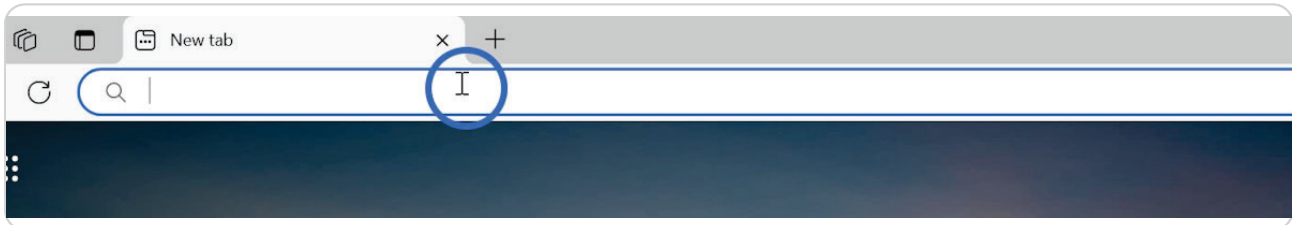


General Contractor Registration

STEP 1

Open your internet browser and type in the website into the address bar. Press enter.



STEP 2

Enter your username and password and click Sign In.

Welcome to DallasNow our new Citizen Portal

DallasNow is a permitting system designed to simplify the process for users. You now have access to search for or create applications for planning and development services, including permits, inspections, and more, 24 hours a day, 7 days a week.

Need assistance? Our support team is available Monday through Friday from 8:00 a.m. to 4:30 p.m. Call us at (214) 948-4480.

Please Login

Many online services offered by the City of Dallas require login for security reasons. If you are an existing user, please enter your username and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities and more.

Sign In

USERNAME OR EMAIL:*
someone@email.com

PASSWORD:*
.....

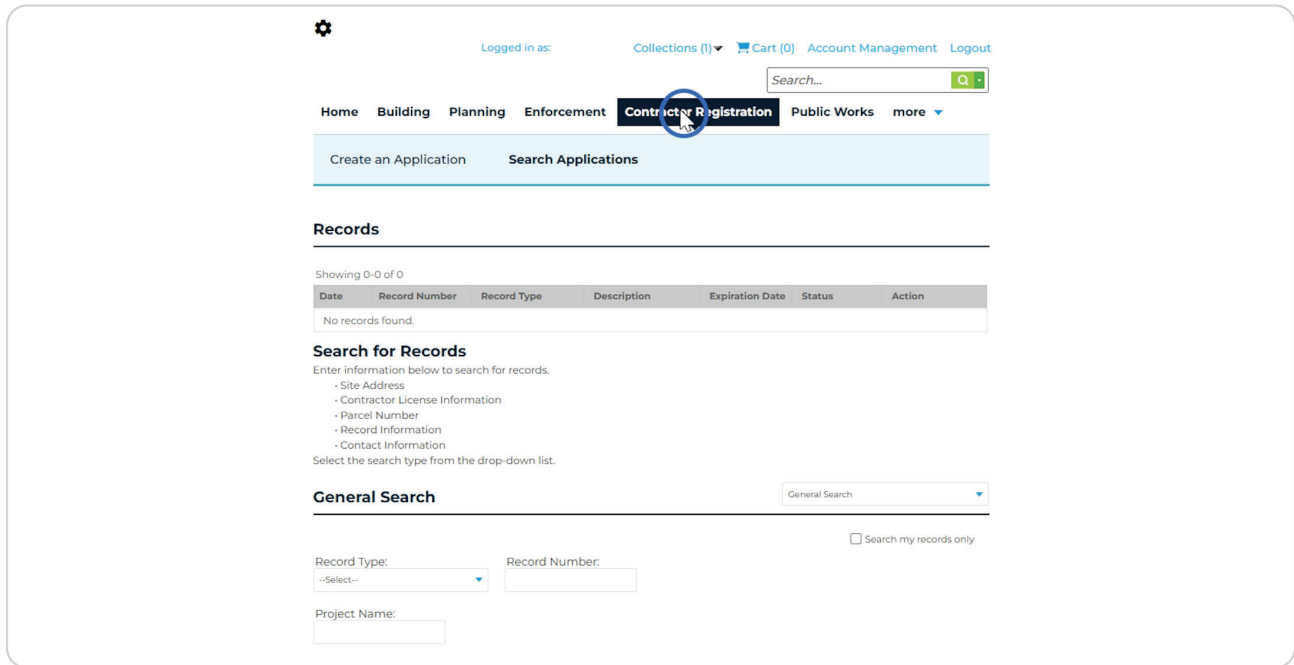
[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

