



Completing an Extension Addendum in *DallasNow*

DallasNow makes it easy to request more time on your projects by completing an Extension Addendum. Whether you need to extend an application, a permit, or a Temporary Certificate of Occupancy (TCO), the system provides a simple way to submit your request online.

To help keep you on track, *DallasNow* also sends automatic reminder emails before your record is set to expire at the following intervals:

- 30 days
- 10 days
- 1 day

This guide will walk you through how to access your record and complete the Extension Addendum so your request can be reviewed by City staff.

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How to Request an Application Extension

Step 1. Sign into [DallasNow](#).

The screenshot shows the DallasNow homepage. 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 bar with links: Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and more. A search bar is located in the top right corner. The main content area features a "Welcome to DallasNow our new Citizen Portal" message, a "Sign In" section with fields for "USERNAME OR EMAIL" (containing "J.Customer") and "PASSWORD", and a "SIGN IN" button. There are also links for "Register for an Account" and "Login".

Step 2. Click on My Records

The screenshot shows the DallasNow user dashboard after logging in as "John Customer". The top navigation bar includes links for "Logged in as: John Customer", "Collections (3)", "Cart (0)", "Account Management", and "Logout". Below this, there is a search bar and a navigation bar with links: Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and more. The main content area features a "Hello, John Customer" greeting and a row of buttons: "Saved in Cart (0)", "View Cart", "My Collection (3)", and "View Collections". The "My Records" link in the navigation bar is highlighted with a red box.



Step 3. You can begin the extension request from the My Records Page, or the Record Info Page.

1. To request an extension from the My Records Page:
 - a. Scroll to the right.
 - b. Click on Extension Request.
 - c. Continue to [Step 4](#).

Address	Description	Project Name	Expiration Date	Status	Action	Short Notes
	S				Resume Application	
					Resume Application	
	X	Training - Fence			Resume Application	
it	S	Adding additional Suite, and changing interior layout	10/26/2025	Application About to Expire	Extension Request	
	S	TCO for First Floor	10/26/2025	Application About to Expire	Extension Request	

2. To request an extension from the Record Info Page.

- a. Click on the Record Number from the My Records page.

▼ Building								
Showing 1-10 of 78 Download results Add to collection Add to cart								
☐	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
☐	09/25/2025	25TMP-009869	Permit Extension					
☐	04/29/2025	25TMP-005826	Fire Specialty System					
☐	04/22/2025	25TMP-005334	Residential Accessory Structure Permit		Training - Fence			
☐	08/06/2025	COM-ALT-ADD-25-001137	Commercial Alteration Addition Permit		Adding additional Suite, and changing interior layout		10/26/2025	Application At



b. Scroll down to the bottom of the Record Info Page.

Logged in as: John Customer Collections (3) Cart (0) Account Management Logout

Search...

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

Create an Application Search Applications Schedule an Inspection

Record COM-NEW-25-001018:
Commercial New Construction Permit
Record Status: Application About to Expire
Expiration Date: 10/26/2025

Add to cart
Add to collection

Record Info Payments

Work Location

c. Click on Extension Request and proceed to step 4.

Record Details

Applicant:
John Customer John Customer
Home Phone: 9725555555
Work Phone: 2145555555
Mobile Phone: 4695555555
dsdt
Mailing
Dallas, TX 75201
United States

Licensed Professional:
Mariah
mariah.
Dallas, TX, 75217
General Contractor TL-GC-000012
[View Additional Licensed Professionals>>](#)

Project Description:
Practice

Owner:
DALLAS

[More Details](#)

[Extension Request](#)

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Step 4. Read the Extension Information.

1 Extension Information

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Extension Information > Extension Information

Please include a valid reason you are requesting a time extension for this permit.

Please note the following:

Application extensions at prescreening will be 45 days.
Application extensions at review will be 180 days.
Permit extensions are 120 days.

IMPORTANT: Choose the Correct Extension Type

- Select "Application" if your permit has not yet been issued.
- Select "Permit" if your permit has already been issued. (\$200 fee applies when this option is selected.)
- Select "Temp CO Extension" if you are requesting an extension to your current Temporary Certificate of Occupancy. (\$250 fee applies when this option is selected,)

Make sure you choose the correct option to avoid delays, or extra charges.

* Indicates a required field.

Extension Information

AMENDMENT INFORMATION

Reminder: A \$200 fee applies when requesting an extension for an issued permit. If your permit has not yet been issued, please select "Application" instead.

*Type of Extension:

Step 5.

A. Select Type of Extension

B. Type Reason for Extension

Extension Information

AMENDMENT INFORMATION

Reminder: A \$200 fee applies when requesting an extension for an issued permit. If your permit has not yet been issued, please select "Application" instead.

