



Status Based Next Steps Customer Guide

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Creating an Account

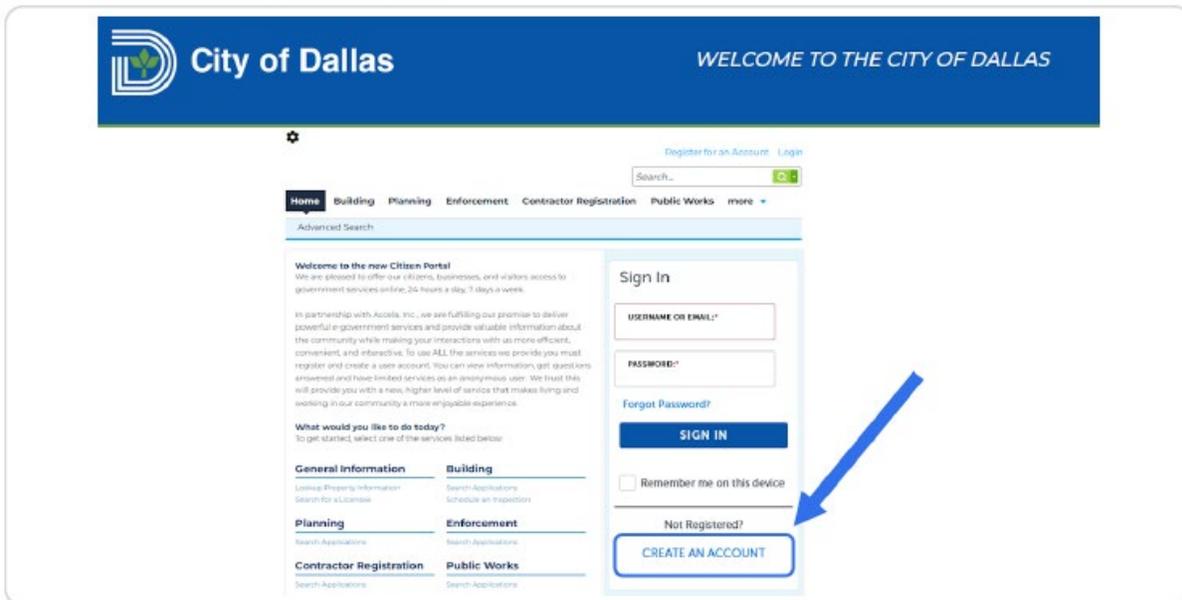
The first step is to create an account on DallasNow. Visit [web address] to get started.

The City of Dallas provides helpful videos on creating a new account, available at [dallas.gov/dallasnow].

Important: Ensure your email address matches the one used for previous applications or permits with the Planning and Development Department.

STEP 1

Click on Create an Account.



The screenshot shows the City of Dallas Citizen Portal. At the top, there is a blue header with the City of Dallas logo and the text "WELCOME TO THE CITY OF DALLAS". Below the header, there is a navigation menu with links for Home, Building, Planning, Enforcement, Contractor Registration, and Public Works. A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains a "Welcome to the new Citizen Portal" message and a list of services. The right column contains a "Sign In" form with fields for "USERNAME OR EMAIL:" and "PASSWORD:", a "Forgot Password?" link, a "SIGN IN" button, a "Remember me on this device" checkbox, a "Not Registered?" link, and a "CREATE AN ACCOUNT" button. A blue arrow points to the "CREATE AN ACCOUNT" button.

STEP 2

- A. Type a username.
- B. Type your e-mail address.
- C. Type a password.
- D. Re-type your password.

Note: Passwords must have between 8-20 characters, and must match in the two fields.

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Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

A USERNAME:* J.Customer

B E-MAIL ADDRESS:* J.Customer@email.com

C PASSWORD:* *****

D TYPE PASSWORD AGAIN: * *****

STEP 3

Click on the dropdown arrow for enter security question.

USERNAME:*

E-MAIL ADDRESS:*

PASSWORD:*

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION:*
Select

Must enter a Enter (used for identification if you forget your login information)

ANSWER:*

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STEP 4

Select a question you won't forget the answer to.

The screenshot shows a scrollable list of security questions. The question "In what city or town does your nearest sibling live?" is highlighted with a blue border. Below it, a dropdown menu is open, showing "ENTER SECURITY QUESTION:*" and "Select". A red error message "Must enter a Ente" is partially visible. Below the dropdown is an "ANSWER:*" field. A black callout box points to the dropdown with the text "(used for identification if you forget your login information)".

STEP 5

Type your answer.

The screenshot shows the "ENTER SECURITY QUESTION:*" dropdown menu with the selected question "In what city or town does your nearest sibling live?*" and a downward arrow. Below it, the "ANSWER:*" field contains the text "ABC City".

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STEP 6

1. Click on the blue Terms of Service hyperlink to read the terms. You must agree to the Terms of Service to register for an account. 2. Check the box to agree that you have read, understand, and agree to the Terms of Service.

2. I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

1. **BACK**

STEP 7

Click on continue.

