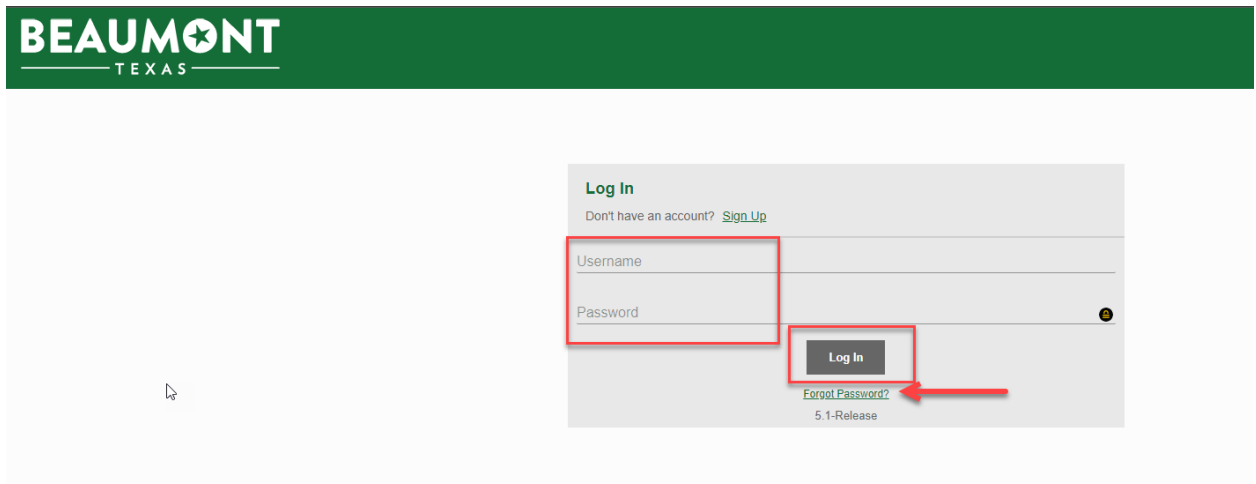
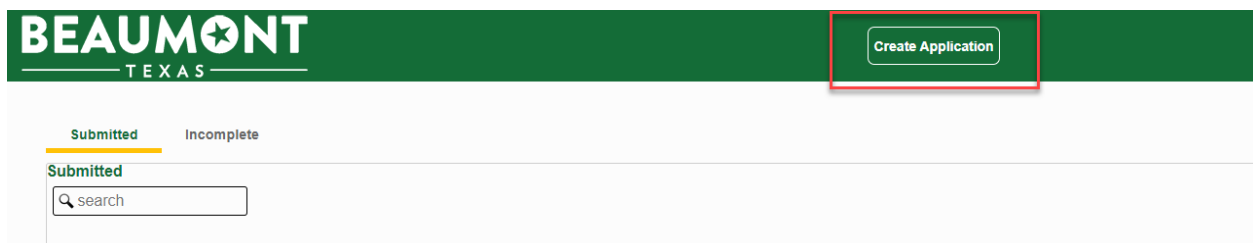


City of Beaumont Permitting Portal Guide

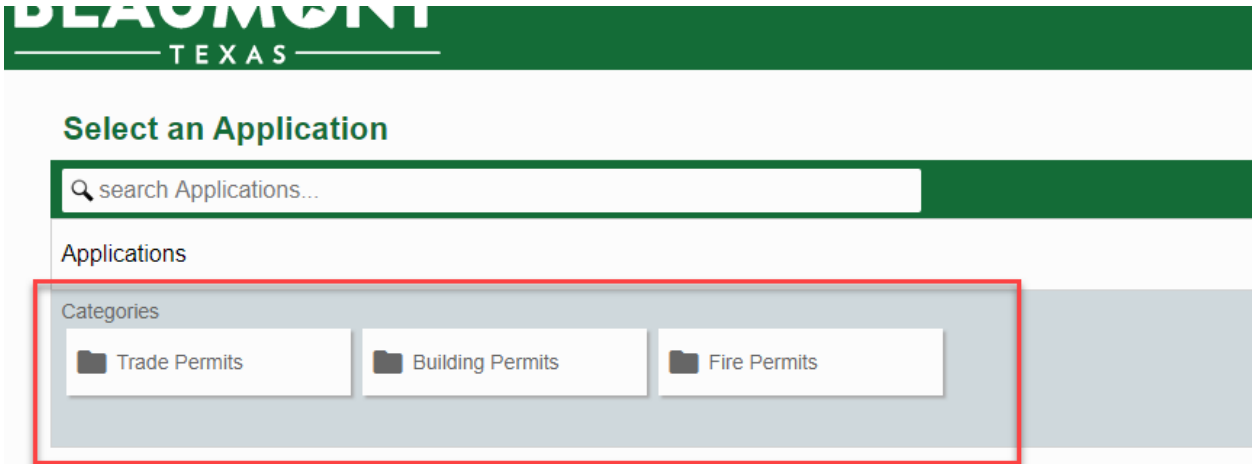
1. Open a compatible web browser and navigate to <https://cityworks.beaumonttexas.gov/OnlineApplications/>
 - a. Microsoft Edge
 - b. Google Chrome
 - c. Mozilla Firefox
2. Log in with your credentials that you created during the registration process.
 - a. If you have forgotten your password, select the link for **Forgot Password?** Under the login button.



