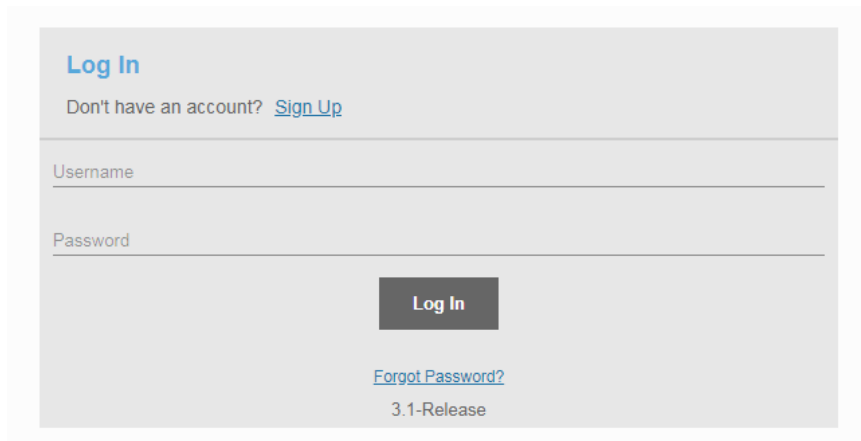


Welcome to the City of Highland Village Online Permitting Portal!

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.

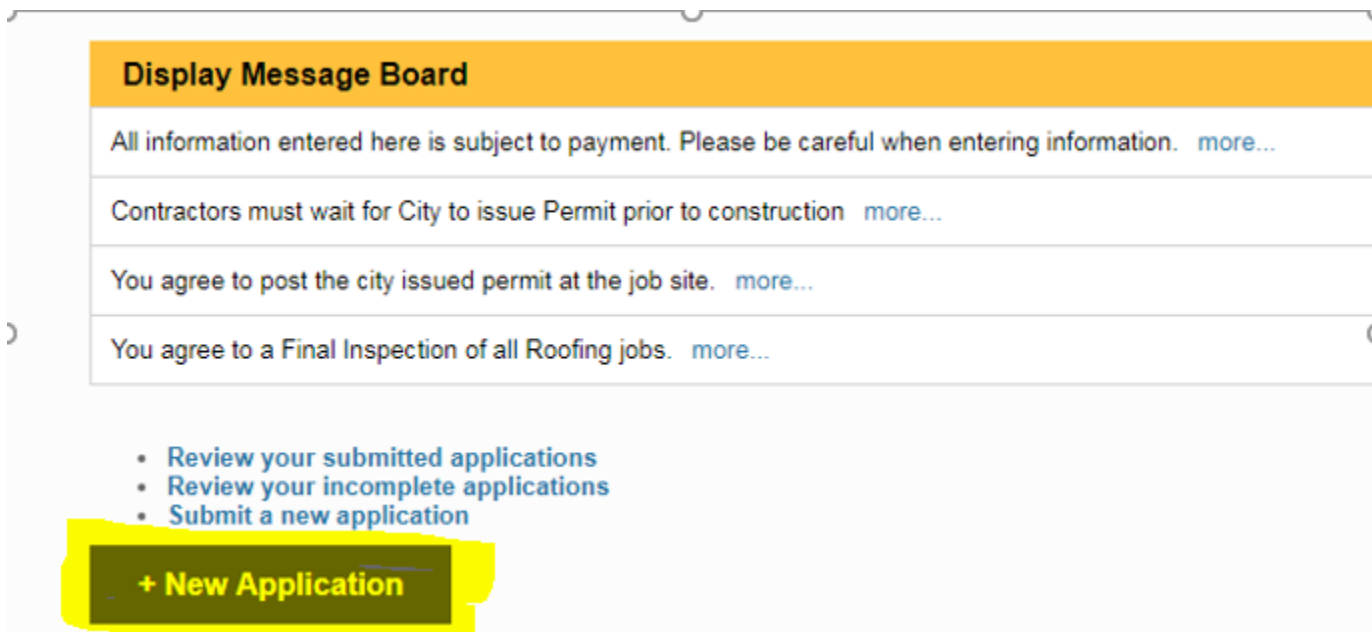
1) The Home Screen is where you will Login to your account



The screenshot shows a login form with the following elements:

- Log In** (blue link)
- Don't have an account? [Sign Up](#)
- Username input field
- Password input field
- Log In** button
- [Forgot Password?](#)
- 3.1-Release

