



How to Instructions

(Trade Contractor)

City of Dallas
Permits and Inspections Online

How do I Login?

<https://developdallas.dallascityhall.com/>

Key in your **Username** and **Password**
then click **Sign In**.

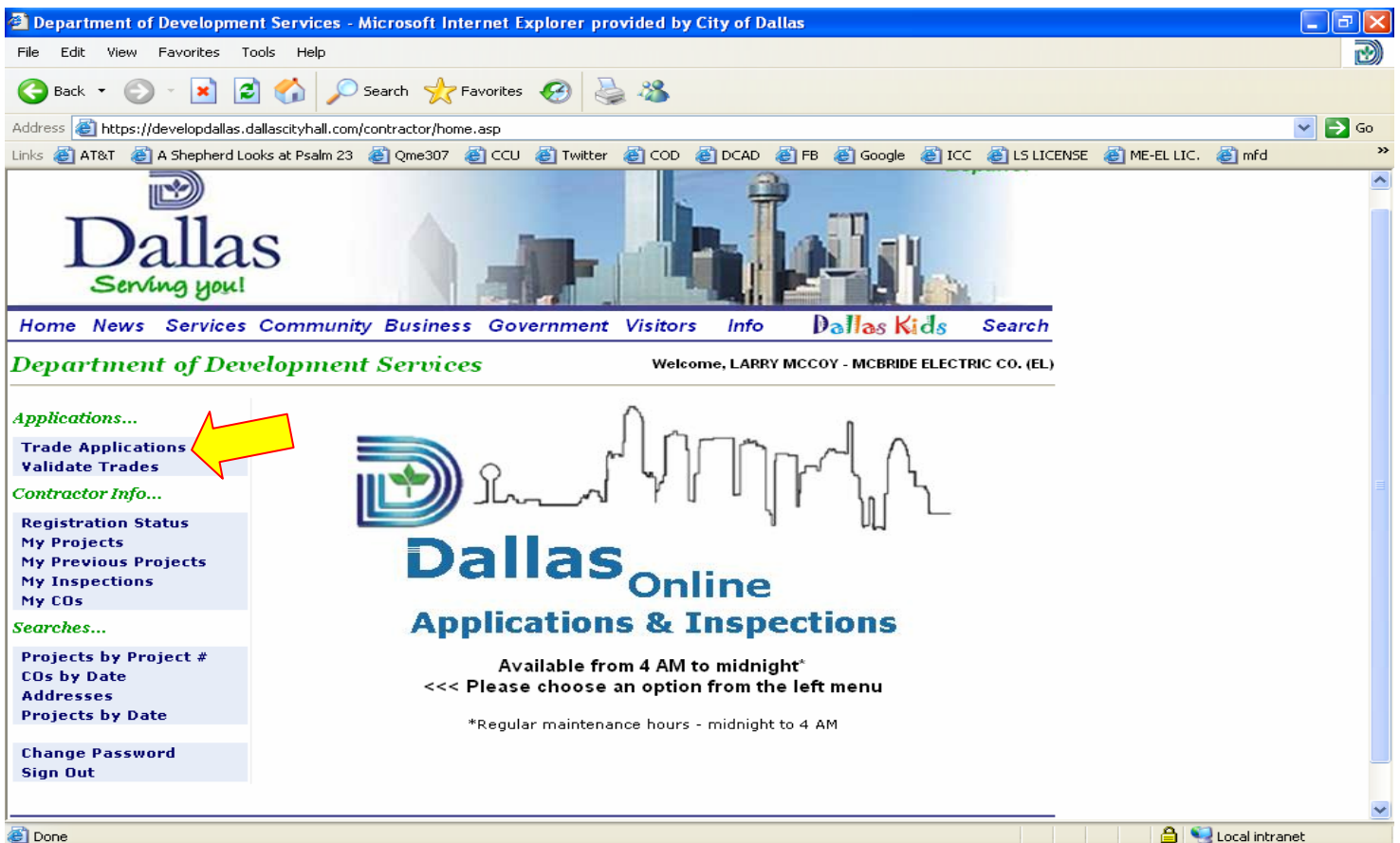
The screenshot shows a Microsoft Internet Explorer browser window displaying the Dallas Online Applications & Inspections website. The browser title is "Department of Development Services - Microsoft Internet Explorer provided by City of Dallas". The address bar shows the URL "http://developdallas.dallascityhall.com/". The website header features the Dallas logo with the tagline "Serving you!" and a "Español" link. A navigation menu includes "Home", "News", "Services", "Community", "Business", "Government", "Visitors", "Info", "Dallas Kids", and "Search". The main content area is titled "Department of Development Services" and features a search bar and a left-hand menu with options like "Projects by Project #", "COs by Date", "Addresses", and "Projects by Date". The "Contractor Sign-In..." section contains a "Username" field, a "Password" field, and a "Sign In" button highlighted with a yellow arrow. Below the sign-in fields, it says "or Sign Up". The main content area displays the "Dallas Online Applications & Inspections" logo and text: "Available from 4 AM to midnight*", "<<< Please choose an option from the left menu", and "*Regular maintenance hours - midnight to 4 AM". The footer includes copyright information: "© 2001-2006 City of Dallas, Texas." and links for "Accessibility", "Credits", "Contact Us", and "Privacy Policy".