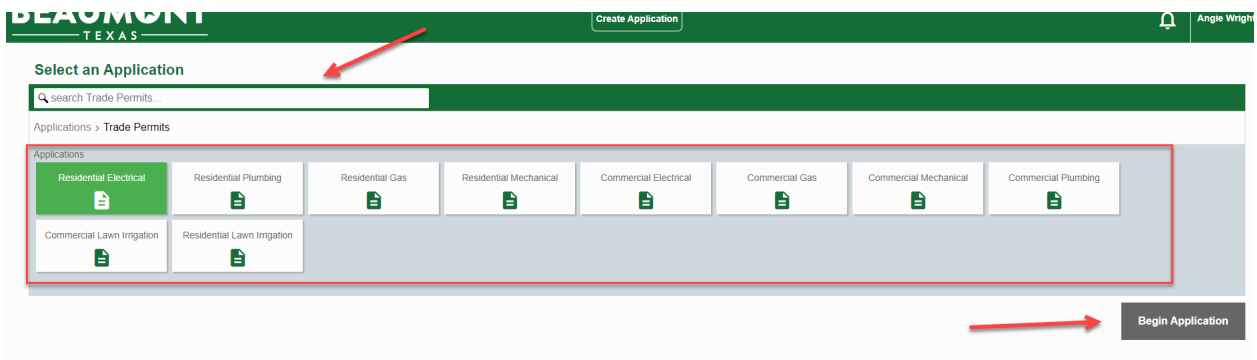
3. Create your application by selecting the **Create Application** button.

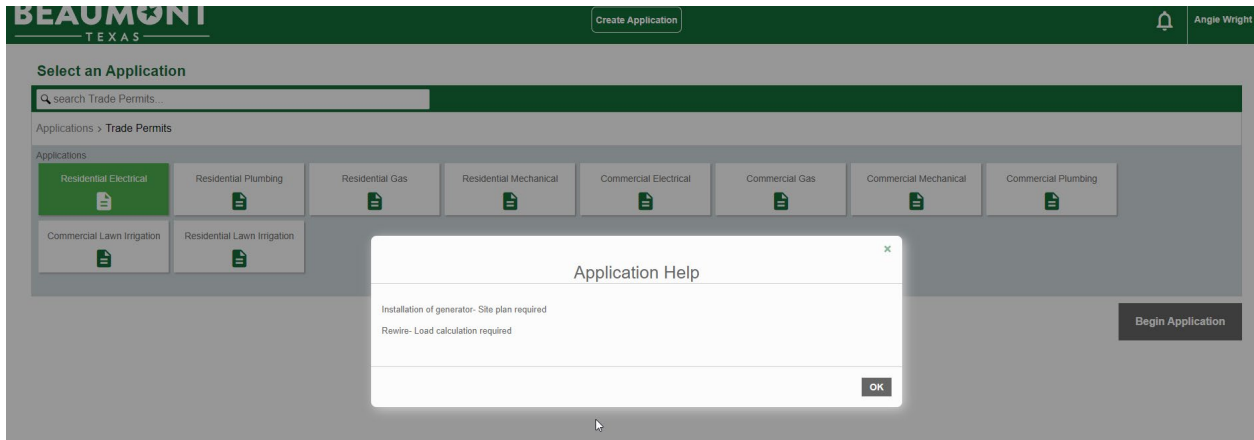


4. Select the category of the permit requested.



5. Select the type of application you are applying for.
 - a. You will get a pop-up message stating any items required for the application.
 - i. Please make sure your pop-up blocker allows pop-ups from this page if you have one.
 - ii. If you do not submit all items on the pop-up notice your application will be denied until the documents are received.
 - b. Use the search button if you do not see what you are looking for.

