



City Of Galveston

ACA

Creating A Residential Building Permit Application

Abstract

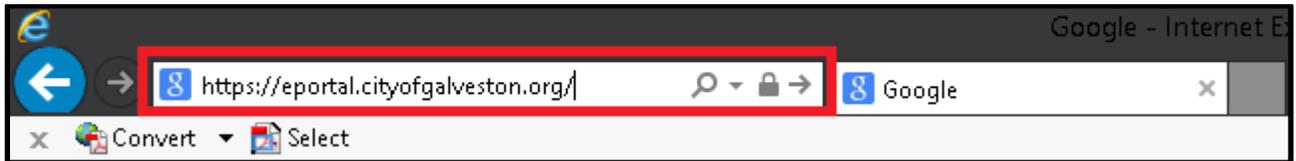
This document will cover the procedure for creating an application for a Residential Building Permit in ACA (<https://eportal.cityofgalveston.org>)

Summary:

Creating a Residential Building Application through our EPortal website is a fairly simple process that can be completed with just a few clicks. This document aims to teach you, the user, how to successfully navigate your way through submitting your application.

Procedure:

To begin the procedure, open Internet Explorer and navigate to <https://eportal.cityofgalveston.org/>:



We will start with registering a new user. If you already have an account on our EPortal website, you can skip this step and proceed to Page 7

Registering as a New User –

If you are new to using our E-Permitting system, you will need to register a new account using the steps outlined below:

- 1) Click the Register For An Account link at the top-right corner of the website:



- 2) Review the Disclaimer and check the box below it. Afterwards, click Continue Registration to proceed:

Please review and accept the terms below to proceed.

General Disclaimer

The City of Galveston provides this website as a service to the public. Information presented on this website, is collected, maintained and provided for the convenience of the user.

While the City of Galveston attempts to maintain all website information accurately and timely, the information available on this website is provided on an "as is" basis and without warranties or conditions of any

I have read and accepted the above terms.

[Continue Registration »](#)

- 3) If you are a contractor registered with the city, select your License Type and enter your city-provided Contractor Number. If you are a homeowner, select Owner/Builder for the License Type and use CONT2003-6 for the Contractor Number. Click Find License when you are done:

**Account Registration Step 1:
Enter License Information**

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. **Your license must be valid and active to add it to your citizen account. If your license does not display, please contact a permit clerk 409.797.3620 to update your information.**

In certain circumstances, such as license-right by proxy through an employer even after identifying your license(s), a City employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal may be limited pending approval.**

* indicates a required field.

License Information

* License Type: * City Contractor Number:

[Find License](#)

- 4) On the next screen, click the Contractor Number to associate it to your account:

Adding a License:

License Information

1 results found matching lookup criteria
Search a license number to continue.

Showing 1-1 of 1

Contractor Registration Number	Type	Name
CONT2003-6	Owner/Builder	OFirst OLast

[Search Again »](#)

- 5) Click OK in the confirmation box that pops up:

Message from webpage

Do you want to associate this license to your account?

[OK](#) [Cancel](#)

- 6) Click Continue Registration on the next screen to proceed:

Confirm License

Your search returned the following licensed professionals. If the information is incorrect, click the "Remove" button and if necessary search again below. If all information is correct **choose either "Continue Registration" or "Add to My Licenses" to proceed.**

License Look-up Results

License	TX Owner/Builder	Remove
OFirst OLast OWNER/BUILDER OAddress Galveston TX 77570 Tel: 555-5555 Fax:	TX - CONT2003-6 Issued: 01/01/2003 Expires: Insured Max:	Remove

Once you locate the correct license, click the "Add to My Licenses" button.

Once you have added all licenses to your list, click the "Continue Registration" button. You will have another chance to review all your licenses at the end of the registration process.

[Continue Registration »](#) [Add to My Licenses »](#)

(I am done adding licenses.) (I have more licenses.)

- 7) On the next screen, you will need to enter in your account details as follows-
- a. User Name – This will be the name you login with. Must be unique.
 - b. E-Mail – This is the e-mail address any notices will be sent to. Must be unique.
 - c. Password – Must be 8-20 characters long.
 - d. Type Password Again – To prevent typo errors, please type the password again.
 - e. Select A Security Question – Will be asked if you need to reset your password.
 - f. Answer – Answer to the previously selected Security Question.