How do I apply for a Permit Online?

The following are instructions for if you will PAY for a permit. If you are VALIDATING onto a general contractor's master permit, these instructions will not apply. **IMPORTANT:** Before you click on Trade Applications for a new permit, be sure to do a Search by Addresses to ensure that a permit is not already open. This will help prevent duplicate permits.

1. Click on **Trade Applications**



2. Click on your TRADE over to the right of the screen.

Dallas Contractor - Permit Application Instructions - Microsoft Internet Explorer provided by City of Dallas

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print People

Address <https://developdallas.dallascityhall.com/applicationinstructions.asp> Go

Links AT&T A Shepherd Looks at Psalm 23 Qme307 CCU Twitter COD DCAD FB Google ICC LS LICENSE ME-EL LIC. mfd

Dallas
Serving you!

Español

Home News Services Community Business Government Visitors Info **Dallas Kids** Search

Permit Application Instructions LARRY MCCOY - MCBRIDE ELECTRIC CO. (EL)

Trade Permit

If you are applying for a new trade permit then click on the appropriate link. You will be asked to provide the address where the work is taking place.

Electrical (EL)

Elevator (EV)

After you have submitted your permit application, any applicable review or permit fees can be paid online or at any permitting substation.

Building Trade Permit Update
The Building trade permit is no longer available for online applications. Please submit all Building trade permit applications to Building Inspection located at 320 E. Jefferson Blvd., Room 118. We apologize for any inconvenience.

Helpful Links

Building Inspections General Information

Building Inspections Frequently Asked Questions

Main Menu

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Done Local Intranet

3. Key in address in the **House #**, and **Street** fields only then click **Search**.

Dallas Contractor - Trade Permit Application Address Search - Microsoft Internet Explorer provided by City of Dallas

File Edit View Favorites Tools Help

Address <http://developdallas.dallascityhall.com/contractor.asp?PossePresentation=TradeApplicationAddressSearch>

Links AT&T A Shepherd Looks at Psalm 23 Qme307 CCU Twitter COD DCAD FB Google ICC LS LICENSE ME-EL LIC. mfd

Trade Permit Application Address Search

LARRY MCCOY - MCBRIDE ELECTRIC CO. (EL)

Where is the work going to take place? If you know the address then you can type it in below, and if more than one address matches what you typed then you will be able to choose the correct one from a list. On the other hand, if you already have a permit number for the address then you can type that in instead.

Note: mandatory fields are labeled in **bold**.

Search for an Address by Address Information

Note: Please enter an exact House #, or the Hundred Block, and a Street Name. The Street Name requires at least three characters, the pre-direction (if applicable), and leave off the street type, i.e. 320 E JEFFERSON. Mandatory fields are labeled in bold.

House #: (must match exactly)

- OR -

Hundred-Block: (for example, 11300)

Street: (minimum 3 characters)

Suite:

Search for an Address by Permit

Type in the permit # exactly as it appears on the permit. If a match is found, the address on the permit will be used on the application.

Permit #: (must match exactly)

Done Local intranet

If the street includes a direction - North, East, South, West, DO NOT TYPE IT OUT. Please use the following format with NO PERIODS:

E Jefferson

Do not type ST, AVE, BLVD, DR, LN, etc. at end of address.