ANSWER:*
ABC City

I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

BACK

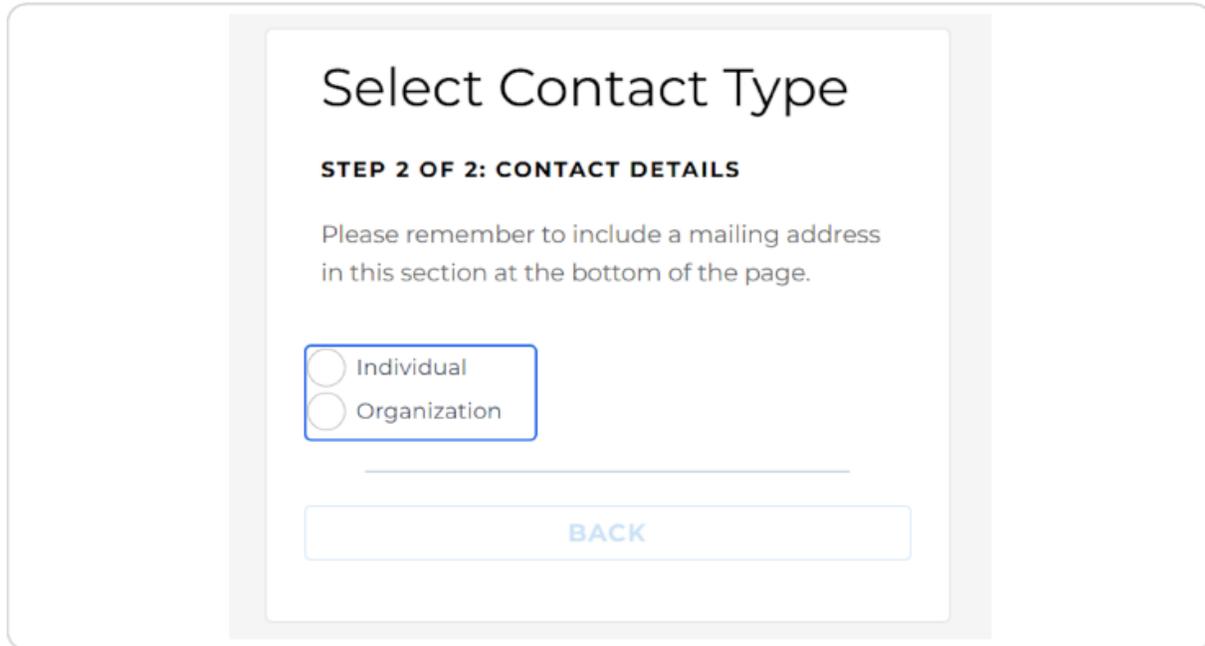
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STEP 8

Click on a contact type.

Select Individual if you are registering on behalf of yourself only.

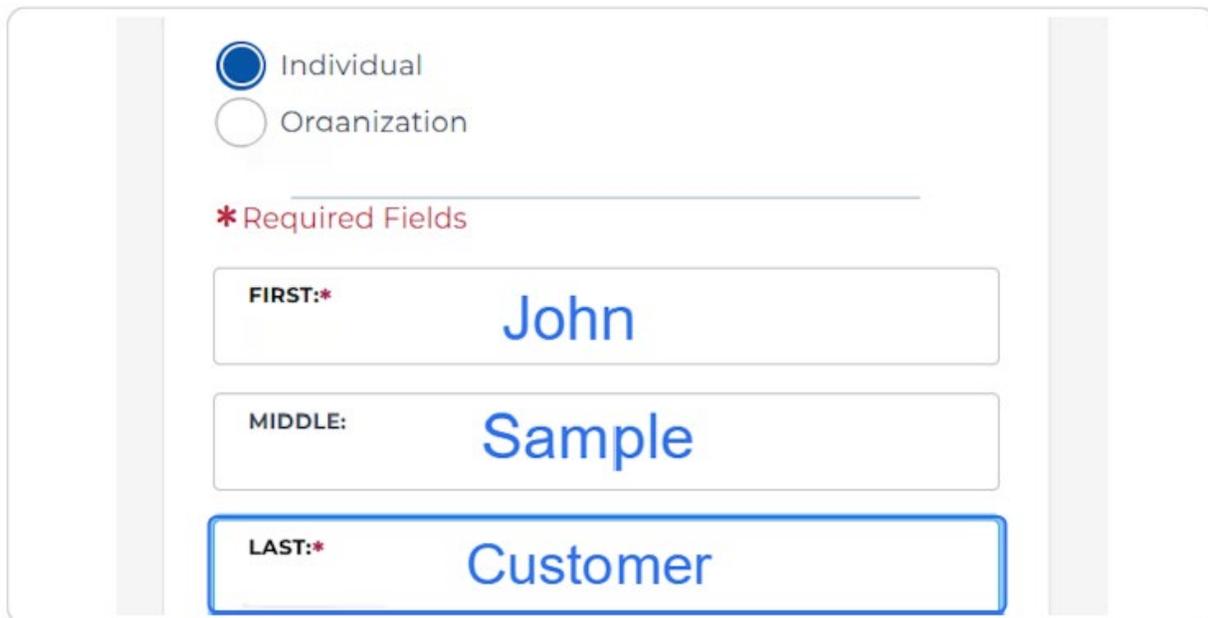
Select Organization if you will be working in DallasNow on behalf of a business.



The screenshot shows a web form titled "Select Contact Type". Below the title is the sub-header "STEP 2 OF 2: CONTACT DETAILS". A message reads: "Please remember to include a mailing address in this section at the bottom of the page." There are two radio button options: "Individual" (which is selected) and "Organization". Below these options is a horizontal line and a "BACK" button.

STEP 9

Type your name.



The screenshot shows a form for entering a name. At the top, there are two radio button options: "Individual" (which is selected) and "Organization". Below these is a horizontal line and the text "* Required Fields". There are three input fields for the name: "FIRST:*" containing "John", "MIDDLE:" containing "Sample", and "LAST:*" containing "Customer". The "LAST:*" field is highlighted with a blue border.

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STEP 10

Type in name of business, home phone number, and work phone number, if desired.

These are not required fields.

STEP 11

Type your phone and e-mail address.

Add Address

8 | Page

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STEP 12

Click add address, if desired. Then click Submit.

This link will open a window to allow you to add your address information. This is not required at this time, and can be added after account registration.

MOBILE PHONE:* 972-555-5555

E-MAIL:* J.Customer@email.com

Add Address

SUBMIT

BACK

STEP 13

Check your email and click the complete registration link.

Note: If you do not see the email to confirm your account registration, please be sure to check your junk or spam folder.

File Message Help Acrobat

Ignore Delete Archive Reply Reply All Forward Share to Teams All Apps Quick Steps Move Assign Policy Mark Unread

Confirm your City of Dallas ACA Registration

SVC_Accela_IG1
To

Thank you for registering with the City of Dallas. To complete your registration and verify your email address, please click the link below.

[Complete Registration](#)

If you did not create an account with us, please contact the City of Dallas using the information below.

