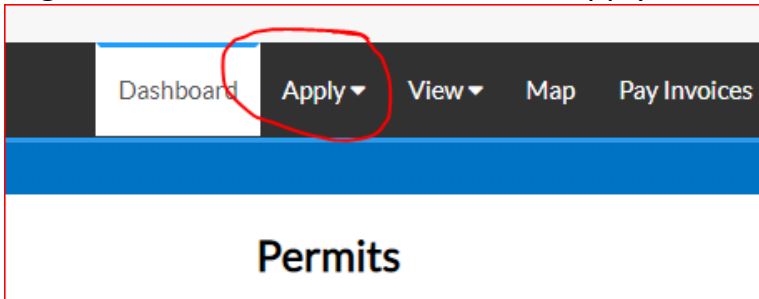
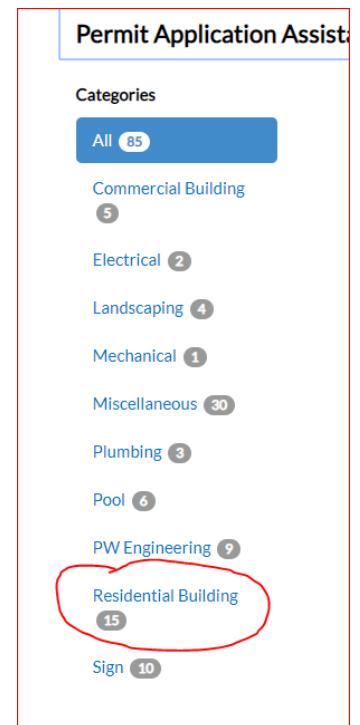
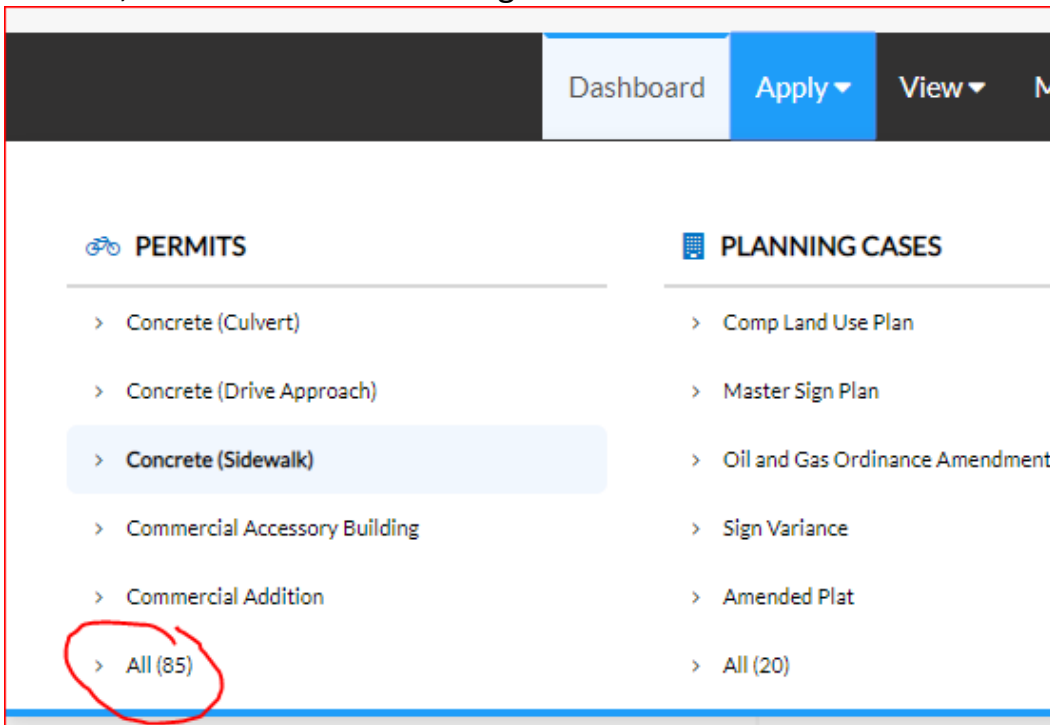


