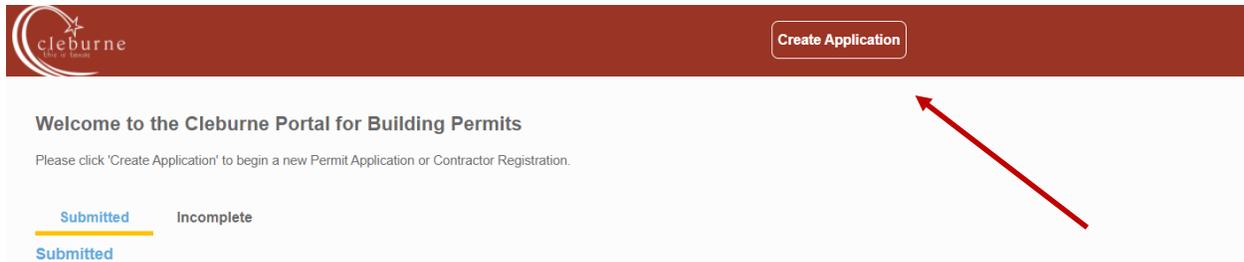


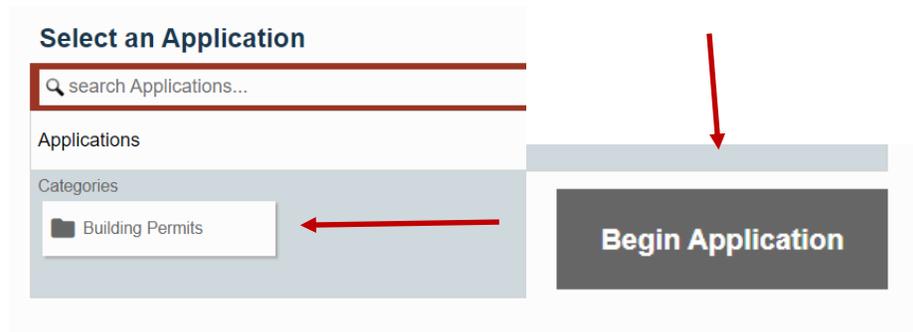


Apply for a Permit

1. Log in to the online permitting system, then click on “Create Application” at the top of the screen.



2. Click on “Building Permits”. Choose the options which best suit the work you’re planning to do, then click “Begin Application”. **Note:** there are new applications for each kind of project to be done; there is no option for a “Miscellaneous” permit.



3. In the “Main” section, enter the description of work first. This should be a short description, such as “Water Heater Replacement”.

4. Enter the job address. When the address comes up as a suggestion underneath where you entered the address, click on the address you need. **Note:** the address field here is a bit particular. Make sure you enter the entire street name to have it come up as a suggestion. Click “Next” in the bottom right corner to move on in the application.

Application: Residential Plumbing

1 Main

Description of Project or Business Name
Water Heater Replacement

Address (Location of Permit)
10 N Robinson

Suggestions...

10 N ROBINSON ST, CLEBURNE, TX, 76031

5. Next, you'll need to click on "Select Registered Contractor..." to choose your company name from the list of contractors. If your company name does not appear in this list, but you know that you should still be registered with the City of Cleburne, please contact us. **Note:** Homeowners who have been living in their house for at least one year can obtain permits without a contractor. If this is the case, you may skip this step.

Application: Residential Plumbing

- 1 Main
- 2 Contractor
- 3 AppData
- 4 People
- 5 Attachment

Select Registered Contractor(s)...

Contractor Search

🔍

Business Name	Type	Licens
<input type="checkbox"/> 24 HR ROOTER CONNECTIONZ	BPPLUMBING	9856
<input type="checkbox"/> 3 KINGS AC	BPMECHANIC	72569
<input type="checkbox"/> A1 ABILITY ELECTRIC	BPELECTRIC	31988
<input type="checkbox"/> AC1 HEAT AND AIR	BPMECHANIC	CON-00
<input type="checkbox"/> ACCENT GRAPHICS	BPGENERAL	CON-00
<input type="checkbox"/> ACCENT GRAPHICS	BPELECTRIC	11189 (

6. The next section is "AppData" or application data. This is where you will enter the scope of work to be performed. Sections in pink are required. When completed, click Next.

3 AppData

Residential (Type)

! Residential Type

Select a value

Single Family

Plumbing Permit

! Description of Work

water heater replacement

Water Closet

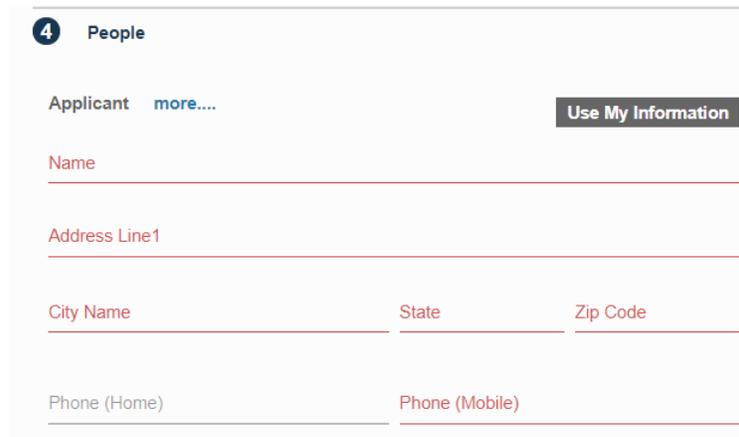
Quantity

Water Heater

Quantity

1

7. In the People section, enter information for the property owner and contacts for the permit application. You can use the “Use My Information” button to automatically fill in some fields. **Pro Tip:** If you need more than one user account to be able to access the permit online, enter their emails in the fields for Applicant and Primary Contact. For example, use the office email address as the applicant to track progress and make payments, and the technician’s email as the primary contact to access the permits to schedule inspections.



The screenshot shows a form titled "4 People". At the top left, it says "Applicant" followed by a "more..." link. To the right of this is a dark button labeled "Use My Information". Below this are several input fields: "Name", "Address Line1", "City Name", "State", "Zip Code", "Phone (Home)", and "Phone (Mobile)". Each field has a red underline.

8. The last section is for attachments. Here, you will attach any plans or documents that may be required for permit application approval. You can choose them from your computer files, or drag and drop them into this area.

9. Click “Submit”, then accept the terms and conditions for the permit applications.

10. The next screen shows the details of your application. At this point, you cannot change any details on the application, but you can still add attachments. If any changes are needed to the details of the application, please send an email to buildingplans@cleburne.net.

As always, feel free to reach out to us if you have any questions or experience any issues.