



# Create an Account

1. Use the link “Click Here to Sign Up” to begin.

## Cleburne Online Permitting

[Building Permits Website](#)

817-645-0955 | [buildingpermits@cleburne.net](mailto:buildingpermits@cleburne.net)

10 N. Robinson, P.O. Box 677, Cleburne, TX 76033

[Planning and Zoning Website](#)

817-556-8811 | [Danielle.Castillo@cleburne.net](mailto:Danielle.Castillo@cleburne.net) | [David.Jellen@cleburne.net](mailto:David.Jellen@cleburne.net)

10 N. Robinson, P.O. Box 677, Cleburne, TX 76033

[Engineering Website](#)

### Log In

Don't have an account? [Click Here To Sign Up](#)

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Username (email)

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Password

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[Log In](#)

[Forgot Password?](#)

5.2.1-Release

2. Enter your email address, and choose a password.
  - a. You will use this same email address to log in each time to check your application status and pay fees. **Note:** If you need more than one account to have access to an application, include their email address in the “People” section of the application.
  - b. We cannot retrieve your password for you once your account is created. You can use the “Forgot Password” link to reset it, if needed.

## Apply for a login

All fields are required

### CREDENTIALS:

Email Address  
johndoe@mail.com

 Login Id is Available

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

3. Enter your Contact Information. The information in these fields can be automatically filled in on your application, so complete these fields as much as possible to make the application process more efficient.

### CONTACT INFORMATION:

First Name  
John

Last Name  
Doe

Address  
10 N. Robinson St

City  
Cleburne

State  
TX

Zip  
76033

Home Phone  
817-645-0955

Mobile Phone  
817-867-5309

4. Make sure you click the box that states “I am applying for a Planning and Zoning Application”.
5. Click “Register”. The next screen will inform you that you will receive an email to verify your email address.
6. Check your email for the verification message. Again, there may be multiple options for different kinds of applications here. Make sure to click on the relevant link to activate your portal account.
  - a. Clicking this link will take you back to the log in page. You must log in on this page in order to activate your account.

Now that you are logged in, you can begin your Planning and Zoning application.

Feel free to contact us if you have any questions at 817-556-8811, or send an email to [David.Jellen@Cleburne.net](mailto:David.Jellen@Cleburne.net).