*Type of Extension:

*Reason for Extension:

spell check

Extension

Attachment



Step 6. Click Add to upload attachments, if applicable.

Reminder: A \$200 fee applies when requesting an extension for an issued permit. If your permit has not yet been issued, please select "Application" instead.

*Type of Extension:

*Reason for Extension:

[spell check](#)

Extension

Attachment

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;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#)

[Continue Application »](#)



Step 7. Click on Continue Application.

AMENDMENT INFORMATION

Reminder: A \$200 fee applies when requesting an extension for an issued permit. If your permit has not yet been issued, please select "Application" instead.

*Type of Extension: Application

*Reason for Extension: Example Reason

[spell check](#)

Extension

Attachment

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;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#)

[Continue Application »](#)

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Step 8. Review the application information.

Note: Click edit on a section if revisions are needed.

1 Extension Information

2 Review

3 Pay Fees

4 Record Issuance

Step 2: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Permit Extension

Extension Information

AMENDMENT INFORMATION

Type of Extension: Application

Reason for Extension: Example Reason

Extension: Edit

Attachment

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;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				



Step 9. Click on Continue Application.

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Permit Extension

Extension Information

AMENDMENT INFORMATION

Edit

Type of Extension:

Application

Reason for Extension:

Example Reason

Extension

Edit

Attachment

Edit

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;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later

Continue Application »

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Congratulations, your request to extend your application has been submitted.

1 Select item to pay

2 Payment information

3 **Receipt/Record issuance**

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.

232

Dallas TX 75201

AMD-EXT-25-001039

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If approved, the Record Status of your application will be updated from Application about to Expire.



Logged in as: John Customer Collections (3)  Cart (0) Account Management Logout

COM-NEW-25-001018 

Home

Building

Planning

Enforcement

Contractor Registration

Public Works

more ▼

Create an Application

Search Applications

Schedule an Inspection

Record COM-NEW-25-001018:

Commercial New Construction Permit

Record Status: In Review

Expiration Date: 08/24/2025

Record Info ▼

Payments ▼

Add to cart

Add to collection

Work Location



How to Request a Permit Extension

Step 1. Sign into [DallasNow](#).

The screenshot shows the DallasNow homepage. At the top is the City of Dallas logo and the text "WELCOME TO THE CITY OF DALLAS". Below the header is a navigation bar with links: Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and more. A search bar is located in the top right corner. The main content area features a "Welcome to DallasNow our new Citizen Portal" message, a "Sign In" section with fields for "USERNAME OR EMAIL" (containing "J.Customer") and "PASSWORD", and a "SIGN IN" button. There are also links for "Register for an Account" and "Login".

Step 2. Click on My Records

The screenshot shows the DallasNow user dashboard after logging in as "John Customer". The top navigation bar includes links for "Logged in as: John Customer", "Collections (3)", "Cart (0)", "Account Management", and "Logout". A search bar is also present. The main navigation bar highlights "My Records" as the selected tab. Below the navigation bar, the user is greeted with "Hello, John Customer". At the bottom, there are buttons for "Saved in Cart (0)", "View Cart", "My Collection (3)", and "View Collections".



Step 3. You can begin the extension request from the My Records Page, or the Record Info Page.

1. To request an extension from the My Records Page:
 - a. Scroll to the right.
 - b. Click on Extension Request.
 - c. Continue to [Step 4](#).

Address	Description	Project Name	Expiration Date	Status	Action	Short Notes
	S				Resume Application	
					Resume Application	
	X	Training - Fence			Resume Application	
it	S	Adding additional Suite, and changing interior layout	10/26/2025	Application About to Expire	Extension Request	
	S	TCO for First Floor	10/26/2025	Application About to Expire	Extension Request	

2. To request an extension from the Record Info Page.

- a. Click on the Record Number from the My Records page.

▼ Building								
Showing 1-10 of 78 Download results Add to collection Add to cart								
☐	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
☐	09/25/2025	25TMP-009869	Permit Extension					
☐	04/29/2025	25TMP-005826	Fire Specialty System					
☐	04/22/2025	25TMP-005334	Residential Accessory Structure Permit		Training - Fence			
☐	08/06/2025	COM-ALT-ADD-25-001137	Commercial Alteration Addition Permit		Adding additional Suite, and changing interior layout		10/26/2025	Application At



- b. Scroll down to the bottom of the Record Info Page.
- c. Click on Extension Request and proceed to [step 4](#).

Record Details

Applicant:
John Customer John Customer
Home Phone:9725555555
Work Phone:2145555555
Mobile Phone:4695555555
Mailing
Dallas, TX 75201
United States

Licensed Professional:
John Customer
Dallas, TX, 75201
Home Phone:9725555555
Mobile Phone:4695555555
General Contractor TL-GC-000059

Project Description:
Adding additional Suite, and changing interior layout

Owner:

[More Details](#)

[Extension Request](#)

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Step 4. Read the Extension Information.