Account Registration Step 2: Enter Account Information

Login Information

* User Name: 

* E-mail Address:

* Password: 

* Type Password Again:

* Select a Security Question: 

* Answer: 

- 8) The bottom portion of the screen is for your contact information. The following fields are required -
- a. First – Your first name
 - b. Last – Your last name
 - c. Name of Business – If you are an Owner, just enter ‘Owner’. Otherwise, enter the name of your business
 - d. Address Line 1 – Your mailing address
 - e. City – Mailing address city
 - f. State – Mailing address state
 - g. Zip – Mailing address zip code. Must be in Zip+4 format. If you do not know the additional 4 digits, use ‘9999’
 - h. Cell Phone – Cell phone number you can be contacted at. If you do not have a cell phone, enter another number you can be contacted at.
 - i. Preferred Method of Contact – Select one

Contact Information

Auto-fill with TX Owner/Builder CONT2003-6 ▼

* First: Middle: * Last:

* Name of Business:

* Address Line 1:

* City:

* State: ▼

* Zip:

Office Phone: * Cell Phone: Mobile Phone:

Fax: * Preferred Method of Contact: ▼

[Continue Registration »](#)

After you are finished filling out the information, click Continue Registration to proceed.

- 9) At this point you are completed with the registration process. If you are an Owner, you can login to the website now.



Your account has been created successfully. You will receive additional instructions by e-mail.

Your account has been successfully created.

Congratulations. You have successfully created an account with the Agency. An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name: testuser5

John Doe

Owner

823 25th

alexanderdav@cityofgalveston.org

Preferred Method of Contact: E-mail

Home Phone:

Work Phone: 555-555-5555

Mobile Phone:

Fax:

Scanning Documents -

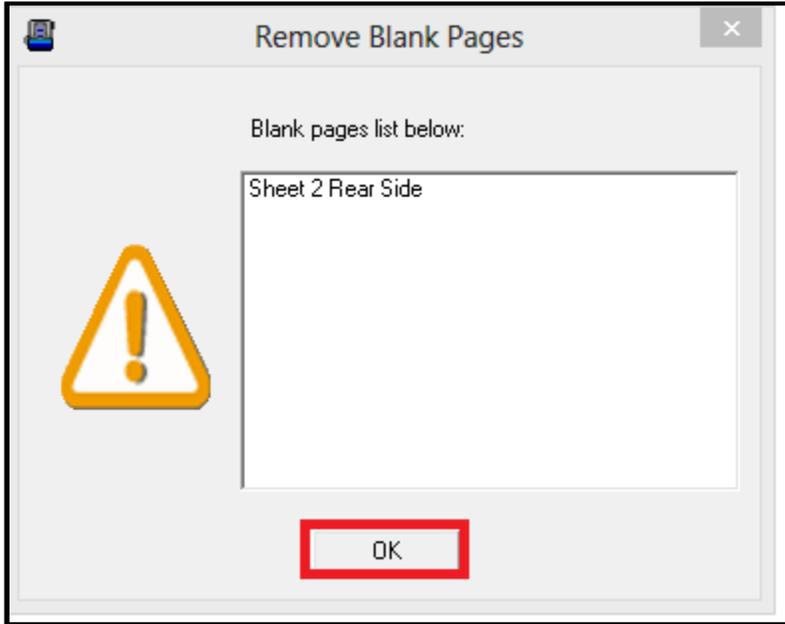
To begin, you will first need to make sure that you have all of the required documents available for uploading. **If you already have your documents on a thumbdrive, you can skip the following steps. However, if you only have physical copies of the documents, please follow the steps below to scan them.** Refer to the following table to determine which documents are required for your permit:

Plans	All
ResCheck	All
Elevation Certificate	New Construction
Survey	New Construction

1) To start scanning, first place the Plans into the scanner and press the Scan button:



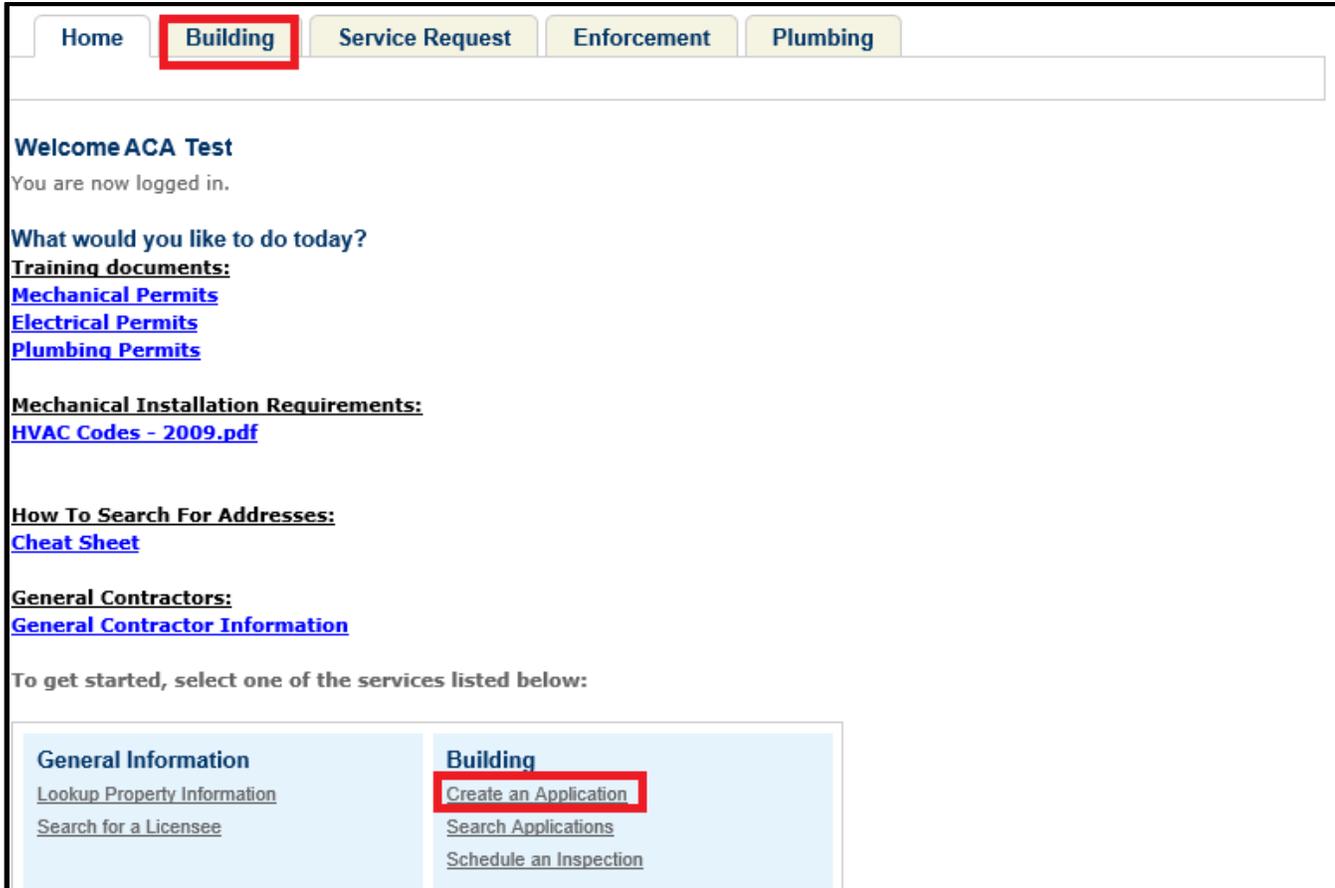
- 2) After the scan is complete, you will see the following window appear on the screen. Click OK before proceeding to the next document:



- 3) Repeat steps 1 and 2 for the remaining documents in this order:
- a) ResCheck
 - b) Elevation Certificate (if required)
 - c) Survey (if required)

Creating a Permit Application -

- 1) **After creating an account and logging in**, you can start the process of creating a residential building permit application by either clicking the Building tab or by clicking “Create an application” under the Building section of the website:



The screenshot displays the website's navigation menu with the following tabs: Home, Building (highlighted with a red box), Service Request, Enforcement, and Plumbing. Below the navigation, the page content includes:

- Welcome ACA Test**
You are now logged in.
- What would you like to do today?**
Training documents:
[Mechanical Permits](#)
[Electrical Permits](#)
[Plumbing Permits](#)
- Mechanical Installation Requirements:**
[HVAC Codes - 2009.pdf](#)
- How To Search For Addresses:**
[Cheat Sheet](#)
- General Contractors:**
[General Contractor Information](#)
- To get started, select one of the services listed below:**

The services listed below are organized into two columns:

General Information	Building
Lookup Property Information	Create an Application (highlighted with a red box)
Search for a Licensee	Search Applications
	Schedule an Inspection

- 2) You will first be brought to a Disclaimer page. After reading the disclaimer, please check the box below and click Continue Application to proceed:

The screenshot shows a web interface with a navigation bar containing 'Home', 'Building', 'Service Request', 'Enforcement', and 'Plumbing'. Below the navigation bar are links for 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main heading is 'Online Application'. The text below reads: 'Welcome to City's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.' A blue disclaimer follows: 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' Below this is a 'Contact Us' section with a scrollable text box containing contact information for the Department of Planning and Community Development. At the bottom, there is a checkbox with the text 'I have read and accepted the above terms.' and a 'Continue Application »' button, both of which are highlighted with red boxes.

