

The first step in accessing the Plans and Permits portal is to create a new account.

1. Go to the site: https://friscoplansandpermits.avolvecloud.com/Portal/

FRISCO	
Plans and Permits	February 18, 2020
Login	Welcome to Plans and Permits
E-mail:	Customers how need to apply for residential permits that do not require plan review through this Self Service portal. Examples of work include:
Login	<ul> <li>Replacing heating or cooling systems</li> <li>Replacing roofs with the same material</li> <li>Replacing windows, doors or skyllights</li> <li>New or Replacement Water Heaters</li> </ul>
Forgot password2 Install ProjectDox Components	<ul> <li>Small electrical or plumbing projects</li> <li>Detailed instructions can be found at</li> <li>http://www.friscotexas.gov/plansandpermits. ALL other permits</li> </ul>
You need an account to submit and manage applications. Don't have an account?	require submission through Building Inspections. Schedule your inspection using <u>https://etrakit.friscotexas.gov/etrakit</u> .
2 Create Account	

*Figure 1* Self-Service Portal

- 2. Select the Create Account button.
- 3. Enter the required information indicated by a red asterisk (\*). Follow the password requirements. Be sure to choose the email address where you want to receive notices for the projects you manage.

Create Your Accour	nt 🙆			
oroate rour Accourt				
First Name *				
Last Name *				Create an
Email *				view ePlan
Confirm Email *				
Phone *		x		
Additional Phone		x		
Company Name				
Address 1*				
Address 2				
Country *	United States		~	
Province/State *			•	
City *				
Postal Code/Zip Code *				
New Password *				
	Password must not contain special character contain at least one digit, one upper case lett	rs, must ter, one		
	lower case letter, and must have at least 8 ch	haracters.		
Confirm Pageword *	Create My Account Cancel			

Figure 2 Create Your Account

- TIP You can make updates later if needed using the Manage profile login option or the Profile tab once you are logged in.
- **TIP** Do NOT change the email address on your profile. This will break any links to projects that you have already started.



- 4. Select the **Create My Account** button. A Verification Page will open for entry of the verification code received by email.
- 5. Check will for an email message containing а verification code. lt come from friscoplansandpermits-donotreply@avolvecloud.com. You must use this code within 4 hours, or it will expire. **TIP** If you don't see the email message within a few minutes, check the spam folder. TIP Click on the Resend Code button to receive a new email.





- 6. Enter the code into the Verification Page and select the **Continue** button.
- 7. Once your account is verified, log into the site.
  - **TIP** If you receive the message that an account exists for this user already, follow the '**Forgot Password?'** link on the Login page.

If you have further questions visit <u>https://www.friscotexas.gov/PlansAndPermits</u>.