

Create a Permit

Step 1: Applicants must first open an account on the 'Plans and Permits' portal.

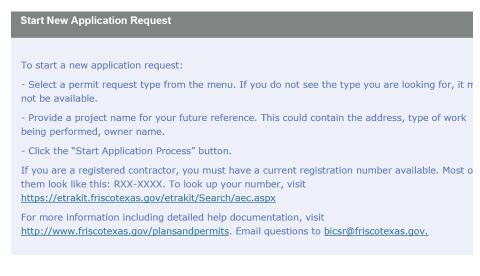
TIP: Residential Self-Service permits follow a separate streamlined approval process.

TIP: Contractors (General, Mechanical, Plumbing, others) need an updated registration number. Registration status is maintained on the City's website; https://etrakit.friscotexas.gov/etrakit/.

TIP: It is important to know the Project address for an efficient application process.

TIP: Make sure all required fields (*) are completed.

Step 2: Residential Building Permit review applications begin by selecting the type and naming the project.



Type: * Select Request Type
Residential Building Permit Application
Residential Self Service Electrical Application
Residential Self Service Mechanical Application
Residential Self Service Plumbing Application
Residential Self Service Roof Application
Residential Self Service Roof Application
Residential Self Service Skylight-Windows-Doors Application

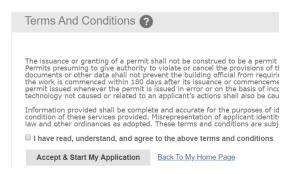
Self Service permits offer immediate access to select residential permits when replacing: Heating/cooling systems, roofs with the same material, water heaters, doors and windows, and minor electrical and plumbing projects.

Residential Building Permit reviews

include new home construction, demolitions, fences, additions or alterations, temporary construction and others.



Step 3: Accept the terms and conditions.



Step 4: The Residential application begins with Project information. This includes the project address, type, and description.

The fields will auto complete with a known address. If the address is unknown, you will be given a place to fill out a location description.

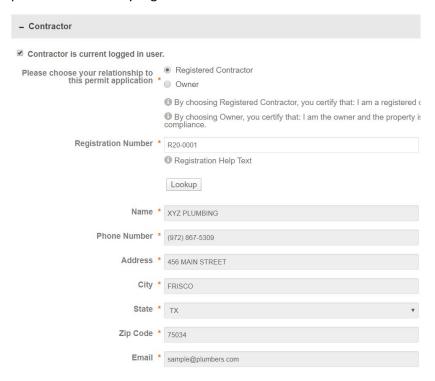


Step 5: Select the permit type, fill in the applicable fields and enter a work description.

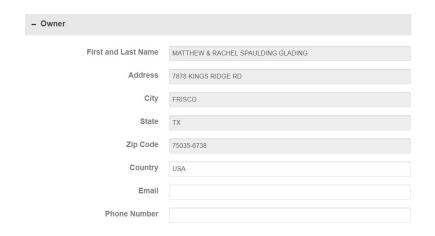




Step 6: Contractors must provide registration numbers. Owners doing their own work may proceed without city registration.

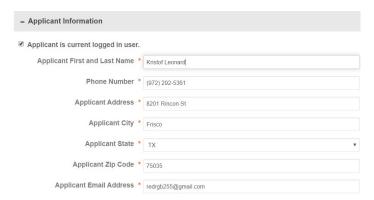


Step 7: Owner information will prepopulate with a known address. Enter an Email address and Phone Number.

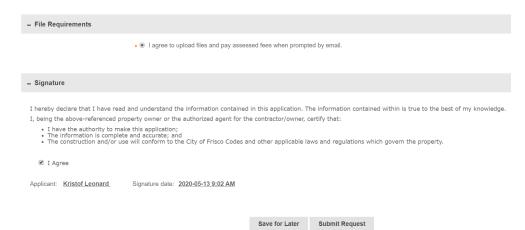




Step 8: If the applicant is the current logged-in user, the profile information can prepopulate from the logged in user if you select this option.



Step 9: The Applicant must select that you agree to the terms and conditions to submit the form.



Step 10: Once submitted, 'FriscoPlansAndPermits' sends an email to the Applicant of the project with directions on how to complete the <u>Upload Submit and Pay</u> task.