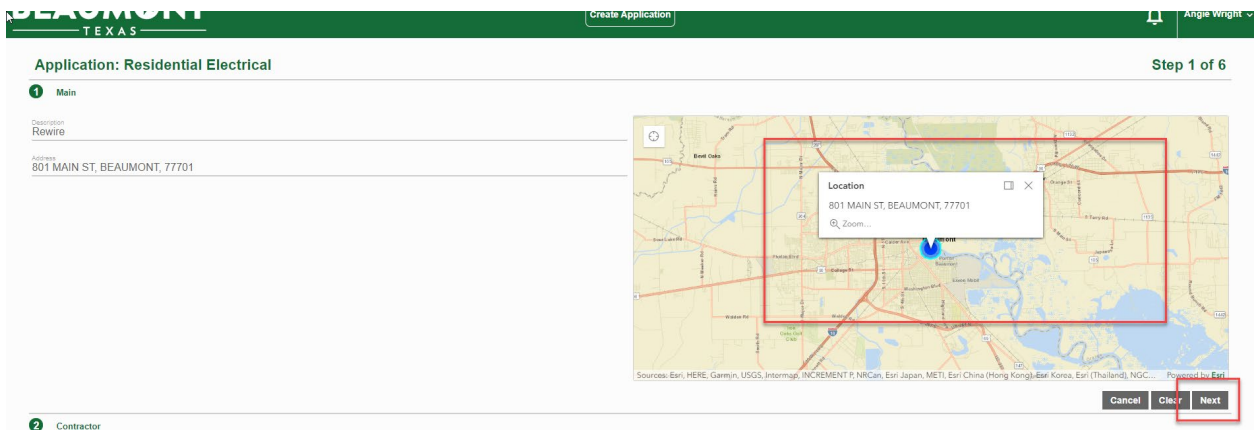
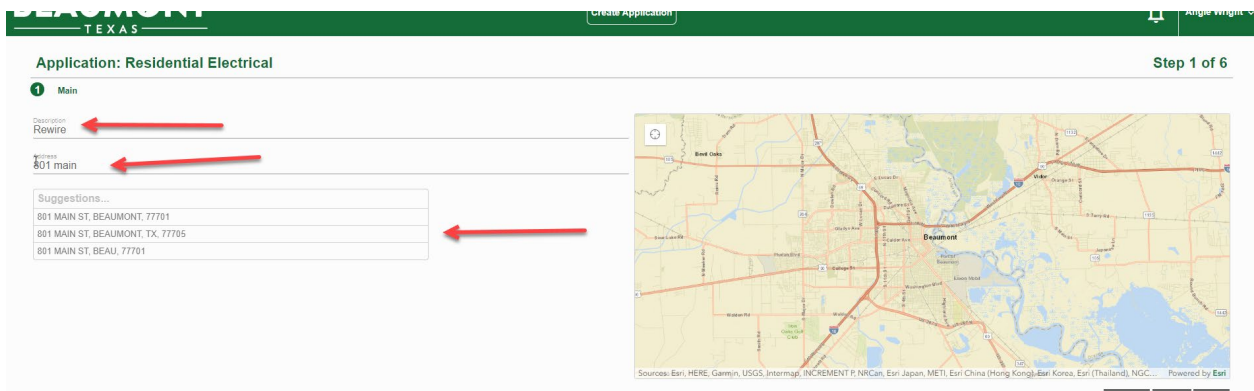




