

Creating a Collection of Applications on DallasNow

STEP 1

In your browser, go to the DallasNow website and log in.

The screenshot shows the DallasNow Citizen Portal login interface. On the left, a welcome message states: "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." Below this, it says: "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." A "Please Login" section follows, explaining that many online services require login for security. A "New Users" section mentions that new users can register for a free Citizen Access account. A blue "Register Now »" button is at the bottom left. On the right, the "Sign In" section contains input fields for "USERNAME OR EMAIL:*" (with the example "email@something.com") and "PASSWORD:*" (with masked dots). Below these is a "Forgot Password?" link and a dark blue "SIGN IN" button with a hand cursor icon. A checkbox for "Remember me on this device" is present. At the bottom right, there is a "Not Registered?" link and a "CREATE AN ACCOUNT" button.

STEP 2

Click on My Records.

The screenshot shows the user dashboard after logging in. The top navigation bar includes links for "Home", "Building", "Planning", "Enforcement", "Contractor Registration", "Public Works", and a "more" dropdown. Below this, a secondary navigation bar has links for "Dashboard", "My Records", "My Account", and "Advanced Search". The "My Records" link is circled with a blue circle and a hand cursor icon. Below the navigation bar, the text "Hello," is displayed. At the bottom, there are four blue buttons: "Saved in Cart (0)", "View Cart", "My Collection (1)", and "View Collections".

STEP 3

Select all of the records you want to add to a collection for yourself.

☒	03/14/2025	COM-NEW-25-001107	Commercial New Construction Permit	New office building.	Young Hammer Offices	07/12/2025	Pending CO	Provide U
☒	03/14/2025	COM-PH-NEW-25-001107	Phase - New Construction		Phase 1 Young Hammer Offices	07/12/2025	Inspection Phase	Provide U
☒	03/14/2025	COM-PH-NEW-25-001108	Phase - New Construction		Phase 2 Young Hammer Offices	07/12/2025	Inspection Phase	Provide U

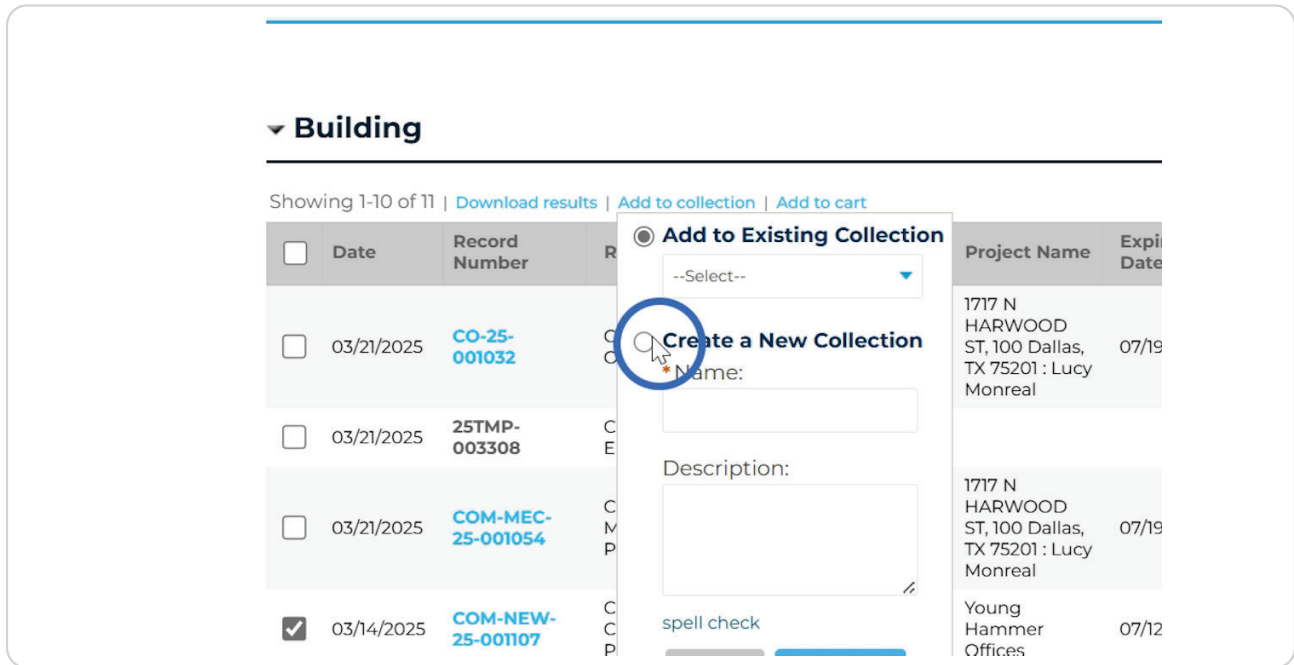
STEP 4

Click Add to collection.