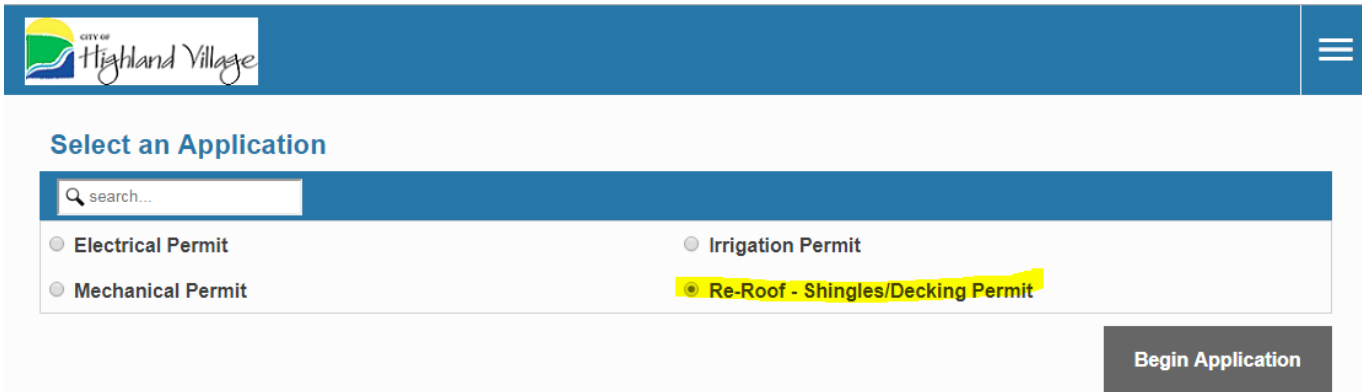
2) Click on +New Application



The screenshot shows a user dashboard with the following elements:

- Display Message Board** (orange header)
- 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...](#)
- Navigation menu:
 - [Review your submitted applications](#)
 - [Review your incomplete applications](#)
 - [Submit a new application](#)
- + New Application** (yellow button)

3) Select Re-Roof – Shingles/Decking Permit and Begin Application and it will take you to the 'Creating Application' screen.



Select an Application

Search...

Electrical Permit

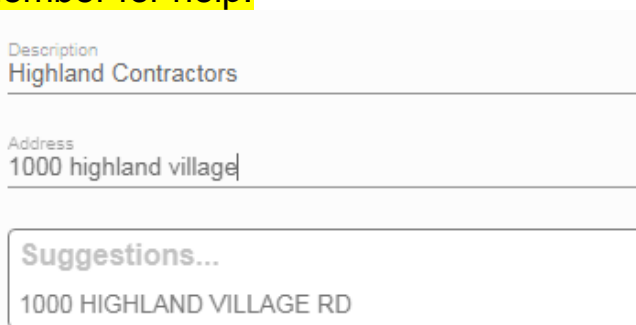
Irrigation Permit

Mechanical Permit

Re-Roof - Shingles/Decking Permit

Begin Application

4) **For Description:** Type Contractor Company Name
For Address: Type in the location of the job. 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.



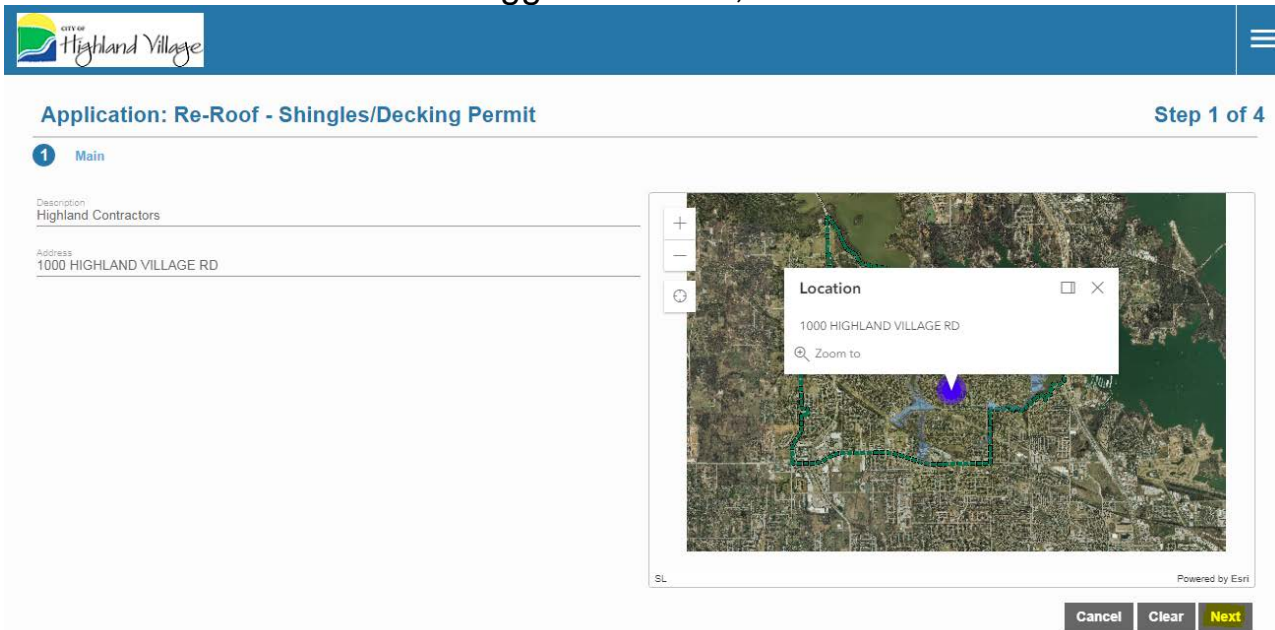
Description
Highland Contractors

Address
1000 highland village

Suggestions...

