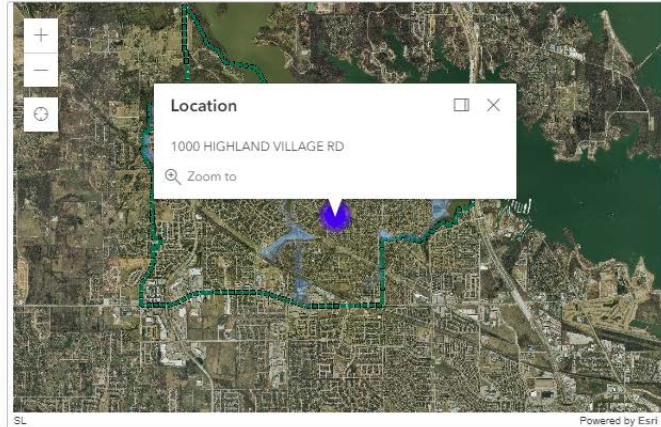
Application: Mechanical Permit

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

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

Cancel
Submit

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 |
|---|------------|------------|
| <input checked="" type="checkbox"/> 1st Choice Air Solutions, LLC | MECHANICAL | 08/20/2019 |

Cancel
Clear
Previous
Next

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:

Occupancy

Description of Work

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

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

Rooftop Unit > 5 tons or > 60,000 BTU

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

Mini Split Systems

Type 1 Commercial Kitchen Exhaust Hood & Grease Duct

Type 2 Commercial Kitchen Exhaust Hood & Grease Duct

Appliance Vents (for venting exhaust of gas fired appliances)

Chillers or Boilers

Factory Built Fireplace with Chimney

Exhaust Fan and Duct <= 200 CFM

Exhaust Fan and Duct >= 200 CFM

Fire and Smoke Dampers

Mechanical Permit Issuance Fee

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.

The screenshot shows a web application interface with a blue header bar containing a logo on the left and a hamburger menu icon on the right. Below the header, there are navigation links for 'Back' and 'Map'. The main content area is divided into three sections: 'Application', 'Addresses', and 'Contractors'. The 'Application' section displays a table with one row containing the following information: 'Mechanical Permit' (ID: MEC2018-8654), '1000 HIGHLAND VILLAGE RD' (HV Mechanical), 'PENDING' status, and creation/expiration dates of 'Created:06/4/2018' and 'Expires:07/4/2018'. An 'Actions...' dropdown menu is visible next to the status. The 'Addresses' section shows a table with one row containing the address '1000 HIGHLAND VILLAGE RD'. The 'Contractors' section shows a table header with columns for 'Business Name', 'Type', 'License', and 'Expiration', but no data rows are visible.

| Application | | | |
|-----------------------------------|---|-----------------------|--|
| Mechanical Permit MEC2018-8654 | 1000 HIGHLAND VILLAGE RD HV Mechanical | PENDING Actions... | Created:06/4/2018 Expires:07/4/2018 |

| Addresses |
|--------------------------|
| Address |
| 1000 HIGHLAND VILLAGE RD |

| Contractors | | | |
|---------------|------|---------|------------|
| Business Name | Type | License | Expiration |

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