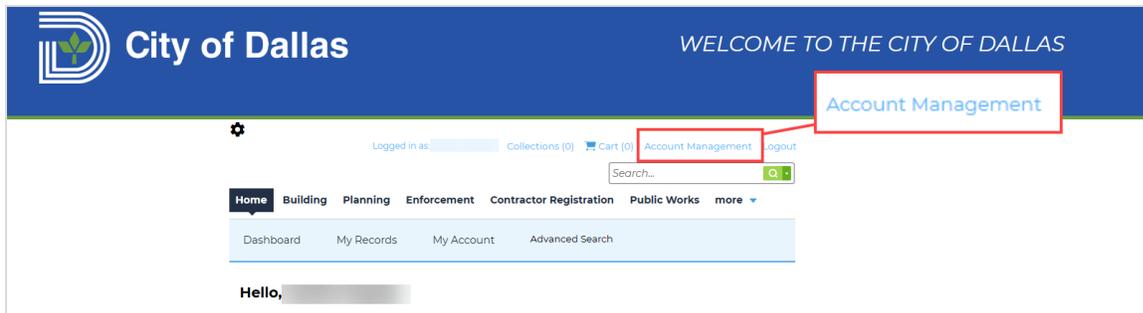
Contractors: Linking Active Registration to Online Public Portal

This section outlines the steps for City of Dallas Registered Contractors to link their Active Registration to their Online Public Portal after creating a user profile.

STEP 1

Create User Profile

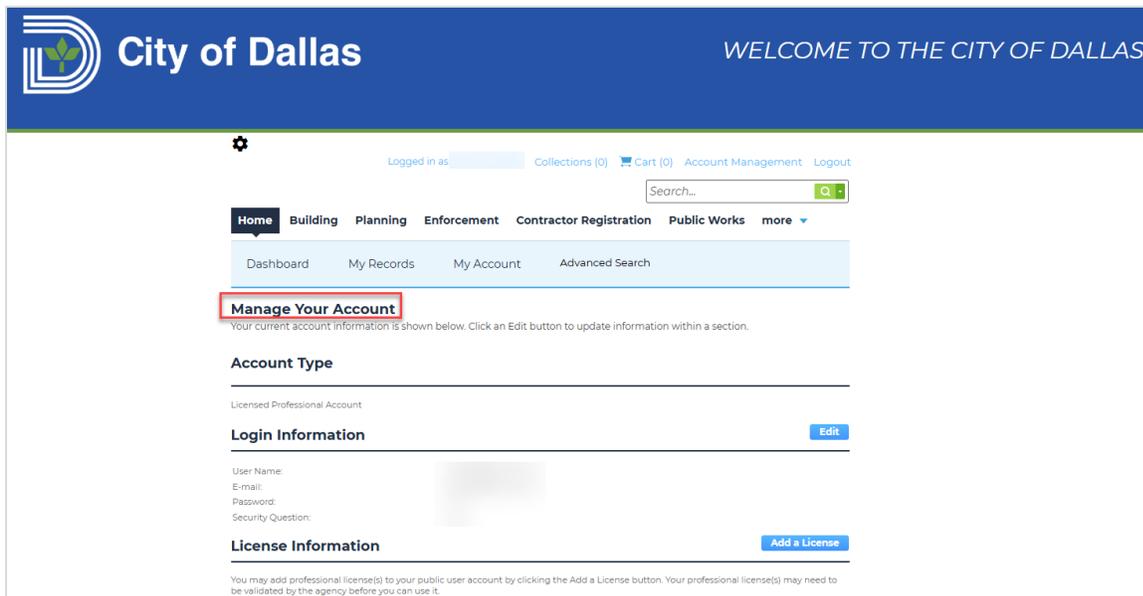
After successfully creating your user profile, click on Account Management.



STEP 2

Manage Your Account Page

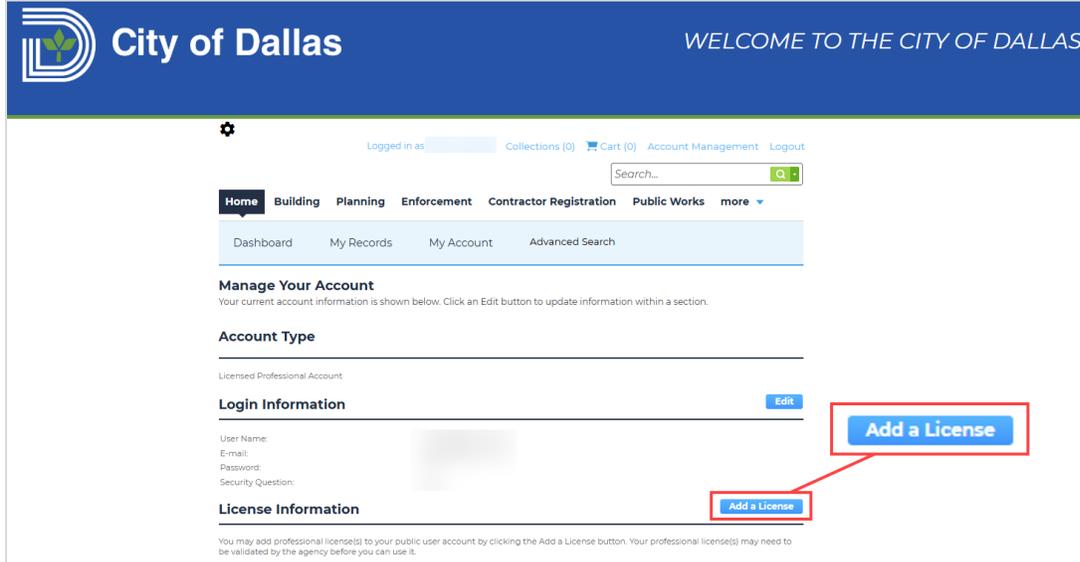
The Manage Your Account Page is displayed.