6. Begin filling out the application

a. Section 1: Main

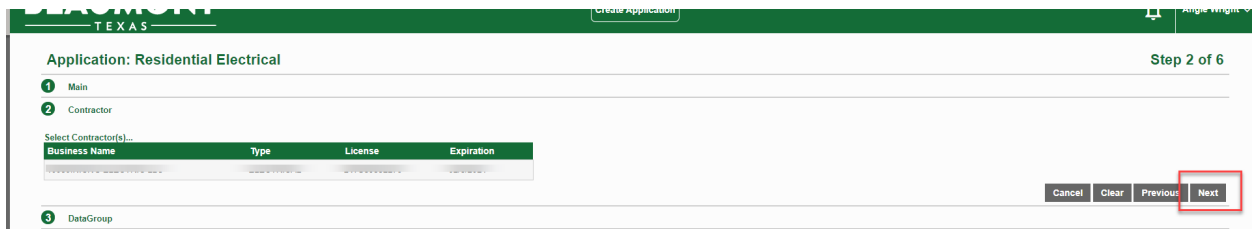
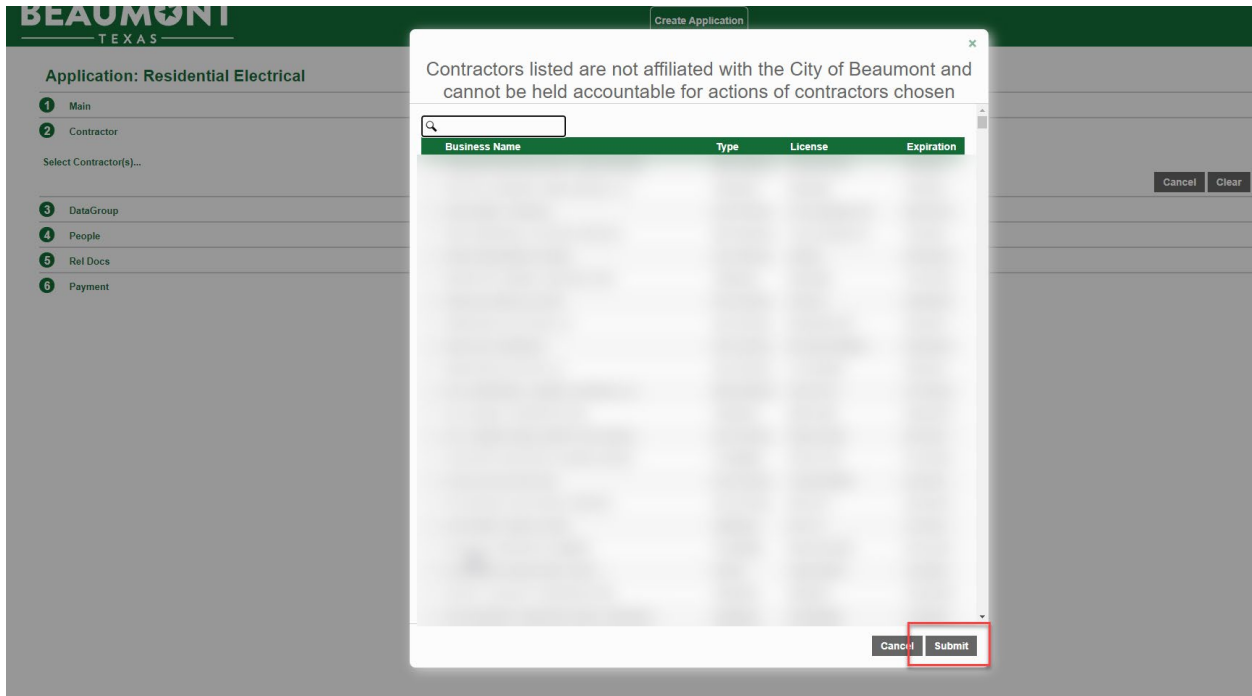
- i. Enter the description of the work being done.
- ii. Enter the address of the location of work.
 1. You will get a pop-up box with address suggestions as you type. Please select the correct address.
 2. The address will appear on the map to the right.
 - a. If the address is not in the suggestions. Search for an address nearby and move the blue dot to the correct location.
- iii. Select the **Next** button to move on to the next section.



b. Section 2: Contractor

- i. Click on **Select Contractor(s)**
- ii. Search or scroll through and select the contractor doing the work. For most applications this will be the person responsible for all work and will more than likely be you.
 1. If you are a homeowner doing your own work, you may skip this section by clicking the **Next** button at the bottom right of the panel.
- iii. You will see the information for the contractor(s) that you selected. Please verify this is correct.
- iv. Select **Next**.

The screenshot shows a web application interface with a green header containing the text 'BEAUMONT TEXAS'. Below the header, the title 'Application: Residential Electrical' is displayed. A vertical navigation menu on the left side contains six items, each with a green circular icon containing a white number: 1 Main, 2 Contractor, 3 DataGroup, 4 People, 5 Rel Docs, and 6 Payment. The 'Contractor' item is highlighted with a red rectangular box. Below the 'Contractor' item, there is a text input field with the placeholder text 'Select Contractor(s)...'.



c. Section 3: DataGroup

- i. Please provide the required information in these fields.
 - 1. For example: If you are installing (2) dishwashers you will need to put a 2 in the dishwasher field.
 - 2. You will need to enter a 0 in the any field not being used.
- ii. Once completed select **Next**.

Application: Residential Electrical

- 1 Main
- 2 Contractor
- 3 DataGroup

Electrical ^

! Additional Meters
Number _____

! Air Conditioning Outlet
Number _____

! Attic / Ceiling Fans
Number _____

! Bells & Buzzers & Chimes
Number _____

! Clean & Show
Number _____

! Dishwasher
Number _____

! Disposal
Number _____

! Welding Machine
Number _____

Is this a re-wire?