STEP 3

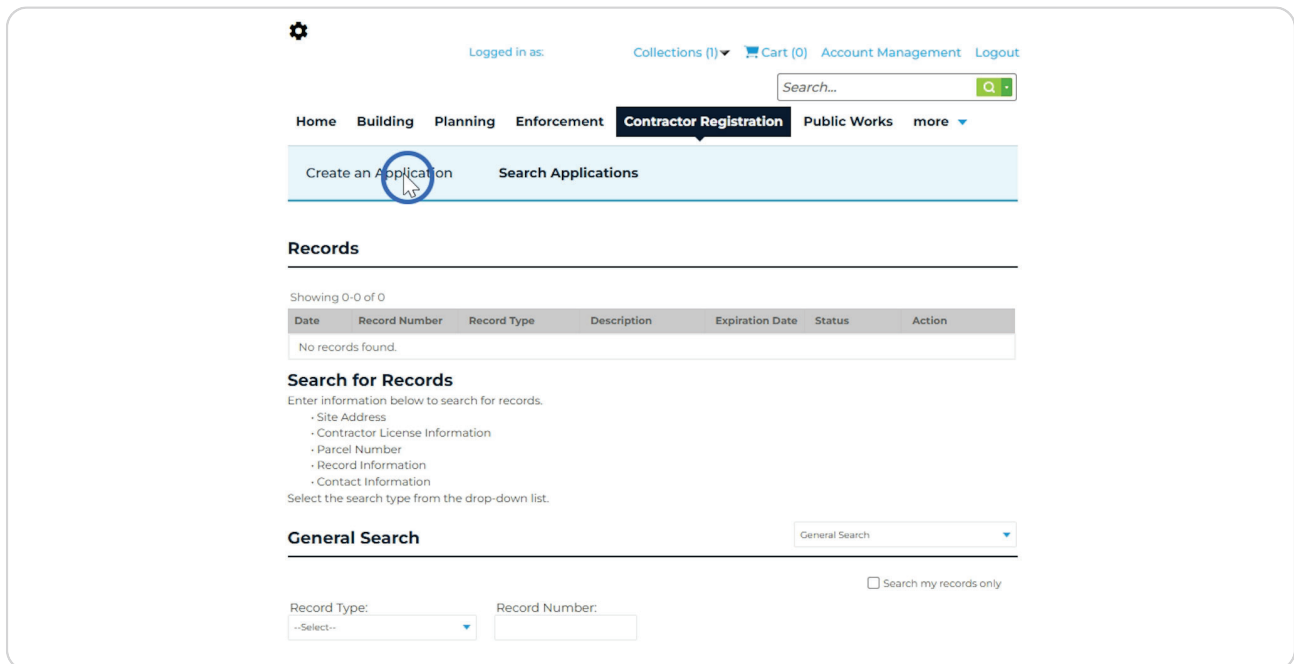
Click on Contractor Registration.



The screenshot shows the top navigation bar with a gear icon on the left and links for 'Logged in as:', 'Collections (1)', 'Cart (0)', 'Account Management', and 'Logout' on the right. Below this is a search bar with the placeholder 'Search...'. The main navigation menu includes 'Home', 'Building', 'Planning', 'Enforcement', 'Contractor Registration' (which is highlighted with a blue circle and a mouse cursor), 'Public Works', and a 'more' dropdown. Below the navigation menu is a light blue bar with two buttons: 'Create an Application' and 'Search Applications'. The main content area is titled 'Records' and shows 'Showing 0-0 of 0'. Below this is a table with columns: 'Date', 'Record Number', 'Record Type', 'Description', 'Expiration Date', 'Status', and 'Action'. The table is empty with the text 'No records found.' below it. Under the 'Search for Records' section, there is a list of search criteria: 'Site Address', 'Contractor License Information', 'Parcel Number', 'Record Information', and 'Contact Information'. A note says 'Select the search type from the drop-down list.' Below this is a 'General Search' section with a dropdown menu set to 'General Search'. At the bottom, there are input fields for 'Record Type:' (a dropdown menu with '--Select--'), 'Record Number:', and 'Project Name:'. A checkbox labeled 'Search my records only' is also present.

STEP 4

Click Create an Application.



This screenshot is identical to the one in Step 3, showing the same navigation bar, search bar, and main content area. The only difference is that the 'Create an Application' button in the light blue bar is now circled with a blue circle and a mouse cursor, indicating it is the next step to click.

STEP 5

Click to acknowledge you've read the terms and conditions. Then click **Continue Application**.

Search...

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

Create an Application Search Applications

Online Application

Welcome to the City of Dallas Online Permitting System. Using this system, you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
The Planning and Development Department strives to ensure the accuracy and timeliness of the information provided on the *DallasNow* Citizens Portal. However, the department makes no warranties or representations regarding the website's functionality, availability, or condition, including its suitability for use, uninterrupted access, freedom from viruses, or non-infringement of proprietary rights. The materials available on this site are compiled from various sources and may be subject to change without notice due to updates

☐ I have read and accepted the above terms.