- 3) The next screen will ask which license you wish to use for this application. If you are a contractor, you MUST have a license registered with the city and attached to your account. Otherwise, select the one labelled 'Owner/Builder' and click Continue Application to proceed:

The screenshot shows a web interface with a navigation bar containing 'Home', 'Building', 'Service Request', 'Enforcement', and 'Plumbing'. Below the navigation bar are links for 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main heading is 'Select a License'. The text below reads: 'Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.' A blue note follows: '*If you associated one or more licenses to your registered account and it does not appear in the dropdown, please contact a permit clerk 409.797.3633 to update your information. Thank you.' Below this is a section titled '* Licenses:' with a dropdown menu. The dropdown menu is open, showing options: '--Select--', 'Electrical CONT2011-9999', 'Irrigation CONT2004-17', 'Owner/Builder CONT2003-6', and 'None Applicable'. The 'Owner/Builder CONT2003-6' option is highlighted with a red box. Below the dropdown menu is a 'Continue Application »' button, also highlighted with a red box.

- 4) On the next screen, you will be asked what type of permit you wish to create. Select the one labelled “Residential Building Permit” and click Continue Application:

Home Building Service Request Enforcement Plumbing

[Create an Application](#) | [Search Applications](#) | [Schedule an Inspection](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Contractor Renewal

Electrical Permit

Mechanical Permit

Residential Building Permit

[Continue Application »](#)

- 5) The next screen will confirm your selection for the Contractor number (or Owner/Builder if not a contractor). Nothing to be done on this page. Just click Continue Application:

Step 1 : LICENSED PROFESSIONAL > LICENSED PROFESSIONAL

* indicates a required field.

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link.
To find a Licensed Professional, enter the search criteria and click the Search button.

If any of the information below is inaccurate, please contact the city so that we may update your records.

* License Type: Owner/Builder

* Contractor Registration Number: CONT2003-6

* First: Middle: Last:

Name of Business: OWNER/BUILDER

State License #

* Address Line 1: Address

* City: Galveston

* State: TX

* Zip: 77570- Home Phone: Mobile Phone: Fax:

Home Phone: 555-555- Mobile Phone: Fax:

[Search](#) [Clear](#)

[Continue Application »](#) [Save and resume later:](#)

- 6) On the next screen you will be asked for contact information. If you wish, you can check 'Auto-Fill with' to have the website use the information you registered with to automatically fill in the requested fields. Otherwise, enter the information requested (fields marked with a red * are required). Once finished, click Continue Application to proceed:

Step 1 : LICENSED PROFESSIONAL > Page 2 * indicates a required field.

Agent for Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Auto-fill with ACA Test

*** First:** **Middle:** *** Last:**

Name of Business:

Country:

*** Address Line 1:**

*** City:**

*** State:**

*** Zip:**

Home Phone: **Work Phone:** **Mobile Phone:**

Fax:

E-mail:

Save and resume later:

7) The next section will ask information about the address the work will be performed at. You do not have to fill out all of the information. Instead, this page acts like a search form. You will need to enter some basic criteria, and then select from a list of addresses that meet that criteria:

a) Enter search criteria -

Step 2 : APO > APO * indicates a required field.

Address

This program **DOES NOT** use street names such as Church, Postoffice, Market, Mechanic, etc. These streets are listed by their original name such as Ave C, Ave D, Ave E, Ave F, etc.

* Street No.: * Street Name: x Street Type: Unit No.:

City: State: Zip:

b) If there is only one address that meets that criteria, it will automatically select it and fill out the rest of the fields. If not, you will need to select the appropriate one from a list –

Step 2 : APO > APO * indicates a required field.

Address

This program **DOES NOT** use street names such as Church, Postoffice, Market, Mechanic, etc. These streets are listed by their original name such as Ave C, Ave D, Ave E, Ave F, etc.

* Street No.: * Street Name: Street Type: Unit No.:

City: State: Zip:

3 search results returned matching your address
Click any of the results below to view more details.
Showing 1-3 of 3

Address	City	State	Zip	Parcel	Owner
823 823 25th Street, City Hall, Galveston TX 77550	Galveston	TX	77550	3505-0265-0000-000	CITY OF GALVESTON
823 823 26th Street, Park Lot, Galveston TX 77550	Galveston	TX	77550	3505-0266-0005-000	CITY OF GALVESTON TRUSTEE
823 823 27th Street, Galveston TX 77550	Galveston	TX	77550		

c) After selecting the address, the information for Parcel and Owner will automatically fill out from our records. If any of this information is incorrect, or you cannot find the address you are looking for, please contact our Building department for assistance. Click Continue Application to proceed.

8) The next screen will be the last screen you are required to enter information on. This screen will ask you for all of the details concerning the permit, such as a Description of Work and Proposed Land Use. You will also be required to upload any relevant documents on this page. Again, any fields marked with a red * are required.