STEP 3

Add a License

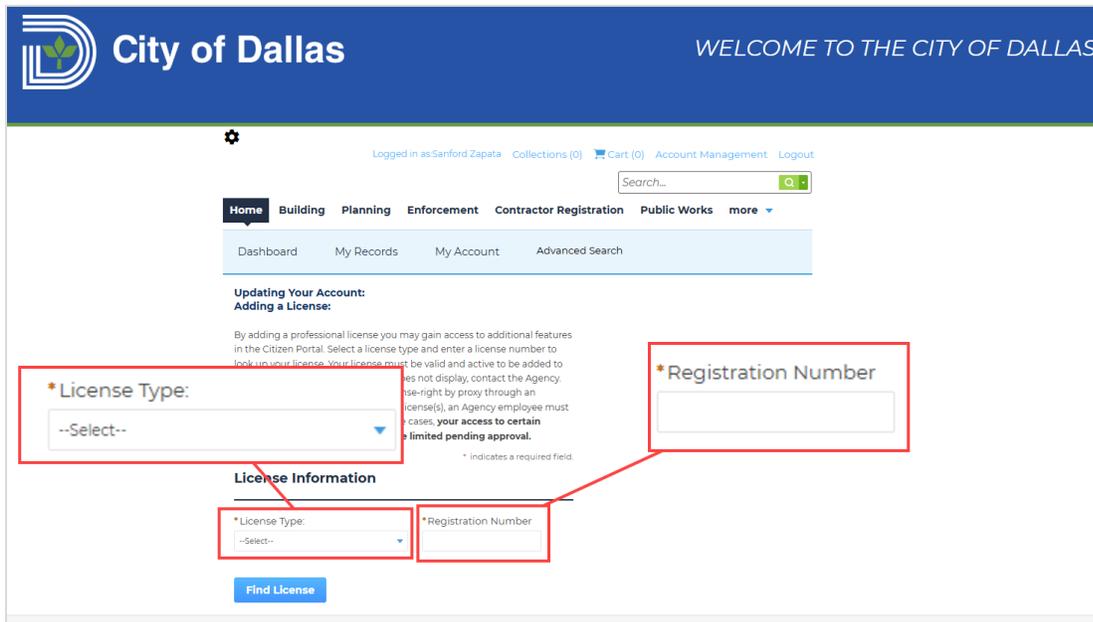
Click on Add a License. The option to add your registration opens.



STEP 4

Select License Type

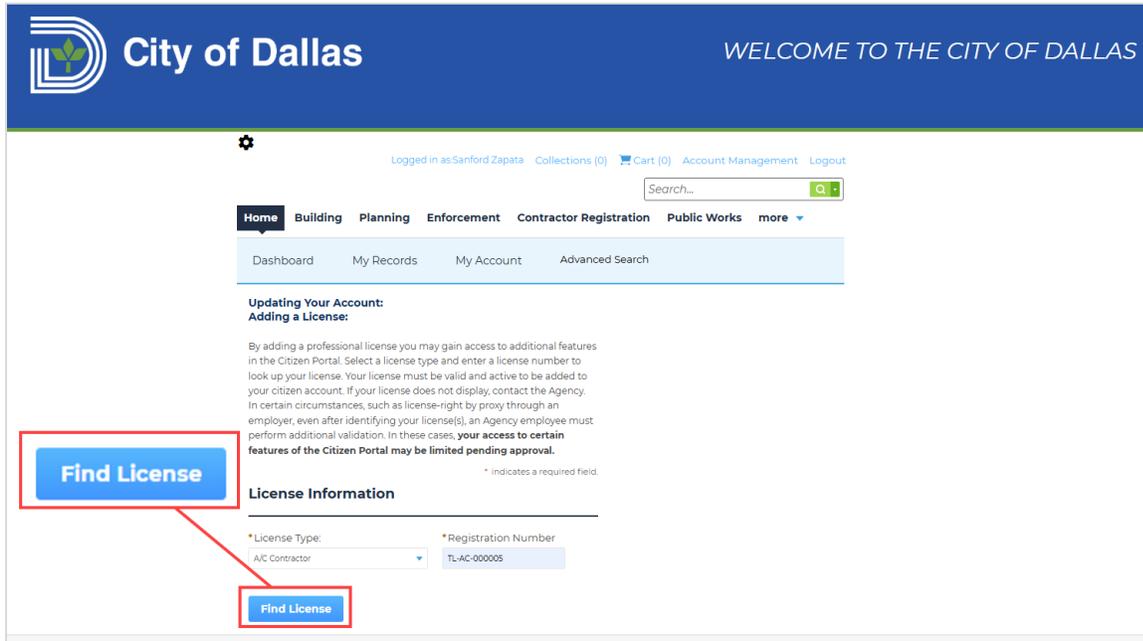
Select the correct license type in the dropdown and enter the registration number.



STEP 5

Find Active Registration

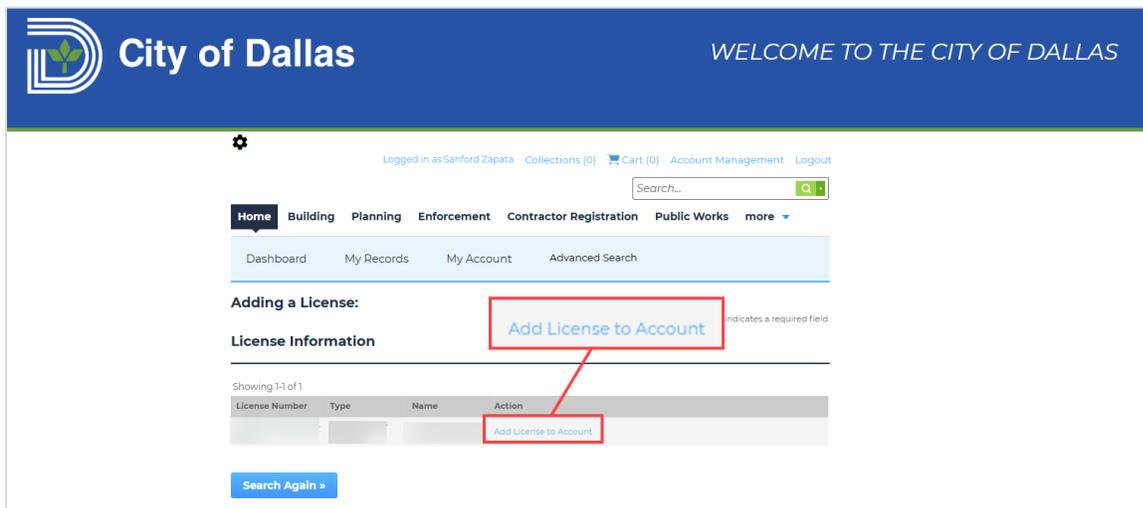
Click on Find License to find the active Registration.



STEP 6

Add Registration to Account

Click on Add License to Account. The registration will stay in a pending status until the City Staff reviews the request.



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STEP 7

Approval

Once approved, the registration number will be associated with the user profile.