▼ Building								
Showing 1-10 of 11 Download results Add to collection Add to cart								
☐	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
☐	03/21/2025	CO-25-001032	Certificate of Occupancy	CO	HARWOOD ST, 100 Dallas, TX 75201	07/19/2025	CO Ready to Issue	
☐	03/21/2025	25TMP-003308	Commercial Electrical Permit	Electrical work.				Resume /
☐	03/21/2025	COM-MEC-25-001054	Commercial Mechanical Permit	Mechanical work	HARWOOD ST, 100 Dallas, TX 75201	07/19/2025	Inspection Phase	Provide U
☒	03/14/2025	COM-NEW-25-001107	Commercial New Construction Permit	New office building.	Young Hammer Offices	07/12/2025	Pending CO	Provide U
☒	03/14/2025	COM-PH-NEW-25-001107	Phase - New Construction		Phase 1 Young Hammer Offices	07/12/2025	Inspection Phase	Provide U
☒	03/14/2025	COM-PH-NEW-25-001108	Phase - New Construction		Phase 2 Young Hammer Offices	07/12/2025	Inspection Phase	Provide U

STEP 5

Click Create a New Collection.



Building

Showing 1-10 of 11 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	Project Name	Expi Date
☐	03/21/2025	CO-25-001032	1717 N HARWOOD ST, 100 Dallas, TX 75201 : Lucy Monreal	07/19
☐	03/21/2025	25TMP-003308		
☐	03/21/2025	COM-MEC-25-001054	1717 N HARWOOD ST, 100 Dallas, TX 75201 : Lucy Monreal	07/19
☒	03/14/2025	COM-NEW-25-001107	Young Hammer Offices	07/12

☒ **Add to Existing Collection**

--Select--

☒ **Create a New Collection**

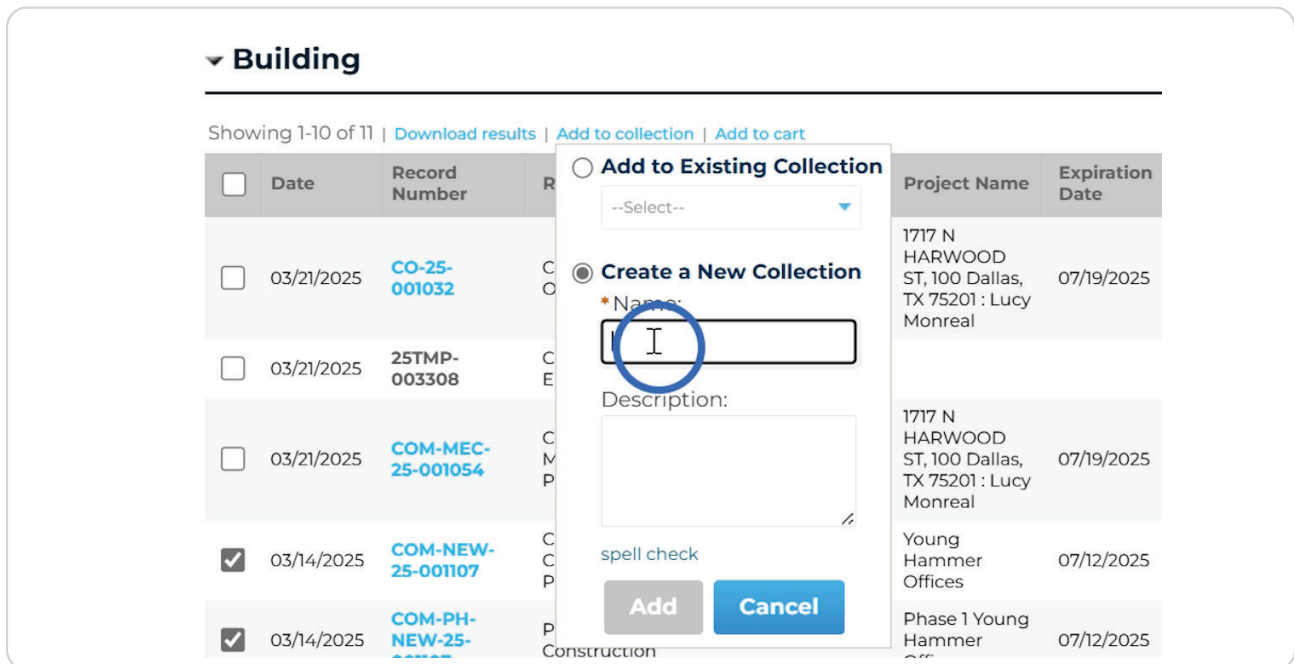
*Name:

Description:

spell check

STEP 6

Give it a name.