Step 1: Extension Information > Extension Information

Please include a valid reason you are requesting a time extension for this permit.

Please note the following:

Application extensions at prescreening will be 45 days.

Application extensions at review will be 180 days.

Permit extensions are 120 days.

IMPORTANT: Choose the Correct Extension Type

- Select "Application" if your permit has not yet been issued.
- Select "Permit" if your permit has already been issued. (\$200 fee applies when this option is selected.)
- Select "Temp CO Extension" if you are requesting an extension to your current Temporary Certificate of Occupancy. (\$250 fee applies when this option is selected.)

Make sure you choose the correct option to avoid delays, or extra charges.

* indicates a required field.

Extension Information

AMENDMENT INFORMATION

Reminder: A \$200 fee applies when requesting an extension for an issued permit. If your permit has not yet been issued, please select "Application" instead.

Step 5.

A. Select Type of Extension.

B. Type in the Reason for the extension.

Make sure you choose the correct option to avoid delays, or extra charges.

* indicates a required field.

Extension Information

AMENDMENT INFORMATION

Reminder: A \$200 fee applies when requesting an extension for an issued permit. If your permit has not yet been issued, please select "Application" instead.

* Type of Extension:

 A

* Reason for Extension:

 B

spell check

Extension



Step 6. Click Add to upload attachments, if applicable.

Extension

Attachment

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;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

[Continue Application »](#)

Step 7. Click on Continue Application.

Attachment

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;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

[Continue Application »](#)

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Step 8 Review the application information.

Note: Click edit on a section if revisions are needed.

1 Extension Information

2 Review

3 Pay Fees

4 Record Issuance

Step 2: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Permit Extension

Extension Information

AMENDMENT INFORMATION

Type of Extension:	Permit
Reason for Extension:	Example Reason

Edit

Edit

Edit

Extension

Attachment

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

Name	Type	Size	Latest Update	Action
No records found.				

Step 9. Click on Continue Application.

Attachment

Edit

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

Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later

Continue Application »

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Step 10. Click on Check Out.

Permit Extension

1 Extension Information

2 Review

3 Pay Fees

4 Record Issuance

Step 3: 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
Permit Extension Fee	1	\$200.00

TOTAL FEES: \$200.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out »

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Step 11. 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

123 Dallas TX 75224

1 Application(s) | \$200.00

▶ Commercial Alteration Addition Permit
COM-ALT-ADD-25-001137

Total due: \$200.00

Total amount to be paid: \$200.00
Note: This does not include additional inspection fees which may be assessed later.

Checkout » Edit Cart » Continue Shopping »

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Step 12. Click on Submit Payment.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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: \$200.00 ☒ Pay with Credit Card ☐ Pay with Bank Account Submit Payment »		
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Step 13. Complete payment information and click on Pay.

Order Summary

Total \$ 200.00

 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



Congratulations, your request to extend your permit has been submitted.

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

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](#)

123 , Dallas TX 75224

AMD-EXT-25-001040 [View Receipt](#)

[Print/View Receipt](#)

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If approved, the status of your Record Status will be updated from Application About to Expire.

[Home](#) **[Building](#)** [Planning](#) [Enforcement](#) [Contractor Registration](#) [Public Works](#) [more](#)

[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

Record COM-ALT-ADD-25-001137:
Commercial Alteration Addition Permit
Record Status: Inspection Phase
Expiration Date: 01/26/2026

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

[Record Info](#)

[Payments](#)

[Plan Review](#)

Work Location



How to Request a Temporary Certificate of Occupancy (TCO) Extension

Step 1. Sign into [DallasNow](#).

The screenshot shows the DallasNow website homepage. 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 bar with links: Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and more. A search bar is located in the top right corner. The main content area features a "Welcome to DallasNow our new Citizen Portal" message, a "Sign In" section with fields for "USERNAME OR EMAIL" (containing "J.Customer") and "PASSWORD", and a "SIGN IN" button. There are also links for "Register for an Account" and "Login".

Step 2. Click on My Records

The screenshot shows the DallasNow website user interface after logging in. The top navigation bar includes links for "Logged in as: John Customer", "Collections (3)", "Cart (0)", "Account Management", and "Logout". Below the navigation bar, there is a search bar and a "My Records" button highlighted with a red box. The main content area displays "Hello, John Customer" and a section for "Saved in Cart (0)" with a "View Cart" button. There is also a section for "My Collection (3)" with a "View Collections" button.



Step 3. You can begin the extension request from the My Records Page, or the Record Info Page.

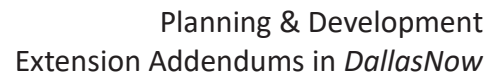
1. To request an extension from the My Records Page:
 - a. Scroll to the right.
 - b. Click on Extension Request.
 - c. Continue to [Step 4](#).