1000 HIGHLAND VILLAGE RD

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



Application: Re-Roof - Shingles/Decking Permit Step 1 of 4

1 Main

Description
Highland Contractors

Address
1000 HIGHLAND VILLAGE RD

Location
1000 HIGHLAND VILLAGE RD
Zoom to

Powered by Esri

Cancel Clear **Next**

5) To enter Contractor information click on Select Contractors

2 Contractor

Select Contractor(s)...

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

Q 1st qual

	Business Name	Type	Expiration
<input checked="" type="checkbox"/>	1ST QUALITY ROOFING	ROOFING	06/8/2017

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

Select Contractor(s)...

Business Name	Type	Expiration
1ST QUALITY ROOFING	ROOFING	06/8/20 <input type="checkbox"/>

6) On the People tab fill in the highlighted fields for the Property Owner.

Application: Re-Roof - Shingles/Decking Permit Step 3 of 4

1 Main
2 Contractor
3 People

Property Owner more.... Use My Info Subcontractor for a permit more... Use My Info

Name Highland Village

Address Line1
1000 Highland Village Rd

City Name _____ State _____ Zip Code _____

Phone (Home) 940-555-1234 Phone (Mobile) _____

Email _____

Comment _____

Cancel Clear Previous Next

4 DataGroup

Hit Next. If you have made an error use the Previous button to go back and correct.

7) For Data Group fill in the highlighted fields. You must click Yes to “I understand Final Inspection is required after completion of work” statement or you cannot complete the application. **Do not use commas in Valuation of Work.** Type your name in Contractor Representative’s Signature field.

Application: Re-Roof - Shingles/Decking Permit Step 4 of 4

1 Main
2 Contractor
3 People
4 DataGroup

Valuation of Work

Valuation of Work
15000

Roofing Details

! I understand Final Inspection is required after completion of work.
 Yes No

Shingle Year (Warranty)
30

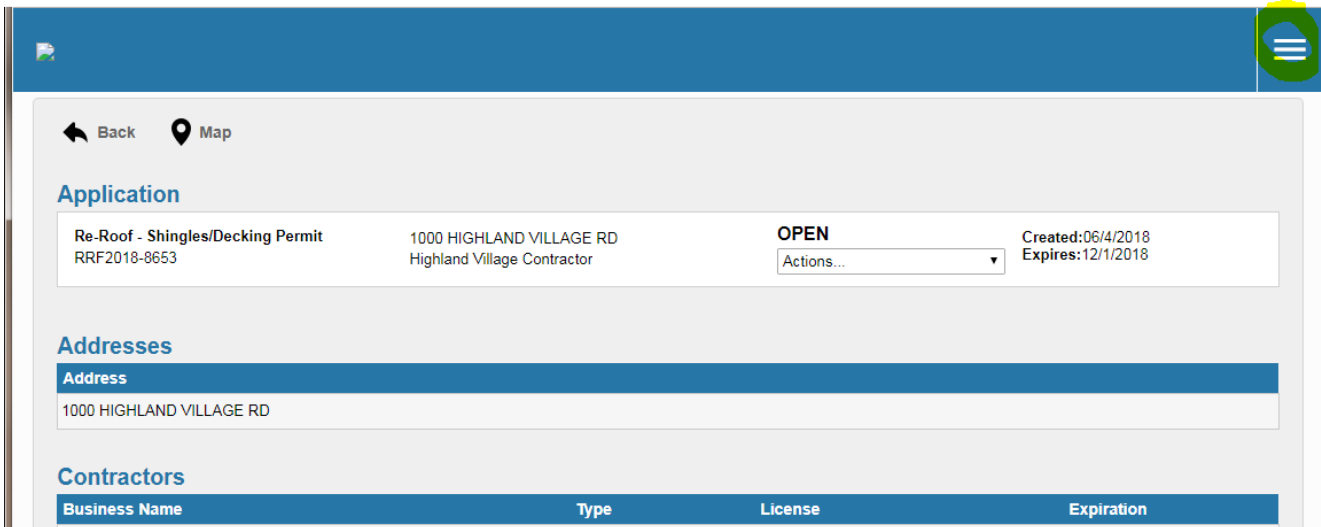
Underlayment Type
Felt

Contractor's Representative's Signature
HV

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.

8) 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 and a grey sidebar. The main content area is divided into sections: 'Application', 'Addresses', and 'Contractors'. The 'Application' section displays details for a 'Re-Roof - Shingles/Decking Permit' with ID 'RRF2018-8653' at '1000 HIGHLAND VILLAGE RD' by 'Highland Village Contractor'. The status is 'OPEN' and it was created on '06/4/2018' and expires on '12/1/2018'. There is an 'Actions...' dropdown menu. The 'Addresses' section shows the same address. The 'Contractors' section has a table with columns for 'Business Name', 'Type', 'License', and 'Expiration'.

Business Name	Type	License	Expiration
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Come to City Hall to pay and pick up your permit.