4. Click **Select** to choose the address.

The screenshot shows a Microsoft Internet Explorer browser window with the title "Dallas Contractor - Trade Permit Application Address Search - Microsoft Internet Explorer provided by City of Dallas". The address bar shows the URL: <http://developdallas.dallascityhall.com/contractor.asp?PossePresentationId=32000>. The page features the Dallas logo and navigation links: Home, News, Services, Community, Business, Government, Visitors, Info, Dallas Kids, and Search. The main heading is "Trade Permit Application Address Search" with the contractor name "LARRY MCCOY - MCBRIDE ELECTRIC CO. (EL)".

	Street #	Street Name	Suite
Select	320	E JEFFERSON BLVD	
Select	320	E JEFFERSON BLVD	

Buttons: Search Again, Main Menu

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5. Key in the following fields:

Dallas Contractor - Trade Permit Application - 0909093015 - Microsoft Internet Explorer provided by City of Dallas

File Edit View Favorites Tools Help

Address: http://developdallas.dallascityhall.com/contractor.asp?PossePresentationId=35000&PosseObjectId=53710068

Links: AT&T, A Shepherd Looks at Psalm 23, Qme307, CCU, Twitter, COD, DCAD, FB, Google, ICC, LS LICENSE, ME-EL LIC., mfd

Form

Property

Street Address	DCAD Info
320 E JEFFERSON BLVD	

Status: New Web Application Application Date: Sep 9, 2009

Applicant **Contractor**

LARRY MCCOY MCBRIDE ELECTRIC CO.
2550 MANANA
DALLAS, TX 75220
972/721-1199

Please pick a category that best describes the owner:
PRIVATE **← Always PRIVATE**

Work Description:
(none) **← Click drop-down to choose Work**

Description of Proposed Project:
← Key in any additional info not on drop

Land Use:
(none) **← Click drop-down to choose Land Use**

Project

Cost

Remodel: **← Key in dollar amount of job value**

Job Value: \$0

Primary Trade

There are no additional information fields required that specifically pertain to the EL trade.

Type
Electrical (EL)

Secondary Trades

Note on web permit applications: Only Building Permits may have additional subtrades.

Documents

Please look at the checklist for a complete list of documents that must accompany this permit application.

Documents that cannot be submitted online must be sent to OCMC or any permitting substation. Please print this page and include it with such documents as the top page.

[Click here to view the checklist.](#)

Subject	Comments
No documents have been uploaded for this permit application.	

Add Document

Submit Application **← Click button**

Building Inspection Department || 320 E. Jefferson Dallas, Texas 75203 || 214/948-4480

Main Menu

Done Local intranet

start Posse 5.5.1.0: ... Inbox - Microso... How to Instruct... Document2 - Mi... Dallas Contract... 9:42 AM

6. Click **Pay Fees Now** then pay for your permit using a credit card.

The screenshot shows a Microsoft Internet Explorer browser window with the following details:

- Browser Title:** Dallas Contractor - Success Confirmation - 0909093015 - Microsoft Internet Explorer provided by City of Dallas
- Address Bar:** <http://developdallas.dallascityhall.com/contractor.asp?PossePresentation=TradePermitApplicationConfirmation&PosseObjectId=53710068>
- Navigation Menu:** Home News Services Community Business Government Visitors Info **Dallas Kids** Search
- Page Header:** Success Confirmation - 0909093015 LARRY MCCOY - MCBRIDE ELECTRIC CO. (EL)
- Information Section:**
 - Thank You!
 - Your application was successfully received.
 - Your Project # is... [0909093015](#)
 - A fee amount of 60.00 is required to complete this part of the application process.
 - Pay Fees Now!** (button highlighted with a yellow arrow)
- Main Menu:** Main Menu
- Footer:** © 2001-2006 City of Dallas, Texas. Accessibility | Credits | Contact Us | Privacy Policy



How do I Validate a Trade Online?

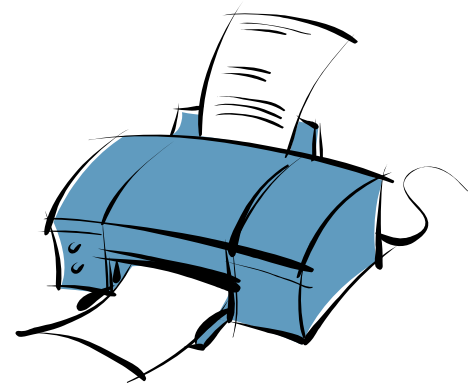
If you are VALIDATING onto a general contractor's master permit, these instructions will apply. **IMPORTANT:** Before you click on Validate Trades, be sure you have the general contractor's permit number or do a *Search* by Addresses to get the permit number.