Cancel Clear Previous **Next**

d. Section 4: People

- i. Please enter the contact information for the Owner, Applicant, and Superintendent (if applicable).
- ii. If this person is you, you can select the **Use My Information** button to fill in the contact information automatically.
- iii. Select **Next** to continue.

TEXAS Create Application

Application: Residential Electrical Step 4 of 6

- 1 Main
- 2 Contractor
- 3 DataGroup
- 4 People

Owner <small>more...</small> <input type="button" value="Use My Information"/>	Applicant <small>more...</small> <input type="button" value="Use My Information"/>	Superintendent <small>more...</small> <input type="button" value="Use My Information"/>
---	---	--

Name	Name	Name
Address Line1	Address Line1	Address Line1
City Name State Zip Code	City Name State Zip Code	City Name State Zip Code
Phone (Home) Phone (Mobile)	Phone (Home) Phone (Mobile)	Phone (Home) Phone (Mobile)
Email	Email	Email
Comment	Comment	Comment

- 5 Rel Docs
- 6 Payment

e. Section 5: Rel Docs

- i. Please upload any related documents that may be needed. To do this click the **Add** button.
- ii. If you need to see what is required, click the **See Required** button.
- iii. Select **Next**.

BLAIRMONT TEXAS Create Application Angie Wright

Application: Residential Electrical Step 5 of 6

- 1 Main
- 2 Contractor
- 3 DataGroup
- 4 People
- 5 Rel Docs

See Required

- 6 Payment

Application: Residential Electrical

- 1 Main
- 2 Contractor
- 3 DataGroup
- 4 People
- 5 Rel Docs

📎 Add 🗑️ Delete all See Required

Load Calculation

Site Plan

- 6 Payment

f. Section 6: Payment

- i. Select the **Total Fees** button to see all fees applied.
 1. There will not be a total in the fees section until the application is reviewed. To see the current total of your fees, select the **Total Fees** button.
 2. Fees may change if there are changes to the application during review. Final fee totals will be provided during the payment process.
- ii. Select **Submit**.
 1. The Permitting office will review the application and you will be notified through the portal to pay your fees.
 2. Select **Accept** to accept the terms and conditions.
 - a. These are the same terms and conditions that were listed on the paper forms previously filled out.

Application: Residential Electrical

Step 6 of 6

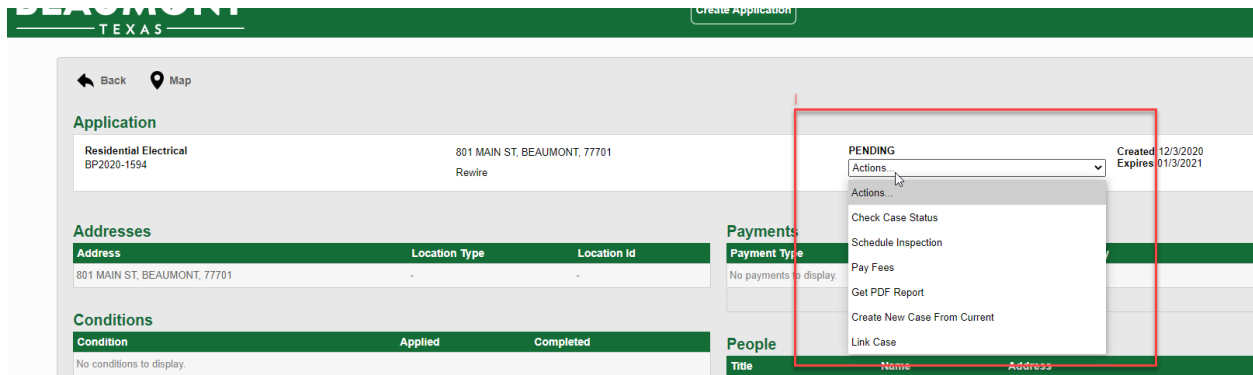
- 1 Main
- 2 Contractor
- 3 DataGroup
- 4 People
- 5 Rel Docs
- 6 Payment

Fee	Amount	Amount Paid	Amount Due
No fees to display.	\$0.00	\$0.00	\$0.00
	Total Fees: \$0.00	Total Paid: \$0.00	Total Due: \$0.00

Total Fees

Cancel Clear Previous Submit

7. You will now be able to see your full application.
 - a. From here you can do the following:



8. From the portal you will be able to see all your Submitted and Incomplete applications.
9. Once approved by Building Codes, you will be able to go in and pay your fees and print your receipt and permit.
10. You will also be able to see information on anything missing from your application that Building Permits returns to you.