The screenshot shows the City of Dallas user account management interface. The header includes the City of Dallas logo and the text "WELCOME TO THE CITY OF DALLAS". The user is logged in as [redacted]. The navigation menu includes Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and more. The main content area is titled "Manage Your Account" and includes sections for Account Type (Licensed Professional Account), Login Information, and License Information. The License Information section has a table with columns for License #, License Type, Issued On, Expired Date, Business License #, Status, and Action. The Status column for the first license is highlighted with a red box and labeled "Approved". A red arrow points from this box to another red box labeled "Approved" on the right side of the page.

License #	License Type	Issued On	Expired Date	Business License #	Status	Action
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Approved	Actions

Important Note: Only the registration holder is allowed to request. If the Registration is not found or if you do not know your registration number, please contact City Staff to obtain the number. For any other questions, please contact the City of Dallas.

Q&A for City of Dallas Registered Contractors

Q: What should I do after creating a user profile in the Online Public Portal?

A: After successfully creating your user profile, you need to link your Active Registration to your Online Public Portal.

Q: How do I link my Active Registration to my Online Public Portal?

A: Follow the steps listed at the beginning of the page

Q: What happens after I add my license to the account?

A: Once City Staff reviews and approves your request, the registration number will be associated with your user profile.

Q: Who is allowed to request the linking of the registration?

A: Only the registration holder is allowed to request the linking of the registration.

Q: What should I do if my registration is not found?

A: If your registration is not found, please contact the City of Dallas for assistance.

Q: What if I do not know my registration number?

A: If you do not know your registration number, please contact the City of Dallas to obtain the number.

Q: Who should I contact if I have any other questions?

A: For any other questions, please contact the City of Dallas.

Additional Info Required

For records currently marked as 'Additional Info Required,' an attachment must be uploaded to DallasNow.

STEP 1

Use your credentials to log into DallasNow.

The screenshot shows the DallasNow Citizen Portal login interface. On the left, there is a welcome message: "Welcome to DallasNow our new Citizen Portal" followed by a description of the system and contact information for support. Below this are sections for "Please Login" and "New Users" with a "Register Now" button. On the right, there is a "Sign In" section with input fields for "USERNAME OR EMAIL" (containing "customer") and "PASSWORD" (containing "*****"). There is a "Forgot Password?" link and a blue "SIGN IN" button. Below the sign-in section is a "Remember me on this device" checkbox and a "Not Registered? CREATE AN ACCOUNT" link.

STEP 2

Click My Records.

The screenshot shows the user dashboard after logging in. At the top, there is a navigation menu with "Home", "Building", "Planning", "Enforcement", "Contractor Registration", "Public Works", and "more". Below the navigation menu is a secondary menu with "Dashboard", "My Records" (circled with a blue circle and a hand cursor), "My Account", and "Advanced Search". Below the navigation is a greeting: "Hello, Customer". There are two main content areas: "Saved In Cart (0)" with a "View Cart" link and a message "There are no items in your shopping cart right now.", and "My Collection (1)" with a "View Collections" link and a card showing "3 Records".

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STEP 3

Find the record with Additional Info Required. Click on the Record Number.

▼ **Building**

Showing 1-10 of 56 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	04/23/2025	25TMP-005380	Residential Demolition Permit	demo				Resume
<input type="checkbox"/>	04/23/2025	COM-ELC-25-001026	Commercial Electrical Permit	rewiring a library	Dallas, TX 75206	05/12/2025	Additional Info Required	Provide

STEP 4

Click on Record Info. In the dropdown menu, select Attachments.

Home **Building** Planning Enforcement Contractor Registration Public Works more ▼

Create an Application Search Applications Schedule an Inspection

Record COM-ELC-25-001026:
Commercial Electrical Permit
Record Status: Additional Info Required
Expiration Date: 05/12/2025

[Add to cart](#)
[Add to collection](#)

Record Info ▼

- Record Details
- Processing Status
- Related Records
- Attachments**
- Inspections

005414000D0020000 *

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STEP 5

Click Add.

Record COM-ELC-25-001026:
Commercial Electrical Permit
Record Status: Additional Info Required
Expiration Date: 05/12/2025

[Add to cart](#)
[Add to collection](#)

Record Info ▾

Payments ▾

Attachments

The maximum file size allowed is 256 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;mstp;stj;stl;stp;stt;stx;svd;vbe;vbs
 are disallowed file types to upload.

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	Latest

[Add](#)

STEP 6

Click Add and then select the file you would like to upload.

File Upload

The maximum file size allowed is 256 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r
 are disallowed file types to upload.