- a) The first section, Job Information, covers the following information:
- a. Building Type – How many families the building is designed for
 - b. Type of Work – Addition, Elevation, New, or Repair/Remodel
 - c. Square Footage of building
 - d. Current Land Use – for this and the one below, Residential Uses will apply to most cases
 - e. Proposed Land Use – *see above*
 - f. Describe Proposed Work – A brief description of the work you plan to do

Step 3 : ASI > ASI * indicates a required field.

ASI

JOB INFORMATION

* Building Type: ▼

* Type of Work: ▼

* Total Square Footage of Building: Sq Ft

* Current Land Use: ▼

* Proposed Land Use: ▼

* Describe Proposed Work:

[spell check](#)

< >

- b) The second section contains general information about the land and work:
 - a. **Job Value** – A monetary estimate, including labor, of the work being done
 - b. **Housing Units** – The number of housing units on the property
 - c. **Number of Buildings** – Total number of buildings on the property
 - d. **Public Owned** – an indicator whether or not the property is owned by the public
 - e. **Construction Type** – *Not used/No longer on screen*

Additional Information

* Job Value(\$):

Housing Units: Number of Buildings:

Public Owned

Construction Type:

- c) The last section is used to attach required documents. The documents required for a Residential Building Permit are:
 - a. **Survey** (if new construction)
 - b. **Elevation Certificate** (if new construction)
 - c. **ResCheck** (all permits)
 - d. **Plans** (all permits)

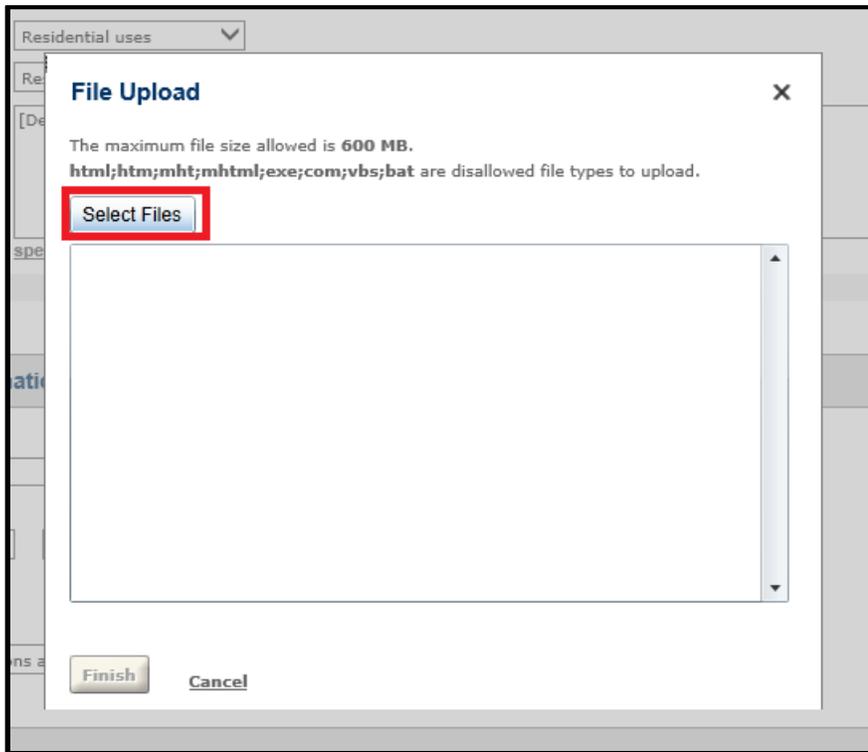
To start uploading documents, be sure to have either scanned them using the procedures outlined earlier in the document, or have them available on a USB thumbdrive. After that, follow the steps listed below:

- a. Click the Browse button

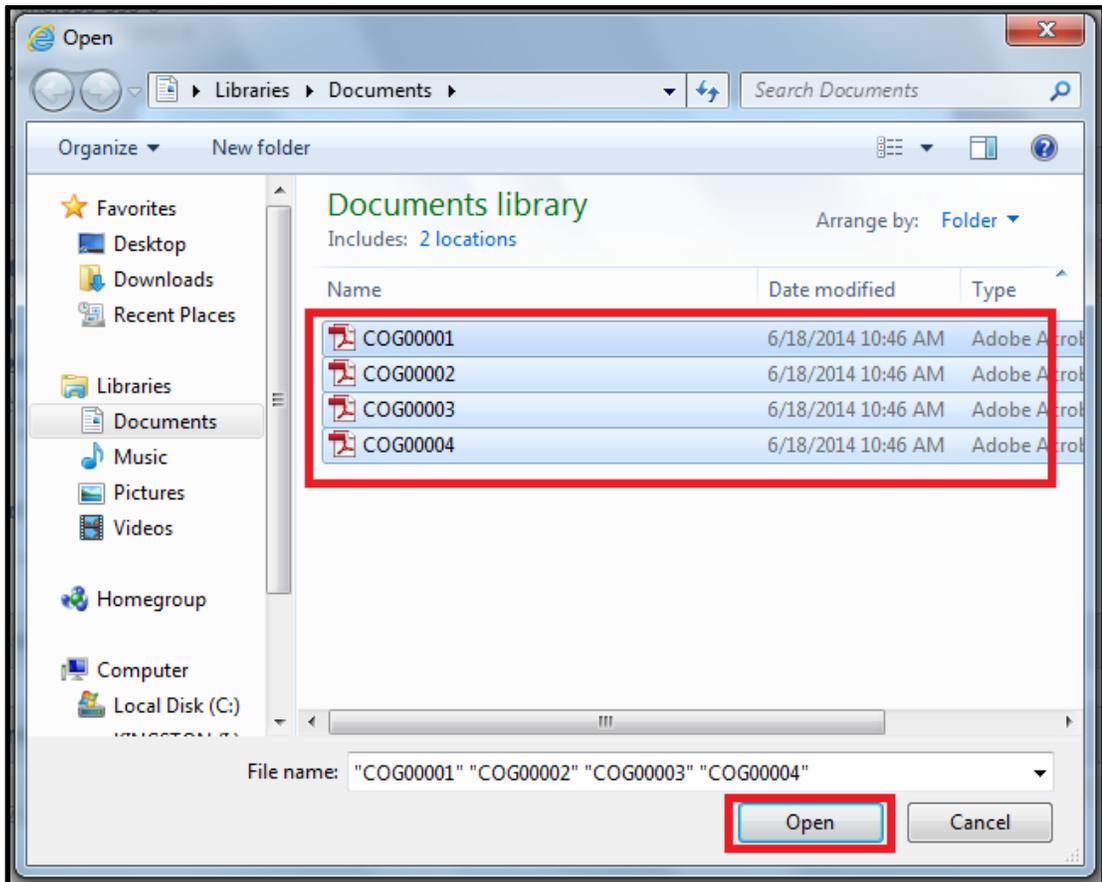
Attachment

Name	Type	Size	Latest Update	Action
No records found.				

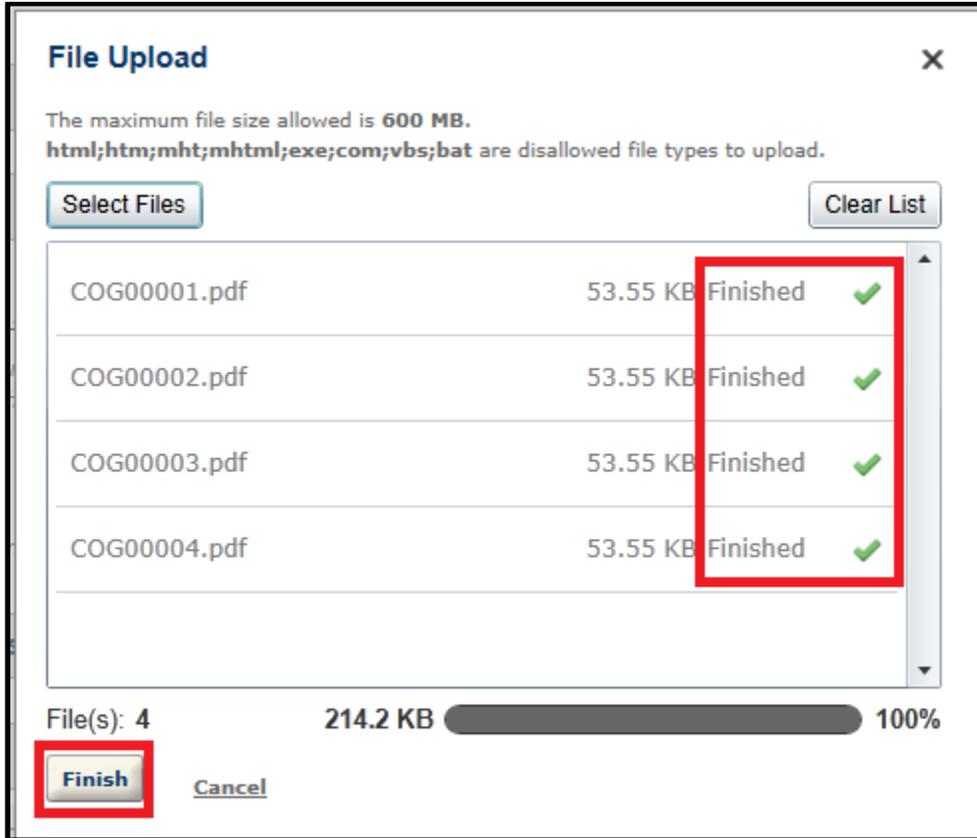
- b. Click the Select Files button



- c. Select the document(s) you wish to upload. If there are more than one, you can select multiple files by holding CTRL on the keyboard while clicking the files. When you are done, click Open to begin the upload:



d. Once all of the files show Finished, click the Finish button to proceed:



- e. Finally, you will be asked what type of document it is (ex. Elevation Certificate, Plans, etc.), as well as a description. As you enter these, click Save to save the changes. Once you are finished with all of them, click Continue Application to proceed:

Attachment

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

File:
COG00001.pdf

* Description:

[spell check](#)

* Type: Remove

File:
COG00002.pdf

* Description:

[spell check](#)

* Type: Remove

File:
COG00003.pdf

* Description:

[spell check](#)

* Type: Remove

File:
COG00004.pdf

* Description:

[spell check](#)

Save and resume later:

- 9) Once all of the information is entered, you will be taken to a Review screen where you can review all of the information you entered and edit it if needed:

Residential Building Permit

1 2 APO 3 ASI 4 Review 5 Pay Fees 6 Record Issuance

Step 4 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Residential Building Permit

Licensed Professional [Edit](#)

OFirst OLast Home Phone:5555555
OWNER/BUILDER Owner/Builder -CONT2003-6
OAddress
Galveston, 77570

Agent for Applicant [Edit](#)

ACA Test Home Phone:555-555-5555
ACA TEST Work Phone:555-555-5555
123 Over There alexanderdav@cityofgalveston.org
Galveston, TX, 77551-9999

If all of the information is correct, click Continue Application to proceed to the last page.

10) The last page is Record Issuance. As your Residential Application has not been approved, you will need to come back into ACA at a later point to pay your fees and print your permit. **Write down the Record Number on this page for your records.**

At this point you are done with the application submittal. You will be informed by e-mail when you will need to pay the fees and again when the permit is ready to print.

Residential Building Permit

1 2 APO 3 ASI 4 Review 5 Pay Fees 6 Record Issuance

Step 6 : Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records once your permit has been issued.
If your permit has not gone through the approval process, then your permit will be blank.

Thank you for using our online services.

Your Record Number is RES2014-00505.

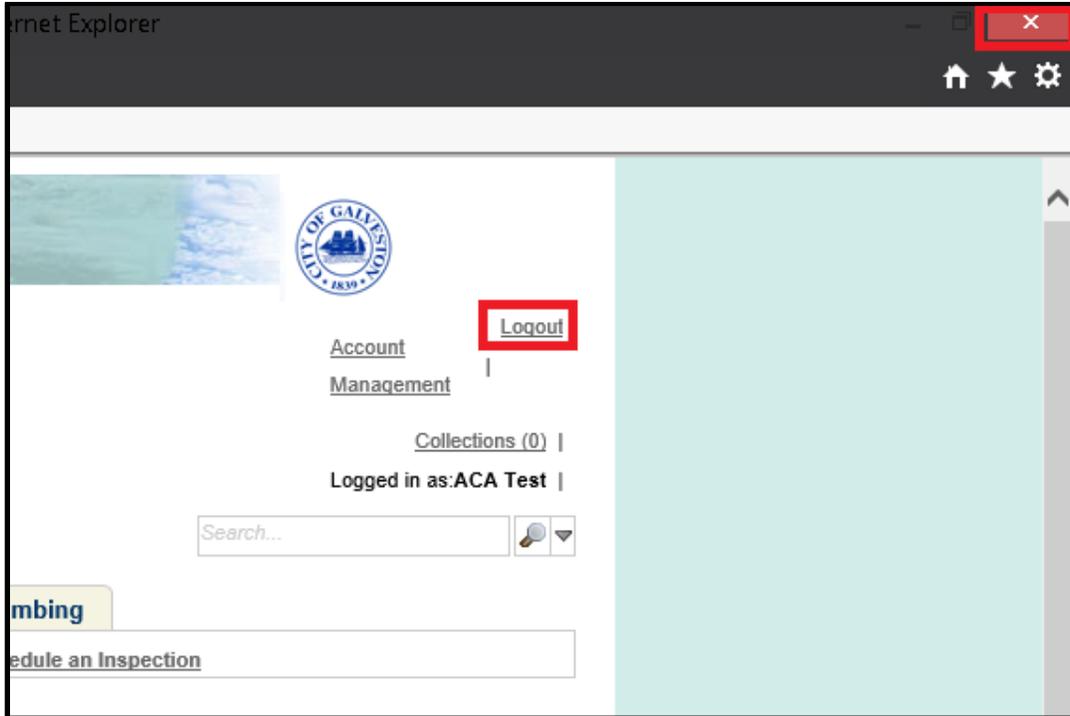
You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.)