1. Click on **Validate Trades**
2. Key in the general contractor's permit number and click **Search!**
3. Make a selection under **Work Description**
4. Click on **Validate Me**



How do I Print My Permit from the Web?

1. Once you are logged in successfully, go to **My Projects**
2. Click the **VIEW** button next to the address you want to print out
3. Click on the blue underlined permit number (01234567890) located under **Details**
4. Click on the **Documents** tab
5. Click **VIEW** button again
6. This will generate a list (if applicable). If there is more than one choice to select from, click the last one on the list
7. This will open Adobe Reader and you should be able to print out your permit





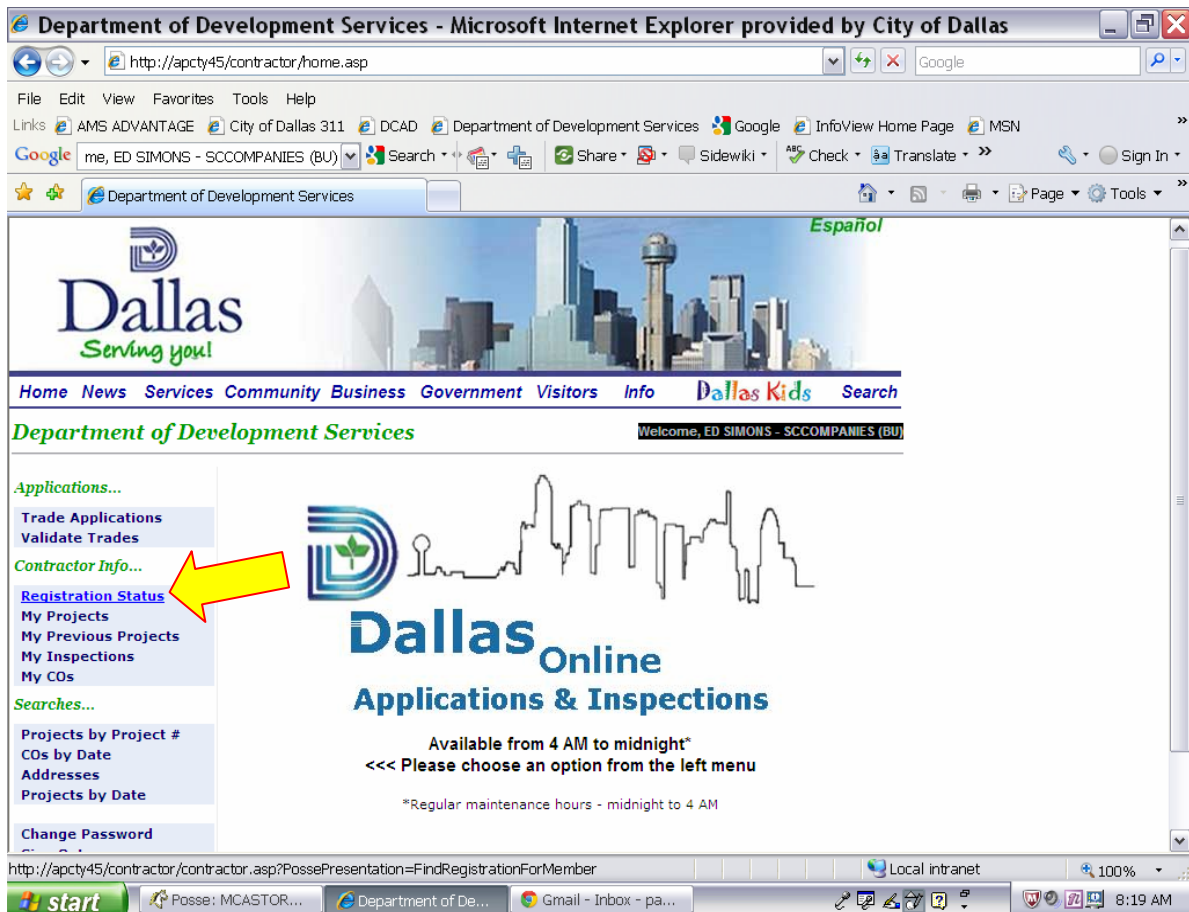
How do I Request an Inspection Online?