HOW TO SUBMIT A HOUSE PERMIT ONLINE – CSS

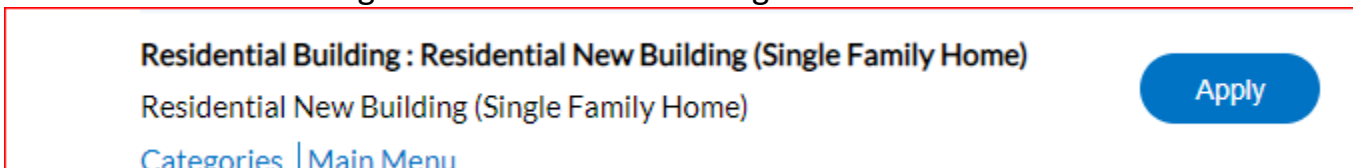
Log In, then on Dashboard view click Apply.



Click All, then Residential Building



Find Residential Building: Residential New Building



Step 1 of 3: Fill out information as required.

Apply for Permit

Step 1 of 3: Basic Information

PERMIT DETAILS

* Permit Type ▾

Description

* Square Feet

* Valuation

Add the Address of where the work is being done. Use the street number and the first 3 letters of the address for the search bar.

LOCATIONS

Site Location ▾

Add Location

+

REQUIRED

Search for the Site Location:

[← Back to Application](#)

Add Location

Address Parcel

Add Address As Site Location ▾

Search

Address Information

Search 1400 Main 🔍

Address	Action
1400 MAIN ST	Add

When added it looks like this (Do not add a second address here)

Step 1 of 3: Basic Information

PERMIT DETAILS

* **Permit Type**

Description

* **Square Feet**

* **Valuation**

LOCATIONS

Type: Site Location

International
1400 MAIN,,

Main Address

Parcel Number
00205-6-

Main Parcel

Add Location


+

Adding Contacts:

The General Contractor must be currently registered in the City of Southlake (fee must be paid) prior to submitting for permit. This cannot be entered Manually. If the Homeowner will be the general contractor, they must also register but there is no fee. The MEP subcontractors must be currently registered (no fee but verified on state website for license) and are required when the permit is applied for. There are also optional contacts including Superintendent/Project Manager.

CONTACTS

Applicant



Susie Hernandez (You)
City of Southlake
1400 Main, Southlake,

General Contractor

Add Contact

+

OR

Homeowner

Add Contact

+

Electrical Contractor

Add Contact

+

Mechanical Contractor

Add Contact

+

Plumbing Contractor

Add Contact

+

Applicant

Add Contact

+

REQUIRED

[Back to Application](#)

Add Contact

Add Contact As : General Contractor

Search

Enter Manually

My Favorites

Search Q

Sort: Relevance ▾

Favorite	First Name	Last Name	Address	Company	Action
★	Susie	Hernandez	1400 Main Southlake 76091	City of Southlake	<div style="border: 1px solid #0070c0; border-radius: 5px; padding: 5px 10px; background-color: #0070c0; color: white;">Add</div>
☆	Susan	Hernandez	1400 Main Southlake 76091	Southlake	<div style="border: 1px solid #0070c0; border-radius: 5px; padding: 5px 10px; background-color: #0070c0; color: white;">Add</div>
☆	Susan	Hernandez		City of Southlake	<div style="border: 1px solid #0070c0; border-radius: 5px; padding: 5px 10px; background-color: #0070c0; color: white;">Add</div>

My Favorites – click on the star on the left to add to your list.

◀ Back to Application

Add Contact

Add Contact As : General Contractor

Search

Enter Manually

My Favorites

Search susie hernandez



Sort Relevance ▾

Favorite	First Name	Last Name	Address	Company	Action
	Susie	Hernandez	1400 Main Southlake 76091	City of Southlake	Add
	Susan	Hernandez	1400 Main Southlake 76091	Southlake	Add

Complete all Required contractors

CONTACTS

Applicant



Susie Hernandez (You)

City of Southlake

1400 Main, Southlake,

General Contractor



Susie Hernandez(You)

City of Southlake

1400 Main, Southlake,

[Remove](#)

Electrical Contractor



Mar.

Electric*

[Remove](#)

Mechanical Contractor



Chris

AIR COMPANY™

, TX,

[Remove](#)

Plumbing Contractor



John

MECHANICAL, INC .

, TX, .