11) Logout of ACA and close the browser:



Paying Fees

At some point after submitting your application, you will be informed by e-mail that you owe fees for it. Please follow the procedure below to pay those fees:

- 1) **After logging into our EPortal website**, click Search Applications under the Building section:

To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Building Create an Application Search Applications Schedule an Inspection
Service Request Create an Application Search Applications	Enforcement Create an Application Search Applications

- 2) Scroll down to the General Search area and enter your permit # in the Record Number box. Click the Search button to proceed:

General Search

Record Number: Record Type:

Project Name:

Start Date: End Date:

License Type: Registered Contractor Number:

First: Last: Name of Business:

State License #:

Street No.: Direction:

Street Name: Street Type:

Unit Type: Unit No.: Parcel No.:

City: State: Zip:

▶ [Search Additional Criteria](#)

- 3) You will see your Permit application listed at the bottom of the screen with a Pay Fees Due link under Actions. Click Pay Fees Due to proceed:

1 Record results matching your search results

Click any of the results below to view more details.

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	06/20/2014	RES2014-00525	Residential Building Permit			In Progress	Pay Fees Due

- 4) The next page is a review of the fees. After looking these over, click Continue Application to proceed to the payment screen:

Step 5 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Please note: There is a \$20 minimum for an Electrical Permit and \$25 set fee for Contractor Renewal.

Application Fees

Fees	Qty.	Amount
Ceiling Fans	1	\$3.00
Minimum Fee	1	\$17.00

TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

\$20.00

- 5) The Payment screen is where you will enter your credit card information in order to make a payment. For the Billing Information, if the information you used to register for EPortal is the same as your credit card billing information, you can check the box next to Billing Information in order to auto-fill the information. Once all of the information is entered, click Submit Payment to submit your payment.

Payment Options

Amount to be charged: \$20.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Billing Information:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »

- 6) Once your payment has been submitted and all of the approvals are completed, you should be able to print your permit. Follow Steps 4 & 5 in the next section to print your permit.

Finding and Printing A Permit That Has Been Approved By Planning

If you have a permit that required Planning Approval, and received an e-mail stating that your permit is ready to print, follow the steps below to locate and print that permit:

- 1) After logging into to our EPortal website, click Search Applications under Building:

To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Building Create an Application Search Applications Schedule an Inspection
Service Request Create an Application Search Applications	Enforcement Create an Application Search Applications
Plumbing	

- 2) Scroll down the webpage a bit until you see the General Search area, and enter the permit number you were assigned in the Record Number box. Hit Enter or click Search to continue:

General Search Ge

Record Number: **Record Type:**

Project Name:

Start Date: **End Date:**

License Type: **Registered Contractor Number:**

First: **Last:** **Name of Business:**

State License #:

Street No.: **Direction:**

Street Name: **Street Type:**

Unit Type: **Unit No.:** **Parcel No.:**

City: **State:** **Zip:**

[Search Additional Criteria](#)

- 3) Below the Search button, you will see the results of your search. Click the Record Number of your permit to open the Record Details:

1 Record results matching your search results

Click any of the results below to view more details.

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	<u>Date</u>	<u>Record Number</u>	<u>Record Type</u>	<u>Description</u>	<u>Expiration Date</u>	<u>Status</u>
<input type="checkbox"/>	06/30/2014	RES2014-00562	Residential Building Permit			Permit Issued

- 4) On the Record Details page, you will see a Print/View Record button. Click that button to open your permit in a new window:

Record ELE2011-00345:
Electrical Permit

Work Location

5623 Menard Ave
Galveston TX 77551

Record Details

Detail Description:
General Wiring

Owner:
TOMAS AGUILAR
5623 MENARD AVENUE
GALVESTON TX 77551-5060

Trade permit/Electrical Permit_

Print/View Record

▼ **Inspections**

- 5) Once the new window has loaded, you can hit the Printer icon on the screen to print the permit:

Legal Description: ABST 628 PAGE91 LOT 13 BLK 3 STANDARD DREDGING RESUB

Owner Name: <u>Tomas Aguilar</u> Phone:	Contractor <u>E & M Electric</u> State Lic.: EC21540 Local Lic. : CONT2002-200
------------------------------------------------------	-------------------------------------------------------------------------------------------------

Project Description:
General Wiring

I hereby certify that I have read and examined this application and know the same to be true and correct. provisions of laws and ordinances governing this type of work will be complied with whether specified here in or not. The grant of a permit does

Print file (Ctrl+P)