[Continue Application »](#)

STEP 6

Click on **General Registrations**.

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

Create an Application Search Applications

Select a Registration Type

Choose one of the following available registration types. For assistance or to apply for a registration type not listed below please contact us.

▾ [Search](#)

- ▶ **General Registrations**
- ▶ Fire Registrations
- ▶ Misc Registrations

[Continue Application »](#)

STEP 7

Click on **General Contractor Registration**, or the one that applies to you. Then click **Continue Application**.

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

Create an Application Search Applications

Select a Registration Type

Choose one of the following available registration types. For assistance or to apply for a registration type not listed below please contact us.

Search

▼ General Registrations

- ☐ Energy Code Contractor Registration
- ☒ General Contractor Registration ⓘ
- ☐ Green Builder Provider Registration
- ☐ Lawn Sprinkler Contractor Registration
- ☐ Moving Contractor Registration
- ☐ Paving Contractor Registration
- ☐ Water and Wastewater Bonded Contractor Registration

► Fire Registrations

► MEP's Registrations

Continue Application »

STEP 8

If you have used this portal before, click **Select from Account** to find the contact you would like to use. If you have not used this portal before, click **Add New**.

Contact List

When available, make sure you click Select from Account when providing your contact information.

Please note: Select from Account will not be available while doing renewals.

Required Contact Type	Minimum
Business Entity	1
Qualifying Individual	1

Select from Account **Add New**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	E-mail	Work Phone	Mobile Phone	Action
No records found.						

Save and resume later **Continue Application »**

STEP 9

Select the Contact Type. You will need to add both a Business Entity as well as a Qualifying Individual.

Select Contact Type

Please remember to include a mailing address in this section at the bottom of the page.

* Type:

--Select--

--Select--

Business Entity

Qualifying Individual

STEP 10

After selecting the Type, click Continue.

Select Contact Type

Please remember to include a mailing address in this section at the bottom of the page.

* Type:

Business Entity

Continue

Discard Changes

STEP 11

Fill in the required fields.

Name of Business

E-mail

Mobile Phone

Contact Information

Please Note: P.O Box is not allowed as a valid address.

* Name of Business: DBA/Trade Name:

* E-mail:

* Mobile Phone: Work Phone:

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.
Required contact address type(s): Mailing, Business

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

[Continue](#) [Clear](#) [Discard Changes](#)

STEP 12

Click Add Additional Contact Address.

Contact Information

Please Note: P.O Box is not allowed as a valid address.

* Name of Business: Business Name DBA/Trade Name:

* E-mail: businessemail@email.com

* Mobile Phone: 214-000-0000 Work Phone:

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.
Required contact address type(s): Mailing, Business

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

[Continue](#) [Clear](#) [Discard Changes](#)

STEP 13

Select an Address Type. You will need one of each for a business entity.

Contact Address Information

* Address Type: ☐ Primary

--Select--

--Select--

Business

Mailing

Address Line 2:

Address Line 3:

STEP 14

Fill out all of the required information. If you prefer the Business address to be the Primary check the box. Otherwise check the box when you enter the Mailing address. Click Save and Add Another to enter the Mailing address now.

Contact Address Information

* Address Type: ☐ Primary

Business

* Address Line 1:

320 E Jefferson Blvd

Address Line 2:

Address Line 3:

* City: * State: * ZIP Code: Country/Region:

Dallas TX 75203 United States

Save and Close Save and Add Another Clear Discard Changes

STEP 15

This time add all of the information for your Mailing Address. Then Click Save and Close.

Contact Address Information

×

* Address Type:

Primary

Mailing

* Address Line 1:

320 E Jefferson Blvd

Address Line 2:

Address Line 3:

* City:

Dallas

* State:

TX

* ZIP Code:

75203

Country/Region:

United States

Save and Close

Save and Add Another

Clear

Discard Changes

STEP 16

Click Continue.

Please Note: P.O Box is not allowed as a valid address.

* Name of Business:

Business Name

DBA/Trade Name:

* E-mail:

businessemail@email.com

* Mobile Phone:

214-000-0000

Work Phone:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing, Business

✓ Contact address removed successfully.

Showing 1-2 of 2

Address Type	Address	Action
Business	320 E Jefferson Blvd	Actions ▼
Mailing	320 E Jefferson Blvd	Actions ▼

Continue

Clear

Discard Changes

 City of Dallas

8 of 15

STEP 17

Now you will add a Qualifying Individual. You can either click **Select from Account** or **Add New**.

*indicates a required field.

Contact List

When available, make sure you click **Select from Account** when providing your contact information.