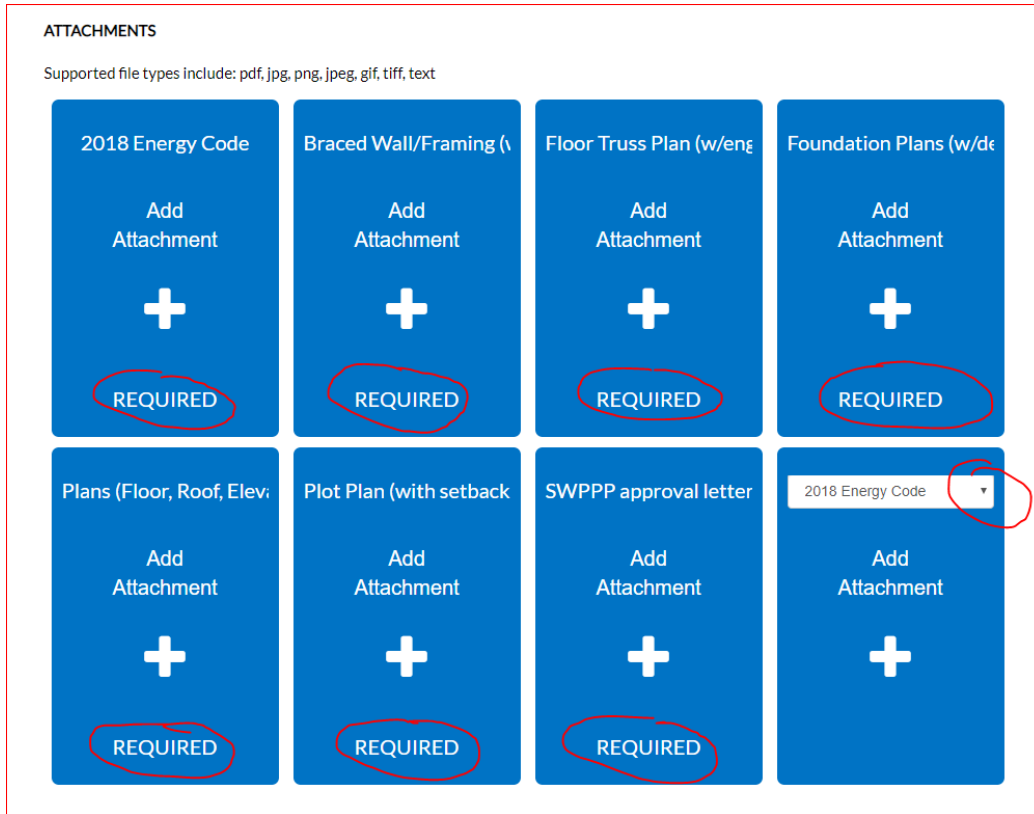
[Remove](#)

Plumbing Contractor ▾

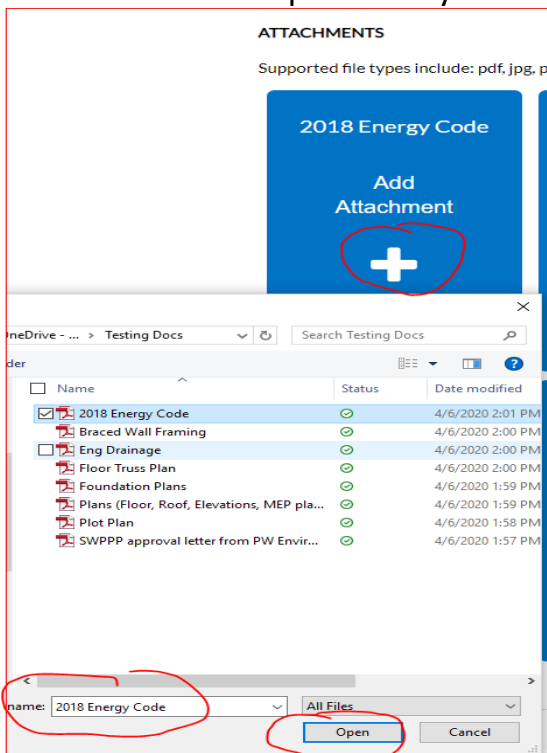
Add
Contact



Attachments – this includes all building plans, engineering, plot plan, drainage, energy, etc. There are additional requirements based on the lot and conditions. See list of optional attachments. The list of required plans is available on cityofsouthlake.com under Residential Construction Guidelines. A checklist is also available.



