Online Permitting Instructions
For
Plumbing & Electrical Permits

Welcome to our Citizen Access Portal (or CAP). We are excited to be able to offer you the convenience of applying for and paying for your permits online. Once a permit is approved you can also print if from the CAP website.

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.

Now that you are logged into the CAP, follow these steps for creating your permit:

Choose "Permits" then from the drop down choose "Apply for a Permit"

Once the permit application opens you will notice the different fields that need to be filled in. The first one is "Permit Fields" refer to the Permit Terminology sheet at the back of this packet to assist you. In this example I am going to pull a residential plumbing permit. So my "Type" is Residential Plumbing, my "Work Class" is RES Plumbing. You must also include a short description.

Once you fill out the 'Permit Fields' the 'Additional Info' box will automatically populate with the fields appropriate for your trade. As you can see, the fields below are related to plumbing work. If I was applying for an electrical permit those fields would be changed to fit the electrical trade.

From the itemized list place the appropriate number next to your item.

Your next field is the "Address to Use" field. This is the address the permit is being issued for. Choose "New Search" to look for the appropriate address. At this time you only need to enter the Street number and street name, then click "search". Once the correct address shows up under "Address Matches" click "select".

Once you have clicked on "select" you will be back to your original screen and you will see that the rest of the address fields have been populated. It is REQUIRED that you choose an address type… this will always be "Site", because this is the site being permitted. Then click "Save" in the address field. At this time it will not default to "site" but hopefully in the future this step can be avoided.

Your next field is the "contact search". You will see your name, the applicant, listed here. The name of the company needs to be listed as well. So under "Contact Search" I am going to choose "Plumbing Contractor" for my "Type" and list the company name. Since we are assuming your company is already registered with the City, you do not need to enter any other contact info including contact address, just simply click "search" under the contact address.

Be sure to select this box next to your company name. In some cases you may see your company listed more than once, just choose the one for your company, not a license holder.

First Name: **Donald**   Last Name: **Duck**

Company: **Stinky Sewer Company (FAKE COMPANY)**   Title: **Plumber**

Main Address: **1234 Main Street Deer Park, TX 77536**

Contact ID #: **ID-000003287**

After searching, if all the information is correct on your company, chose "Add Selected"

It is possible, at this time that you may see your name listed twice, once as the applicant and once as the contractor. This is a necessary step.

If you have attachments that you need to have reviewed along with this permit, you can attach them in the "Upload Attachments" field. Otherwise simply click "submit" at the bottom of the page to officially submit your permit application.

Once you submit the permit application you will be taken to a new permit screen where you will see your actual permit number. Your application will be reviewed and you will receive an email when it is ready to be paid and printed.