×

Continue

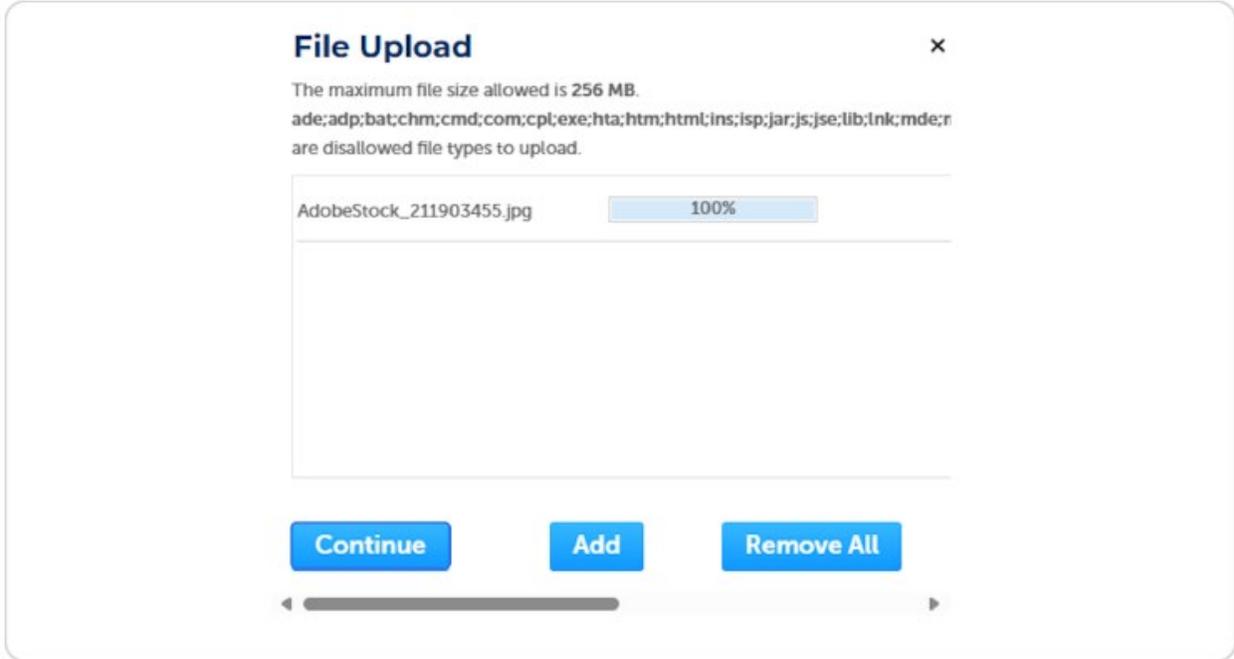
Add

Remove All

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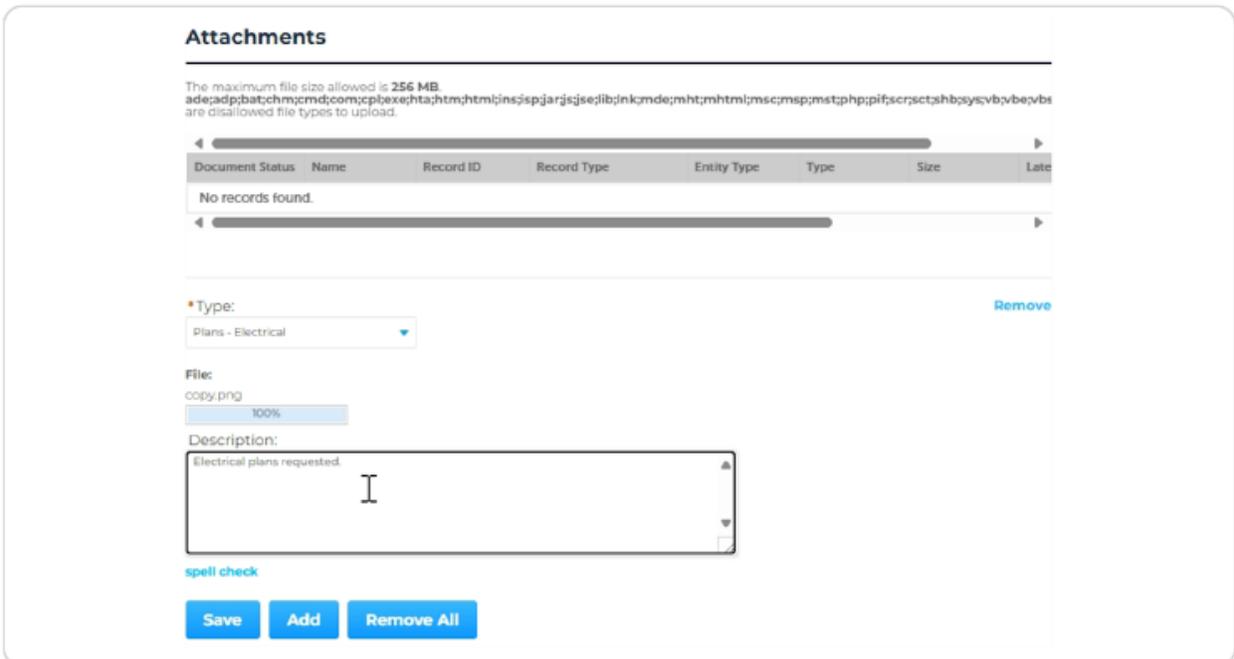
STEP 7

Once the file is 100% loaded, click Continue.



STEP 8

Select the correct Type of item you are uploading. Then enter a description and click Save.



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STEP 9

You will see the following message. Refresh the page in order to see the Record Status change to Document Received.

 **The attachment(s) has/have been successfully uploaded.**
 It may take a few minutes before changes are reflected.

Record COM-ELC-25-001026: [Add to cart](#)
[Add to collection](#)

Commercial Electrical Permit

Record Status: Additional Info Required

Expiration Date: 05/12/2025

Record Info ▼ Payments ▼

Attachments

The maximum file size allowed is 256 MB.
 .ade;.adp;.bat;.chm;.cmd;.com;.cpj;.exe;.hta;.htm;.html;.ins;.isp;.jar;.jcs;.js;.jse;.lib;.lnk;.mde;.mht;.mhtml;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs
 are disallowed file types to upload.

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	Latest
Uploaded	copy.png - Building Plan Review - Project #:-	COM-ELC-25-001026	Commercial Electrical Permit	Record	Plans - Electrical	17.63 KB	04/30,

[Add](#)

STEP 10

This is the updated Record Status.

Record COM-ELC-25-001026: [Add to cart](#)
[Add to collection](#)

Commercial Electrical Permit

Record Status: Document Received

Expiration Date: 05/12/2025

Record Info ▼ Payments ▼

Payment Due

For records with a status of 'Payment Due,' fees can be paid through DallasNow.

STEP 1

When you get to the Pay Fees section of your application, click Check Out.

General Contractor Registration

1	2 Registration Information	3 Support Documentation	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Contractor Registration Fee	1	\$120.00
TOTAL FEES: \$120.00		

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

STEP 2

Click on Checkout.

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
 1 Application(s) | \$120.00

▶ General Contractor Registration	Total due: \$120.00
-----------------------------------	---------------------

Total amount to be paid: \$120.00
 Note: This does not include additional inspection fees which may be assessed later.

Checkout »
Edit Cart »
Continue Shopping »

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STEP 3

Select whether you'll be paying with a Credit Card or a Bank Account. Then click on Submit Payment.

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account

Use the dropdown menu to change the payment type. * indicates a required field.

Payment Options

Amount to be charged: \$120.00

Pay with Credit Card
 Pay with Bank Account

Submit Payment »

STEP 4

Fill in all of the information and then click Pay.

Order Summary

Total \$ 120.00

Card Number * Exp. Date * Card Code

Billing Address

First Name Last Name

Billing country Zip

Street Address City

State Phone Number

Email

STEP 5

You'll get a **Successfully Submitted** message and have the option to view or print your receipt. Either button works. Be sure to save it for your records.