1. Once you are logged in successfully, go to **My Projects**
2. Click the **GO** button next to the address you want inspected
3. Choose date for inspection
4. Click the down arrow to choose the inspection type
5. If you need the inspector to have any additional info, type it in under **Special Instructions**
6. Click **Complete Request**



How do I add Members?

1. Click on **Registration Status**



The screenshot shows a Microsoft Internet Explorer browser window displaying the Dallas Department of Development Services website. The browser title is "Department of Development Services - Microsoft Internet Explorer provided by City of Dallas". The address bar shows the URL "http://apcty45/contractor/home.asp". The website header includes the Dallas logo and the text "Dallas Serving you!". Below the header is a navigation menu with links for Home, News, Services, Community, Business, Government, Visitors, Info, Dallas Kids, and Search. The main content area features a large graphic with the Dallas skyline and the text "Dallas Online Applications & Inspections". A yellow arrow points to the "Registration Status" link in the left-hand menu. The menu also includes sections for "Applications..." (Trade Applications, Validate Trades), "Contractor Info..." (My Projects, My Previous Projects, My Inspections, My COs), "Searches..." (Projects by Project #, COs by Date, Addresses, Projects by Date), and "Change Password". The browser's taskbar at the bottom shows the start button and several open applications, including "Posse: MCASTOR...", "Department of De...", and "Gmail - Inbox - pa...". The system tray shows the time as 8:19 AM.

2. Click on the **Members** tab

The screenshot shows a Microsoft Internet Explorer browser window displaying the Dallas Contractor Utility website. The browser's address bar shows the URL: `http://apcty45/contractor/contractor.asp?PossePresentation=ContractorRegistration&PosseObjectId=57E...`. The website header includes the Dallas logo with the tagline "Serving you!" and a navigation menu with links for Home, News, Services, Community, Business, Government, Visitors, Info, Dallas Kids, and Search. The main content area is titled "Contractor Registration - BU100336" and features three tabs: "Details", "Members", and "Holds". A yellow arrow points to the "Members" tab, which is currently selected. Below the tabs, the contractor's status is listed as "Active" and fees as "None". Registration details include: Registration Type: Building (BU); Contractor: SCCOMPANIES, 8214 WESTCHESTER, 850, DALLAS, TX 75225, 214/365-4633. An "Edit Contractor Details" link is provided. The "Expiration Dates" section shows the nearest expiration date as Mar 9, 2012. The browser's taskbar at the bottom shows the Start button, several open applications (Posse: MCAST..., Dallas Contract..., Gmail - Inbox - ..., Document1 - Mi...), and the system clock indicating 8:38 AM on 3/29/2012.

3. Click on **Add Contractor Member**.
4. Enter **last name, first name**, and a **4 digit pin**.
5. Then click on **Save Changes**.

The screenshot shows the Dallas Contractor Utility website in Microsoft Internet Explorer. The browser title is "Dallas Contractor Utility - Contractor Registration - BU100336". The address bar shows the URL: <http://apcty45/contractor/contractor.asp?PossePresentation=ContractorRegistration&PosseObjectId=576>. The page features the Dallas logo and a navigation menu with links for Home, News, Services, Community, Business, Government, Visitors, Info, Dallas Kids, and Search. The main heading is "Contractor Registration - BU100336" with the user ID "ED SIMONS - SCCOMPANIES (BU)".

Below the heading, there are three tabs: "Details", "Members", and "Holds". The "Members" tab is active, displaying a table of registered members:

Username	Last Name	First Name	Middle Name	Edit/Add PIN	PIN Exists	Edit Authority	Reset Password
10033601	SIMONS	ED			<input checked="" type="checkbox"/>		<input type="checkbox"/>
10033602					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Remove

Below the table, there is a button labeled "Add Contractor Member" with a yellow arrow pointing to it. At the bottom left, there is a button labeled "Save Changes" with a yellow arrow pointing to it. At the bottom right, there is a button labeled "Main Menu".

The footer of the page contains the copyright information: "© 2001-2006 City of Dallas, Texas." and links for Accessibility, Credits, Contact Us, and Privacy Policy.



Still Need More Help?

Call Center: (214) 948-4480

