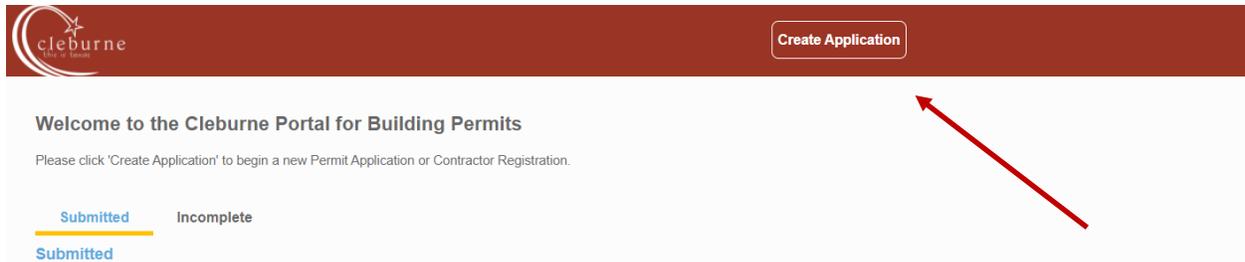


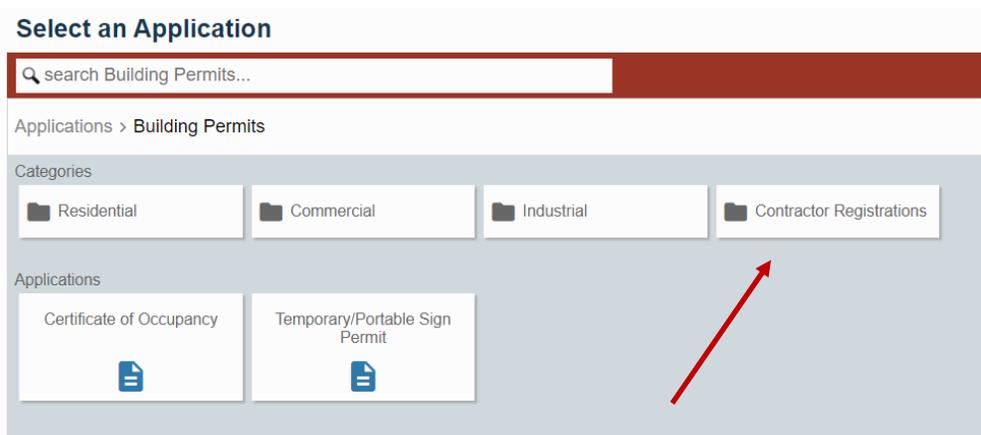
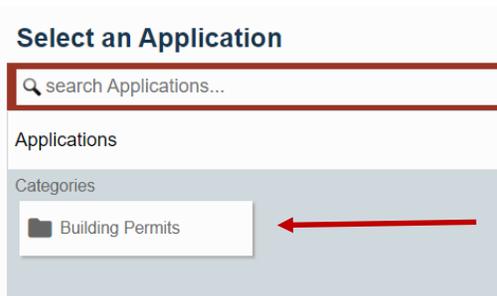


Register as a Contractor

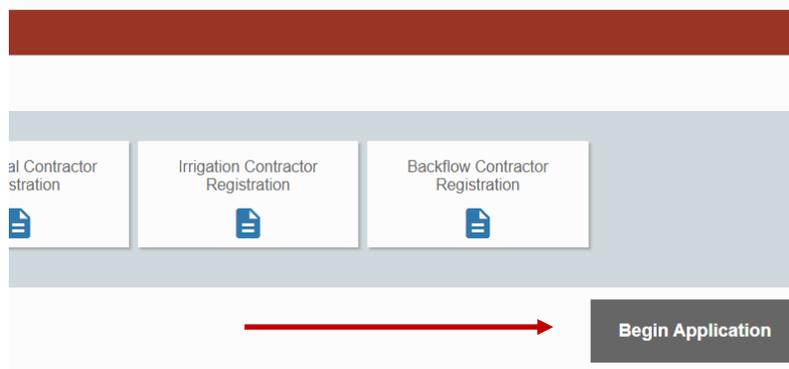
1. Log in to the online permitting system, then click on “Create Application” at the top of the screen.