Address	Description	Project Name	Expiration Date	Status	Action	Short Notes
					Resume Application	
					Resume Application	
	X Training - Fence				Resume Application	
it	S Adding additional Suite, and changing interior layout		10/26/2025	Application About to Expire	Extension Request	
	S TCO for First Floor		10/26/2025	Application About to Expire	Extension Request	

2. To request an extension from the Record Info Page.

- a. Click on the Record Number from the My Records page.

▼ Building								
Showing 1-10 of 78 Download results Add to collection Add to cart								
☐	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
☐	09/25/2025	25TMP-009869	Permit Extension					
☐	04/29/2025	25TMP-005826	Fire Specialty System					
☐	04/22/2025	25TMP-005334	Residential Accessory Structure Permit		Training - Fence			
☐	07/01/2025	CO-25-001292	Certificate of Occupancy		TCO for First Floor		10/26/2025	Application Ab



- Record Details**

Applicant:

John Customer John Customer
Home Phone:9725555555
Work Phone:2145555555
Mobile Phone:4695555555
dsd

Mailing
[Redacted]
Dallas, TX 75201
United States

Business
[Redacted]
Dallas, TX 75201
United States

Project Description:

TCO for First Floor

B

Owner:

[Redacted] *

DALLAS

More Details

Extension Request

C

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Step 4. Read the Extension Information.

1 Extension Information	2 Review	3 Pay Fees	4 Record Issuance
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Step 1: Extension Information > Extension Information

Please include a valid reason you are requesting a time extension for this permit.

Please note the following:

Application extensions at prescreening will be 45 days.
Application extensions at review will be 180 days.
Permit extensions are 120 days.

IMPORTANT: Choose the Correct Extension Type

- Select "Application" if your permit has not yet been issued.
- Select "Permit" if your permit has already been issued. (\$200 fee applies when this option is selected.)
- Select "Temp CO Extension" if you are requesting an extension to your current Temporary Certificate of Occupancy. (\$250 fee applies when this option is selected,)

Make sure you choose the correct option to avoid delays, or extra charges.

* indicates a required field.

Extension Information

Step 5.

A. Select Type of Extension

B. Type Reason for Extension

Extension Information

AMENDMENT INFORMATION

Reminder: A \$200 fee applies when requesting an extension for an issued permit. If your permit has not yet been issued, please select "Application" instead.

*Type of Extension:

A

*Reason for Extension:

B

spell check

Extension

Attachment



Step 6. Click Add to upload attachments, if applicable.

Extension

Attachment

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;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

[Continue Application »](#)

Step 7. Click on Continue Application.

Attachment

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;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

[Continue Application »](#)

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Step 8. Review the application information.

Note: Click edit on a section if revisions are needed.

Permit Extension

1 Extension Information

2 Review

3 Pay Fees

4 Record Issuance

Step 2: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Permit Extension

Extension Information

AMENDMENT INFORMATION

Type of Extension:

Temp CO Extension

Reason for Extension:

Example Reason

Extension

Edit

Attachment

Edit

256 MB

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;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.

Name	Type	Size	Latest Update	Action
No records found.				



Step 9. Click on Continue Application.

Extension

Edit

Attachment

Edit

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;msc;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later

Continue Application »

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Step 10. Click on Check Out.

Permit Extension

1 Extension Information

2 Review

3 Pay Fees

4 Record Issuance

Step 3: 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
TCO Extension Fee - 30 days	1	\$250.00

TOTAL FEES: \$250.00

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

Check Out »

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Step 11. 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

123 [redacted] Dallas TX 75224

1 Application(s) | \$250.00

▶ Certificate of Occupancy
CO-25-001292

Total due: \$250.00

Total amount to be paid: \$250.00

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

Checkout »

Edit Cart »

Continue Shopping »

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Step 12. Click on Submit Payment.

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

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: \$250.00

☒ Pay with Credit Card

☐ Pay with Bank Account

Submit Payment »

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Step 13. Complete payment information and click on Pay.

Order Summary

Total \$ 200.00

 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



Congratulations, your request to extend your permit has been submitted.

1 Select item to pay

2 Payment information

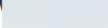
3 Receipt/Record issuance

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](#)

123 \  Dallas TX 75224

AMD-EXT-25-001041 [View Receipt](#)

[Print/View Receipt](#)

If approved, the status of your Record Status will be updated from Permit About to Expire.

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[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

Record COM-ALT-ADD-25-001137:
Commercial Alteration Addition Permit
Record Status: Inspection Phase
Expiration Date: 01/26/2026

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

[Record Info](#) ▼

[Payments](#) ▼

[Plan Review](#)

Work Location