Building

Showing 1-10 of 11 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	Project Name	Expiration Date
☐	03/21/2025	CO-25-001032	1717 N HARWOOD ST, 100 Dallas, TX 75201 : Lucy Monreal	07/19/2025
☐	03/21/2025	25TMP-003308		
☐	03/21/2025	COM-MEC-25-001054	1717 N HARWOOD ST, 100 Dallas, TX 75201 : Lucy Monreal	07/19/2025
☒	03/14/2025	COM-NEW-25-001107	Young Hammer Offices	07/12/2025
☒	03/14/2025	COM-PH-NEW-25-001107	Phase 1 Young Hammer Construction	07/12/2025

☐ **Add to Existing Collection**

--Select--

☒ **Create a New Collection**

*Name: I

Description:

spell check

Add **Cancel**

STEP 7

The description is optional, but it can help you keep your projects organized for yourself.

☐	Date	Record Number	R
☐	03/21/2025	CO-25-001032	C
☐	03/21/2025	25TMP-003308	C
☐	03/21/2025	COM-MEC-25-001054	C
☒	03/14/2025	COM-NEW-25-001107	C
☒	03/14/2025	COM-PH-NEW-25-001107	P
☒	03/14/2025	COM-PH-NEW-25-001108	P

☐ Add to Existing Collection

--Select--

☒ Create a New Collection

*Name:

Young Hammer Offices

Description:

spell check

Add **Cancel**

Project Name	Expiration Date
1717 N HARWOOD ST, 100 Dallas, TX 75201 : Lucy Monreal	07/19/2025
1717 N HARWOOD ST, 100 Dallas, TX 75201 : Lucy Monreal	07/19/2025
Young Hammer Offices	07/12/2025
Phase 1 Young Hammer Offices	07/12/2025
Phase 2 Young Hammer Offices	07/12/2025

STEP 8

Click Add.

▼ **Building**

Showing 1-10 of 11 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	R
☐	03/21/2025	CO-25-001032	C
☐	03/21/2025	25TMP-003308	C
☐	03/21/2025	COM-MEC-25-001054	C
☒	03/14/2025	COM-NEW-25-001107	C
☒	03/14/2025	COM-PH-NEW-25-001107	P

☐ Add to Existing Collection

--Select--

☒ Create a New Collection

*Name:

Young Hammer Offices

Description:

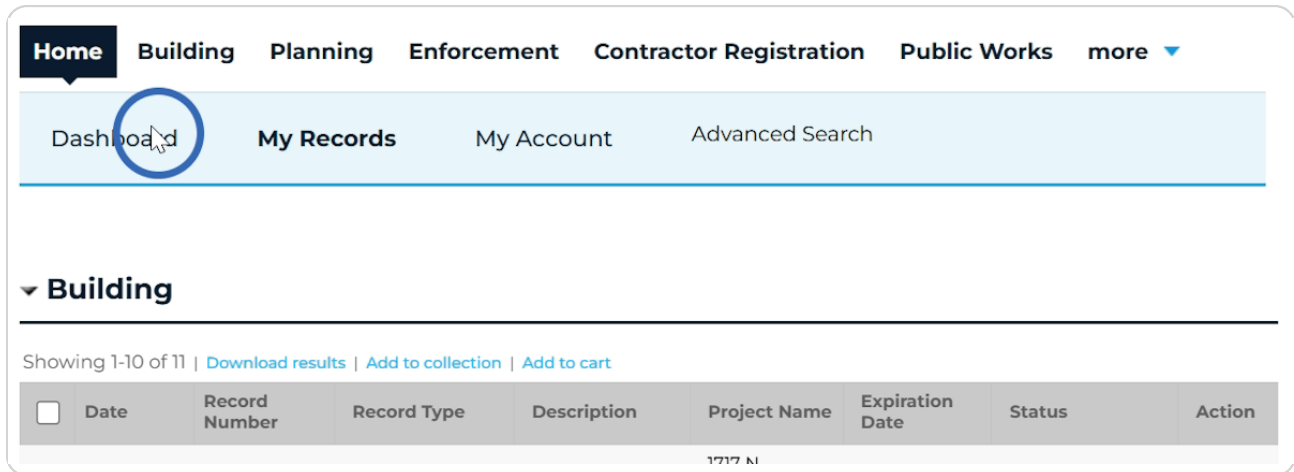
New building construction on Hazelnut Ave.

spell check

Add **Cancel**

STEP 9

To see your collections, click on Dashboard.