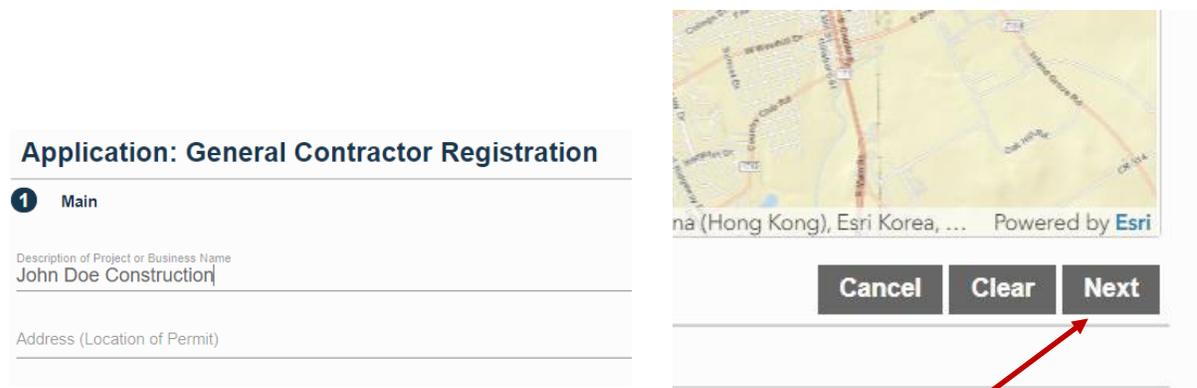
2. Click on “Building Permits”, then on “Contractor Registration”.



3. Choose your contractor type, then click “Begin Application”. If you’re not sure which type to choose, please contact us.

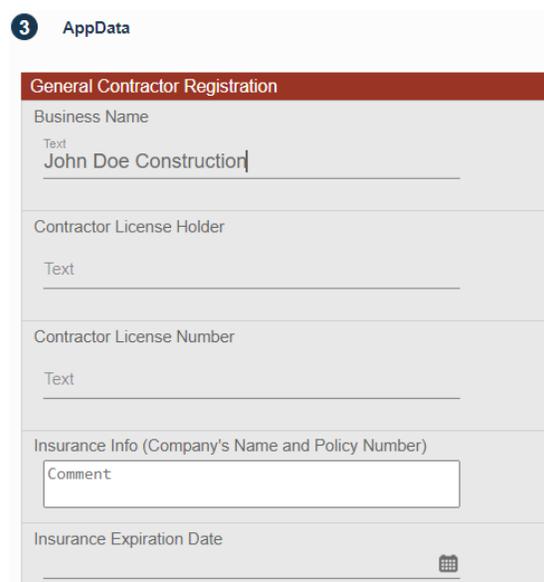


4. Enter your company name on the first line, then click “Next”. If you have a DBA, please enter only the DBA name on this line.



5. Click “Next” in the Contractor box. Your company name will not appear in this list until we process your registration.

6. Complete the Application Data fields. You can leave blank any fields that do not apply to your company.



7. Complete the People fields. You can click the “Use My Information” button to fill in your information in these fields. Any fields in red are required.

4 People

Applicant [more....](#) **Use My Information**

Name

Address Line1

City Name State Zip Code

Phone (Home) Phone (Mobile)

Email

8. Add any licenses, certificate of insurance issued to the City of Cleburne, or Bond documents as required in the Attachment step. You can click on the paperclip to find the files on your computer, or you can drag and drop them. Then click on Submit.

Step 5 of 5

5 Attachment

Add Delete all

Cancel Clear Previous **Submit**

9. You will receive an email notification if anything else is needed to complete your registration. You can attach any requested documents by clicking on the “Actions” drop down menu, and choosing “Check Case Status”

Application

General Contractor Registration
CON-000791

No Location Specified
John Doe Construction

Pending
Actions...

Created: 07/1/2021
Expires: 07/1/2021

10. You will also receive an email notification when the fees are ready to be paid. In this case, you will click on “Actions” and then “Pay Fees”

11. This next page will confirm the fees due. You'll need to check the box next to "Payment Terms and Conditions" before clicking on "Pay Now" to proceed to the payment screen.

Payment Amount: \$100

Authorize.Net (*NOTE* - Once you make your payment, please be sure you click Continue on the Payment Confirmation Page for payment to fully process)

Payment Terms and Conditions

Pay Now

Cancel



12. Enter your card and billing information, then click "Pay". On the next screen, be sure to click "Continue" to finalize your payment.

13. When you return to the main screen, your permit status will say "Issued". You can print your permit document by clicking on "Actions", then "Print Permit PDF". Once your permit status is "Issued" you can begin scheduling inspections.

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