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

No Address

TL-GC-APP-001 [View Receipt](#)

[Print/View Receipt](#)

Revisions Required

"For records with a status of 'In Review' and a review status of 'Applicant Resubmit Task,' you must respond to any required corrections.

STEP 1

Open the record in DallasNow and navigate to the Plan Review tab. Here, you can upload revised files, view review comments, and accept the Applicant Resubmit Task.

The screenshot displays the DallasNow interface for a record with ID COM-NEW-25-001482, titled 'Commercial New Construction Permit'. The record status is 'Revisions Required' and the expiration date is 10/07/2025. The 'Plan Review' tab is selected, indicated by a red arrow. Below the tab, the 'Plan Review' section shows a 'To do task: Applicant Resubmit Task' with a red arrow pointing to the text. Under 'Plan Review Status', the review type is 'Building Permit' and the total number of files is 9, with a red arrow pointing to the 'View uploaded files' link. The status is 'Applicant Corrections' with 0 days 0 hrs remaining. There is 1 unresolved review comment, with a red arrow pointing to the 'View review comments' link. The current non-completed tasks include a 'Waiting Applicant Resubmit Task' with 0 days 0 hrs remaining.

STEP 2

Respond to Review Comments.

APPLICANT RESUBMIT




Review Results
Group Management

Department Review Results ?

DEPARTMENT	REVIEWED BY	STATUS
Building Code	Clinton Bird - clinton.bird@dallas.gov	Revisions Required

[Task Instructions](#) [Watch video](#)

Please follow the steps below:

To review the submission requirements documents, click here.

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ?

Unresolved Comments: 1

Info Only Comments: 0

Files with Markups: 0

Plan Review: Review Comments Export to Excel Import Excel Responses [Watch video](#)

Review and respond online.
Review and respond in Excel, then upload your responses.

STEP 3

Upload files.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: COM-NEW-25-001482 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
 Select "New Files" to upload any additional new file into this project as requested.

Versioned Files
New Files

Are your updated files named exactly the same* as the prior versions? Yes No [Watch video](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

- ▶ ■ Coversheet (1 - 0 New)
- ▶ ■ Drawings (4 - 0 New)
- ▶ ■ Documents (3 - 0 New)
- ▶ ■ Submission Requirements (1 - 0 New)
- Approved
- Reviewer Attachments
- Quick Review

Status Based Next Steps Customer Guide

STEP 4

Check the two check boxes and then select Submit.

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation 

- *I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. *Required
- *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Inspection Phase

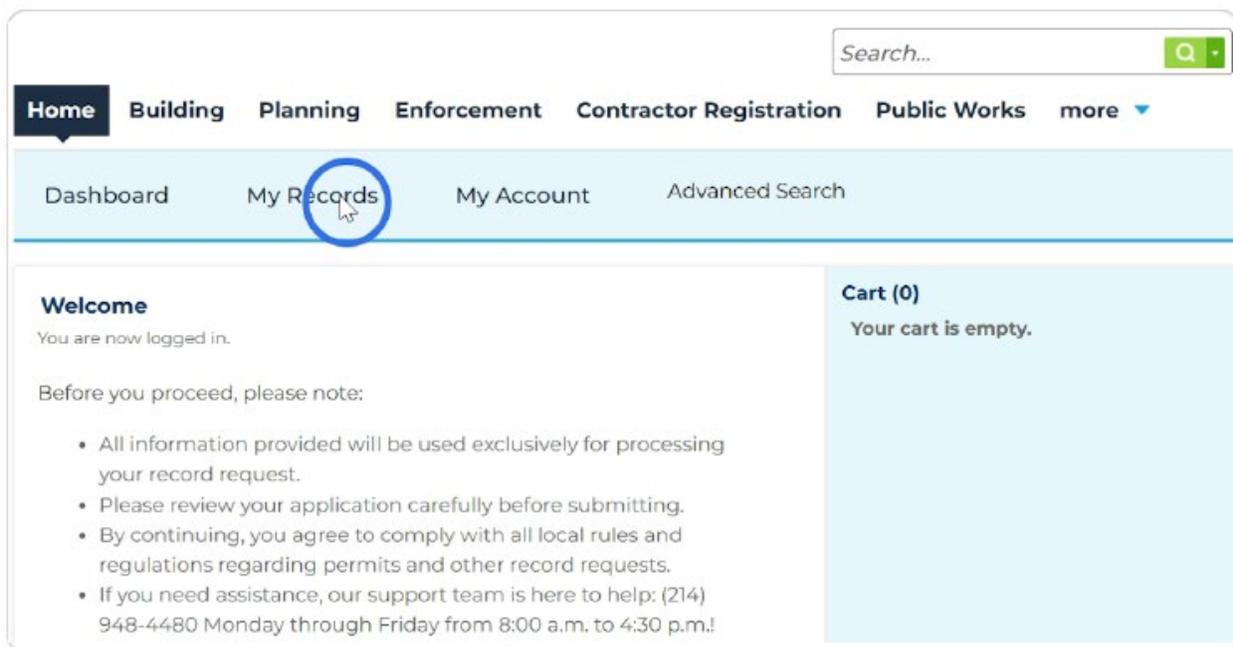
For records with a status of 'Inspection Phase,' please note your existing issued permit number. This permit number will now include an extended name.

If you are a General Contractor, you will request inspections on the Phase Records which were formerly known as the “Master Permits”. Building, Health, Landscape, Driveway and Sidewalk, Green & Energy Code, and Zoning Inspections will take place on the Building Project (Record utilized for initial submittal and reviews) and as well as the Phase Records.

If you are a Contractor, your Inspections will take place on the specific record for your trade.

STEP 1

After logging into the DallasNow Citizen Access Portal, click on Home and then My Records.



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STEP 2

Click on the Record Number for the permit you need to request an inspection for.

▼ **Building**

Showing 1-10 of 10 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	03/21/2025	25TMP-003308	Commercial Electrical Permit	Electrical work.				Resume
<input type="checkbox"/>	03/21/2025	COM-MEC-25-001054	Commercial Mechanical Permit	Mechanical work	1717 N HARWOOD ST, 100 Dallas, TX 75201	07/19/2025	Inspection Phase	Provide L
<input type="checkbox"/>	03/14/2025	COM-NEW-25-001107	Commercial New Construction Permit	New office building.	Young Hammer Offices	07/12/2025	Pending CO	Provide L

STEP 3

Click on Record Info.

