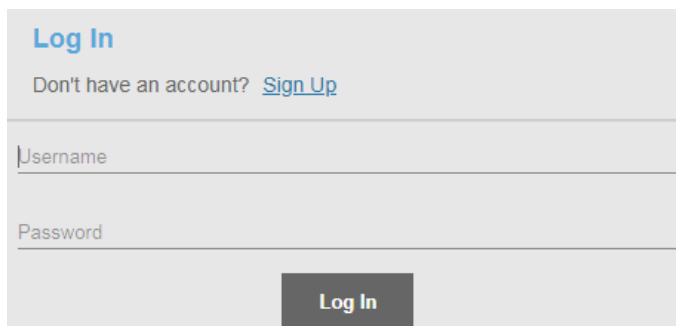


Welcome to the City of Highland Village Online Permitting Portal!

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.

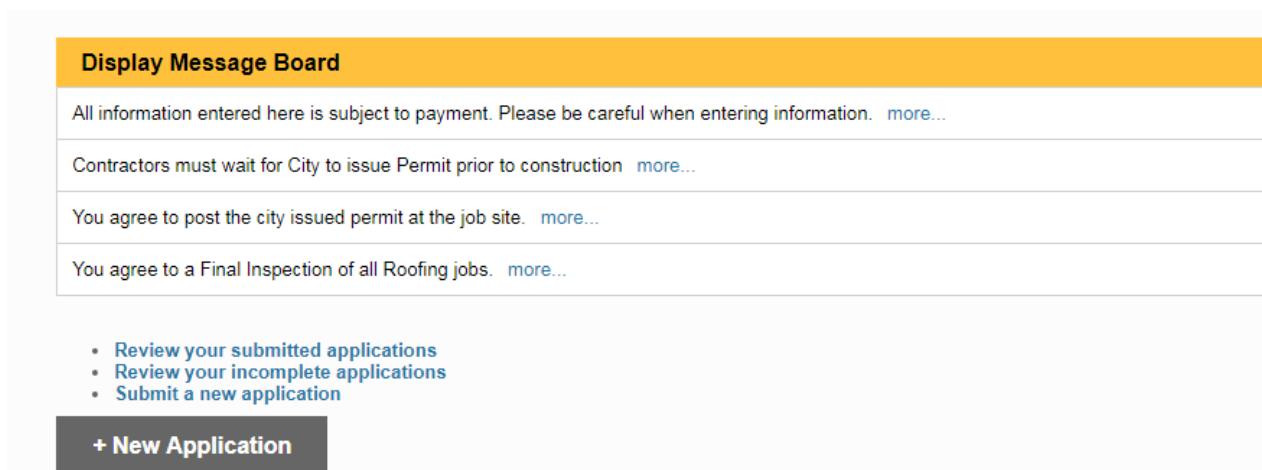
1) The Home Screen is where you will Login to your account. Username is your email address.



The screenshot shows a login form with the following elements:

- A header section with the text "Log In" in blue.
- A link: "Don't have an account? [Sign Up](#)".
- A text input field labeled "Username".
- A text input field labeled "Password".
- A dark grey button labeled "Log In".

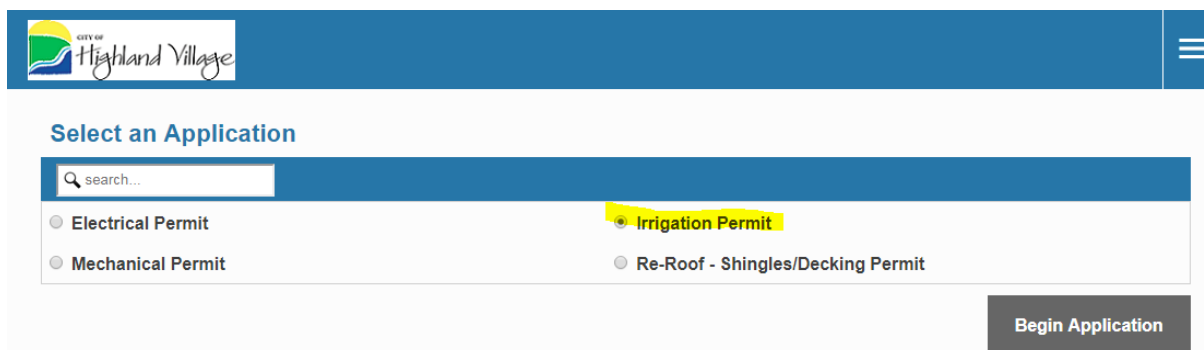
2) Click on +New Application



The screenshot shows a "Display Message Board" section with the following elements:

- A yellow header bar with the text "Display Message Board".
- A message: "All information entered here is subject to payment. Please be careful when entering information. [more...](#)".
- A message: "Contractors must wait for City to issue Permit prior to construction [more...](#)".
- A message: "You agree to post the city issued permit at the job site. [more...](#)".
- A message: "You agree to a Final Inspection of all Roofing jobs. [more...](#)".
- A list of links:
 - [Review your submitted applications](#)
 - [Review your incomplete applications](#)
 - [Submit a new application](#)
- A dark grey button labeled "+ New Application".

