How to Apply for Permits Online

1. Go to www.sulphurspringstx.org

2. On the Home Page click Online Services in the blue bar or under Business Resources choose Permitting then Click Here to Apply for Permits Online.

3. On this page you will find the types of permits you can apply for.

4. There are separate permit choices for commercial and residential so be sure you choose the right one.

5. The permit application screen will come up.

6. Fill out **ALL** the information on this screen.

7. Choose Pay Fees.

8. Click on the link at the top of the page.

9. On the next page choose Select Fees.

10. Under Customer Information fill out all the information requested and choose Make Payment.

11. This will bring up the payment screen.

12. Put your billing information in and select Submit Securely.

13. This will generate a screen showing your permit(s).

14. You can choose Request an Inspection or View for the permit you request to see.

15. This will bring up the permit for you to print.