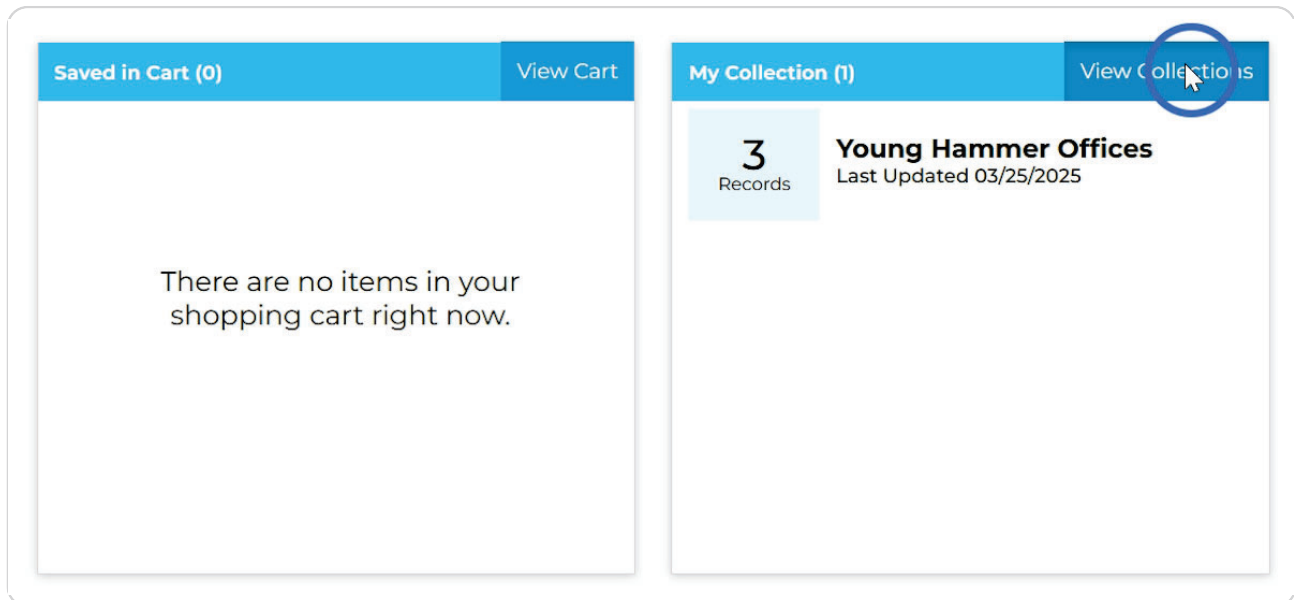


The screenshot shows the top navigation bar of the City of Dallas website. The 'Home' link is highlighted with a blue box. Below the navigation bar, the 'Dashboard' link is circled in blue. The 'My Records' link is also visible. Below the navigation bar, the 'Building' section is expanded, showing a table of records. The table has columns for Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, and Action. The first row shows a record with the number 1717.

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
	1717						

STEP 10

Click on View Collections. You will be able to see some of your collections without clicking the link, but you can't interact with them unless you click View Collections.



The screenshot shows the 'Saved in Cart (0)' and 'My Collection (1)' sections. The 'View Collections' link in the 'My Collection (1)' section is circled in blue. The 'My Collection (1)' section shows a collection named 'Young Hammer Offices' with 3 records, last updated on 03/25/2025.

Collection Name	Records	Last Updated
Young Hammer Offices	3	03/25/2025

STEP 11

Here you will see a list of all of your collections. Click on the one you would like to view.

Home Building Planning Enforcement Contractor Registration Public Works more ▾

Dashboard My Records My Account Advanced Search

Collections

This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	
03/25/2025	Young Hammer Offices	New building construction on Hazelnut Ave.	3	Delete

STEP 12

Now you can see all of the records within this collection and interact with them.

Home Building Planning Enforcement Contractor Registration Public Works more ▾

Dashboard My Records My Account Advanced Search

Young Hammer Offices

New building construction on Hazelnut Ave.

Total Records: 3 (3 Building)

Inspections Summary: 1 (0 Scheduled, 0 Rescheduled, 1 Approved, 0 Denied, 0 Pending, 0 Cancelled)

Fees Summary: \$1,403.25 Paid, \$0.00 Due

[Rename Collection](#) [Delete Collection](#)

Building

[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-3 of 3 | [Download results](#) | [Add to cart](#)

☐	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	
☐	03/14/2025	COM-NEW-25-001107	Commercial New Construction Permit	New office building.	Young Hammer Offices	07/12/2025	Pending CO	P
☐	03/14/2025	COM-PH-NEW-25-001107	Phase - New Construction		Phase 1 Young Hammer Offices	07/12/2025	Inspection Phase	P
☐	03/14/2025	COM-PH-NEW-25-001108	Phase - New Construction		Phase 2 Young Hammer Offices	07/12/2025	Inspection Phase	P