Once you click on Add Attachment your computer drive will pop up. Find the documents to attach and then attach each one separately. The system will not let you attach the same file twice on the same permit. If you load the incorrect plan just click Remove.



ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, text

<p>2018 Energy Code</p> <p>File Name: 2018 Energy Code.pdf File Size: 25.86 KB</p> <p>Remove</p>	<p>Braced Wall/Framing (w/engineer's seal)</p> <p>File Name: Braced Wall Framing.pdf File Size: 28.74 KB</p> <p>Remove</p>	<p>Foundation Plans (w/detail & engineer's)</p> <p>File Name: Foundation Plans .pdf File Size: 28.87 KB</p> <p>Remove</p>	<p>Plans (Floor, Roof, Elevations, MEP plans)</p> <p>File Name: Plans (Floor, Roof, Elevations, MEP plans).pdf File Size: 28.66 KB</p> <p>Remove</p>
<p>Plot Plan (with setbacks and drainage pattern)</p> <p>File Name: Plot Plan.pdf File Size: 29.6 KB</p> <p>Remove</p>	<p>SWPPP approval letter from PW Environmental</p> <p>File Name: SWPPP approval letter from PW Environmental .pdf File Size: 28.12 KB</p> <p>Remove</p>	<p>Floor Truss Plan (w/engineer's seal)</p> <p>File Name: Floor Truss Plan .pdf File Size: 28.19 KB</p> <p>Remove</p>	<p>Engineered Drainage Plt: ▾</p> <p>Add Attachment</p> <p>+</p>

Save Draft **Next**

When completed click Next.

Step 2 of 3: Additional Information

The information marked * is Required for submittal. Also fill out any additional information that applies to your project.

Apply for Permit *REQUIRED

Step 2 of 3: Additional Information

Permit Type: Residential New Building (Single Family Home)

Res Addn & Remodel Info Next Section | Top | Main Menu

FORM BOARD SURVEY is required - Must be submitted online and approved prior to requesting footing or foundation inspection if the structure setback is less than 5 feet from the required side or rear yard setback.

*Electric Delivery ▾

*Atmos Gas ▾

*Water Meter ▾

*Sewer Service Type ▾

*Flood Plain ▾

*Fire Sprinklered ▾

*Building Code

Zoning

Add the square footages - The plan review fee is 40% of the permit fee. Permit fees are based on the Total Air-Conditioned Area in the Additional Info.

*Total Air Conditioned Area	<input type="text" value="5700"/>
*Garage square footage	<input type="text" value="600"/>
*Additional unconditioned area	<input type="text" value="0"/>
*Total Enclosed area	<input type="text" value="6300"/>
*Porch square footage	<input type="text" value="600"/>
*Total Square Footage under roof	<input type="text" value="6900"/>
Enclosed space over 6,000 sf	<input type="text" value="Yes"/>

Step 3 Of 3: Application Summary – verify all information is correct.

[← Back to Step Two](#)

Apply for Permit

Step 3 of 3: Application Summary

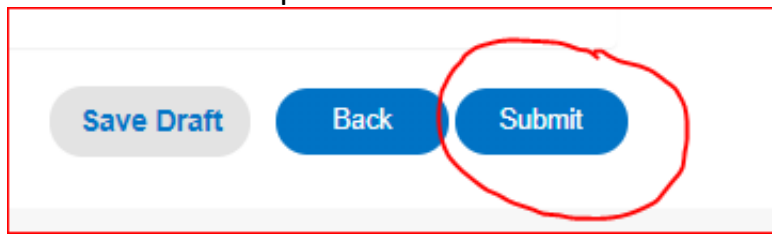
Basic Info

Type	Residential New Building (Single Family Home)
Description	Test Permit
Square Feet	6300
Valuation	500000
Application Date	04/06/2020

Locations

Location 1	1400 MAIN, ,
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When the information is confirmed the permit can be submitted:



At any time after step one the permit can be saved as a draft.

* After the permit is saved a Plan Review fee must be paid. This must be done prior to plan review. Impact fees and other fees may apply.