

# Online Permitting Instructions For Building & Mechanical 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](http://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.**

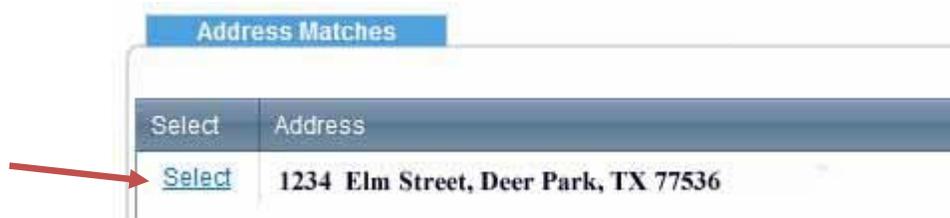
**Now that you are logged into the CAP, follow these steps for creating your permit:**



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 building permit. So my "Type" is Residential Building, my "Work Class" is RES Misc. Building. You will need to enter the value of the work being performed. In the case of a commercial building permit this include both the value of the structure and site work or maybe just the site work, talk to a building inspector if you have questions. You must also include a short description.

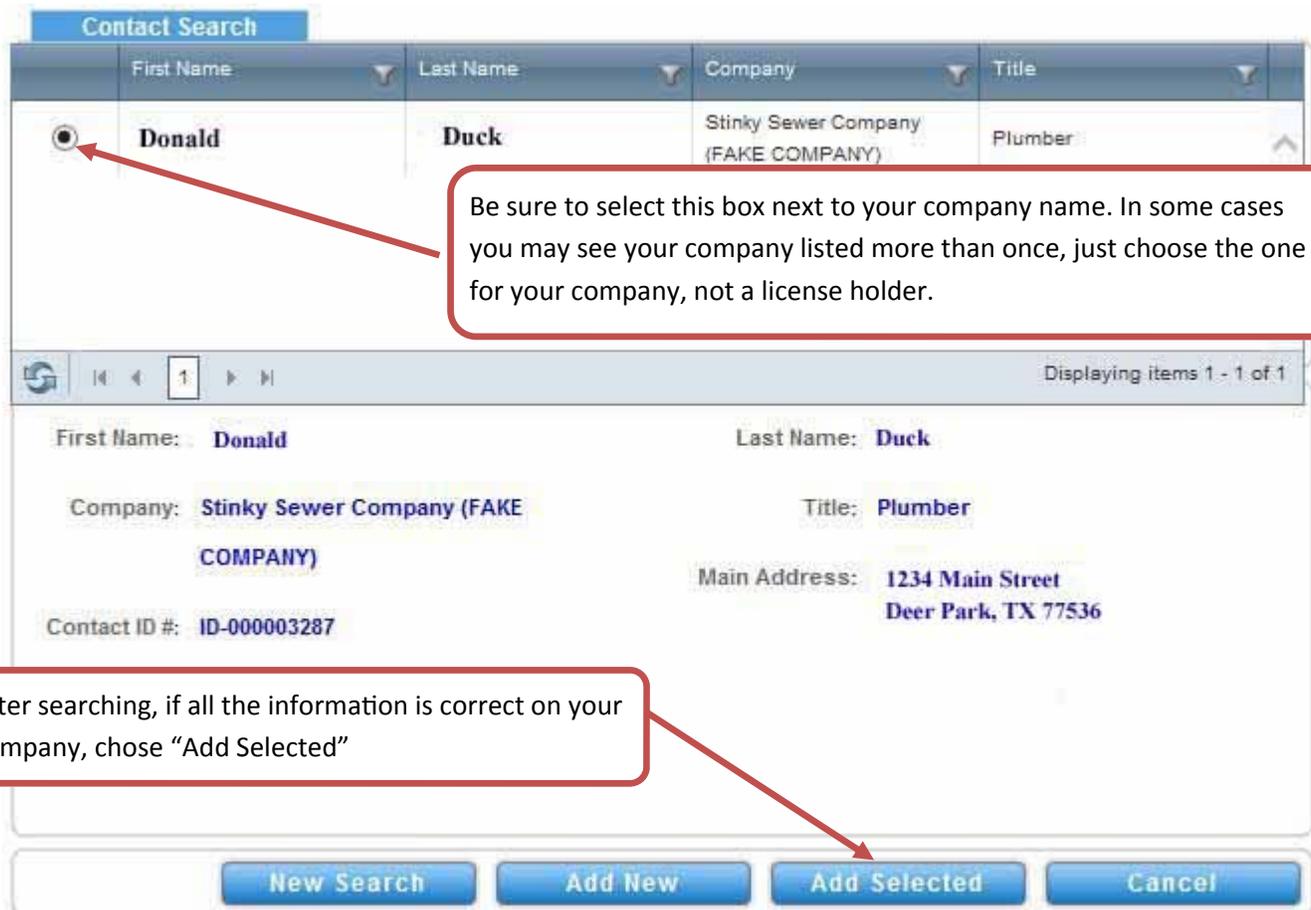
| Permit Fields |                      |
|---------------|----------------------|
| Type          | Residential Building |
| Work Class    | RES Misc Building    |
| Description   | Portion of a fence   |
| Valuation     | 200.00               |

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.



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.



| ★   | First Name | Last Name | Contact Type        | Company                             | Title   |
|-----|------------|-----------|---------------------|-------------------------------------|---------|
|     | Donald     | Duck      | Applicant           |                                     |         |
| ✕ ★ | Donald     | Duck      | Plumbing Contractor | Stinky Sewer Company (FAKE COMPANY) | Plumber |

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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.