Please note: **Select from Account** will not be available while doing renewals.

Required Contact Type	Minimum
✓ Business Entity	1
⚠ Qualifying Individual	1

Select from Account **Add New**

✓ **Contact added successfully.**

Showing 1-1 of 1

Full Name	Business Name	Contact Type	E-mail	Work Phone	Mobile Phone	Action
	New Business April	Business Entity	no@no.com		469-000-0000	Edit Delete

Save and resume later [Continue Application »](#)

STEP 18

Select the Type of new contact you'll be adding. In this case, we're adding a Qualifying Individual. Then click **Continue**.

Select Contact Type

Please remember to include a mailing address in this section at the bottom of the page.

* **Type:**

--Select--

--Select--

Business Entity

Qualifying Individual

STEP 19

Enter the required information for the Qualifying Individual. Then click Add Additional Contact Address.

Contact Information

Please Note: P.O Box is not allowed as a valid address.

Preferred Channel:
--Select--

*First: Jane Middle: Last: Doe

Home Phone: Work Phone: *Mobile Phone: 469-000-0000

*E-mail: jdoe@no.com

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

STEP 20

Enter the mailing address information for the Qualifying Individual. Then click Save and Close.

Contact Address Information

*Address Type: Mailing ☐ Primary

*Address Line 1: 123 Jane Mailing

Address Line 2:

Address Line 3:

*City: Dallas *State: TX *ZIP Code: 75201 Country/Region: United States

Save and Close Save and Add Another Clear Discard Changes

STEP 21

Click Continue.

Contact Information

Preferred Channel:
Email

*First: Jane Middle: Last: Doe

Home Phone: Work Phone: *Mobile Phone: 469-000-0000

*E-mail: jdoe@no.com

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	123 Jane Mailing	Actions ▼

Continue Clear Discard Changes

STEP 22

Click Continue Application.

Contact List

When available, make sure you click Select from Account when providing your contact information.

Please note: Select from Account will not be available while doing renewals.

✔ Required Contact Type Minimum
Business Entity 1
Qualifying Individual 1

Select from Account **Add New**

✔ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	E-mail	Work Phone	Mobile Phone	Action
	New Business April	Business Entity	no@no.com		469-000-0000	Edit Delete
Jane Doe		Qualifying Individual	jdoe@no.com		469-000-0000	Edit Delete

Save and resume later **Continue Application »**

STEP 23

Enter the Registration Information for your Business. Then click Continue Application.

Registration Information

Business Information

*The City of Dallas requires a contractor to submit proof of an established place of business. If that place of business is within the city, a certificate of occupancy must be secured as required in the Dallas Development Code. In lieu of a certificate of occupancy, a contractor may declare that his residence is the place of business:

☒

*Is the business located within the city limits of Dallas?:

☒ Yes ☐ No

*Is your residence your place of business?: [?](#)

☐ Yes ☒ No

*Certificate of Occupancy Number:

*Renewal Option:

1 Year

Save and resume later

Continue Application »

STEP 24

Double check your information. Read the statement. Check the box to indicate you agree. Then Click Continue Application.

Registration Information

Business Information

Edit

The City of Dallas requires a contractor to submit proof of an established place of business. If that place of business is within the city, a certificate of occupancy must be secured as required in the Dallas Development Code. In lieu of a certificate of occupancy, a contractor may declare that his residence is the place of business:

Is the business located within the city limits of Dallas?: Yes

Is your residence your place of business?: No

Certificate of Occupancy Number:

Renewal Option: 1 Year

I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I UNDERSTAND THAT FAILURE TO COMPLY WILL RESULT IN MY CONTRACTOR REGISTRATION BEING SUSPENDED OR REVOKED IN ACCORDANCE WITH SECTION 1106, SUBCHAPTER 11 OF CHAPTER 52, ADMINISTRATIVE PROCEDURES FOR THE CONSTRUCTION CODES.

☐ By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

STEP 25

Now you will pay the fees. Click Check Out.

General Contractor Registration

1

2 Registration Information

3 Support Documentation

4 Review

5 Pay Fees

6 Record Issuance

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 26

Click Check Out again.

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
25TMP-005012

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 »

STEP 27

Select how you'd like to pay and then click 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 28

Fill out your payment information. Click Pay.

Order Summary

Total	\$	120.00
-------	----	--------

 Card Number *

Exp. Date *

Card Code

Billing Address

First Name	Last Name
Billing Country USA ▼	Zip
Street Address	City
State	Phone Number
Email	

Pay

Cancel

STEP 29

You'll see a confirmation message. Click **Print/View Receipt** if you would like to print, save, or screenshot your receipt.

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-000069

[View Receipt](#)

[Print/View Receipt](#)

STEP 30

Congratulations! You have finished your contractor registration.