

Online Payments for Permitting

The first step is getting registered. You will need to fill out the attached Password Security Acknowledgement form (it is also available at the CAP website) we need to have this form on file in our office. After that, all that is necessary is for you to register as a user.

Visit www.deerparktx.gov/publicworks follow the "Online Permits" link under "Quick Links" at the lower left of the screen. You will receive an email informing you that your account has successfully been created. Please make sure we have an accurate email address for permitting.

Once logged in, make sure to open your "home" screen if isn't open. Your home screen will list all the permits currently pulled by your company. The status will show if it has been issued or still in review.

Permit Number	Type	Work Class	Status	ApplyDate	Issued
RP-002347-2014	Residential Plumbing	RES Plumbing	Issued	09/17/2014	09/17/2014

Choose the permit you would like to pay, this will open the permit screen.

The permit screen holds a lot of information. You will see existing inspections, and if they have passed or failed. You will see a list of inspections not yet scheduled. You can also see the fees paid and the fees owed.

Under remaining fees the fees are itemized, although you see several fees listed just click on one of the "Pay Fees" link and you will be taken to the invoice screen. You can print the invoice for your records simply by clicking on the printer icon.

Remaining Fees				
Pay Fee	Description	Date	Amount	Invoice
Pay Fee	FIX - RES PLB Permit (Existing)	9/18/2014	\$20.00	00002053
Pay Fee	CAL - RES PLB Lavatory	9/18/2014	\$4.15	00002053

You will see the invoice total listed, all you need to do is simply click on the "Make Payment" tab and make your online payment. You should notify the permit office that the permit has been paid. The permit will not be issued and no plan review will take place until full payment of the permit.

Once the permit status has been changed to 'Issued' you will be able to open that permit back up and simply choose the printer icon to print you permit.

REMEMBER, ALL PERMITS MUST BE POSTED AT THE JOB SITE AND BE VISIABLE FROM THE STREET.