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



The screenshot shows the "Select an Application" screen with the following elements:

- A blue header bar with the City of Highland Village logo and a hamburger menu icon.
- A search bar with the text "search...".
- A list of application types with radio buttons:
 - Electrical Permit
 - Irrigation Permit
 - Mechanical Permit
 - Re-Roof - Shingles/Decking Permit
- A dark grey button labeled "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: Irrigation Permit

1 Main

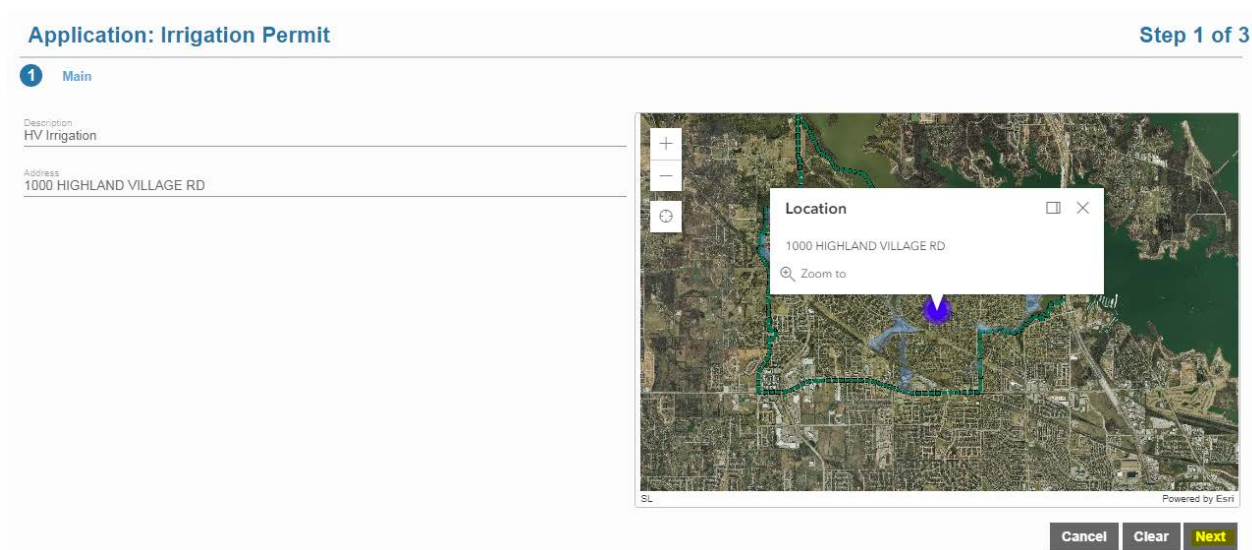
Description
HV Irrigation

Address
1000 Highland Village Rd

Suggestions...

1000 HIGHLAND VILLAGE RD

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



Application: Irrigation Permit Step 1 of 3

1 Main

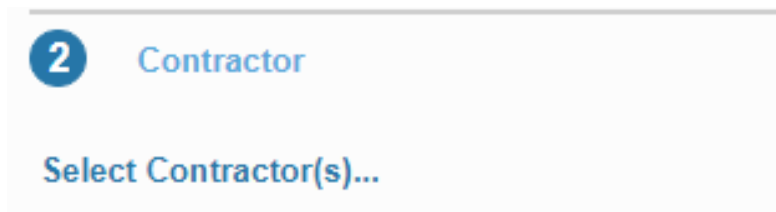
Description
HV Irrigation

Address
1000 HIGHLAND VILLAGE RD

Location
1000 HIGHLAND VILLAGE RD
Zoom to

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



Business Name	Type	Expiration
<input checked="" type="checkbox"/> Allstate Landscape	IRRIGATION	12/31/2016

Cancel Submit

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

Business Name	Type	Expiration
Allstate Landscape	IRRIGATION	12/31/2016

Cancel Clear Previous Next

6) For the Data Group tab use the drop down menus under 'Type of Backflow Device' and 'Valuation of Work'.

3 DataGroup

Irrigation Backflow Device

Type of Backflow Device
Select a value
Pressure Vacuum Breaker

Valuation of Work

Valuation of Work
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.

City of Highland Village

Back Map

Application

Irrigation Permit IRR2018-8664	1000 HIGHLAND VILLAGE RD HV Irrigation	PENDING Actions...	Created:07/2/2018 Expires:12/29/2018
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Addresses

Address

1000 HIGHLAND VILLAGE RD

Contractors

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