Record COM-MEC-25-001054:
Commercial Mechanical Permit
Record Status: Inspection Phase
Expiration Date: 03/21/2027

[Add to cart](#)
[Add to collection](#)

Record info ▼ | Payments ▼ | Plan Review

Work Location

1717 N HARWOOD ST
 Dallas TX 75201
 SUITE: 100 *

STEP 4

Click on Inspections.

Record COM-MEC-25-001054:
Commercial Mechanical Permit
Record Status: Inspection Phase
Expiration Date: 03/21/2027

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾ Plan Review

Record Details
Processing Status
Related Records
Attachments
Inspections



STEP 5

Click on Schedule or Request an Inspection.

Record COM-MEC-25-001054:
Commercial Mechanical Permit
Record Status: Inspection Phase
Expiration Date: 03/21/2027

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾ Plan Review

Inspections

Upcoming
Schedule or Request an Inspection

*You have not added any inspections.
Click the link above to schedule or request one.*

Completed

There are no completed inspections on this record.

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STEP 6

Select the type of inspection that is required for your project.

Schedule/Request an Inspection x

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

Available Inspection Types (8)

Show all inspections

- Mechanical Final Inspection** (required)
- Rigid Ceiling Inspection (required)
- Mechanical Rough Above Floor Inspection (required)
- Rough Below Floor Level Inspection (required)
- Commercial Kitchen Exhaust/Grease Duct Rough Inspection (required)
- Drop Ceiling Inspection (required)
- Mechanical Refrigeration Inspection (per scope)
- Zoning Final Inspection (per scope)

Continue Cancel

STEP 7

Click Continue.

Schedule/Request an Inspection x

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

Available Inspection Types (8)

Show all inspections

- Mechanical Final Inspection** (required)
- Rigid Ceiling Inspection (required)
- Mechanical Rough Above Floor Inspection (required)
- Rough Below Floor Level Inspection (required)
- Commercial Kitchen Exhaust/Grease Duct Rough Inspection (required)
- Drop Ceiling Inspection (required)
- Mechanical Refrigeration Inspection (per scope)
- Zoning Final Inspection (per scope)

Continue Cancel

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STEP 8

Click on the date that you would like the inspection to occur. Only the blue dates are available.

Schedule/Request an Inspection
✕

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

Inspection type: Mechanical Final Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025				
Su	Mo	Tu	We	Th
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

[« Prev](#)

Continue
Back
Cancel

STEP 9

You are unable to select a specific time. Click on the All Day option.

Schedule/Request an Inspection
✕

Inspection type: Mechanical Final Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025				
Su	Mo	Tu	We	Th
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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All Day

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Cancel

Status Based Next Steps Customer Guide

STEP 10

Click Continue.

Schedule/Request an Inspection ✕

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

Inspection type: Mechanical Final Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2025							Apr 2025							May 2025				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
						1			1	2	3	4	5					1
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29			
30	31																	

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javascript: doI

STEP 11

You'll see the location and the contact for the inspection. Verify and then click Continue.

Schedule/Request an Inspection ✕

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

Inspection type: Mechanical Final Inspection

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
 HARWOOD ST
 Dallas TX 75201

Contact

[Change Contact ▼](#)

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Status Based Next Steps Customer Guide

STEP 12

Lastly, confirm the information for the inspection you are requesting and then click Finish.

Schedule/Request an Inspection ×

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

Confirm Your Selection
 Please confirm the details below and click the Finish button to schedule the inspection.

Mechanical Final Inspection
 03/24/2025
 HARWOOD ST
 Dallas TX 75201

Include Additional Notes

Cancellation and Reschedule Policy:
 Reschedule must be made before 07:00 AM.
 Cancellations must be made before 07:00 AM.

Finish
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Cancel

STEP 13

Now you will see the scheduled inspection in the record.

Record COM-MEC-25-001054:
Commercial Mechanical Permit
Record Status: Inspection Phase
Expiration Date: 03/21/2027

Add to cart

Add to collection

Record Info ▼

Payments ▼

Plan Review

Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

Scheduled Date: 03/24/2025 Actions ▼

Inspection Status: Scheduled

Inspection Type: Mechanical Final Inspection

Inspector:

Status Based Next Steps Customer Guide

The screenshot below is an example of a Commercial New Construction Record.

Record 2304171078_177309869-006_EL_1:

Commercial Electrical Permit

Record Status: Inspection Phase

[Add to cart](#)

[Add to collection](#)

Record Info ▾

Payments ▾

Related Records

[« Back to Directly Related Records](#)

Record Number	Record Type	Project Name	Date	View
2304111092_177309869-001	Commercial New Construction Permit	FA, GR, EC, ME, EL, PL, CS, FI, GP, LA NEW COMMERCIAL CONSTRUCTION - PARKING GARAGE & OFFICES 20 LEV ELS (A) New Construction	04/11/2023	View
2304171074_177309869-002	Site Plan Review		04/17/2023	View
2304171075_177309869-003	Phase - New Construction	Floor 14 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171075_177309869-003_EL_1	Commercial Electrical Permit	Floor 14 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171075_177309869-003_FA_1	Fire Prevention Construction Permit	Floor 14 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171075_177309869-003_FL_1	Fire Prevention Construction Permit	Floor 14 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171075_177309869-003_ME_1	Commercial Mechanical Permit	Floor 14 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171075_177309869-003_PL_1	Commercial Plumbing Permit	Floor 14 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171076_177309869-004	Phase - New Construction	Floor 12 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171076_177309869-004_EL_1	Commercial Electrical Permit	Floor 12 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171076_177309869-004_FA_1	Fire Prevention Construction Permit	Floor 12 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171076_177309869-004_FL_1	Fire Prevention Construction Permit	Floor 12 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171076_177309869-004_ME_1	Commercial Mechanical Permit	Floor 12 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171076_177309869-004_PL_1	Commercial Plumbing Permit	Floor 12 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171077_177309869-005	Phase - New Construction	Floor 11 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View
2304171077_177309869-005_EL_1	Commercial Electrical Permit	Floor 11 Building (BU) FA, GR, EC, ME, EL, PL, CS, FI NEW COMMERCIAL CONSTRUCTION - OFFICES	04/17/2023	View